

Commission Interviews
5:15 - 7:00 PM



AGENDA
CHASKA CITY COUNCIL
CHASKA CITY HALL - COUNCIL CHAMBERS & ZOOM
Monday, January 8, 2024
7:00 PM

1. Call to Order
2. Pledge of Allegiance - Lead by Chaska Boy Scout Troop #174
3. Roll Call
4. Adopt Agenda
5. Proclamation
 - 5.A. 50th Anniversary of Chaska Boy Scouts Troop #174
6. Visitor Presentation
7. Approve Previous Meeting Minutes
 - 7.A. City Council Meeting Minutes 12-18-2023
8. Consent Items
 - 8.A. Appointment of Acting Mayor (Mayor Pro Tem)
 - 8.B. Appointment of City Attorney
 - 8.C. Appointment of Official Newspaper
 - 8.D. Public Improvements - Final Release of Sureties for Club West 7th, 8th, 9th and 10th
 - 8.E. Public Improvements - Harvest West 1st and 2nd Addition
 - 8.F. Adopt Resolution 2024-1 Awarding the Bid for Construction of Well #10
 - 8.G. Adopt Resolution 2024-2 Awarding the Bid for Construction of Wells #11 & #12
 - 8.H. Approve Massage Business License - Amber Laurent

- 8.I. Designate City Depositories and Investment Institutions for 2024
- 8.J. Adopt Resolution 2024-3 Authorizing Account Signers and Electronic Funds Transfer
- 8.K. Appointment of City Trustees to the Chaska Fire Department Relief Association Board for 2024
- 8.L. Approve the City of Chaska Employee Handbook
- 9. Action Items
 - 9.A. Public Hearing: 2024 Development Fees, Planning Application Fees, Building and Fire Permit Fees
 - 9.A.i. Adopt Ordinance 2024-1041 Amending Development, Planning, Building and Fire Permit Fee Schedules
 - 9.B. Adopt Resolution 2024-4 Award Bid for Chaska Advanced Metering Infrastructure
- 10. Bills
 - 10.A. Accounts Payable Claims Roster 1-8-2024
- 11. Other Business
 - 11.A. City Administrator's Report
 - 11.A.i. Biweekly 1-8-2024
- 12. Adjourn



**CITY OF
CHASKA MINNESOTA**
“A Quality Small Town”



PROCLAMATION

**In Recognition of the 50th Anniversary of
Chaska Boy Scouts Troup #174**

- WHEREAS:** The Boy Scout Organization was founded in 1910 by Lord Baden Powell to train youth in responsible citizenship, character development, and self-reliance through participation in a wide range of outdoor activities, educational programs, and career-oriented programs in partnership with community organizations; and
- WHEREAS:** The Chaska BSA Troop 174 charter organization created by Crown of Glory Lutheran Church began in January 1974, and is now the only remaining Scout BSA Troop in Chaska; and
- WHEREAS:** Troop 174 has given back to the community through numerous service projects, many of which have been completed by individuals who have attained the highest level of participation by earning the status of Eagle Scout,
- NOW, THEREFORE,** Be it Resolved, that I, Mark Windschitl, Mayor of the City of Chaska, on behalf of the City Council and the Citizens of Chaska, do hereby proclaim January 2024 as the 50th Anniversary Month of Chaska BSA Troup 174.

IN WITNESS WHEREOF, I have hereunto set my hand and the Seal of the City of Chaska this 8th day of January in the year of our Lord Two Thousand and Twenty-Four.

Mark Windschitl, Mayor City of Chaska

SEAL

**- MINUTES -
CHASKA CITY COUNCIL
DECEMBER 18, 2023**

1. Call to Order

The meeting was called to order by Mayor Pro Tem Huang at 7 p.m.

2. Pledge of Allegiance

3. Roll Call

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

Absent: Mayor Windschitl.

Also Present: Matt Podhradsky, City Administrator; Noel Graczyk, Administrative Services Director; Kevin Wright, Community Engagement Manager; Elise Durbin, Assistant Administrator; Nate Kabat, Community Development Director; Ashley Cauley, City Planner; Christophe Morschen, City Attorney; Matt Clark, City Engineer; Ryan Seibert, Police Chief; and Matt Burt, Accounting Supervisor.

4. Adopt the Agenda

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

5. Visitor Presentation

No one wished to present to the Council.

6. Approve Previous Meeting Minutes

6.A. Approve the December 4, 2023 City Council Meeting Minutes

Motion by Councilmember Hubbard, second by Councilmember Hatfield to approve the minutes of the December 4, 2023 City Council meeting.
Motion carried.

7. Consent Agenda

Councilmember Grau asked staff to give a general overview regarding items A. and B.

Police Chief Seibert gave a brief overview of the Tri-City Tactical Team JPA and the Southwest Metro Drug Task Force JPA.

Motion by Councilmember Hubbard, second by Councilmember Grau to approve the Consent Agenda Items A through H:

A. Tri-City Tactical Team Joint Power Agreement

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

B. Southwest Metro Drug Task Force Joint Power Agreement

DRAFT

Motion to authorize the Mayor 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.

C. Adopt Resolution No. 2023-101 Approving an Amendment and Assignment of a Tax Abatement Agreement

Motion to adopt Resolution No. 2023-101 Approving an Amendment and Assignment of a Property Tax Abatement Agreement between the City of Chaska and IP Stream Minneapolis, LLC to LightEdge Solutions, LLC

D. Adopt Resolution No. 2023-102 Finance Policies

Motion to adopt Resolution No. 2023-102 to Adopting Financial Policies for Federal Awards Administration, Capital Assets, and Purchasing Card

E. Adopt Resolution No. 2023-103 Establish 2023 Interfund Tax Increment Loans

Motion to adopt Resolution No. 2023-103 Providing 2023 Interfund Tax Increment Project Financing

F. Adopt Resolution No. 2023-104 Approving Lot Split and Minor Variance for 303 & 305 Hickory Street/Daniel Schepers/PC #2023-27

Motion to adopt Resolution No. 2023-104 Resolution to approve a lot split and minor variance to allow an existing driveway to encroach into the side yard setback and up to 3.4 feet/ Daniel Schepers/PC #2023-27

G. Memorandum of Understanding for Recreation Services Between the City of Carver and the City of Chaska

Motion to 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

H. Adopt Resolution No. 2023-106 Approving the Feasibility Report for the NE Collector in the SW Area

Motion to adopt Resolution No. 2023-106 Accepting the Feasibility Report Amendment for the NE Collector in SW Chaska Development Area

Motion carried.

8. Action Items

8.A. Adopt Resolution 2023-105 approving the Final Site and Building Plan for the Public Safety Facility/City of Chaska/PC #2023-26

City Administrator Podhradsky introduced the item to the Council and asked Quinn Hutson, CNH Architects to provide a presentation and virtual tour of the space.

Motion by Councilmember Hatfield, second by Councilmember Hubbard to adopt Resolution 2023-105 Approving the Final Site Plan for the Public Safety Facility/City of Chaska/PC #2023-26.

Motion carried.

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

8.B.i. Resolution 2023-95 – 2024 Tax Levy

City Administrator Podhradsky introduced the item to the Council and reviewed various budget and levy details.

Mayor Pro Tem Huang stated that the Council has been discussing the tax levy and budget for the last 5 months, so tonight's information was not new to them.

DRAFT

Councilmember Hatfield expressed her appreciation to the residents for being vocal and sharing their thoughts with the Council on these items.

Mayor Pro Tem Huang stated he would echo Councilmember Hatfield's comments and explained he had some very constructive conversations with residents. He stated that having these conversations allows them to convey to the residents that these decisions had not been made on a whim, followed a very thoughtful process, and was being done for the long-term benefit of the community.

Councilmember Grau stated these are not always easy conversations, but felt that he was able to have many good conversations with residents on this information.

Councilmember Hubbard stated that she thinks this has been a great process and thanked City staff for their work pulling together the budget information for consideration and their willingness to help the Council and residents understand it.

Motion by Councilmember Grau, second by Councilmember Hubbard to adopt Resolution 2023-95 Adopting Property Tax Levies for Payable 2024.
Motion carried.

8.B.ii. Resolution 2023-96 – General/Enterprise Fund Budgets

Motion by Councilmember Hatfield, second by Councilmember Grau to adopt Resolution 2023-96 Adopting 2024 Fund Budgets.
Motion carried.

8.C. Establishing 2024 Utility Rates

8.C.i. Adopt Ordinance No. 2023-1039 Establishing 2024 Electric Utility Rates

Motion by Councilmember Hubbard, second by Councilmember Hatfield to adopt Ordinance No. 2023-1039 Establishing 2024 Electric Utility Rates. Motion carried.

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

Motion by Councilmember Hatfield, second by Councilmember Grau to adopt Resolution No. 2023-98 Approving Summary Publication of Ordinance 2023-1039. Motion carried.

8.C.iii. Adopt Ordinance No. 2023-1040 Establishing 2024 Water Sewer Utility Rates

Motion by Councilmember Hubbard, second by Councilmember Hatfield, to adopt Ordinance No. 2023-1040 Establishing 2024 Water Sewer Utility Rates. Motion carried.

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

Motion by Councilmember Grau, second by Councilmember Hubbard to adopt Resolution No. 2023-99 Approving Summary Publication of Ordinance 2023-1040. Motion carried.

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

Motion by Councilmember Hatfield, second by Councilmember Grau, to adopt Resolution No. 2023-100 Adopting a Stormwater Utility Residential Equivalency Factor. Motion carried.

DRAFT

9. Bills

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

The Council requested further information about bills on pages 4, 9, 21, and 31.

City Administrator Podhradsky provided further information regarding those bills.

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

10. Other Business

10.A. City Administrator's Report

10.A.i Biweekly 12-18-2023

Councilmember Hubbard:

- Chaska Human Rights Awards will be on January 15, 2024 at the Chaska Event Center from 7:45 to 9:30 a.m.
- Firemen's Ice Fishing contest will be held on February 3, 2024 from 1:00 to 3:00 p.m.
- Applications were still open for various Commissions and encouraged people to apply

Councilmember Hatfield:

- Free food distribution will be held on December 21st at the old Gedney
- Coffee with a Cop will be December 20th at 9:00 a.m. – South Caribou Coffee
- Santa Parade on December 20th from 4:30 p.m. to 8:30 p.m. and will begin at the fire station
- Citizens Academy classes (free) will be held on Thursday evenings from 6:00-8:30 p.m.

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

Motion by Councilmember Hubbard, second by Councilmember Grau to adjourn the meeting at 8:10 p.m.

Motion carried.

REQUEST FOR ACTION CHASKA CITY COUNCIL 1/8/2024

Subject: Appointment of Acting Mayor

Prepared By: Denise Beebe, Senior Clerk

According to MN State Statute, all statutory cities must, at the first Council meeting each year, appoint an Acting Mayor (also known as Mayor Pro Tem) who will serve in the absence of the Mayor. The responsibilities include acting as the chairperson at Council meetings in the Mayor's absence or filling a vacancy in the position of Mayor until such time that the position is filled by election or appointment.

Council members were elected to serve on the City Council as follows: Jon Grau and McKayla Hatfield were both re-elected in the General Election, November 8, 2022, and took office in January 2023. While Taylor Hubbard and Mike Huang were both re-elected in the General Election on November 3, 2020, and took office in January 2021.

Council Member Grau served as Mayor Pro Tem in 2020, Council Member Hatfield in 2021, Council Member Hubbard in 2022 and Council Member Huang in 2023.

Based on the rotation policy used for appointing the Acting Mayor, Council Member Grau would be in line to serve as Mayor Pro Tem for 2024.

At tonight's meeting, Council needs to take formal action to fill the Acting Mayor position. Attached to this Request for Action is the policy that was enacted to help guide filling the Acting Mayor post.

CITY COUNCIL ACTION REQUESTED

Motion to appoint Council Member Jon Grau as Acting Mayor for the City of Chaska for the calendar year 2024.

CITY OF CHASKA
CITY COUNCIL POLICY
REGARDING THE APPOINTMENT OF THE MAYOR PRO TEM

Requirements and Purpose

At its first meeting of the year, the City Council is required by State law to appoint a Mayor Pro Tem who shall perform the duties of the Mayor in the event of disability or the absence of the Mayor. The Mayor Pro Tem will also serve in the role of the Mayor if there is a vacancy in the position, until a successor is appointed or elected.

The purpose of this policy is to establish guidelines for the appointment of the Mayor Pro Tem. It is the intent of the Chaska City Council to establish a rotation for the Mayor Pro Tem position to allow all Council members to serve in this role.

General Guidelines

1. Council members being considered for Mayor Pro Tem should have at least two years of experience on the Chaska City Council.
2. The Mayor Pro Tem shall be appointed by the City Council at the first Council meeting in January as required by State law.
3. Council members can rotate the position of Mayor Pro Tem on an annual basis if so desired.
4. The order of the rotation shall generally begin with the Council member who has the longest tenure (total years) on the City Council, followed by the Council member with the second longest tenure, etc. In the event that two Council members have served the same amount of time on the Council, the Council member whose Ward Seat has had the longest tenure of not being in the position of Mayor Pro Tem shall serve as Mayor Pro Tem.
5. In the event that both the Mayor and Mayor Pro Tem are both unavailable to perform the duties of Mayor, the Council member next in line in years of service as defined in #4 above shall take over the duties of the Mayor.
6. This policy shall, in general, establish the guidelines for the appointment of the Mayor Pro Tem, but the City Council shall reserve the right to deviate from this policy as they see fit for differing circumstances.

REQUEST FOR ACTION CHASKA CITY COUNCIL 01/8/2024

Subject: Appointment of City Attorney

Prepared By: Denise Beebe, Senior Clerk

Reviewed By: Matt Podhradsky, City Administrator

Annually, the city needs to act on appointing the City Attorney. Under the City code, all employees, except the City Attorney, are appointed by the City Administrator. The Code specifies that the City Attorney will be appointed annually by the City Council. As in the past, it is recommended that the City Council reappoint the firm of Melchert Hubert Sjodin Law as the City Attorney. Since the firm has served as the City's legal counsel for several years the firm brings a great deal of knowledge of past actions the City has taken. Besides this, the firm is able to provide the City with a number of different specialties, which does allow us to have most aspects of our general legal needs represented by one firm.

429 Projects - \$228
Other Matters - \$217
Litigation Rate - \$275
Meeting Rate - \$80

Please note that the above rates represent only a 4% cost of living increase. Based on this, Staff does feel that this is a fair proposal.

CITY COUNCIL ACTION REQUESTED

Motion to appoint the law firm Melchert, Hubert, Sjodin, as the Chaska City Attorney for 2024.

J. Michael Melchert, Esq.

Direct Dial:
(952) 442-7788

Email Address:
mmelchert@mhslaw.com



MELCHERT HUBERT SJODIN
ATTORNEYS AT LAW

121 W Main Street, Suite 200
Waconia, Minnesota 55387
Telephone: (952) 442-7700

510 Chestnut Street N, Suite 100
Chaska, Minnesota 55318
Telephone: (952) 442-7700

www.mhslaw.com

December 18, 2023

Matt Podhradsky
City Administrator
City of Chaska
One City Hall Plaza
Chaska, MN 55318

Re: City Attorney Position

Dear Mr. Podhradsky:

The firm of Melchert Hubert Sjodin, PLLP, respectfully requests that the City of Chaska appoint our firm as City attorneys for 2024.

Our rates for 2024 will be:

429 Projects or Projects Funded through Federal, State or Other Grants:	\$228.00
Litigation and Complex Development:	\$275.00
Regular Council and Regular Planning Commission Meetings:	\$ 80.00
Other Matters	\$217.00

The above rates represent a 4% cost of living increase.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, consisting of a large, stylized 'J' followed by a series of loops and a long horizontal stroke extending to the right. Below the signature is the printed name "J. Michael Melchert".

J. Michael Melchert

JMM/clw

**REQUEST FOR ACTION
CHASKA CITY COUNCIL
01/8/2024**

Subject: Appointment of Official Newspaper

Prepared By: Denise Beebe, Senior Clerk

Annually, the City needs to act on appointing the official newspaper for the upcoming year. In the past, Chaska's official newspaper has been the "Chaska Herald." Attached is a letter from the Herald indicating their interest in serving as the official newspaper for 2024. They have indicated that their rates will increase 5% to \$8.06 per column inch, which reflects the increased costs for paper, labor and postal increases. Notices will continue to be posted on the Chaska Herald website and Minnesota Newspaper Associations public website free of charge.

Being appointed as the official newspaper means that the City will place all its legal notices in the Herald to comply with statutory requirements.

Staff is recommending that we continue to utilize the "Chaska Herald" as our official newspaper.

CITY COUNCIL ACTION REQUESTED

Motion to appoint the "Chaska Herald" as the official newspaper of the City of Chaska for 2024.

CHASKA HERALD

December 19, 2023

Mr. Matt Podhradsky
City Administrator
City of Chaska
#1 City Hall Drive
Chaska, Minnesota 55318

Dear Mr. Podhradsky,

Please consider our request for appointment of the Chaska Herald as the official newspaper for the City of Chaska in 2024.

We feel very strongly that the publishing of legal notices in the newspaper is of vital importance to local residents who wish to stay informed about the decisions being made by your elected body. The rate submitted by the Chaska Herald for 2024 is \$8.06 per column inch. The new rate reflects a 5 percent increase from that charged in 2023 and is needed to cover the rising costs for paper and labor, in addition to several postal increases initiated by the U.S. Postal Service over a 14-month period of time.

Notices submitted by the City of Chaska will continue to be posted on our newspaper website, www.chaska Herald.com and the Minnesota Newspaper Association's statewide public notice website, mnp publicnotice.com, free of charge.

Our legal notice deadline is at noon on Thursday, preceding the following week's publication date; during holiday weeks the deadline may be advanced.

Thank you for the opportunity to be of service to you in the past. We hope that relationship can be continued in the coming year.

Respectfully,

Laurie A. Hartmann
General Manager

**REQUEST FOR ACTION
CHASKA CITY COUNCIL
1/8/2024**

Subject: Public Improvements – Club West 7th, 8th, 9th, and 10th

Prepared By: Denise Beebe, Senior Clerk

Reviewed By: Matt Clark, City Engineer

Installation of public improvements are completed, and all warranties have been satisfied for the Club West 7th, 8th, 9th, and 10th Additions. Consistent with terms of the Development Agreements, Chaska is in a position to formally accept said improvements as public facilities and release the letters of credit in their entirety

CITY COUNCIL ACTION REQUESTED

Accept public improvements in Club West 7th, 8th, 9th, and 10th Additions as municipal facilities, and release the letters of credit in their entirety.



December 22, 2023

To: Matt Clark
City Engineer
Chaska City Hall
One City Hall Plaza
Chaska, MN 55318

Subject: Letter of Credit #457

The warranty period for Club West 7th addition expired on 3/15/23. City staff has reviewed the development and find it ready for final acceptance. We request that the City of Chaska accept the improvements within the development and release the letter of Credit in the amount of \$107,149.20

If you have any questions, please contact me at 952.292.2419

Thank you

Sincerely,

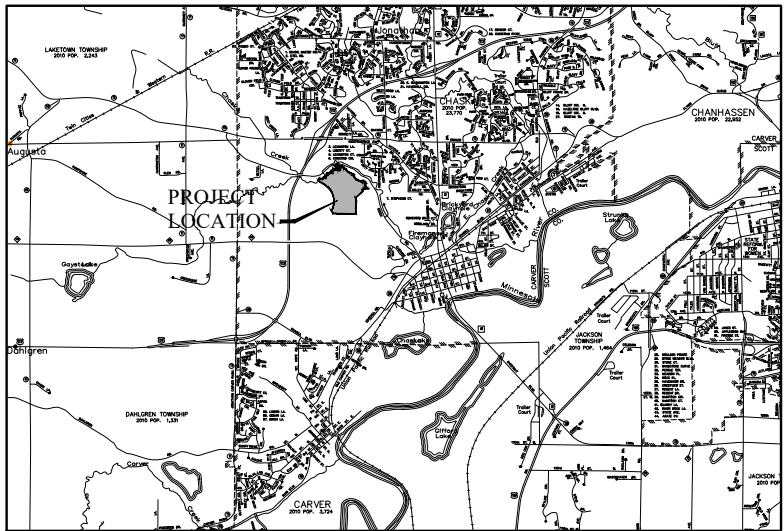
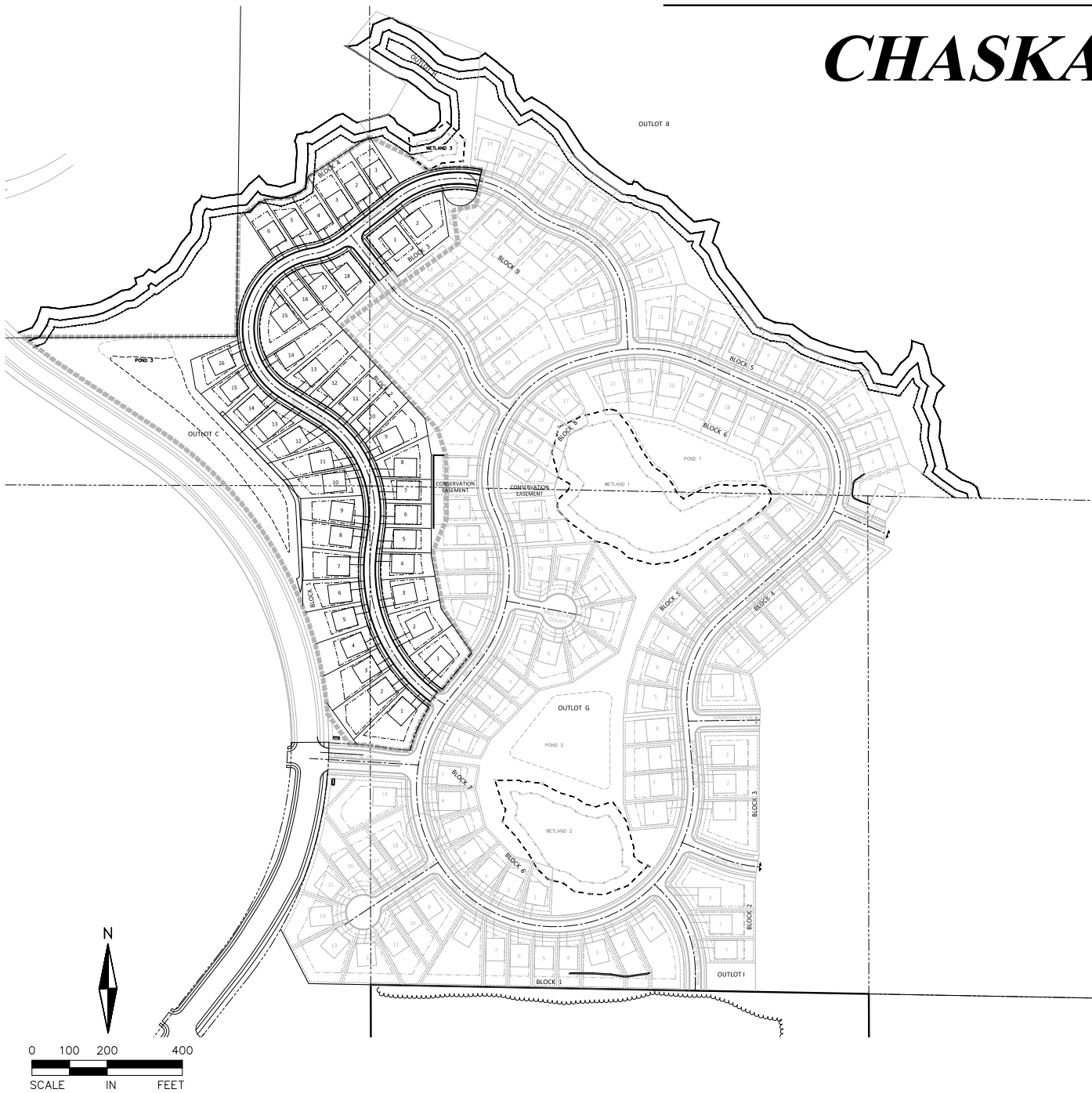
A blue ink handwritten signature, appearing to read 'Rob St. Sauver', with a long horizontal flourish extending to the right.

Rob St. Sauver
Project Manager
Tradition Development
Office Telephone: (952) 322-8706
E-mail: rob.stsauver@traditiondevelopment.com

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HARVEST PHASE II

CHASKA, MINNESOTA



VICINITY MAP
NOT TO SCALE

SHEET INDEX

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DEVELOPER

TRADITION DEVELOPMENT
16972 BRANDTJEN FARM DRIVE
LAKEVILLE, MN 55044
PH: 952-322-8704
FX: 952-322-8705
CONTACT: PAT WRASE
EM: patrick.wrase@traditiondevelopment.com

CONSULTANT

ALLIANT ENGINEERING, INC.
233 PARK AVENUE SOUTH
SUITE 300
MINNEAPOLIS, MN 55415
PH: 612-758-3080
FX: 612-758-3099

ENGINEER

DAVID NASH
LICENSE NO. 21836
EM: dnash@alliant-inc.com

SURVEYOR

DENNIS B. OLMSTEAD
LICENSE NO. 18425
EM: dolmstead@alliant-inc.com

LANDSCAPE ARCHITECT

MALEAH MILLER
LICENSE NO. 19507
EM: mmiller@alliant-inc.com

CLUB WEST 7TH ADDITION



233 Park Ave S, Ste 300
Minneapolis, MN 55415
612.758.3080
612.758.3099
www.alliant-inc.com

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
DAVID NASH, PE
6-27-2018 21836
DATE LICENSE NO.

PROJECT TEAM
DESIGNED: DN
DRAWN: CAB
PROJECT NO: 216-0028

QA/QC REVIEW
DJN 6-27-18
BY DATE

DATE	ISSUE	DATE	ISSUE
4-3-18	CITY SUBMITTAL		
5-4-18	COLLECTOR ROAD BUFFER		
6-19-18	CITY COMMENTS		
6-27-18	UTILITY COMMENTS		

HARVEST PHASE II

PHASE III STREET AND UTILITY CONSTRUCTION DOCUMENTS

COVER SHEET

1



December 22, 2023

To: Matt Clark
City Engineer
Chaska City Hall
One City Hall Plaza
Chaska, MN 55318

Subject: Letter of Credit #1541

The warranty period for Club West 8th addition expired on 3/15/23. City staff has reviewed the development and find it ready for final acceptance. We request that the City of Chaska accept the improvements within the development and release the letter of Credit in the amount of \$72,524.85

If you have any questions, please contact me at 952.292.2419

Thank you

Sincerely,

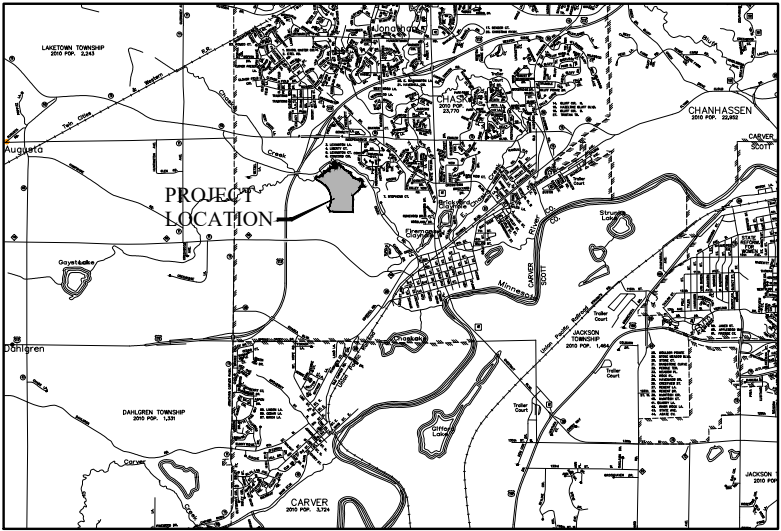
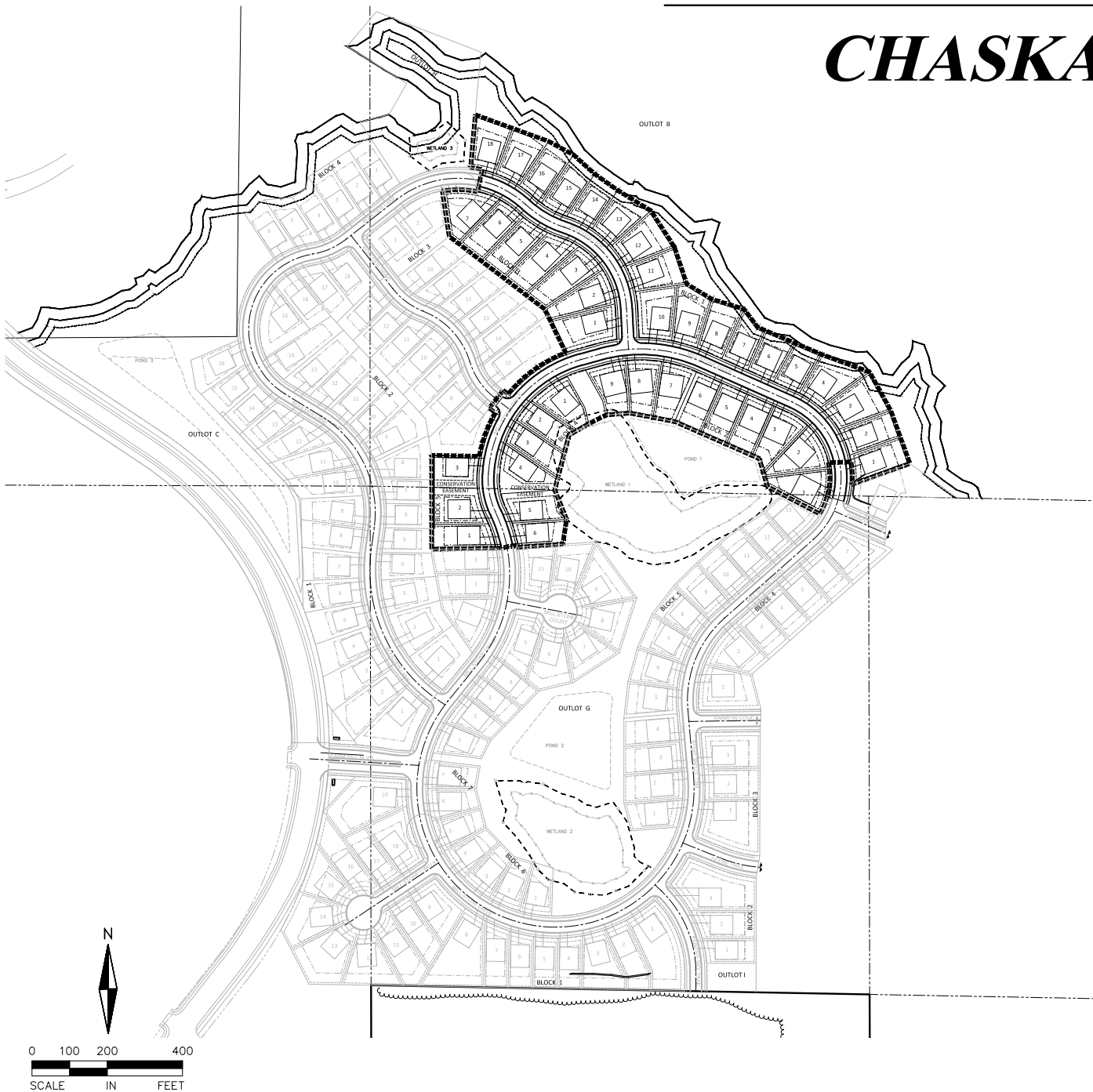
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Rob St. Sauver
Project Manager
Tradition Development
Office Telephone: (952) 322-8706
E-mail: rob.stsauver@traditiondevelopment.com

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HARVEST PHASE II

CHASKA, MINNESOTA



VICINITY MAP
NOT TO SCALE

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DEVELOPER

TRADITION DEVELOPMENT
16972 BRANDTJEN FARM DRIVE
LAKEVILLE, MN 55044
PH: 952-322-8704
FX: 952-322-8705
CONTACT: PAT WRASE
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CONSULTANT

ALLIANT ENGINEERING, INC.
733 MARQUETTE AVE
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MINNEAPOLIS, MN 55402
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ENGINEER

DAVID NASH
LICENSE NO. 21836
EM: dnash@alliant-inc.com

SURVEYOR

DENNIS B. OLMSTEAD
LICENSE NO. 18425
EM: dolmstead@alliant-inc.com

LANDSCAPE ARCHITECT

MALEAH MILLER
LICENSE NO. 19507
EM: mmiller@alliant-inc.com

CLUB WEST 8TH ADDITION



733 Marquette Ave
Suite 700
Minneapolis, MN 55402
612.758.3080
612.758.3099
www.alliant-inc.com

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
DAVID NASH, PE
12-19-2018 21836
DATE LICENSE NO.

PROJECT TEAM
DESIGNED: DN
DRAWN: NS
PROJECT NO: 216-0028

QA/QC REVIEW
DJN 12-19-2018
BY DATE

DATE	ISSUE	DATE	ISSUE
09-19-18	CITY SUBMITTAL		
11-09-18	CITY RE-SUBMITTAL		
12-19-18	STORM STRUCTURE REV.		

HARVEST PHASE II

PHASE IV STREET AND UTILITY CONSTRUCTION DOCUMENTS

COVER SHEET



December 22, 2023

To: Matt Clark
City Engineer
Chaska City Hall
One City Hall Plaza
Chaska, MN 55318

Subject: Letter of Credit #1540

The warranty period for Club West 9th addition expired on 3/15/23. City staff has reviewed the development and find it ready for final acceptance. We request that the City of Chaska accept the improvements within the development and release the letter of Credit in the amount of \$14,829.45

If you have any questions, please contact me at 952.292.2419

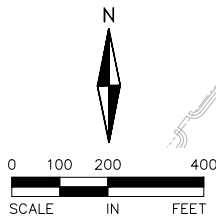
Thank you

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Rob St. Sauver
Project Manager
Tradition Development
Office Telephone: (952) 322-8706
E-mail: rob.stsauver@traditiondevelopment.com

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LANDSCAPE AND TREE PRESERVATION PLAN	10
LANDSCAPE NOTES AND SCHEDULE	11

TRADITION DEVELOPMENT
16972 BRANDTJEN FARM DRIVE
LAKEVILLE, MN 55044
PH: 952-322-8704
FX: 952-322-8705
CONTACT: PAT WRASE
EM: patrick.wrase@traditiondevelopment.com

ALLIANT ENGINEERING, INC.
733 MARQUETTE AVE
SUITE 700
MINNEAPOLIS, MN 55402
PH: 612-758-3080
FX: 612-758-3099

DAVID NASH
LICENSE NO. 21836
EM: dnash@alliant-inc.com

DENNIS B. OLMSTEAD
LICENSE NO. 18425
EM: dolmstead@alliant-inc.com

MALEAH MILLER
LICENSE NO. 19507
EM: mmiller@alliant-inc.com

COVER SHEET



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

David Nash

DAVID NASH, PE

01-30-2019 21836

DATE LICENSE NO

PROJECT TEAM
 DESIGNED: DJN
 DRAWN: NS
 PROJECT NO: 216-0029

QA/QC REVIEW
 DJN 01-30-2019
 BY DATE

[illegible]



December 26, 2023

To: Matt Clark
City Engineer
Chaska City Hall
One City Hall Plaza
Chaska, MN 55318

Subject: Letter of Credit #622

We request the letter of Credit and suretys be released for Club West 10th addition expired on 3/15/23. We request that the City of Chaska accept the improvements within the development and release the letter of Credit in the amount of \$64,614

If you have any questions, please contact me at 952.292.2419

Thank you

Sincerely,

A handwritten signature in black ink, appearing to read 'Rob St. Sauver', with a long horizontal flourish extending to the right.

Rob St. Sauver
Project Manager
Tradition Development
Office Telephone: (952) 322-8706
E-mail: rob.stsauver@traditiondevelopment.com



Alliant Engineering, Inc.

December 22, 2023

Mr. Matt Clark, PE
City Engineer
Chaska City Hall
Once City Hall Plaza
Chaska, MN 55318

Subject: Club West 10TH Addition – Request for Final Acceptance of Street and Utility Improvements.

Dear Mr. Clark:

On behalf of Tradition Development, we request the City of Chaska to accept the public Street and Utility improvements for Club West 10th Addition. Based upon Alliant Engineering construction observation and record plan documents, we certify the public improvements (sanitary sewer, water main, storm sewer and street construction) were constructed in general conformance with the approved plans and specifications.

Upon final acceptance of the public improvements by the City, Alliant Engineering and Tradition Development requests the City to release the surety for the project and begin the warranty period for the improvements.

If you have any questions, please contact me at (612) 767-9327.

ALLIANT ENGINEERING

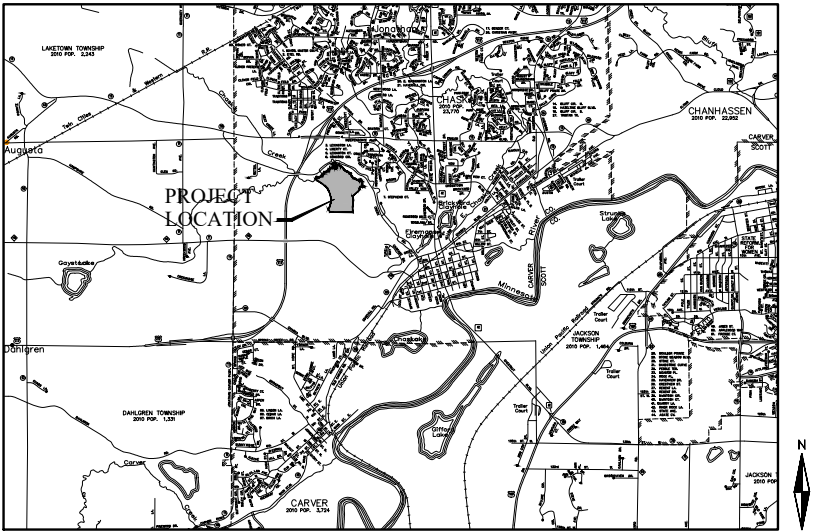
David Nash, PE
Senior Project Manager

CC: Pat Wrase, Rob St. Sauver – Tradition Development

Drawing name: X:\2016\160028\plan sheets\HARVEST II - 10TH ADD CD\160028cove.dwg Dec 08, 2020 - 3:32pm

HARVEST PHASE II

CHASKA, MINNESOTA



VICINITY MAP
NOT TO SCALE

SHEET INDEX	NO.
COVER SHEET	1
GRADING PLAN	2
SANITARY SEWER AND WATERMAIN PLAN AND PROFILES	3

DEVELOPER
TRADITION DEVELOPMENT
16972 BRANDTJEN FARM DRIVE
LAKEVILLE, MN 55044
PH: 952-322-8704
FX: 952-322-8705
CONTACT: PAT WRASE
EM: patrick.wrase@traditiondevelopment.com

CONSULTANT
ALLIANT ENGINEERING, INC.
233 PARK AVENUE SOUTH
SUITE 300
MINNEAPOLIS, MN 55415
PH: 612-758-3080
FX: 612-758-3099

ENGINEER
DAVID NASH
LICENSE NO. 21836
EM: dnash@alliant-inc.com

SURVEYOR
DENNIS B. OLMSTEAD
LICENSE NO. 18425
EM: dolmstead@alliant-inc.com

LANDSCAPE ARCHITECT
MALEAH MILLER
LICENSE NO. 19507
EM: mmiller@alliant-inc.com

CLUB WEST 10TH ADDITION



ALLIANT
ENGINEERING
733 Park Ave S, Ste 700
Minneapolis, MN 55402
612.758.3080
612.758.3099
www.alliant-inc.com

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
DAVID NASH, PE
12-8-20 21836
DATE LICENSE NO.

PROJECT TEAM
DESIGNED: DN
DRAWN: CAB
PROJECT NO: 216-0028
QA/QC REVIEW
DIN 12-8-20
BY DATE

DATE	ISSUE	DATE	ISSUE
12-8-20	CITY SUBMITTAL		

HARVEST PHASE II

PHASE III STREET AND UTILITY CONSTRUCTION DOCUMENTS

COVER SHEET

1

SHEET 1 of 3
Page 23 of 214

**COMMISSION INTERVIEWS
CHASKA CITY COUNCIL
1/8/2024**

Subject: Public Improvements – Harvest West 1st and 2nd Additions

Prepared By: Denise Beebe, Senior Clerk

Reviewed By: Matt Clark, City Engineer

Installation of public improvements are complete in Harvest West 1st and 2nd Addition. Consistent with terms of the Development Agreements, Chaska is in a position to formally accept said improvements as public facilities. Further, the letters of credit guaranteeing those improvements shall be reduced to 5% for a period of 2 years from the date of acceptance.

CITY COUNCIL ACTION REQUESTED

Accept public improvements in Harvest West 1st and 2nd Addition as municipal facilities and adjust letter of credit accordingly.



December 22, 2023

To: Matt Clark
City Engineer
Chaska City Hall
One City Hall Plaza
Chaska, MN 55318

Subject: Letter of Credit #1539

Club West Partners LLC requests letter of credit reduction for Harvest West addition. City staff has reviewed the development punch list and find it ready for reduction. We request that the City of Chaska accept the improvements within the development and reduce the letter of Credit to 5%.

If you have any questions, please contact me at 952.292.2419

Thank you

Sincerely,

A handwritten signature in blue ink, appearing to be 'Rob St. Sauver', with a long, sweeping horizontal line extending to the right.

Rob St. Sauver
Project Manager
Tradition Development
Office Telephone: (952) 322-8706
E-mail: rob.stsauver@traditiondevelopment.com



December 22, 2023

To: Matt Clark
City Engineer
Chaska City Hall
One City Hall Plaza
Chaska, MN 55318
Subject: Letter of Credit #1538

Club West Partners LLC requests letter of credit reduction for Harvest West addition 2nd Addition. City staff has reviewed the development punch list and find it ready for reduction. We request that the City of Chaska accept the improvements within the development and reduce the letter of Credit to 5%.

If you have any questions, please contact me at 952.292.2419

Thank you

Sincerely,

A blue ink handwritten signature, appearing to be 'Rob St. Sauver', written over a horizontal line.

Rob St. Sauver
Project Manager
Tradition Development
Office Telephone: (952) 322-8706
E-mail: rob.stsauver@traditiondevelopment.com



Alliant Engineering, Inc.

December 22, 2023

Mr. Matt Clark, PE
City Engineer
Chaska City Hall
Once City Hall Plaza
Chaska, MN 55318

Subject: Harvest West and Harvest West 2ND Additions – Request for Final Acceptance of Street and Utility Improvements.

Dear Mr. Clark:

On behalf of Tradition Development, we request the City of Chaska to accept the public Street and Utility improvements for Harvest West and Harvest West 2ND Addition. Based upon Alliant Engineering construction observation and record plan documents, we certify the public improvements (sanitary sewer, water main, storm sewer and street construction) were constructed in general conformance with the approved plans and specifications.

Upon final acceptance of the public improvements by the City, Alliant Engineering and Tradition Development requests the City to release the surety for the project and begin the warranty period for the improvements.

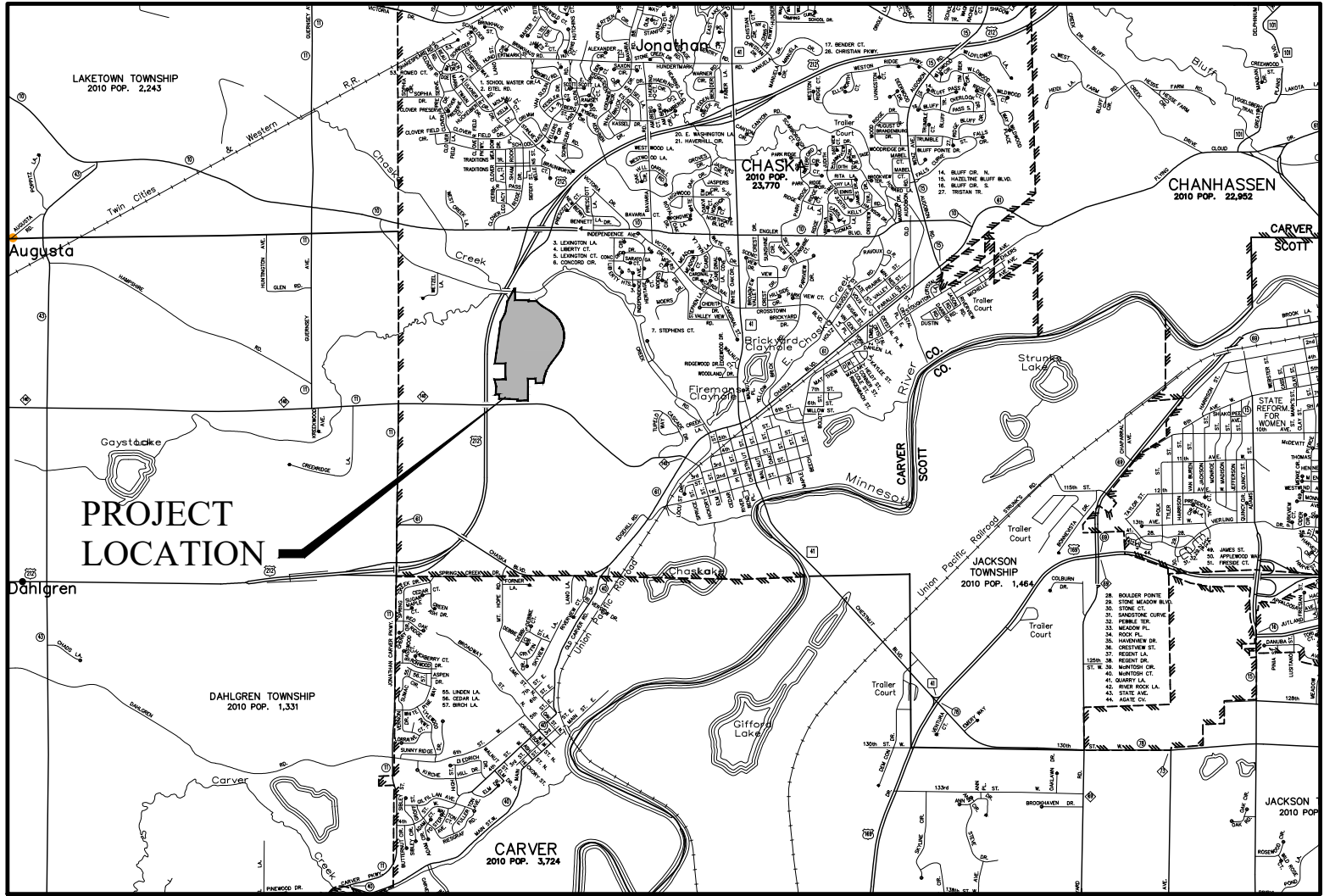
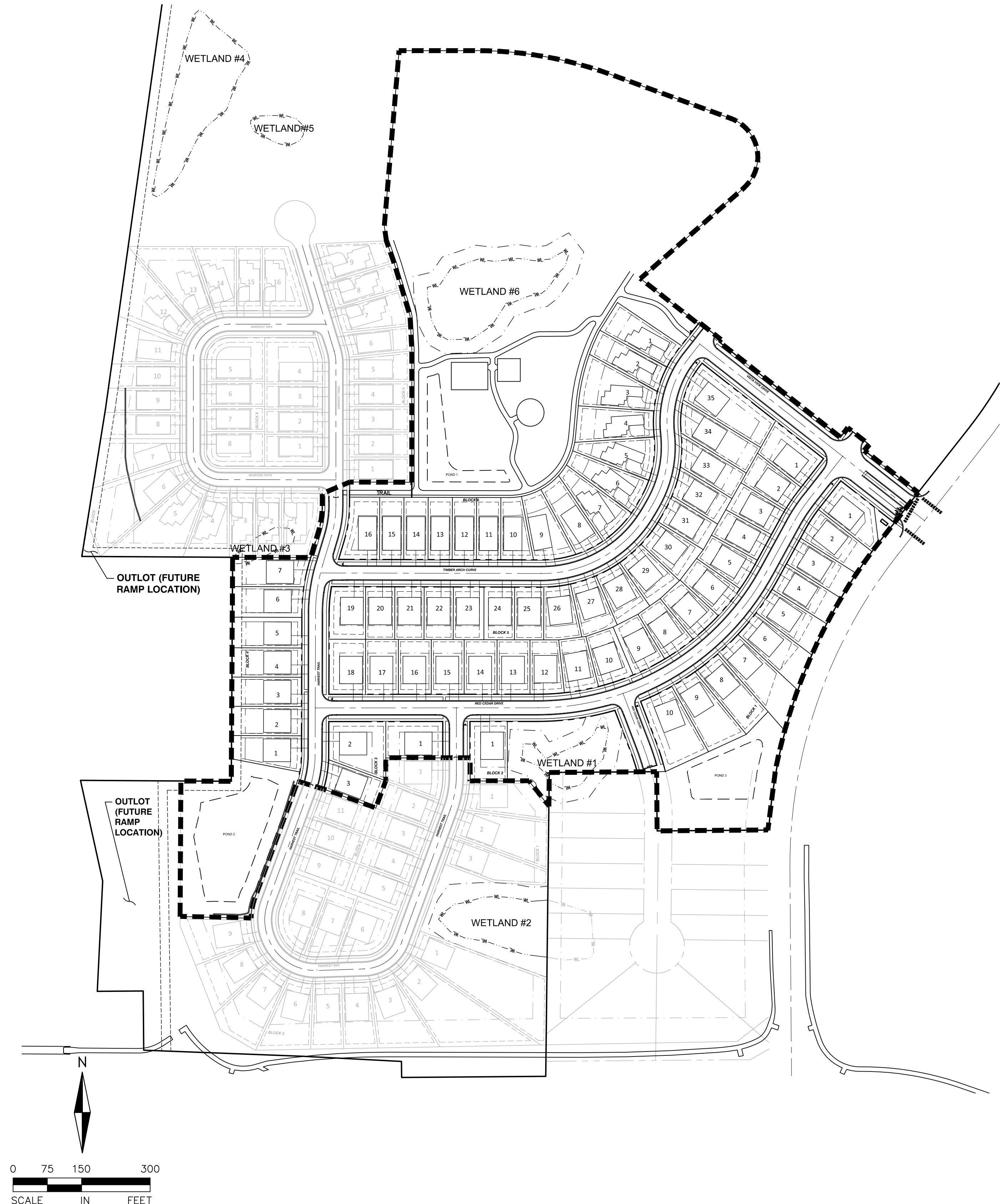
If you have any questions, please contact me at (612) 767-9327.

ALLIANT ENGINEERING

David Nash, PE
Senior Project Manager

CC: Pat Wrase, Rob St. Sauver – Tradition Development

Drawing name: X:\2016\160028.2\plan_sheets\Harvest West_CD's_P1\160028.2.cove.dwg Aug 05, 2019 — 12:32pm



VICINITY MAP
NOT TO SCALE

SHEET INDEX	NO.
COVER SHEET	1
DETAILS	2-3
SITE PLAN	4
EROSION AND SEDIMENT CONTROL PLAN	5
EROSION AND SEDIMENT CONTROL PLAN VIEWS A-C	6-8
EROSION AND SEDIMENT CONTROL NOTES	9
STREET AND STORM SEWER PLAN	10
STREET AND STORM SEWER PLANS AND PROFILES	11-16
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INTERSECTION DETAILS	19-20
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LANDSCAPE PLAN	28
LANDSCAPE PLAN VIEWS A-C	29-31
LANDSCAPE NOTES	32

DEVELOPER

TRADITION DEVELOPMENT
16972 BRANDTJEN FARM DRIVE
LAKEVILLE, MN 55044
PAT WRASE
PH: 952-322-8704

CONSULTANT

ALLIANT ENGINEERING, INC.
733 MARQUETTE AVE
SUITE 700
MINNEAPOLIS, MN 55402
PH: 612-758-3080
FX: 612-758-3099

ENGINEER

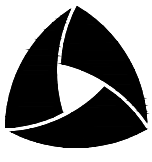
DAVID NASH
LICENSE NO. 21836
EM: dnash@alliant-inc.com

SURVEYOR

DENNIS B. OLMSTEAD
LICENSE NO. 18425
EM: dolmstead@alliant-inc.com

LANDSCAPE ARCHITECT

MALEAH MILLER
LICENSE NO. 19507
EM: mmiller@alliant-inc.com



ALLIANT
ENGINEERING

733 Marquette Ave
Suite 700
Minneapolis, MN 55402
612.758.3080 MAIN
612.758.3099 FAX
www.alliant-inc.com

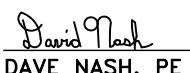
HARVEST WEST

CHASKA, MN

CONSTRUCTION DOCUMENTS PHASE 1

COVER SHEET

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


DAVE NASH, PE
7-29-2019 21836
Date License No.

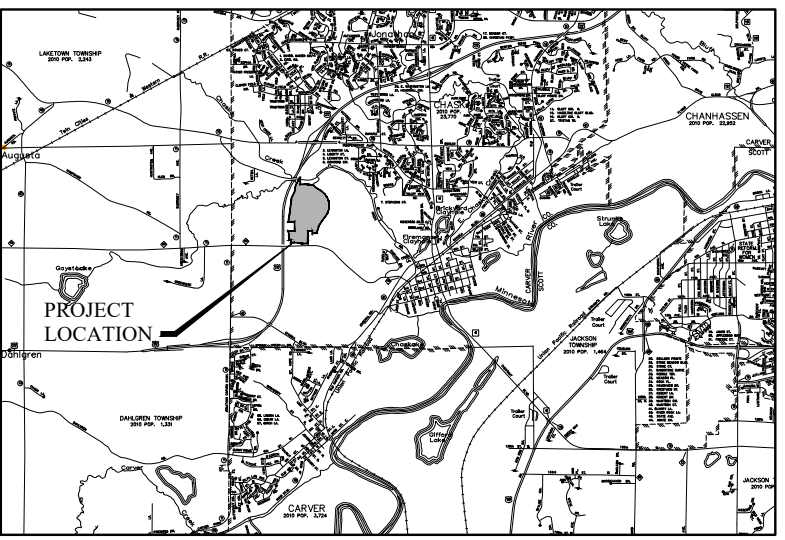
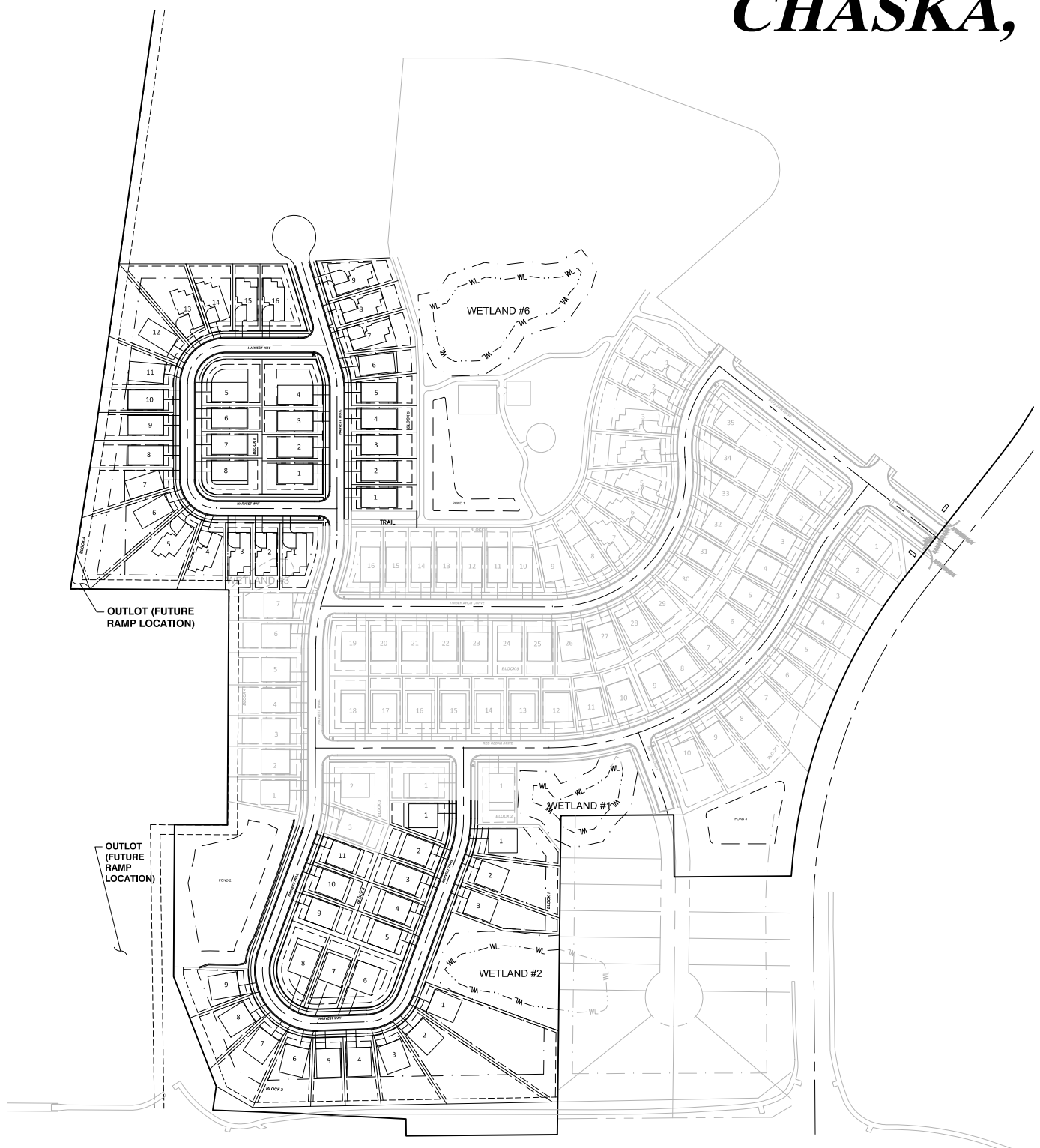
QUALITY ASSURANCE/CONTROL

BY	DATE
DATE	ISSUE
05-07-19	CONSTRUCTION DOCUMENTS
05-22-19	CITY COMMENTS
07-15-19	CITY COMMENTS
07-29-19	STRUCTURE UPDATE

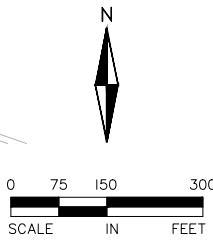
PROJECT TEAM DATA	
DESIGNED:	DN
DRAWN:	NS
PROJECT NO:	216-0028.2

Drawing name: X:\2016\160028.2\plan sheets\Harvest West Final Plot - Phase 2\160028.2.cove.dwg Jul 21, 2020 4:48pm

HARVEST WEST SECOND ADDITION CHASKA, MINNESOTA



VICINITY MAP
NOT TO SCALE



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EROSION AND SEDIMENT CONTROL PLAN	6-8
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STORM SEWER PLAN	10
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INTERSECTION DETAILS	15
SANITARY AND WATERMAIN PLAN	16
SANITARY AND WATERMAIN PLAN AND PROFILES	17-20
LANDSCAPE PLAN	21-24

DEVELOPER

TRADITION DEVELOPMENT
16972 BRANDTJEN FARM DRIVE
LAKEVILLE, MN 55044
PAT WRASE
PH: 952-322-8704

CONSULTANT

ALLIANT ENGINEERING, INC.
733 MARQUETTE AVE
SUITE 700
MINNEAPOLIS, MN 55402
PH: 612-758-3080
FX: 612-758-3099

ENGINEER

DAVID NASH
LICENSE NO. 21836
EM: dnash@alliant-inc.com

SURVEYOR

DENNIS B. OLMSTEAD
LICENSE NO. 18425
EM: dolmstead@alliant-inc.com

LANDSCAPE ARCHITECT

MALEAH MILLER
LICENSE NO. 19507
EM: mmiller@alliant-inc.com



ALLIANT
733 Marquette Avenue
Suite 700
Minneapolis, MN 55402
612.758.3080
www.alliant-inc.com

HARVEST WEST
CHASKA, MINNESOTA
SECOND ADDITION - STREET & UTILITY CONSTRUCTION DOCUMENTS
COVER SHEET

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


DAVE NASH, PE
Date: 7-09-20 License No. 21836

QUALITY ASSURANCE/CONTROL

BY	DATE
DATE	ISSUE
4-1-20	CITY SUBMITTAL
05-14-20	CITY COMMENTS
06-19-20	SUMP CATCH BASINS
07-09-20	CB 110 & SAN MH 27

PROJECT TEAM DATA	
DESIGNED:	DN
DRAWN:	AKA
PROJECT NO:	216-0028.2

**REQUEST FOR ACTION
CHASKA CITY COUNCIL
January 8, 2024**

Subject: Award Bid for the Construction of Well #10

Prepared By: Matt Haefner, Water & Sewer Director

Public Bids were opened on December 21, 2023, for the Construction of Well #10. Bids were received from 2 contractors and are attached for review. The low bid of \$424,997.00 was received from Keys Well Drilling, Inc.

The winning bid did come in lower than the engineering estimate of \$509,000.00.

This well is intended to bring additional water to the future North Water Treatment Plant.

If the Council moves forward, staff will begin the process of scheduling the work so it can be completed in 2024. It is important to have this well drilled and ready for use when the construction takes place for the North Water Treatment Plant.

The action item staff is recommending this evening is for the Council to award the project to Keys Well Drilling, Inc.

CITY COUNCIL ACTION REQUESTED

Motion to adopt Resolution No.2024-01 awarding the bid for the Construction of Wells #10, with the low bid of \$424,997.00

CITY OF CHASKA
CARVER COUNTY, MINNESOTA
RESOLUTION

DATE: January 8, 2024 **RESOLUTION NO.** 2024-01

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

A Resolution Awarding the Bid for the Construction of Well #10

WHEREAS, on December 21, 2023, Public Bids were opened for the Construction of Well #10 and,

WHEREAS, pursuant to an advertisement for bids for the construction of Well #10, bids were opened and tabulated according to State Statute, and the following bids were received:

	<i>Contractor</i>	<i>Total Base Bid</i>
Low	Keys Well Drilling Company	\$424,997.00
#2	Traut Companies.	\$555,110.00

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Chaska, Minnesota, does hereby award the bid for the Construction of Well #10 to the responsible low bidder, Keys Well Drilling, Inc, in the amount of \$424,997.00

FURTHER, BE IT RESOLVED, that the Mayor and the City Administrator are authorized to execute the contract documents for said improvement project.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 8th day of January, 2024.

Mark Windschitl, Mayor

Attest _____
Chaska Deputy Clerk



Stantec Consulting Services Inc.
733 Marquette Avenue, Suite 1000 Minneapolis, MN 55402

December 21, 2023

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

Re: Well No. 10
Stantec Project No. 193805386
Bid Results

Dear Honorable Mayor and City Council:

Bids were opened for the Project stated above on December 21 2023. Transmitted herewith is a copy of the Bid Tabulation for your information and file. A copy will also be distributed to the Bidders once the Project has been awarded.
There were a total of 2 Bids. The following summarizes the results of the Bids received:

	Contractor	Total Base Bid
Low	Keys Well Drilling Company	\$424,997.00
#2	Traut Companies.	\$555,110.00

The low Bidder on the Project was Keys Well Drilling Company with a Total Base Bid Amount of \$424,997.00. These Bids have been reviewed and found to be in order.

If the City Council wishes to award the Project to the low Bidder, then **Keys Well Drilling Company** should be awarded the Project on the Total Base Bid in the Amount of **\$424,997.00.**

Should you have any questions, please feel free to contact me at (612) 712-2035.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Nathan Drews, P.E.
Enclosure

Project Name: **Well No. 10**I hereby certify that this is an exact
reproduction of bids received.

City Project No.:

Stantec Project No.: 193805386

Bid Opening: Thursday, December 21, 2023 at 10:00 AM CDT

Owner: **Chaska, Minnesota**

Mark Janovec, P.G.

License No. 45625

Bidder No. 1

Bidder No. 2

BID TABULATION

Keys Well Drilling

Traut Companies

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total
SITE							
1	MOBILIZATION	LS	1	\$30,000.00	\$30,000.00	\$48,860.00	\$48,860.00
2	TEMPORARY CONSTRUCTION ENTRANCE	EA	1	\$4,000.00	\$4,000.00	\$1,440.00	\$1,440.00
3	WATER FOR TURF ESTABLISHMENT	1000 GAL	5	\$1,000.00	\$5,000.00	\$39.00	\$195.00
4	STORM DRAIN INLET PROTECTION	EA	1	\$250.00	\$250.00	\$180.00	\$180.00
5	SILT FENCE, TYPE MS	LF	250	\$3.50	\$875.00	\$3.00	\$750.00
6	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	150	\$10.00	\$1,500.00	\$5.00	\$750.00
7	SEED MIXTURE TYPE 25-131	LB	55	\$17.50	\$962.50	\$18.00	\$990.00
8	EROSION CONTROL BLANKETS, CATEGORY 1	SY	200	\$2.50	\$500.00	\$3.00	\$600.00
9	HYDRAULIC SOIL STABILIZER TYPE STABILIZED FIBER MAT	SY	1000	\$2.50	\$2,500.00	\$5.00	\$5,000.00
SITE TOTAL					\$45,587.50		\$58,765.00
PRODUCTION WELL 10 BID:							
10	DRILL/DRIVE 24" STEEL CASING	LF	100	\$215.00	\$21,500.00	\$320.00	\$32,000.00
11	DRILL 24" OPEN HOLE	LF	360	\$125.00	\$45,000.00	\$190.00	\$68,400.00
12	PLACE 18" STEEL CASING (INCLUDING STICKUP)	LF	465	\$107.50	\$49,987.50	\$170.00	\$79,050.00
13	GROUT ANNULAR SPACE WITH NEAT CEMENT	CY	25	\$650.00	\$16,250.00	\$785.00	\$19,625.00
14	DRILL 18" OPEN HOLE	LF	207.00	\$96.00	\$19,872.00	\$140.00	\$28,980.00
15	GAMMA LOG WELL	LS	1	\$2,000.00	\$2,000.00	\$2,100.00	\$2,100.00
16	FURNISH, INSTALL, AND REMOVE DEVELOPMENT EQUIP	LS	1	\$7,500.00	\$7,500.00	\$16,180.00	\$16,180.00
17	DYNAMITE DEVELOPMENT	LB	600	\$50.00	\$30,000.00	\$70.00	\$42,000.00
18	VIBRATION MONITORING ALLOWANCE	LS	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
19	AIR LIFTING	CY	500	\$150.00	\$75,000.00	\$150.00	\$75,000.00
20	DEVELOPMENT	HR	160	\$425.00	\$68,000.00	\$490.00	\$78,400.00
21	FURNISH, INSTALL, AND REMOVE TEST PUMP	LS	1	\$6,000.00	\$6,000.00	\$12,700.00	\$12,700.00
22	FURNISH, INSTALL, AND REMOVE DISCHARGE PIPING	LS	150	\$10.00	\$1,500.00	\$9.00	\$1,350.00
23	TEST PUMPING	HR	80	\$225.00	\$18,000.00	\$245.00	\$19,600.00
24	WATER QUALITY TESTING	LS	1	\$3,300.00	\$3,300.00	\$3,840.00	\$3,840.00
25	TELEVIEW WELL	LS	2	\$2,000.00	\$4,000.00	\$1,900.00	\$3,800.00
26	SITE CLEANUP AND STERILIZATION	LS	1	\$1,500.00	\$1,500.00	\$3,320.00	\$3,320.00
PRODUCTION WELL 10 TOTAL:					\$379,409.50		\$496,345.00
SITE TOTAL					\$45,587.50		\$58,765.00
PRODUCTION WELL 10 TOTAL:					\$379,409.50		\$496,345.00
TOTAL BASE BID					\$424,997.00		\$555,110.00

Bidder No. 1

Bidder No. 2

BID TABULATION

Keys Well Drilling

Traut Companies

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total
	Contractor Name and Address:			Keys Well Drilling Company 1156 Homer St. St. Paul, MN 55116 Phone: (651) 646-7871 Email: nickkeys@keyswell.com Signed By: Nick Keys Title: Vice President Bid Security: Bid Bond Addenda Acknowledged: None		Traut Companies 32640 County Road 133 St. Joseph, MN 56374 (320) 251-5090 travisl@trautcompanies.com Jamie Holmstrom Vice President Bid Bond None	

**REQUEST FOR ACTION
CHASKA CITY COUNCIL
January 8, 2024**

Subject: Award Bid for the Construction of Wells #11 & #12

Prepared By: Matt Haefner, Water & Sewer Director

Public Bids were opened on December 21, 2023, for the Construction of Wells #11 & #12. Bids were received from 2 contractors and are attached for review. The low bid of \$829,475.00 was received from Keys Well Drilling, Inc.

The winning bid did come in lower than the engineering estimate of \$850,000.00.

These wells are intended to bring additional water to the existing water treatment plant.

If the Council moves forward, staff will begin the process of scheduling the work so it can begin in 2024.

The action item staff is recommending this evening is for the Council to award the project to Keys Well Drilling, Inc.

CITY COUNCIL ACTION REQUESTED

Motion to adopt Resolution No. 2024-02 awarding the bid for the Construction of Wells #11 & #12, with the low bid of \$829,475.00

CITY OF CHASKA
CARVER COUNTY, MINNESOTA
RESOLUTION

DATE: January 8, 2024 **RESOLUTION NO.** 2024-02

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

A Resolution Awarding the Bid for the Construction of Wells #11 & #12

WHEREAS, on December 21, 2023, Public Bids were opened for the Construction of Wells #11 & #12 and,

WHEREAS, pursuant to an advertisement for bids for the construction of Wells #11 & #12, bids were opened and tabulated according to State Statute, and the following bids were received:

	<i>Contractor</i>	<i>Total Base Bid</i>
Low	Keys Well Drilling Company	\$829,475.00
#2	Traut Companies.	\$1,097,795.00

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Chaska, Minnesota, does hereby award the bid for the Construction of Wells #11 & #12 to the responsible low bidder, Keys Well Drilling, Inc, in the amount of \$829,475.00

FURTHER, BE IT RESOLVED, that the Mayor and the City Administrator are authorized to execute the contract documents for said improvement project.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 8th day of January, 2024.

Mark Windschitl, Mayor

Attest _____
Chaska Deputy Clerk



Stantec Consulting Services Inc.
733 Marquette Avenue, Suite 1000 Minneapolis, MN 55402

December 21, 2023

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

Re: Wells No. 11 and 12
Stantec Project No. 193806013
Bid Results

Dear Honorable Mayor and City Council:

Bids were opened for the Project stated above on December 21 2023. Transmitted herewith is a copy of the Bid Tabulation for your information and file. A copy will also be distributed to the Bidders once the Project has been awarded.
There were a total of 2 Bids. The following summarizes the results of the Bids received:

	Contractor	Total Base Bid
Low	Keys Well Drilling Company	\$829,475.00
#2	Traut Companies.	\$1,097,795.00

The low Bidder on the Project was Keys Well Drilling Company with a Total Base Bid Amount of \$829,475.00. These Bids have been reviewed and found to be in order.

If the City Council wishes to award the Project to the low Bidder, then **Keys Well Drilling Company** should be awarded the Project on the Total Base Bid in the Amount of **\$829,475.00.**

Should you have any questions, please feel free to contact me at (612) 712-2035.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Nathan Drews, P.E.
Enclosure

Project Name: **Wells 11 and 12**I hereby certify that this is an exact
reproduction of bids received.

City Project No.:

Stantec Project No.: 193806013

Bid Opening: Thursday, December 21, 2023 at 10:30 AM CDT

Owner: **Chaska, Minnesota**Mark Janovec, P.G.
License No. 45625

Bidder No. 1

Bidder No. 2

BID TABULATION

Keys Well Drilling Company

Traut Companies

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total
SITE							
1	MOBILIZATION	LS	1	\$50,000.00	\$50,000.00	\$88,820.00	\$88,820.00
2	TEMPORARY CONSTRUCTION ENTRANCE	EA	1	\$4,000.00	\$4,000.00	\$1,440.00	\$1,440.00
3	SAFETY FENCE	LF	250	\$5.00	\$1,250.00	\$5.00	\$1,250.00
4	STREET SWEEPER WITH PICK UP BROOM WITH OPERATOR	EA	10	\$185.00	\$1,850.00	\$594.00	\$5,940.00
5	CLEAR AND GRUB	TREE	65	\$475.00	\$30,875.00	\$780.00	\$50,700.00
6	COMMON EMBANKMENT (CV)	CY	1625	\$17.50	\$28,437.50	\$46.00	\$74,750.00
7	SANDY CLAY LOAM TOP SOIL BORROW (LV)	CY	215	\$57.50	\$12,362.50	\$54.00	\$11,610.00
8	WATER FOR TURF ESTABLISHMENT	1000 GAL	5	\$1,000.00	\$5,000.00	\$39.00	\$195.00
9	SILT FENCE, TYPE MS	LF	300	\$3.50	\$1,050.00	\$3.00	\$900.00
10	SEED MIXTURE TYPE 25-151	LB	100	\$15.75	\$1,575.00	\$8.00	\$800.00
11	EROSION CONTROL BLANKETS, CATEGORY 1	SY	1400	\$2.50	\$3,500.00	\$3.00	\$4,200.00
12	HYDRAULIC SOIL STABILIZER TYPE STABILIZED FIBER MATRIX	SY	1200	\$2.50	\$3,000.00	\$5.00	\$6,000.00
SITE TOTAL					\$142,900.00		\$246,605.00
PRODUCTION WELL 11:							
13	DRILL/DRIVE 24" STEEL CASING	LF	259	\$275.00	\$71,225.00	\$320.00	\$82,880.00
14	DRILL 24" OPEN HOLE	LF	146.00	\$125.00	\$18,250.00	\$210.00	\$30,660.00
15	PLACE 18" STEEL CASING (INCLUDING 5' STICKUP)	LF	410	\$107.50	\$44,075.00	\$170.00	\$69,700.00
16	GROUT ANNULAR SPACE WITH NEAT CEMENT	CY	23	\$700.00	\$16,100.00	\$785.00	\$18,055.00
17	DRILL 18" OPEN HOLE	LF	193	\$125.00	\$24,125.00	\$140.00	\$27,020.00
18	GAMMA LOG WELL	LS	1	\$2,000.00	\$2,000.00	\$2,100.00	\$2,100.00
19	FURNISH, INSTALL, AND REMOVE DEVELOPMENT EQUIPMENT	LS	1	\$7,500.00	\$7,500.00	\$14,910.00	\$14,910.00
20	DYNAMITE DEVELOPMENT	LB	600	\$55.00	\$33,000.00	\$70.00	\$42,000.00
21	VIBRATION MONITORING ALLOWANCE	LS	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
22	AIR LIFTING	CY	400	\$150.00	\$60,000.00	\$150.00	\$60,000.00
23	DEVELOPMENT	HR	160	\$500.00	\$80,000.00	\$490.00	\$78,400.00
24	FURNISH, INSTALL, AND REMOVE TEST PUMP	LS	1	\$7,500.00	\$7,500.00	\$12,700.00	\$12,700.00
25	FURNISH, INSTALL, AND REMOVE DISCHARGE PIPING	LS	150	\$10.00	\$1,500.00	\$9.00	\$1,350.00
26	TEST PUMPING	HR	80	\$250.00	\$20,000.00	\$245.00	\$19,600.00
27	WATER QUALITY TESTING	LS	1	\$3,300.00	\$3,300.00	\$3,840.00	\$3,840.00
28	TELEWISE WELL	LS	2	\$2,000.00	\$4,000.00	\$1,900.00	\$3,800.00
29	SITE CLEANUP AND STERILIZATION	LS	1	\$2,500.00	\$2,500.00	\$3,320.00	\$3,320.00
PRODUCTION WELL 11 TOTAL:					\$405,075.00		\$480,335.00

Bidder No. 1

Bidder No. 2

BID TABULATION

Keys Well Drilling Company

Traut Companies

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total
PRODUCTION WELL 12:							
30	DRILL AND DRIVE 30" STEEL CASING	LF	100	\$450.00	\$45,000.00	\$590.00	\$59,000.00
31	DRILL OPEN HOLE FOR 24" CASING	LF	159	\$200.00	\$31,800.00	\$330.00	\$52,470.00
32	PLACE 24" STEEL CASING (INCLUDING 5' STICKUP)	LF	264	\$150.00	\$39,600.00	\$260.00	\$68,640.00
33	GROUT ANNULAR SPACE WITH NEAT CEMENT	CY	19	\$700.00	\$13,300.00	\$785.00	\$14,915.00
34	DRILL 24" OPEN HOLE	LF	100	\$135.00	\$13,500.00	\$170.00	\$17,000.00
35	GRADATION ANALYSIS	EA	1	\$500.00	\$500.00	\$600.00	\$600.00
36	FURNISH AND INSTALL LEADER AND PACKERS	LS	1	\$7,500.00	\$7,500.00	\$2,990.00	\$2,990.00
37	FURNISH AND INSTALL 18" STAINLESS STEEL WELL SCREEN	LF	100	\$400.00	\$40,000.00	\$530.00	\$53,000.00
38	FURNISH AND PLACE GRAVEL PACK	CF	140	\$50.00	\$7,000.00	\$69.00	\$9,660.00
39	FURNISH, INSTALL, AND REMOVE DEVELOPMENT EQUIPMENT	LS	1	\$7,500.00	\$7,500.00	\$8,820.00	\$8,820.00
40	DEVELOPMENT	HR	80	\$500.00	\$40,000.00	\$490.00	\$39,200.00
41	FURNISH, INSTALL, AND REMOVE TEST PUMP	LS	1	\$6,000.00	\$6,000.00	\$10,850.00	\$10,850.00
42	TEST PUMPING	HR	80	\$250.00	\$20,000.00	\$245.00	\$19,600.00
43	WATER QUALITY TESTING	LS	1	\$3,300.00	\$3,300.00	\$3,840.00	\$3,840.00
44	TELEVIEW WELL	LS	2	\$2,000.00	\$4,000.00	\$1,900.00	\$3,800.00
45	SITE CLEANUP AND STERILIZATION	LS	1	\$2,500.00	\$2,500.00	\$6,470.00	\$6,470.00
PRODUCTION WELL 12 TOTAL:					\$281,500.00		\$370,855.00
SITE TOTAL					\$142,900.00		\$246,605.00
PRODUCTION WELL 11 TOTAL:					\$405,075.00		\$480,335.00
PRODUCTION WELL 12 TOTAL:					\$281,500.00		\$370,855.00
TOTAL BASE BID					\$829,475.00		\$1,097,795.00
Contractor Name and Address:				Keys Well Drilling Company 1156 Homer St. St. Paul, MN 55116		Traut Companies 32640 County Road 133 St. Joseph, MN 56374	
Phone:				(651) 646-7871		(320) 251-5090	
Email:				nickkeys@keyswell.com		travisl@trautcompanies.com	
Signed By:				Nick Keys		Jamie Holmstrom	
Title:				Vice President		Vice President	
Bid Security:				Bid Bond		Bid Bond	
Addenda Acknowledged:				None		None	

REQUEST FOR ACTION CHASKA CITY COUNCIL 1/8/2024

Subject: Massage Business Application – Amber Laurent Massage Therapy

Prepared By: Denise Beebe, Senior Clerk

Amber Laurent has requested to open a Massage Therapy business called Amber Laurent Massage Therapy located within the Natural Point Wellness Facility at 546 Bavaria Lane, Chaska. Chapter 5 of the Code of Ordinances covers individual massage parlors. The storefront will be leased from Drazan Henke, CPA Investments LLC., 544 Bavaria Lane, Chaska. Ms. Laurent, of 501 Oakhill Circle, Chaska, Mn. 55318 has a current individual massage license. Approval of her business license is being requested.

Per Chapter 5 of the Code of Ordinances, the business owner must go through a thorough background check. Also, each massage therapist working at the business is required to fill out an individual massage therapy application. Fees for the applications are:

- \$500.00 Investigation Fee for the New Business
- \$300.00 Annual Business Fee

Ms. Laurent has paid the investigation fee and upon approval will pay the annual business fee. The Police Department has completed their investigation of her business application, finding no reason to deny her request .

CITY COUNCIL ACTION REQUESTED

Motion to approve a Massage Therapy Business License No. MTB. 24-04 for Amber Laurent as Amber Laurent Massage Therapy, located at 546 Bavaria Lane, Chaska, Minnesota.

REQUEST FOR ACTION

CHASKA CITY COUNCIL

January 8, 2024

Subject: Designate City Depositories and Investment Institutions for 2024

Prepared By: Noel Graczyk

Background

Reviewed By: Noel Graczyk, Administrative Services Director

Prepared By: Erica Mattice, Finance Division Director

As required by State Statute, any bank with City funds on deposit must annually be designated by the City Council as an official depository. The City's Cash Management Program also states that the City Council shall annually designate financial institutions for placement of investments. Historically, the City Council has designated each bank that operates a local office within the City as a City designated depository. U.S. Bank is designated as a City depository as it is used by the League of Minnesota Cities, which sponsors the 4M Fund used by the City. The City also uses U.S. Bank to process lockbox transactions for Utility Billing.

In 2023, Chase Bank opened a branch office in Chaska and is included as a named Depository. UBS and Moreton Capital Markets, LLC are two additional broker dealers consistent with the City's Investment policy will be used to benchmark competitive rates for potential placement of investments.

It is recommended that all current designated depositories and financial institutions be designated for 2024. The following lists include currently designated as well as additions and deletions for 2024:

Depositories (Nine for 2024)

Bank Vista
Center National Bank
Chase Bank*
Nicolet National Bank {F/K/A/ Charter Bank}
Old National Bank
Security Bank
U.S. Bank
Wells Fargo Bank
Wings Financial Credit Union

Current Financial Institutions (Ten for 2024)

Computershare Corporate Trust {F/K/A Wells Fargo Corporate Trust}
League of Minnesota Cities and PMA Financial Network (4M Fund)
Northland Securities, Inc.

Oppenheimer & Co, Inc.
Pipe Sandler Companies
Public Financial Management (PFM)
RBC Capital Markets, Inc.
UBS*
Moreton Capital Markets, LLC*
U.S. Bank Investment Services, Inc.

{* New for 2024}

{** Removed for 2024}

Update

See above listings for changes for 2024.

Recommendation

Staff recommends approval of bank depositories and investment institutions as listed under City Council Action Requested.

CITY COUNCIL ACTION REQUESTED

Motion to designate the following official depositories and financial institutions.

Depositories:

Bank Vista; Chase Bank, Center National Bank; Nicolet National Bank; Old National Bank; Security Bank; USBank; Wells Fargo Bank; and Wings Financial Credit Union.

Financial Institutions:

Computershare Corporate Trust; Moreton Capital Markets, LLC; League of Minnesota Cities and PMA Financial Network (4M Fund); Northland Securities, Inc; Oppenheimer & Co, Inc; Pipe Sandler Companies; Public Financial Management (PFM); RBC Capital Markets, Inc; UBS, and U.S. Bank Investment Services, Inc.

REQUEST FOR ACTION CHASKA CITY COUNCIL January 8, 2024

Subject: **Adopt Resolution 2024-3 Authorizing Account Signers and Electronic Funds Transfer**

Prepared By: Noel Graczyk

Background

Review By: Noel Graczyk, Administrative Services Director

Prepared By: Erica Mattice, Finance Division Director

The City's independent auditor recommends that account signers on bank accounts in the name of the City, and City officials authorized to act on electronic funds transfer be designated annually by a resolution adopted by the City Council. Current account signers at depositories as used by City include the Mayor, City Administrator, and Administrative Services Director/Treasurer. Signatures from all three account signers are included on checks issued by the City.

In accordance with Minnesota Statute 471.38 the City Council must also designate City officials that are authorized to act on behalf of the City when electronic funds transfer payments are issued. Current policy and practices delegate authority to make electronic funds transfer payments to the Administrative Services Director/Treasurer, Finance Division Director, Controller, or their authorized designee. These authorizations and supporting internal controls are consistent with required workflow approvals currently in place for submission and approval of electronic fund transfers.

Update

In 2023 Mark Windschitl - Mayor, Matt Podhradsky - City Administrator, and Noel Graczyk - Administrative Services Director/Treasurer were designated as account signers. As of the end of 2023, electronic fund transfers on behalf of the City are authorized by Noel Graczyk - Administrative Services Director/ Treasurer, Erica Mattice – Finance Division Director, and Lisa Nelson - Controller.

Recommendation

Staff recommends approval of the proposed resolution designating authorized account signers at designated depositories and authorizing electronic fund transfers.

CITY COUNCIL ACTION REQUESTED

Motion to adopt Resolution 2024-3 authorizing bank account signers and authorizing electronic funds transfer.

**CITY OF CHASKA
CARVER COUNTY, MINNESOTA**

RESOLUTION

DATE 1/8/2024 **RESOLUTION NO.** 2024-3

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

**A RESOLUTION AUTHORIZING BANK SIGNERS AND AUTHORIZATION OF
ELECTRONIC FUNDSTransFER**

WHEREAS, in accordance with the Minnesota Statutes 471.38, the City Council shall annually delegate authority to make electronic funds transfers, and the disbursing bank of electronic funds transfers shall keep on file a certified copy of the delegation of authority.

WHEREAS, Minnesota Statutes Section 471.38 allows the use of electronic funds transfer provided certain policy controls are in place for payment of the following:

1. for a claim for a payment from an impressed payroll bank account or investment of excess money;
2. for payment of tax or aid anticipation certificates;
3. for a payment of contributions to pension or retirement fund;
4. for vendor payments;
5. for payment of bond principal, bond interest, and a fiscal agent service charge.

WHEREAS, all electronic funds transfers shall be processed in accordance with accounts payable procedures.

WHEREAS, all electronic funds transfers shall document and comply with policy controls that include:

1. the initiator of the electronic transfer shall be identified;
2. the initiator shall document the request and obtain an approval from the designated Administrative Services Director/Treasurer, the Finance Division Director, or their designee before initiating the transfer as required by internal control policies;
3. a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check, or warrant required to support the transaction;
4. a list of transactions made by electronic funds transfer shall be submitted to the City Council at its next regular meeting after the transaction.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Chaska, Minnesota, that checks, drafts, or other withdrawal orders issued against the funds of the City of Chaska on deposit with a bank shall be signed by the following City Officials:

Mayor	Mark Windschitl
City Administrator	Matt Podhradsky
Administrative Services Director/Treasurer	Noel Graczyk

BE IT FURTHER RESOLVED, that the City of Chaska City Council delegates authority to make electronic funds transfers to the following designated positions and individuals or their designee subject to the policy controls and authorization in accordance with Minnesota Statute 471.38:

Administrative Services Director/Treasurer	Noel Graczyk
Finance Division Director	Erica Mattice
Controller	Lisa Nelson

Passed and adopted by the City Council of the City of Chaska, Minnesota, on this 8th day of January 2024.

Mark Windschitl, Mayor

Attest _____
Deputy Clerk

REQUEST FOR ACTION CHASKA CITY COUNCIL January 8, 2024

Subject: Appointment of City Trustees to the Chaska Fire Department Relief Association Board for 2024

Prepared By: Noel Graczyk

Background

Reviewed By: Matt Podhradsky, City Administrator

Prepared By: Noel Graczyk, Administrative Services Director

Members of the Chaska Fire Department Relief Association (CFDRA) and the City of Council for the City of Chaska both approved restated and amended bylaws for the CFDRA as of October 30, 2013. In accordance with both State Statutes and the amended bylaws, the Board of Trustee for the CFDRA shall consist of nine members with three member draws from officials of the sponsoring City.

One of the three City members must be an elected official and one must be either an elected or appointed official. Both City members must be designated annually by the City Council. The third City member must be the Fire Chief.

In 2023 for 2023, Council Member Taylor Hubbard was appointed to serve as the required elected official to the CFDRA Board. Also, for 2023, the Administrative Services Director/Treasurer Noel Graczyk was appointed as the second City member to the CFDRA Board.

Update

Staff recommends that that both Taylor Hubbard and Noel Graczyk continue in 2024 as the appointed and elected official and second City member to the CFDRA Board.

Recommendation

Staff recommends adoption of the motion with council appointments.

CITY COUNCIL ACTION REQUESTED

Motion to appoint _____ (Taylor Hubbard) as a required elected-official Trustee and _____ (Noel Graczyk) as a City Trustee to the Chaska Fire Department Relief Association Board for 2024.

REQUEST FOR ACTION CHASKA CITY COUNCIL 01/08/2024

Subject: Consider Employee Handbook Update

Prepared By: Beth Wacholz, HR Manager

Background

The City of Chaska's Employee Handbook was most recently updated and approved by Council in 2019. Since that time, several minor changes have been made and two more significant policies have been added. The first, Earned Sick and Safe Time is an update needed to comply with a new State law. The second, City Paid Parental Leave, is an enhanced employee benefit.

In order to ensure that the handbook was up to date with requirements and followed an organized layout, the Human Resources department worked with our broker, USI, to build and update the policies in the handbook. HR professionals, along with the USI legal team, assisted with developing the content in the handbook.

Updates to handbook

There are two significant changes to the handbook.

- Section 306 Earned Sick and Safe Time for Non-Full-Time Employees
 - This is a new state law, effective 1/1/2024, that provides for up to 48 hours of leave for all employees and their family members that can be used for a variety of reasons.
- Section 307 City Paid Parental Leave
 - This policy provides parents of all genders time to bond with newborn children, or newly placed adopted or foster children in hopes of setting up children for long term health and well-being. Parents are provided with 80 hours (10 working days) of the employee's regular base wage immediately after birth or placement of a child.
 - The paid parental leave is a benefit that municipalities are moving towards for a number of reasons. First and foremost, the city is taking care of employees and providing bonding time after birth or adoption. Second, this benefit assists in attracting and retaining employees. This is a benefit other cities are offering for similar reasons. In a sampling of cities, six offer paid parental leave ranging from 5 to 20 days.

Other Additional Policies

Section 106: Diversity and Inclusion – The City's commitment to diversity, equity and inclusion

A list of other minor changes to the handbook are listed below.

Minor Updates to Policies:

- Section 103: Equal Employment Opportunity – added CROWN act language

- Section 104: Accommodations in the Workplace – revised accommodations language
- Section 107: Equal Pay Policy – added language on equity
- Section 115: Job Postings, Promotions, Advancement – incorporated promotion and advancement language
- Section 201: Employment Categories – added definition of Temporary employees
- Section 303: Holidays – added Juneteenth and language on starting/terminating on holidays
- Section 309: Training Assistance and Tuition Reimbursement – updated requirements of training to be job related
- Section 313: Pregnancy Accommodations – updated to incorporate new City Paid Parental leave policy
- Section 324: Election Judge Leave – added language for Chaska and non-city elections
- Section 402: Paydays & Pay Corrections – added language about pay corrections
- Section 504: Flexible Working Schedules – added language on alternative work options
- Section 505: Working from Home – updated language to reflect practice
- Section 509: Breaks for Nursing Mothers – updated for new law regarding paid breaks
- Section 514: Use of Vehicles, Equipment and City Property – language added regarding maintenance
- Section 515: Business Expenses and Reimbursement – added language on per diem and travel over 50 miles

Recommendation

Staff is recommending the adoption of the City of Chaska Employee Handbook, attached is the final draft copy of the handbook.

CITY COUNCIL ACTION REQUESTED

Motion to approve the City of Chaska Employee Handbook.

City of Chaska



2024 EMPLOYEE HANDBOOK

Effective January 1, 2024

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On behalf of everyone here, I welcome you to the City of Chaska and wish you every success at our City.

You will be receiving information about the City, your job, City benefits and policies during your first days on the job. I hope that you find the information included in this handbook helpful.

The City's overall mission is to be "the best small town in Minnesota." The City Council and staff are committed to achieving this goal through the provision of quality municipal services. Please review the City's mission and value statements included in this handbook. Our dedicated, professional employees are the City's greatest resource, and a high-quality municipal work force is essential in reaching our long-term goals.

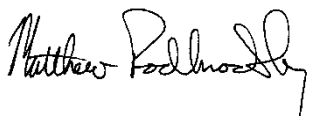
Hopefully, a distinguishing trait of our organization is its emphasis on customer service. Customers for our purposes are defined as "anyone a City employee comes in contact with", with quality service defined as "meeting or exceeding customer expectations." As you strive to deliver quality service, it is important that you keep in mind that in many instances, the customer's perception is equally important as the actual quality of the services we provide. It is for this reason that the City has placed a high priority on soliciting feedback from all of our customers. Recognizing our priority of quality service, the City Council has adopted a formal customer service policy as a means to articulate these commitments.

Our commitment to you as a City employee is to make available the necessary resources and training which will provide you with the tools to meet these objectives. We are confident that the skills and capabilities that you bring to our organization will also enhance our ability to meet Chaska's vision of being a quality small town.

The purpose of this handbook is to introduce you to our organization and provide you with important information about working with our organization, our employee benefits, and our employment policies. We expect you to read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs we have developed to benefit you and other employees. However, this handbook cannot anticipate every situation or answer every question about your employment. If you have questions about any of the policies in this handbook, please contact Human Resources.

Congratulations again on joining the City of Chaska team. We hope that your experience here will be challenging, enjoyable, and rewarding.

Sincerely,

A handwritten signature in black ink, reading "Matthew Podhradsky". The signature is written in a cursive, flowing style.

Matt Podhradsky
City Administrator

THE HISTORY OF CHASKA

Chaska's history reflects the influence of the Native American culture. The name "Chaska" is a Dakota word meaning, "first born male child." In 1851, speculator Thomas Holmes founded the City. Originally, the settlers were mainly farmers, but a thriving industry, including the famed Chaska brickyards grew around the railroad and the river in the late 1800s. The 1950s and 1960s saw the beginning of the transition of Chaska from an agricultural trade center into a community experiencing the expansion of a regionally growing metropolitan area.

Population doubled from 4,350 to 8,350 in the seventies with the creation of Jonathan, a federally assisted planned community within Chaska. Chaska's population grew from 2,500 in 1960 to 8,300 in 1980. Much of that growth was due to the first federally funded "new town", Jonathan, which began in newly annexed land north of the City. The development brought new land, new jobs, and new people to the community.

Throughout this period of transition and change, dozens of modern industries located in Chaska and hundreds of homes were built. Although Jonathan did not fulfill its initial concept, it provided Chaska the infrastructure to attract new business and industry, which began in the mid-1980s. Along with this development focus came a form of governance that encouraged the City organization to be "The Best Small Town in Minnesota" through support of a process of values and vision. This vision was founded on the pursuit of positive attitude, values, and the feel of a community as a place to gather and work and call home. Significant industrial expansion due to City incentives kept the growth going into the eighties and nineties. By focusing on a thriving, vital downtown, Chaska has maintained its small-town character while continuing to grow as a part of the metropolitan area.

Chaska remains "The Best Small Town in Minnesota." A large part of that is due to community leaders stressing strong neighborhoods, local job opportunities, parks, trails, recreation and the arts, community celebrations, good schools, and especially small-town values. It is made possible by individuals and groups who share this vision.

Through the decades of growth and change, Chaska has remained a community of strength and character. The traditions of good living began so many years ago on the banks of the Minnesota River continue to this day.

Today, Chaska combines the best of both worlds – friendly small town and modern city.

ORGANIZATIONAL VALUES

The City of Chaska is a small-town, municipal organization responsible for delivering essential public services to its citizens. The overall mission of the Chaska City organization is to be the best small town in the State of Minnesota. As employees of the City, we are committed to a set of values, which enable us to individually and collectively meet the public service needs of our quality community. The quality of life in Chaska depends upon a partnership among citizens, elected officials and City employees. Each of us strives for excellence. As such, we have agreed upon the following as our organizational values and ask that you make a commitment to:

- **CHASKA:** Chaska is an extraordinarily special community, which is unique because it is a quality small town within a larger metropolitan/suburban area. Our commitment is to collectively strive to make Chaska the best small town in Minnesota.
- **COMMUNITY VALUES:** As an organization, we are committed to modeling and promoting the values of citizenship, environmentalism, generosity, human worth and dignity, integrity, learning, respect for others, and responsibility.
- **EXCELLENCE IN PUBLIC SERVICE:** Individually and collectively we are vested with the “public trust.” We have chosen public service as our responsibility and are proud of the excellent work performed by the City of Chaska. Consistent with this vision, Chaska’s citizens will be treated as our customers and their feedback will be essential.
- **FISCALLY RESPONSIBLE:** Careful management of our financial resources demonstrate our respect for the citizens whose taxes support our activities. To be fiscally responsible is to recognize that most problems cannot be solved with money alone; therefore, fresh approaches and creativity in addressing issues shall be adopted.
- **PROGRESSIVE CHANGE:** We are committed to progressive change, as necessary to accomplish our goals, while still advocating the maintenance of Chaska’s unique historical perspective. We reject the notion that “City Hall” should simply maintain the status quo. Furthermore, we are committed to being proactive rather than reactive.
- **QUALITY:** As the Chaska community continues to develop and redevelop; we are committed to aggressively pursuing quality in City facilities and infrastructure, City services, recreational opportunities, and private development activities.
- **OUR EMPLOYEES:** Our employees must be able to enjoy a respectful, exciting, challenging, and fulfilling work environment where they are recognized and rewarded for their commitment to excellence.

We are proud of the City of Chaska, our employees, and the citizens we serve.

MISSION STATEMENT

“To Be the Best Small Town in Minnesota”

For the success of our organization, it is critical that each of the employees understand the purpose and mission of the City of Chaska. To clearly state our vision, the City employees and elected officials have jointly developed a formal mission statement and set of organizational values. As you review these statements keep in mind that our ultimate objective is to be a quality small town.

The primary mission of the City of Chaska is to enhance and maintain the high quality of life of its “shareholders,” the citizens of the Chaska, which has been nurtured in the community since its incorporation in 1852. Consistent with its mission the City will strive to maintain its unique, historical, small town image and sense of community while supporting well-planned, orderly growth. The mechanism for obtaining these objectives is with proper community planning, enforcement of local ordinances and State statutes, economic development and provision of quality municipal services.

Community growth is to be emphasized in the area of quality industrial and commercial development. Quality, balanced residential development is also encouraged consistent with local demand.

Orderly growth should promote expansion of the City’s tax base, supply employment opportunities and provide for reasonable diverse shopping opportunities.

The City will strive to provide quality, basic municipal services in the areas of Police, Fire, Public Works, Utilities and Parks & Recreation while maintaining an average to below average property tax level. Although the City will generally not look to provide “luxury municipal services,” it will seek to provide all services in the most cost-effective mode and administer these services to the citizens of Chaska fairly and equitably. The City will attempt to structure service delivery in order to allow that those benefiting from various services also assume the financial responsibility. When economically feasible the City will support innovative and creative service concepts.

In obtaining these goals, the City Council will attempt to be proactive and strive to initiate policy consistent with these objectives. Citizens will be viewed as customers of City services and a priority will be given to obtaining feedback and in communication with our customers. Quality professional staff will be encouraged to implement on a day-to-day basis the overall mission and goals established by the City Council.

100 About the Handbook*Effective Date: 12/20/2018*

The purpose of these policies is to establish a uniform and equitable system of personnel administration for the employees of the City of Chaska. They should not be construed as contract terms for any City employees. No supervisor or City representative has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to this provision. Nothing in this handbook or in other City policies which may be communicated to you constitutes a contract of employment. The policies are not intended to cover every situation that might arise and can be amended from time to time at the sole discretion of the City. These policies supersede all previous personnel policies. As an employee, you are responsible for complying with current City policy at all times.

Every policy in this handbook has been carefully considered and is important to the successful operations of our organization. Except as otherwise prohibited by law, the City of Chaska has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Some employees are subject to Department of Transportation (DOT) regulations. Those subject to DOT regulations will be provided a separate policy that covers their responsibilities. This policy should be read in conjunction with the main handbook, but to the extent this handbook conflicts, DOT employees should follow the policy or procedure.

Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

- Elected officials
- City attorney
- Members of City board, commissions and committees
- Consultants and contractors
- Volunteers, except for paid on-call firefighters

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

These policies serve as an informative guide to help employees become better informed and to make their experience with the City more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

101 Respectful Workplace*Effective Date: 12/20/2018*

Employees are the backbone of our success. Our achievements are due to the spirit and cooperation of our employees who contribute. We promote a safe and professional work environment that encourages teamwork and individual initiative in which courteous and respectful treatment is the standard. It is up to each of us to treat one another with respect and dignity and hold ourselves – and each other – accountable for appropriate behavior. Behavior that is not consistent with these policies may result in disciplinary action.

We will do our best to:

- Provide a safe working environment;
- Select and promote people on the basis of skill, training, ability, merit, attitude, and character without prejudice or discrimination;
- Maintain competitive wages and benefits, appropriate with our philosophies;
- Welcome employee input, ideas and constructive criticisms at all times;
- Develop people who understand and meet our objectives, and who accept with open minds the ideas, suggestions, and constructive criticisms of fellow workers;
- Dedicate ourselves to being the best and getting better;
- Respect individual rights, and treat all employees with courtesy and consideration;
- Maintain mutual respect in our working relationships; and
- Do all these things in a spirit of friendliness and cooperation.

Each of us, as employees, is responsible for:

- Regular and punctual attendance;
- Reporting to work, ready to work with proper attire;
- Good housekeeping skills (keeping self, work station, and surrounding areas as clean as possible);
- Safe working practices and good work performance;
- Cooperating with fellow employees to achieve the best results;
- Mutual respect for those we work with;
- Constructive participation in the operation of the organization by contributing your individual ideas and by becoming personally involved in opportunities as they may arise; and
- Portraying a positive organization image, both at work and while in the community.

We believe that the work conditions, wages, and benefits we offer to our employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns openly and directly to your supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We demonstrate our commitment to our employees by responding promptly and effectively to employee concerns.

102 At Will Employment*Effective Date: 12/20/2018*

Your employment with us is voluntary and is subject to termination by you or us at will, with or without cause, and with or without notice, at any time. Nothing in this handbook should be interpreted to be in conflict with or modify your status as an at-will employee.

103 Equal Employment Opportunity*Effective Date: 08/01/2023*

We provide employment opportunities to all employees and applicants for employment without regard to race ("race" is inclusive of traits associated with race, including but not limited to hair texture and hair styles such as braids, locs, and twists), color, religion, sex, sexual orientation, and gender identity, pregnancy status, citizenship status, national origin, age, disability, military service, veteran status, genetic information, union membership, creed, marital status, familial status, status with regards to public assistance, membership in a local human rights commission, or any other status protected by law. In order to provide equal employment and advancement opportunities to all individuals, employment decisions are based on merit, qualifications, and abilities.

Unless doing so would result in an undue hardship, the City will provide reasonable accommodations that:

1. enable qualified individuals with disabilities to perform the essential functions of their jobs, or
2. enable employees with sincerely held religious beliefs to observe the requirements and restrictions of their beliefs.

See the Accommodations in the Workplace (section 104) policy for more information.

We will not request or require a genetic test or collect or use any protected genetic information from any employee or applicant in connection with employment-related decisions.

All employees will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required. The disclosure of this information is entirely optional, as it is at the employee's discretion to disclose.

This policy applies to all terms and conditions of employment, including recruiting, hiring, compensation, selection, job assignment, promotion, disciplinary action, termination, layoff, recall, transfer, access to benefits, leaves of absences, training, and advancement. If you have a question or concern about any type of discrimination in the workplace, you are encouraged to bring these issues to the attention of your immediate supervisor or Human Resources (HR). You can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

104 Accommodations in the Workplace*Effective Date: 08/1/2023*

The City will not discriminate against any qualified employee or applicant because of such

individual's disability (physical, mental, cognitive, or sensory), pregnancy, or sincerely held religious beliefs. Our commitment extends to all aspects of employment, including, but not limited to, hiring, promotion, discharge, compensation, benefits, and training.

Right to accommodation

In addition to not discriminating, the City will provide reasonable accommodations to:

1. Qualified employees with disabilities;
2. Qualified employees who are pregnant; and
3. Qualified employees with sincerely held religious beliefs.

"Qualified employees" are those who meet a job's necessary requirements and are capable of performing the job's essential functions with or without accommodation.

Disability

The City will provide reasonable accommodations for job impacting needs or limitations related to a qualified employee's physical or mental impairment that substantially limits one or more of the employee's major life activities, unless doing so would impose an undue hardship as described below.

Pregnancy

The City will provide reasonable accommodations for job impacting needs or limitations related to a qualified employee's pregnancy, childbirth, and related medical conditions, unless doing so would impose an undue hardship as described below. As part of the accommodation process, the City will not:

- Require qualified employees to accept accommodations other than ones arrived at through the interactive process described below.
- Require qualified employees to take leave (whether paid or unpaid) if another reasonable accommodation can be provided.

Religious Practice

The City will provide reasonable accommodations for job impacting needs or limitations related to a qualified employee's sincerely held religious beliefs or practices, unless doing so would impose an undue hardship as described below.

Requesting an accommodation

As soon as you become aware of a disability, pregnancy, or religious-based need or limitation related to your job or workplace, immediately contact Human Resources (HR) to start the interactive process to determine whether an accommodation might be possible.

Supervisors who become aware of employee medical conditions, pregnancy circumstances, or religious beliefs/practices that might require accommodation or impact job performance should remind employees of this policy and promptly contact HR.

Interactive process to determine reasonableness

Upon receiving notice of the possible need for an accommodation, a member of HR will contact

you to start the interactive process, which starts with identifying the precise limitations or needs that you have related to your medical condition, pregnancy, or religious beliefs/practices. In most cases, you will be asked a number of questions about how your job is impacted by your medical condition, pregnancy, or religious beliefs/practices, and you will be required to provide a detailed description of the accommodation you would like.

If you are requesting an accommodation in connection with a medical condition or pregnancy, you will also be provided with a form for your doctor to complete that confirms the need for accommodation as well as what accommodations might be sufficient. This completed form is essential to our determination of whether we can provide you with an accommodation, and without it we may have to conclude that an accommodation is not necessary.

The City has the sole discretionary right to determine the reasonableness of any requested accommodation, and may not provide the accommodation you have requested if an alternative accommodation is available that we believe better meets organizational needs.

As the City goes through the interactive process to determine whether an accommodation is possible, you will be expected to perform the full functions of your job and comply with any applicable safety and other workplace rules at all times. However, if your disability or religious needs will make you incapable of meeting these expectations, we may temporarily remove you from your position until we can make an accommodation determination. This is particularly true if your circumstances could result in a threat to the safety or health of yourself or others.

Any information we receive as part of the accommodation interactive process will be kept strictly confidential and will only be disclosed to those individuals who have an actual work-related need to know about them, and then, only to the degree necessary.

Undue hardship

Just because you request an accommodation and go through the interactive process does not mean the City will be able to grant your request for accommodation. An accommodation is not reasonable if it would result in an undue hardship. The City will determine whether a requested accommodation constitutes an undue hardship by considering a number of job-related factors.

In the case of disability and pregnancy, an undue hardship results if the accommodation would impose “significant difficulty or expense” on our organization. In the case of religion, an undue hardship results if the accommodation would impose a “substantial burden” on our organization.

When evaluating requests for accommodation, the City will do a thorough analysis that takes into consideration the nature and cost of the accommodation in light of our financial resources. The City will also evaluate the accommodation’s impact on your safety and the safety of your coworkers, as well as its impact on individual and team performance, including the ability of other employees to perform their duties. In no case will the long-term reallocation of essential job functions or indefinite leave be considered reasonable accommodations. Similarly, items of daily personal use, such as eyeglasses, hearing aids, and wheelchairs will not be provided.

Freedom from retaliation

You will not be subject to any form of discipline, reprisal, intimidation, denial of employment opportunities, or retaliation for requesting or receiving an accommodation under this policy. If you feel that you or a coworker has been subjected to conduct that violates this policy, you must

report it immediately to HR.

105 Lactating Employees and Pregnancy Accommodations Law Notice

Effective Date: 08/1/2023

Minnesota Statutes §181.939 gives pregnant and lactating employees certain legal rights. Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help.

Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit www.dli.mn.gov/newparents.

106 Diversity & Inclusion

Effective Date: 08/1/2023

The City of Chaska is committed to fostering, cultivating, celebrating, and preserving a culture of diversity, equity, and inclusion. The City believes we cannot be successful without a work environment, and community, that is diverse, inclusive, and equitable, since it is each of our individual perspectives and contributions that make us uniquely capable of overcoming challenges, driving innovation, and ultimately strengthening our organization.

Diversity is the presence of differences that may include differences in age, color, disability, genetic information, ethnicity, family or marital status, sex (including gender identity and sexual orientation), language, national origin, physical and mental ability, political affiliation, race, religion, socio-economic status, veteran status, and other characteristics that make our employees unique.

Equity is the process of promoting justice, impartiality and fairness within procedures and processes, and distributing resources.

Inclusion ensures those who are diverse feel welcomed. Inclusion occurs when the City and its employees are inviting and welcoming to all. We are committed to efforts that ensure the City is a place where individual differences are welcomed, perspectives are respectfully heard, and where every individual feels a sense of belonging and inclusion.

Therefore, it is our pledge to:

- Develop programs and initiatives that foster and promote a diverse workforce.
- Find ways for employees with different backgrounds and experiences to collaborate, regardless of status, position or location.
- Provide training, developmental, and promotional opportunities to all qualified employees equally and with the goal of having the diversity of our employees reflected at all levels of the organization.
- Be responsive to employee needs and ideas regarding inclusivity and maintaining a welcoming environment for everyone.
- Structure and manage our recruiting and hiring efforts so that our workforce reflects the diversity in our community.

In turn, we ask that you make it your pledge to:

- Listen in ways that allow others to be heard.
- Show curiosity about others.
- Ensure that your words and actions are welcoming and respectful.
- Avoid making or acting on assumptions about others.
- Seek to include others on projects and when resolving problems or challenges.
- Participate in any diversity, inclusion and equity programs or training we may offer.
- Speak up when you see or experience behavior that excludes or comes at the expense of others.

Remember, the ways you choose to behave around others will drive their behaviors towards you. If you have suggestions for ways we can improve our diversity and inclusion efforts, please contact a supervisor or HR.

For more information regarding the City's commitment to promoting diversity, equity, and inclusion reference the following sections in the Employee Handbook: Organizational Values (page 3), Respectful Workplace (section 101), Equal Employment Opportunity (section 103), and Equal Pay Policy (section 106).

107 Equal Pay Policy

Effective Date: 08/01/2013

The City of Chaska is committed to fairness, tackling discrimination, and ensuring equal pay for equivalent work to employees regardless of gender, and any other characteristics or classes that are protected by federal, state, or local laws. We consider pay as an employee's base pay, bonuses, and other cash benefits. It is our intent to provide and maintain equal pay by undertaking regular equal pay reviews for all employees, and repeating such reviews at regular intervals. We will also monitor starting salaries for new employees to ensure there is no

discrimination based on gender, or any other protected classes, at the outset of their employment. We will also provide training and guidance for those involved in determining remuneration.

Employees that have concerns or complaints about our equal pay practices should provide specific details to HR.

108 Personal Relationships in the Workplace

Effective Date: 12/20/2018

The employment of relatives or persons involved in dating relationships in the same area of the organization may cause serious conflicts and problems with favoritism and employee morale. In addition, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

We do not prohibit employing relatives of other employees, or persons involved in dating relationships with other employees. Generally, relatives and persons involved in dating relationships will not be allowed to report to one another or otherwise work in a position that has control or influence over the other person's hiring, advancement, performance evaluation, discipline, or termination. In these circumstances, we ask that you report your familial or dating relationship to your supervisor or HR. In case of actual or potential problems, we will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

109 Employee Medical Examinations

Effective Date: 01/01/2021

We may require you to undergo a medical examination if necessary, to comply with applicable state and/or federal laws, or if we wish to ensure that you are able to perform your duties safely. DOT, Fire, and Police employees may be subject to additional examinations and can obtain further information from HR.

Pre-Employment and Pre-Transfer / Promotion Physicals

You may have to successfully pass a physical exam before starting certain positions within our organization. If so, you will only be tested on your ability to perform job-specific tasks and functions, and will not be tested on your general health. If you do not pass the physical exam, we will withdraw the job offer or promotional opportunity, unless there is a reasonable accommodation that will enable you to effectively perform the position's essential functions.

All DOT commercial drivers will be required to undergo a medical examination as required by DOT regulations prior to beginning work. A copy of a valid medical card must be carried with the DOT employee at all times while driving for work purposes. See DOT policy for further details.

Additional Employee Assessments

We may also have you evaluated or conduct an evaluation in such circumstances as follows: to determine or update your ability to perform in your current position, pursuant to our *Section 603 Drugs and Alcohol* policy, to confirm your need for medical leave, to assess your ability to return to the workplace after a medical leave, to determine your need for accommodations, or to comply with applicable state or federal laws.

All DOT employees will be required to undergo examinations periodically to determine fitness for duty or as otherwise required by DOT regulations. See DOT addendum for further details.

We keep your medical information confidential and separate from the other parts of your personnel file, and we strictly limit access to such information to those individuals who have a legitimate and necessary need to know.

110 Immigration Law Compliance

Effective Date: 01/01/2021

We employ only individuals who are authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship or national origin.

When hired, as a condition of employment, you must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If you were previously employed with us, you must complete a new form if your last start date was more than 3 years ago, your last termination date was more than 1 year ago, whichever occurs later, or if your previous I-9 is no longer retained or valid, along with current I-9 IDs or documentation.

We must terminate employees who are unable to provide appropriate documentation in support of their right to work in the United States within three (3) days of their start date.

If you have questions or want more information on immigration law issues, contact HR. You may raise questions or complaints about immigration law compliance without fear of reprisal.

111 Conflicts of Interest

Effective Date: 12/20/2018

Activities or relationships that conflict with our interests or adversely affect the organization's reputation should be avoided. We cannot describe every situation that may constitute a conflict of interest; rather, the purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to conflicts of interest. Contact HR if you have any questions about conflicts of interest.

A conflict of interest occurs when your loyalty is, or appears to be, divided between your self-interest or the interests of a third party and our interests. The types of conflicts of interest you must avoid include, but are not limited to:

- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit

- in exchange for favorable decisions or actions in the performance of your job or that might appear to influence your decision-making or professional conduct;
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information or trade secrets;
 - Directly or indirectly engaging in activities that compete with our business interests, including engaging in, owning, managing, operating, joining, controlling, consulting with, participating in the ownership, operation or control of, being employed by, or being connected in any manner with any person or entity which solicits, offers, offers to provide, or provides any services or products similar to those which we offer to our customers or prospective customers;
 - Accepting employment or compensation that could reasonably be expected to impair your independent judgment in the performance of your duties;
 - Accepting a kickback, bribe, gift costing more than \$5 or special consideration as a result of any transaction or business dealings involving us;
 - Giving preferential treatment in business dealings to any person or company in whom you, a relative or friend has a significant ownership interest or relationship.

You must disclose actual or potential conflicts or any relationships that may create the appearance of a conflict of interest to your supervisor as soon as you become aware of them so that safeguards can be established to protect all parties.

112 Whistleblower Protections

Effective Date: 12/20/2018

We strive to create an ethical and open work environment, to ensure we have a governance and accountability structure that supports our mission, and to encourage and enable you to raise legitimate concerns about the occurrence of illegal or unethical actions within our organization instead of turning to outside parties for resolution.

We expect you to report activities you consider to be illegal, unethical, or dishonest internally. You are not responsible for formally investigating the activity or determining fault or corrective measures. Instead, as discussed below, appropriate management officials are charged with these responsibilities.

Examples of illegal, unethical, or dishonest activities include, but are not limited to:

- Violations of federal, state or local laws
- Activities that potentially violate healthcare reform laws
- Theft or inappropriate removal or possession of property
- Unethical, immoral, or criminal conduct in or outside of the workplace
- Falsification of records, including timekeeping records
- Violation of OSHA or other regulatory standards
- Sexual or other unlawful or unwelcome harassment
- Unauthorized disclosure of business “secrets” or confidential information

If you have knowledge of or a concern about actual or potential illegal, dishonest, or fraudulent activity, you should contact your immediate supervisor, the Assistant City Administrator, or HR. You must exercise sound judgment to avoid baseless allegations. HR (or an outside agency as determined in the sole discretion of the City) will investigate your concerns and determine the proper course of corrective action. If someone in HR is the subject of the whistleblower complaint, another member of senior management will become responsible.

Insofar as possible, we will try to maintain your confidentiality. However, your identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. We will not retaliate, nor permit retaliation against anyone who brings forward a legitimate concern under this policy. If you believe you are being retaliated against, contact HR, Assistant City Administrator, or City Attorney immediately. Protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

If you intentionally or recklessly file a false or baseless report of wrongdoing, you will be subject to discipline up to and including termination. If you have questions about this policy, please contact your supervisor or HR.

113 Outside Employment

Effective Date: 12/20/2018

You may hold outside jobs as long as you meet the performance standards of your job with us. We judge all employees by the same performance standards and hold everyone to our scheduling demands, regardless of any existing outside work requirements. Full-time employees must generally prioritize our interests over outside employers, but other employment obligations may be taken into consideration when scheduling our part-time employees.

You may not receive any income or material gain from individuals outside our organization for materials produced or services rendered while performing your jobs for us. Similarly, outside employment that constitutes a conflict of interests prohibited.

If we determine that your outside work interferes with performance or the ability to meet the requirements of your position as they are modified from time to time, you may be asked to terminate the outside employment if you want to remain employed by us.

Questions as to whether employment with a particular outside employer might constitute a conflict of interest should be directed to HR.

114 Media Requests

Effective Date: 12/20/2018

You have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of job duties should be routed to the City's Communication Manager.

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

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

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

All news releases concerning city personnel will be the responsibility of the Communications Manager.

115 Job Postings, Promotions, Advancement

Effective Date: 08/01/2023

We believe strongly in employee promotion, development and workforce diversity. We encourage you to express your interest in open positions and advancement opportunities within the organization according to your skills and experience.

Job Postings

In general, we post notices for all regular, full-time job openings, although we may not do so for every position. We typically post job openings on the City website, employee bulletin board, over email, on social media, and other recruitment media and sites. Union positions will follow labor contract requirements.

Promotion and Advancement Policy

To apply for an open position, submit a job posting application to HR using the online application at <http://www.chaskamn.gov/335/Employment> or if the position is open to internal only, please apply at <https://www.governmentjobs.com/careers/chaskamn/promotionaljobs>. This application will cover job-related skills and accomplishments. If you have recently been disciplined, or are on disciplinary probation, you are generally not eligible to apply for posted jobs without the approval of HR. We ask, but do not require that you discuss your plan to apply

internally with your direct supervisor.

Once you apply, your supervisor will usually be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer will also be discussed at that time.

Although we usually prefer to fill open positions with current employees who express interest in the positions, we may choose to hire an external candidate over a current employee if we determine that the external candidate best meets the needs of the position.

116 Wage Disclosure Protection

Effective Date: 01/01/2021

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages without being punished for doing so. Your remedies for a violation of the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at <http://www.doli.state.mn.us/>.

201 Employment Categories

Effective Date: 08/01/2023

Your employment status and benefit eligibility depend upon your employment classifications. All employees in all classifications described below are subject to our employment-at-will policy described earlier in this handbook with the exception of contractors.

Your position is classified as either non-exempt or exempt from state and federal wage and hour laws. Non-exempt employees are entitled to overtime pay and other benefits under the wage and hour laws, whereas exempt employees are excluded from specific provisions of the wage and hour laws, and don't receive overtime pay. Non-exempt employees are usually paid on an hourly basis, while exempt employees are usually paid on a salaried basis. We determine whether your position is non-exempt or exempt based on the requirements of state and federal law.

In addition to the above classifications, you also belong to one or more of the following employment categories:

- **Full-Time** employees are those who are not temporary or seasonal and who are regularly scheduled at least 30 hours per week. Full-time employees are eligible for our entire benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **Part-Time** employees are those who are not temporary or seasonal and who are regularly scheduled to work less than 30 hours per week. Part-time employees hired before January 1, 2020 may be eligible for pro-rated vacation benefits. Part-time employees hired on or after or who changed to part-time status January 1, 2020, will not be eligible to receive vacation benefits. Part-time employees will receive all legally mandated benefits in accordance with state and federal law and are generally not eligible for medical benefits sponsored by the City, subject to the terms, conditions, and limitations of the medical plan. Effective January 1, 2024 part-time employees not accruing vacation benefits, will be eligible for ESST/Vacation to meet the needs of the Minnesota Earned Sick and Safe Time (ESST) law.
- **Union** employees are those who are not seasonal and who are bargaining unit members of any union currently recognized by the Bureau of Mediation Services. While the policies and benefits described in this Handbook are generally applicable to Union employees, the terms of any Labor Agreement that are contrary to, or different than, the policies and benefits described in this Handbook will ultimately determine the rights of Union employees.
- **DOT** employees are those who have been hired into positions covered by the DOT regulations. While the policies and benefits described in this Handbook are generally applicable to DOT employees, such employees may occasionally be subject to different policies and practices (such as drug testing or physical exams) that are different from those described in this Handbook.
- **Seasonal** employees are those who are hired on a temporary basis, which means the positions (1) are not for more than 67 working days in any calendar year; or (2) are not for more than 100 working days in any calendar year and the employees are under the age of 22, are full-time students enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as students during or after their temporary employment.

Seasonal employees may be hired in consecutive years but will still remain seasonal.

- Seasonal employees do not receive holiday benefits. Effective January 1, 2024 seasonal employees will be eligible for ESST/Vacation to meet the needs of the Minnesota Earned Sick and Safe Time (ESST) law.
- **Interns** are those who are hired on a temporary basis and do not receive holiday pay.. Effective January 1, 2024 interns will be eligible for ESST/Vacation to meet the needs of the Minnesota Earned Sick and Safe Time (ESST) law. Any Department Head hiring an intern must specify in writing any deviations from the seasonal part-time employee classification.
- **Temporary** employees are hired on a temporary basis, typically under 1,000 hours, at various times throughout the year. This position can be full or part-time. These positions can be eligible for medical benefits, depending on the assigned hours they will be working. Salaried temporary employees are eligible for paid holidays, whereas hourly temp employees are not eligible for paid holidays.
- **Contractors** are those who have an established independent contractor relationship with us and who are assigned to work on an intermittent and/or unpredictable basis. Contractors are not employees and are ineligible for any the city benefit programs.

202 Access to Personnel Files

Effective Date: 01/01/2020

We maintain a personnel file on each employee. The personnel file includes such information as your job application, resume, records of training, documentation of performance appraisals and salary increases and other employment records.

Personnel files are the property of City of Chaska and we restrict access to the information they contain. Generally, we only allow supervisors who have a legitimate reason to review information in a file. The Minnesota Government Data Practices Act (MGDPA) classifies much of the personnel and other information kept by cities as private.

Employees are entitled to review their personnel files twice within a one-year period. If you wish to review your file, contact HR. You may review your personnel file within seven working days of our receipt of your written request. Your file may be reviewed in our offices and in the presence of an individual appointed by us to maintain the files. After our review, and upon your written request, we will provide you with a copy of your personnel record. We will not retaliate against you for asserting your rights to request a copy of or review your personnel file.

Employees are entitled to, and we comply with, all of the other rights and remedies set forth in Minnesota Statutes §181.960 through §181.965. We will not retaliate against employees for asserting their rights or remedies provided in those statutes.

203 Background and Employment Reference Checks

Effective Date: 01/01/2020

Background Checks

We may conduct background and reference checks to ensure that individuals who work for us are well qualified and have a strong potential to be productive and successful. We conduct these checks after our initial offer for employment for any hires 18 years of age or older at the time of offer. All offers are contingent on the completion of a successful background check. We may also run these checks if an employee is given access to restricted or confidential information, or at other significant employment events such as promotions. The types of checks we conduct are dependent on the role you have applied for and may include such inquiries such as criminal history, credit history, degree confirmation, employment references, and licensure confirmation. The information we obtain via such inquiries will be considered in light of the needs and concerns underlying the check, and may take into account such things as customer directives or restrictions, the recency of the conviction, and the relevance of the information to the work to be performed. DOT employees will be subject to additional verification standards.

We retain the sole discretion to determine what impact the acquired information may have on the applicant or employee in question, including rescinding offer, removal from customer assignment, denying access to restricted items/information/and data, and even termination of employment. Decisions are made dependent on the circumstances on an individualized basis.

Driver Qualification

Any individual seeking a DOT commercial driving position must have a complete qualification file before beginning work, including, but not limited to:

- Motor vehicle records
- Road test; road test certificate within the past 3 years; or CDL
- Safety Performance History investigation
- Medical examiner's certificate (if not part of motor vehicle records)
- Verification medical examiner is listed on National Registry
- Pre-employment drug screen results
- Drug and Alcohol policy violations from prior employers in the past 3 years

Please see the DOT addendum for further details.

Verification of Employment

The City provides employment information on current and former employees within the scope of the Minnesota Government Data Practices Act.

If you would like to authorize someone to have access to private data about you, you must provide the City with a written authorization. The authorization should detail the name of the person or agency you want information released to and the specific information that you are authorizing the City to release. Authorizations should be submitted to HR.

204 Personnel Data Changes*Effective Date: 01/01/2020*

We expect you to promptly notify HR of any changes with your contact information and other personnel data. Be sure to provide HR with your accurate and current personal mailing address, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other similar information. You may be able to update some of these changes on our Employee Self Service site. If you cannot make the change yourself or you have questions on how to make the change, notify HR.

You must also notify us of any criminal convictions that occur after you are hired for your position. This will allow us to assess each conviction and determine whether it impacts your employment with us.

205 Performance Evaluation*Effective Date: 01/1/2020*

We strongly encourage our supervisors and employees to engage in a regular and on-going dialogue about work performance including but not limited to; job tasks, encouraging and recognizing strengths, identifying areas for improvement, and discussing positive, purposeful approaches for meeting goals. These ongoing conversations are particularly important for new employees or employees who have transitioned to new positions. Training begins with an orientation process.

In addition to verbal discussions and individualized coaching, formalized written performance evaluations are also used as part of the performance evaluation process as outlined below.

Following 6 to 12 months of employment, your supervisor may provide you with a formal performance evaluation. Performance evaluations are also normally provided following 6 to 12 months in any new position. In addition, your annual performance evaluation will typically be held with your supervisor on or near your anniversary date each year.

Where possible, we try to recognize and encourage outstanding employee performance by awarding pay raises from 0 to 5% within the minimums and maximums of the individual's pay grade. Our decision to award such raises is discretionary and depends on goal accomplishment (both personal and professional), organization financial strength, market-driven factors, as well as the information documented during annual performance evaluations. We do not guarantee that you will receive a pay raise simply because you receive a performance evaluation. See the grid pictured below for additional information on performance increases.

SUMMARY EVALUATION OF OVERALL PERFORMANCE	SALARY REVIEW ADJUSTMENTS*		
	ZONE C**	ZONE B****	ZONE A
Not Meeting Expectations. Quality of performance or service is not adequate. Little or no improvement has been demonstrated after discussions about poor performance.***	0%	0%	0%

Building Satisfactory Performance. Generally meets most requirements but struggles to fully meet them all. Inconsistent performance. May be working towards building a higher level of performance after not meeting expectations.	2.5%	3.0%	0%
Meets Expectations. Considered to be a qualified, solid performer. Contributes to department's goals. While minor deviations may occur, the overall performance meets expectations and position's requirements.	3.0%	3.5%	3.5%
Exceeds Expectations. Accomplishments are regularly above expected level's performance requirements. Demonstrates a high level of effort and effectiveness.	4.0%	4.5%	4.0%
Exceptional Performance. Consistently at a level beyond expectations in all areas of performance. Extraordinary work that stands out. Sets a new standard of service and effort.	4.5%	5.0%	4.5%

*Employees shall never be compensated beyond the maximum amount in their pay range.

**Individuals in Zone C are eligible for performance reviews every six months, and the salary adjustment percentages under the Zone C category reflect the range of adjustments at the six-month intervals. Zones B and A are eligible for performance reviews every twelve months.

***Before assigning this rating, speak to Human Resources.

****For part-time employees, the review process occurs annually, and increases are based on Zone B percentages regardless of actual pay of the individual.

301 Employee Benefits*Effective Date: 12/20/2018*

The City of Chaska provides eligible employees with a wide range of employee benefits. This handbook may contain general descriptions of those benefits. You can find detailed descriptions of benefits such as medical insurance, flexible benefit plan, dental, life, long-term disability, and PERA in our benefit enrollment materials and the summary plan descriptions and/or insurance certificates for the plans, where applicable, or in policies within this handbook.

Your eligibility for benefits depends on a variety of factors, including your employee classification and/or status as a Union member. Some benefit programs require you to make contributions, some are unpaid (such as some of our leave programs), and others may be fully paid by the City of Chaska. Please note all benefits eligible employees are required to enroll in a medical plan. Union employees should consult the labor agreement for details on their employee benefits that may differ from this section.

302 Benefits Continuation (COBRA)*Effective Date: 12/20/2018*

A federal law called Consolidated Omnibus Budget Reconciliation Act (COBRA) allows you, your spouse and/or dependent children to continue health insurance coverage under our health plan when a “qualifying event” occurs. You may continue your health coverage for up to 18 months if you lose coverage as a result of a qualifying event.

If you, your spouse and/or dependents continue coverage under COBRA, you must pay the full cost of coverage at our group rates plus any applicable administration fee. A third party will provide you with an important written notice describing your rights and obligations under COBRA.

303 Holidays*Effective Date: 12/20/2018***Observed Holidays**

We observe the following holidays:

- New Year’s Day (January 1)
- Labor Day (first Monday in September)
- Martin Luther King Jr. Day (3rd Monday in January)
- Veterans Day (November 11)
- Presidents’ Day (3rd Monday in February)
- Thanksgiving Day (fourth Thursday in November)
- Memorial Day (last Monday in May)
- Day after Thanksgiving
- Juneteenth (June 19th)
- Christmas Day (December 25)
- Independence Day (July 4)
- Floating Holidays (two)

Eligibility for Paid Holidays

Eligible full-time employees receive holiday pay for 8 hours at your regular rate of pay for the above referenced holidays. This includes special forms of compensation. Regular, union, full-time (non-exempt) and part-time employees receive premium pay when working on a holiday. Premium pay is paid at time and a half the employee's regular rate.

A recognized holiday that falls on a Saturday will usually be observed on the preceding Friday. A recognized holiday that falls on a Sunday will usually be observed on the following Monday.

With the exception of pre-approved paid time off or FMLA leave (paid or unpaid), you are expected to work your regularly scheduled days before and after the holiday in order to be eligible for holiday pay. If you call in sick or take unpaid time on the day before or after a holiday, you may jeopardize your ability to be paid for the holiday. If a recognized holiday falls during your paid time off or compensatory time you will receive holiday pay instead of the paid time off or compensatory time benefit. However, you will not be paid for holidays if you are on an unpaid leave of absence (non-FMLA). Absences for which you are receiving wage replacement benefits through a third-party, such as workers' compensation, are considered unpaid since we are not paying you directly.

Holiday pay will be counted as hours worked for the purposes of determining whether non-exempt employees are entitled to overtime for the week in which the holiday falls.

Employees may not start or end employment on a City-observed holiday.

If you are a Union employee, please reference your collective bargaining agreement as it may differ from City policy.

Floating Holiday

All regular full-time employees will receive two floating holidays per year in addition to our regular holidays. New hires will receive a pro-rated amount based on start date. Eligible employees that are regularly scheduled under 40 hours will receive a pro-rated amount. Floating holidays provide you with the flexibility to take paid time off for whatever reason you want such as for religious observances or to supplement other leaves. In addition, employees are able to use floating holidays in 15-minute intervals (.25 hours). An employee is able to carry over 8 hours of floating holiday at year-end. If you are a Union employee, please reference your collective bargaining agreement for carryover details pertaining to your group. You must receive your immediate supervisor's approval prior to taking a floating holiday.

304 Vacation & Sick

Effective Date: 08/01/2023

Vacation/Sick Leave

Union employees hired prior to 2001 may have previously elected to stay in the City's prior Vacation & Sick plan. Employees so eligible can review the terms and conditions of the Vacation & Sick plan by referencing 304A Vacation & Sick Addendum.

Full-time Vacation and Sick

Union employees hired prior to 2001 may have previously elected to stay in the City's Vacation & Sick plan. Eligible employees can review the terms and conditions of the Vacation & Sick plan by referencing the 304A Vacation & Sick Addendum located in the back of the employee handbook. Please note that this plan is not available to new hires.

Part-time Vacation

Effective January 1, 2020, any new or rehired (if you haven't worked within 6 months) part-time employees will no longer be eligible for vacation accrual. Eligible part-time employees accruing vacation prior to January 1, 2020 will continue earning vacation benefits until termination or if you haven't worked a shift within 6 months, you will no longer be eligible for this benefit. This policy is intended to fulfill our obligations under the Minnesota Earned Sick and Safe Time (ESST) laws; you will not receive a separate allotment of paid leave under those laws, and you should plan when and how you use your PPL accordingly.

Please reference 304A for more information.

305 Paid Personal Leave & Earned Sick and Safe Time (ESST) for Full-Time Employees

Effective Date: 01/01/2024

Overview of Paid Personal Leave

Regular full-time employees are eligible for Paid Personal Leave (PPL) under this policy.

PPL combines what would be considered sick, vacation, or personal time into one general pool from which you can use your accrued time for any personal reasons you may have to want or need to be absent from work. PPL accrual rates increase based on your number of years of service as set forth below.

This policy is intended to fulfill our obligations under the Minnesota Earned Sick and Safe Time (ESST) laws; you will not receive a separate allotment of paid leave under those laws, and you should plan when and how you use your PPL accordingly.

Accrual of Paid Personal Leave:

You begin to accrue PPL as of your first day of employment with the City and may start using it as soon as it accrues.

All full-time employees are eligible to accrue PPL based on the schedule below, which is based on 80 hours worked per pay period. When an employee's status changes from part-time to full-time, the employee will begin to accrue PPL on the official date of this change unless another date is agreed upon in writing prior to the change in status.

Years of Service	Annual Accrued PPL	Max Accrual PPL	Hours per pay period
Start through completion of year 5	18 days (144 hours)	36 days (288 hours)	5.536
Year 6 through completion of year 10	22 days (176 hours)	44 days (352 hours)	6.768
Year 11	23 days (184 hours)	46 days (368 hours)	7.08
Year 12	24 days (192 hours)	48 days (384 hours)	7.384
Year 13	25 days (200 hours)	50 days (400 hours)	7.696
Year 14	26 days (208 hours)	52 days (416 hours)	8.000
Year 15	27 days (216 hours)	54 days (432 hours)	8.312
Year 16	28 days (224 hours)	56 days (448 hours)	8.616
Year 17	29 days (232 hours)	58 days (464 hours)	8.928
Year 18	30 days (240 hours)	60 days (480 hours)	9.232
Year 19 or more	31 days (248 hours)	62 days (496 hours)	9.544

Use of Paid Personal Leave:

You may only use PPL once it is accrued. This means that you may not use PPL in anticipation of accruing leave time in the future.

To schedule planned PPL, you must request advance approval from your supervisor as soon as possible, but in no event less than seven days prior to the time requested, or as soon as practicable. All departments must be appropriately staffed to meet the needs of our customers and clients. This means that, unless the reason for which PPL is requested is covered by Minnesota's ESST law, PPL may not be granted in all circumstances, and such requests will be approved or denied solely at the discretion of your supervisor, based upon current workloads, staffing levels, and your disciplinary status.

When one or more employees in the same area request PPL for the same time periods (for example, around popular vacation times such as summer or holidays), priority may be given to the employee whose request was submitted first (exceptions may be made when the reason for leave is covered by Minnesota's ESST law).

For an unplanned leave of absence from work due to a personal illness or to care for an immediate family member, you must give your Department Head or Supervisor a minimum of 30 minutes notice before the beginning of your scheduled work time. In an emergency situation, please notify your supervisor of your absence as soon as possible. For absences lasting longer than 3 days, the Department Head or Supervisor may request that you provide the following documentation confirming your need for leave:

- A note from a medical provider when leave is taken for reasons related to your medical condition or a family member's medical condition
- A court record, or a document signed by victim services organization, police representative, attorney, or anti-violence counsellor when leave is taken for reasons related to your safety or a family member's safety
- A formal written statement signed by you confirming that your family member's school or

daycare has been closed on the days in question (*emails or other communications from the school/daycare are also acceptable*)

- A written notice by you indicating your reason for missing work was due to a reason for which ESST can be used.

Any confirmed abuse of an unplanned leave may result in disciplinary action.

If a regularly scheduled holiday falls during your use of unplanned PPL, the holiday will not be considered part of your PPL. To be paid for a holiday, you must work or use PPL the day before and after the holiday.

You may be eligible for the City of Chaska Salary Continuation Program and/or Family and Medical Leave (FMLA). You should review those benefit provisions within this handbook and contact HR with any questions.

Reasons for Which PPL May be Used

PPL may be used for any reason for which you may need time off, which includes all of the following reasons covered by Minnesota's ESST law:

- Your own illness, injury, health condition, and preventive care
- A "family member's" illness, injury, health condition, and preventive care
- Leave related to your needs or family member's needs in connection with domestic violence, sexual assault, or stalking
- Closure of your work location or a family member's school/place of care due to weather or public emergency
- Your inability to work/telework as a result of employer-imposed quarantine due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or while awaiting diagnostic test results
- When a health authority or health care professional determines that you or family member's presence in the community would jeopardize the health of others

Similarly, PPL can be used for absences related to the needs or circumstances of your family members, which, under Minnesota's ESST law, include your:

- Child, foster child, adult child, legal ward, child for whom you are a legal guardian, or child to whom you stand or stood in loco parentis
- Spouse or registered domestic partner
- Sibling, stepsibling, or foster sibling
- Biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis to you when you were a minor child
- Grandchild, foster grandchild, or step-grandchild
- Grandparent or step-grandparent

- Child of your sibling (nieces/nephews)
- Sibling of your parents (aunts/uncles)
- Child-in-law or sibling-in-law
- Any of the family members listed above of your spouse or registered domestic partner
- Any other individual related by blood or whose close association with you is the equivalent of a family relationship
- Up to one individual per year not listed above whom you formally designate

Personal Leave Accrual, Carry-Over and Cash-Out

If you converted previously accrued vacation to PPL, a maximum amount of PPL will be allowed to be carried at any time during the year. At no time may accumulated PPL exceed two (2) times the annual rate at which you earn PPL.

In addition to carrying a maximum amount of PPL, you will be able to cash-out a maximum of fifty (50) hours of your PPL anytime during the calendar year. The cash-out will be at your current hourly rate and will be paid as taxable income or at your election, may be placed into a 457b deferred compensation account consistent with IRS guidelines.

End of Employment

When your employment with us terminates, you typically will be paid for unused PPL that has been accrued through your last day of work. However, you will not be paid for unused PPL if you are terminated for cause, as determined solely by us, you abandon your job, or if you fail to provide proper written notice of resignation as set forth in our *Section 615 Employment Resignation and Termination* policy, subject to any applicable state laws. The City reserves the right to not pay out PPL in the case of furlough or layoff of a significant fraction of the workforce.

306 Earned Sick and Safe Time/Vacation for Non-Full-Time Employees

Effective Date: 01/01/2024

Eligible employees accrue job-protected, paid Earned Sick and Safe Time (ESST) under this policy to use for 1) their own medical needs and the medical needs of their family members, and 2) their own safety needs and those of their family members in connection with being victims of stalking, or domestic assault/violence.

Contact HR with any questions you have about ESST that aren't addressed in this policy.

Eligibility and benefit year

All employees who are not regular full-time employees and who perform at least 80 hours of work in Minnesota during the benefit year are eligible to accrue and use ESST under this policy. The City's benefit year is the 12-month period starting on January 1st and running through December 31st.

Leave accrual and year-end

Employees begin accruing ESST/Vacation from their first day of employment. ESST/Vacation accrues at a rate of one hour for every 30 hours worked. Employees may accrue a minimum of up to 48 hours of ESST/Vacation in a year. Employees can carry over unused ESST/Vacation into the next year.

Reasons for which leave can be used

ESST may be used for the following reasons:

- Your own illness, injury, health condition, and preventive care
- A “family member’s” illness, injury, health condition, and preventive care
- Leave related to your needs or family member’s needs in connection with domestic violence, sexual assault, or stalking
- Closure of your work location or a family member’s school/place of care due to weather or public emergency
- Your inability to work/telework as a result of employer-imposed quarantine due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or while awaiting diagnostic test results
- When a health authority or health care professional determines that you or family member’s presence in the community would jeopardize the health of others

Family members for whom ESST can be used include your:

- Child, foster child, adult child, legal ward, child for whom you are a legal guardian, or child to whom you stand or stood in loco parentis
- Spouse or registered domestic partner
- Sibling, stepsibling, or foster sibling
- Biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis to you when you were a minor child
- Grandchild, foster grandchild, or step-grandchild
- Grandparent or step-grandparent
- Child of your sibling (nieces/nephews)
- Sibling of your parents (aunts/uncles)
- Child-in-law or sibling-in-law
- Any of the family members listed above of your spouse or registered domestic partner
- Any other individual related by blood or whose close association with you is the equivalent of a family relationship
- Up to one individual per year not listed above whom you formally designate

Using ESST/Vacation

There is no waiting period for ESST/Vacation and it can be used as it accrues. However, employees will not be allowed to use ESST/Vacation prior to accruing it. Any time off taken in

excess of the accrual balance will be considered unpaid time off.

For foreseeable absences, employees are generally required to provide at least seven (7) days of notice of the need for leave or as soon as practicable. For unforeseeable absences, employees should notify their direct supervisors before the scheduled start of their work day if possible and follow the absence reporting procedures set forth in *Section 608 Attendance and Punctuality*. Direct supervisors must also be contacted on each additional day of absence. Delayed notification to supervisors, or failure to follow proper reporting procedures, may result in disciplinary action.

ESST/Vacation can be used in minimum increments of 15 minutes. Employees will not be required to find a replacement for the time they miss as a condition of using ESST/Vacation.

ESST/Vacation is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as premium pay, incentives, commissions, or bonuses.

If the need for leave is greater than 3 days, you may be required to provide the following documentation confirming your need for leave:

- A note from a medical provider when leave is taken for reasons related to your medical condition or a family member's medical condition
- A court record, or a document signed by victim services organization, police representative, attorney, or anti-violence counsellor when leave is taken for reasons related to your safety or a family member's safety
- A formal written statement signed by you confirming that your family member's school or daycare has been closed on the days in question (*emails or other communications from the school/daycare are also acceptable*)
- A written notice by you indicating your reason for missing work was due to a reason for which ESST can be used.

ESST absences covered by both this policy and any of our other leave policies (e.g., FMLA, Parental Leave, etc.) will run concurrently under, and count against, both policies.

To schedule planned ESST/Vacation, you must request advance approval from your supervisor as soon as possible, but in no event less than seven days prior to the time requested, or as soon as practicable. All departments must be appropriately staffed to meet the needs of our customers and clients. This means that, unless the reason for which ESST/Vacation is requested is covered by Minnesota's ESST law, ESST/Vacation may not be granted in all circumstances, and such requests will be approved or denied solely at the discretion of your supervisor, based upon current workloads, staffing levels, and your disciplinary status.

When one or more employees in the same area request ESST/Vacation for the same time periods (for example, around popular vacation times such as summer or holidays), priority may be given to the employee whose request was submitted first (exceptions may be made when the reason for leave is covered by Minnesota's ESST law).

Termination/resignation of employment

Unused ESST/Vacation will not be paid out upon the termination, resignation, or cessation of employment. However, employees rehired within 180 days from their last date of employment will have their unused ESST/Vacation balances reinstated.

307 City Paid Parental Leave

Effective Date: 01/01/2024

In recognition of the importance of family and work life integration, we provide paid and unpaid parental leave benefits to full-time benefit-earning employees due to the birth of an employee's child or the placement of an adopted or foster child within an employee's home. This policy does not apply to surrogate mothers, or sperm or egg donors.

Purpose

To provide parents of all genders time to bond with newborn children, or newly placed adopted or foster children in hopes of setting children up for long term health and wellbeing.

Eligibility

To be eligible for Paid Parental Leave under this policy, an employee must meet all of the following:

- Be a full time, benefit-earning City employee.
- Have been employed for at least 12 consecutive months in a full-time, benefit earning capacity as of the date the child is born, placed for foster care, or placed for adoption.
- Be a new biological, foster, or adoptive parent, or someone who stands in loco parentis to a child who is newly born, adopted, or placed for foster care.
- Be in good standing with the City.

Policy

The Paid Parental Leave benefit provides 100% of the employee's regular base wage (does not include overtime, supplemental pay, and/or other additional pay) for regularly scheduled work hours, for up to 10 consecutive working days (80 hours maximum regardless of shift). The benefit begins on the employee's first scheduled workday after the baby's birth or placement for adoption. Multiple births or adoptions (i.e., twins, triplets), medical conditions, and/or other circumstances will not increase the length of paid leave granted. For the purpose of this benefit, holidays will be paid and will not be counted towards the total number of parental leave hours.

Paid Personal Leave (PPL) will continue to accrue during the period of Paid Parental Leave. Employer benefit contributions and leave accruals continue during paid parental leave. Paid Parental Leave will run concurrently with FMLA, MN Parental Leave and/or Salary Continuation and does not extend the length of these leaves or programs. Since Salary Continuation only pays a portion of an employee's wages, Paid Parental Leave will be used to pay the difference between an employee's regular pay and the amount they may be receiving as Salary Continuation (i.e., Paid Parental Leave will be used to "top off" Salary Continuation payments).

Paid leave must be used in a solid block of time, and can only be used once in a 12-month period, regardless of the number of children that may be born, adopted, or placed for foster care. The maximum amount of parental leave (including both paid and unpaid leave) is 12 weeks.

This policy is separate and distinct from any other City benefit.

Employee Responsibilities

1. Eligible employees intending to use Paid Parental Leave must submit a request form (attached) at least 30 days in advance before the anticipated birth or adoption of the child to Human Resources.
 - If applicable, FMLA and Salary Continuation paperwork should also be submitted at this time.
 - If a 30-day notice is not possible, please notify Human Resources as soon as practical.
2. Submit proof of birth, adoption, or placement for foster care if requested by the City. For birth, documentation verifying the baby's date of birth must include the employee's name. For adoption, proof that a petition for adoption has been filed with the court.
3. A fraudulent request for Paid Parental Leave is grounds for discipline up to and including termination from employment.

308 Impact of Leaves of Absence on Employee Benefits

Effective Date: 12/20/2018

In addition to paid absences, such as holidays, vacation, sick, PPL, we offer a number of other types of leaves of absence, which either become unpaid at some point, or are unpaid in their entirety. Unless otherwise noted in a specific leave policy, your employee benefits will be handled as described below.

Insurance and related benefits

During your leave, we will continue to provide you with the benefits in which you have enrolled for as long as applicable law might require us to do so, or until such time as you cease to be eligible under the terms, conditions, and limitations of the applicable plans.

While you are on leave, you will continue to be responsible for your share of the insurance premiums, and will be required to make regular payments in order to continue your coverage. During any parts of your leave for which you may also be using vacation, sick, or PPL, we will continue to make payroll deductions as normal to collect your share of the premiums.

However, at the point that your leave becomes unpaid (e.g., you use up your available leave bank) you will be required to submit monthly payments to HR by the 1st day of each month of

your leave. If the payment is more than 30 days late, your health and other coverage may be terminated for the remainder of your leave.

In some cases, you may be offered COBRA or USERRA continuation coverage if you are gone from work long enough, or if we are not required by law to continue your benefits. If so, you will have to formally elect continuation in order to stay on the applicable insurance plans. See our *Section 302 Benefits Continuation (COBRA)* or *Section 317 Military Leave* policy for more information.

If you lose coverage or have elected COBRA during your leave, we will reinstate you as an active participant upon your return from leave, according to the terms of each plan.

Other benefits

Vacation, Sick, or PPL and other accrual-based benefits will cease accruing during any leave periods not being paid directly by us. Unpaid leave time or leave periods that are being paid by third-parties (such as work comp) will result in the cessation of accruals. However, absences during which vacation, sick, or PPL is being used, or that are paid by us (such as jury duty), will not result in accrual discontinuation. Similarly, holiday pay will not be provided during any leave periods not being paid by us.

309 Training Assistance and Tuition Reimbursement

Effective Date: 08/01/2023

We recognize that the skills and knowledge of our employees are critical to our success. Our training assistance and tuition reimbursement program encourages personal development through formal education and other training and development opportunities so that eligible employees can maintain and improve job-related skills or enhance their promotional opportunities.

Training Assistance:

The City may provide training and educational assistance to employees who have completed 90 calendar days of service. To obtain assistance, you must receive written approval from your department head before a course or series of courses. Department heads have the sole discretion to determine whether the training is job-related and qualifies for assistance. Department heads will decide if assistance is approved based on various factors, including but not limited to; budget, other training expenses department-wide, additional requests for education and training assistance, and more.

To gain approval for a job-related training or certification program or session, a written request must be submitted to the department head before the beginning of the program. The written request must contain cost information and a general description of the training.

The City will pay the associated costs directly when possible for approved programs.

See our *Section 401 Timekeeping* policy for information regarding when attendance at training courses is considered work time.

Tuition Reimbursement:

This benefit is for full-time employees only. In most cases, tuition reimbursement is considered non-job-related. The tax-free dollar limit for non-job-related graduate and undergraduate reimbursements is \$5,250. Any approved amount exceeding \$5,250 will be considered taxable income.

Before seeking approval, employees must work with their supervisors to ensure room in the budget; if not, it must be planned for the following year's budget if all other approval criteria are met. Conversations regarding seeking tuition reimbursement should happen at least a year before courses start so Department Heads have time to plan and determine if there is room in the budget.

A written proposal describing how the course(s) will benefit you and the City must be submitted to the Department Head before approval will be granted.

For the approved course(s), you will need to provide documentation of a grade of "C" or better and proof of payment for the job-related course(s) from an accredited institution. You cannot use the educational assistance for the educational costs of a spouse or child, transportation, lodging, meals, or supplies you can keep after the course.

If you resign or are terminated within one year after the later of completion of your most recent course or our most recent educational assistance payment, you must repay the educational assistance according to the following schedule:

100%	If you leave within the first 6 months
75%	If you leave within the first 9 months
50%	If you leave within the first 12 months
25%	If you leave within the first 24 months

To maintain eligibility for training and educational assistance, you must:

- Remain on the active payroll,
- Perform your job satisfactorily through the completion of each course,
- Achieve a grade of a "C" or better in each course, or a "pass" in a pass/fail course, and
- Remain employed with us for one year after the later of completion of your last course or our last educational assistance payment.

Contact HR for more information about how to apply for training and educational assistance. The City cannot guarantee that taking one or more educational courses will entitle you to advancement, a different job assignment, or pay increase.

310 Licensing

Effective Date: 12/20/2018

Certain positions in the City require that an employee be licensed or certified to legally perform the duties of the position. Certain job descriptions require that an employee maintain a license or

certificate for a position. When licenses or certificates are required for your position, the City will reimburse you for the actual cost of the licenses or certificates.

311 Family and Medical Leave

Effective Date: 12/20/2018

We grant up to 12 weeks (or 26 weeks, if leave is taken to provide care for qualifying family member injured during active military service) of family and medical leave during calendar year, 12-month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA).

Eligibility

In order to qualify to take family and medical leave under this policy, you must meet all of the following conditions:

- You must have worked for us at least 12 months (these 12 months need not have been consecutive);
- You must have worked at least 1,250 hours during the 12 months period immediately before the date when the leave would begin; and

Reasons for Leave

In order to qualify as FMLA leave under this policy, you must be taking the leave for one of the reasons listed below:

- The birth of a child;
- The adoption of a child, or the placement of a child with you for foster care;
- Your own *serious health condition*;
- To care for a spouse, child or parent with a *serious health condition*;
- Due to a *qualifying exigency* for the spouse, children, or parents of individuals who are on, or are about to be on, *covered active duty*; or
- To provide care for a *covered servicemember* with a serious injury or illness incurred or aggravated in the line of duty while on active duty.

Leave that qualifies for paid time off, workers' compensation, or other wage replacement benefits may also qualify as FMLA leave and, if so, the time off will also be counted as FMLA leave. If you have questions about whether your leave may be covered under this FMLA policy, you are encouraged to consult with HR.

Duration of Leave

12 Weeks

For all FMLA covered leaves other than leave taken to provide care for a covered servicemember, if eligible, you can take up to 12 weeks of leave under this policy during a 12-month period. We use a fixed 12-month period starting on January 1st.

26 Weeks

For all FMLA covered leaves taken to provide care for a covered servicemember, if eligible, you can take up to 26 weeks of leave under this policy during any single 12 months period. This single 12-month period begins on the first day you take FMLA leave to provide care for the covered servicemember. Any FMLA time taken for any other reason during this single 12-month period shall count against the 26 weeks of leave available to care for the covered servicemember. Similarly, any FMLA time taken to care for a covered servicemember shall count against the 12 weeks of leave available to you for any other reason.

Spouses

Spouses who both work for us are limited to a combined total of 26 weeks of leave to care for a covered servicemember.

Employee Benefits During Leave

While you are on leave, we will continue your medical, dental, and other benefits during the leave period at the same level and under the same conditions as if you had continued to work up to 12 weeks. For information about premium payments during your leave, see our *Section 307 Impact of Leaves of Absence on Employee Benefits* policy.

Use of Paid and Unpaid Leave

FMLA is unpaid. However, you may use any or all available paid time off during any FMLA leave. Notwithstanding any other policy to the contrary, during periods of intermittent FMLA leave, paid time off can be used in the same increment as the amount of FMLA leave taken.

For information about what happens to your insurance benefits, vacation, sick, or PPL accruals, and eligibility for holiday pay during leave taken under this policy, see our *Section 307 Impact of Leaves of Absence on Employee Benefits* policy.

Intermittent Leave or a Reduced Work Schedule

In addition to taking leave in consecutive blocks of time, you may be allowed to take time off intermittently (i.e., reduced workweeks or reduced workdays) if needing leave for one of the following reasons:

- Your serious health condition;
- The serious health condition of your spouse, parent, or child;
- To provide care for a covered servicemember with a serious injury or illness incurred or aggravated in the line of duty while on active duty; or
- Due to a qualifying exigency if you are the spouse, child, or parent of an individual who is on, or is about to be on, covered active duty.
- Intermittent/reduced schedule leave may be taken to care for a newborn or newly placed adopted or foster care child only with your HR approval.

To qualify for intermittent leave, you must show that the intermittent leave is medically necessary or related to a “qualifying exigency.” If leave is taken on an intermittent or reduced leave schedule due to foreseeable leave needs (other than qualifying exigencies), we may temporarily transfer you to an alternative position with equivalent pay and benefits.

Certification of the Need for Leave

We may ask for certification to verify the need for leave for the reason requested by you. You must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the leave. We may also require recertification during the leave to verify the status of the need for continued leave.

The City may directly contact the healthcare provider or other third-party to verify and clarify information contained in the certification. You are responsible for signing or obtaining any authorization necessary to permit the healthcare provider or other third party to provide us with the required information.

The City have the right to ask for a second opinion of a certification of a serious health condition. Should we choose to do so, we will pay for you to get a certification from a second healthcare provider, which we will select. If it is necessary to resolve a conflict between the original certification and the second opinion, we will require the opinion of a third healthcare provider. We (you and us) will jointly select the third doctor, and we will pay for the opinion. This third opinion will be considered final.

Returning from Leave

If you take leave under this policy, you will be returned to the same job you held when your leave began, or you will be returned to a position that entails substantially equivalent skill, effort, responsibility and authority as the position you previously held. The only exceptions to this rule will be in circumstances of layoffs or reorganizations, where your position would have been eliminated even if you had not been on leave. You may be required to provide a fitness for duty assessment when returning from a leave of absence for your own serious health condition.

Procedure for Requesting Leave

When you plan to take leave under this policy, you must give us 30 days' notice. If it is not possible to give 30 days' notice, you must give as much notice as is practicable. If you are undergoing planned medical treatment, you are required to make a reasonable effort to schedule the treatment to minimize disruptions to our operations. If you fail to provide 30 days' notice of foreseeable leave, the leave request may be denied until at least 30 days from the date we received notice.

When you request leave under this policy, you must submit the request in writing to your immediate supervisor, with a copy to HR. Where the need for leave is not foreseeable, you must verbally notify your supervisor of the need for leave as soon possible and follow our normal call-in procedures for unexpected absences. Failure to follow our normal call-in procedures under such circumstances will be treated like any other violation of our call-in procedures, and may result in discipline or termination, even though the leave itself may be covered by the FMLA. You may be required to confirm your need for FMLA leave in writing after giving verbal notice.

While on leave, you may be required to periodically report to us regarding the status of your intent to and timing of your return to work.

Rights, Remedies, and Additional Information

We fully comply with the provisions of the FMLA. Accordingly, if you have questions regarding this policy, contact HR. Further information on your rights and remedies under the FMLA can be located on our FMLA poster (which can be found in the organization break area) or online on the Department of Labor's website at: <https://www.dol.gov/general/topic/benefits-leave/fmla>.

312 Pregnancy and Parental Leave

Effective Date: 08/01/2023

The City grants up to twelve (12) weeks of pregnancy and parental leave over a rolling 12-month period to all employees in accordance with the Minnesota Parental Leave Act (MPLA). In most cases, absences under this policy will be covered by both the FMLA and MPLA. As a result, FMLA and MPLA leave will run concurrently, and the leave will be counted against your leave allowances under both the FMLA and MPLA.

Reasons for Leave

Leave under this policy can be taken for the reasons listed below:

- All parents: in conjunction with the birth or adoption of a child; or
- Birth parents: in conjunction with prenatal care, incapacity due to pregnancy, childbirth, or related health conditions.

Eligibility

All employees are eligible for leave under this policy starting on their date of hire.

Coordination With Other Leaves

In most cases, you will be eligible for both parental leave under this policy and FMLA leave. A leave of absence that qualifies as both parental leave and FMLA will run concurrently (i.e., the time off will be counted as both FMLA and parental leave). Parental leave may also be available if you are not otherwise eligible for FMLA leave or if you have exhausted your available time under our *Section 310 Family and Medical Leave* policy.

Requesting and Using Leave

You should request leave under this policy from your supervisor at least 30 days before the start of the leave or as soon as you become aware of the need for a leave. You are required to notify us of the anticipated start and duration of leave. Parental leave must begin within 12 months of the birth or adoption of a child, except that, in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than 12 months after the child leaves the hospital. However, in no case will you be permitted to take more than 12 total weeks of leave under this policy.

Leave under this policy is unpaid. However, you may use any or all available paid time off during any parental leave. Note that paid time off is taken as part of the 12 weeks of parental leave, not in addition to it.

For information about what happens to your insurance benefits, vacation, sick, or PPL accruals, and eligibility for holiday pay during leave taken under this policy, see our *Section 307 Impact of Leaves of Absence on Employee Benefits* policy.

At the end of your leave, you will be returned to the same job you held when your leave began, or to a position that is substantially equivalent to the one you previously held, unless we have gone through a layoff or reorganization, where your position would have been eliminated even if you had not been on leave. If you are unable to (or choose not to) return to work at the end of the approved leave, you may be considered to have resigned your position.

313 Pregnancy Accommodations

Effective Date: 08/01/2023

The City will provide reasonable accommodations to pregnant employees for known limitations related to pregnancy, childbirth and related conditions.

If you need a reasonable accommodation, please contact HR. Depending on the accommodation you have requested, you may be required to provide medical substantiation of the need for accommodation. If leave is provided as a reasonable accommodation, this leave may run concurrently with leave under the FMLA and/or applicable state law.

Depending on the accommodation requested, if the requested accommodation would present an undue hardship, we may not be able to provide the accommodation. You will not be subject to any form of discipline, reprisal, intimidation, or retaliation for requesting an accommodation under this policy.

Requests for accommodations or time off associated with pregnancy and/or childbirth that are not related to your medical incapacity (such as time off for bonding, pre-birth house preparations, or childcare) will be considered in the same manner as other requests for unpaid personal leave.

314 Personal Leave

Effective Date: 12/20/2018

We understand there may be times when you will need to take a period of time away from work to fulfill personal obligations that are not covered by the other types of leave that we offer. With that in mind, we offer unpaid personal leaves on a case-by-case basis.

If you have a need to take personal leave, you should make a written request to your supervisor with as much advance notice as possible. However, please understand that we may not be able to grant your request for personal leave, as we will evaluate each request on a case-by-case basis. In doing so, we will consider a variety of factors, including; input from your supervisor, current workloads, staffing levels, the duration and purpose of your leave, and your disciplinary status. Also, in most cases, personal leave may not be used to extend leaves of absence taken under other policies in this handbook.

If you take personal leave, you will be required to use available paid time off as part of the approved period of leave until your bank reaches 20 hours or less. Once you only have 20 hours available you are able to take the time unpaid. For information about what happens to your insurance benefits, vacation, sick, or personal leave accruals, and eligibility for holiday pay during leave taken under this policy, see our *Section 306 Impact of Leaves of Absence on Employee Benefits* policy. If you are on unpaid leave you may continue to be covered by the City's group flexible benefit plan but may be responsible for paying one hundred percent (100%) of the costs.

When a personal leave ends, every reasonable effort will be made to return you to the same position, if it is available, or to a similar available position for which you are qualified. However, we cannot guarantee reinstatement in all cases. If you fail to report to work promptly at the expiration of the personal leave period or fail to communicate with us about your possible need for additional leave, we will consider you to have resigned employment.

315 Salary Continuation Program

Effective Date: 08/01/2023

Summary of Benefit

Our Salary Continuation Program is meant to provide income protection for you if you are forced to be out of work for an extended period of time due to your own injury, illness or pregnancy. Salary Continuation coverage cannot be used to care for any ill or injured family member; it may only apply to an Employee. The policy is designed to pay a weekly benefit to partially replace lost income due to a disability resulting from injury, illness, or pregnancy. The Salary Continuation Program will provide you with up to 60% of your average standard wages, should your disability not allow you to earn your full weekly wage.

The maximum benefit period will be twelve (12) weeks (one (1) week of qualifying period and eleven (11) weeks of 60% coverage). This will start on the first day you are absent from work due to the disabling condition and will continue for the next twelve (12) weeks that you are not able to attend work because of the same condition that disabled you at the start. At the end of the twelve (12) weeks, if you are still out of work due to the same disabling condition, you may qualify for Long-Term Disability, if you enrolled for this benefit.

The benefits provided under this program do not create an independent right to leave of absence. Instead, Salary Continuation may be available in connection with other forms of leave that we may provide, such as Family Medical Leave, Parental Leave, etc. Similarly, where possible, benefits under this policy will be coordinated with any other available wage replacement or compensation programs such as Social Security, PERA, worker's compensation, etc. See the Schedule of Salary Continuation Payments section below for more information.

All injuries or illnesses directly related to or occurring in the workplace should be reported immediately and may be covered under our workers' compensation insurance.

Only employees that are categorized as full-time and who are on the City Paid Personal Leave plan are eligible for this benefit. Seasonal, interns, temporary who are not benefit-eligible, and part-time employees are not eligible for this benefit.

This benefit will become available for the employee to use after their first complete day of employment with the City.

If at any time during the period of disability you discover you will not be able to return to work, even with reasonable accommodations, you must immediately report this to both your supervisor and HR.

Eligible Employees

If you are a full-time employee and you accrue benefits under the PPL plan, you will be eligible for this benefit. If you are a full-time employee and you continue to accrue Vacation & Sick Time, you are not eligible for this benefit. Seasonal, intern, temporary and part-time employees are not eligible for this benefit. This benefit will become available for the employee to use after their first complete day of employment with the City.

Salary Continuation Program Claim

The following is the procedure for how you make a claim for Salary Continuation Coverage.

1. Notify HR and provide proper documentation from your physician or medical provider, describing your condition and the need for an extended absence. This documentation must indicate the estimated time of absence from your work activities. HR will review documentation and leave request to determine if the condition qualifies for coverage. The employee & payroll will receive notice of the approval coverage status. To be covered, you must also have a current, valid FMLA certification. If you are approved for both FMLA and Salary Continuation, your period of absence will run concurrently.

Note: The City reserves the right to require to obtain a second opinion from a doctor of the City's choosing, if there is reason to question the diagnosis by your physician or medical provider. The cost of this opinion would be covered by the City.

2. Once approved, there is a five (5) day qualifying period to be completed. During the first three (3) days of this qualifying period, PPL time must be used. During the last 2 days of this qualifying period, you may use any combination of PPL, comp time, floating holiday or banked Sick Time. Employees may not take unpaid time if you have banked time available. If eligible for Paid Parental Leave, this may be used to cover the 5 days of qualifying period.
3. Payroll will commence Salary Continuation payments in your regular bi-weekly checks. A Salary Continuation claim will be reported as taxable income.
4. Coverage will continue as long as your attending physician deems time away from work is necessary for up to a total of twelve (12) weeks, after which Long-Term Disability will become available (if you have opted to enroll for this benefit).

Note: The City may, from time to time, require your physician or medical provider to provide an update, what the estimated time away from your work activities will be, and if there are any measures the City could take to make your return to work more expedient. (These measures could include assisting with rehabilitation services or making your work schedule or environment conducive to your disability).

5. A Report of Workability is needed to be given to HR from your physician before you return to all normal duties at work.

Qualifying for Salary Continuation

In order to qualify for the use of the Salary Continuation benefit, you must first be classified as disabled for purposes of this policy. In order to meet the definition of disabled, you must be able to satisfy either the Occupation Test or the Earnings Test.

Occupation Test: An injury, sickness, or pregnancy requires that you be under the regular care and attendance of a physician, and the injury, sickness, or pregnancy prevents you from performing at least one of the material duties of your regular occupation.

Earnings Test: You may be considered disabled in any week even if you are actually working, if an injury, sickness, or pregnancy prevents you from earning more than 80% of your weekly pay in that week in any occupation for which your education, training or experience qualifies you. You may satisfy these tests with any injury, illness or pregnancy in which a physician specifically gives written notification to us that this condition will affect your workplace activities and abilities. However, satisfying these qualifications under the Occupation and Earnings tests will not automatically qualify you for Salary Continuation.

Exclusions from Salary Continuation Coverage

The City will not pay benefits for any disability or sickness caused by:

- An injury that arises out of or occurs in the course of any occupation for pay or profit that entitles you to benefits under any Worker's Compensation Act or similar law
- Taking part in, attempting, or the result of taking part in committing a crime;
- A disability caused or contributed to by being engaged in an illegal occupation

The City of Chaska will not pay benefits if you are no longer employed by the City. In addition, benefits will cease if any of the following occur:

- We have offered you the opportunity to return to limited work while you are disabled,
- You are functionally capable of performing the limited work which is offered, and/or
- You do not return to work when and as scheduled.

If the Salary Continuation benefit is denied, you may submit an appeal to HR, they will have 10 working days to make a final determination along with the City Administrator.

Schedule of Salary Continuation Payments

The Salary Continuation policy will pay up to 60% of your weekly earnings. At no time will you receive more than 60% of your weekly earnings from a combination of your Salary Continuation payments and disability program payments. However, you may supplement your benefit payment with banked PPL, Sick, and parental leave (if applicable). At no time may the combination between the Salary Continuation benefit equal more than 100% of your weekly pay. Weekly pay is defined as 40 hours at your hourly rate. This pay is determined by the rate you are being paid the day before the period of disability starts. Possible bonuses, overtime, and other

compensation including temporary increases will not be included in the calculation of your hourly rate.

As defined in our *Section 305 Paid Personal Leave* policy, while you receive Salary Continuation payments from the City, you will continue to receive your monthly Council Contribution toward your Flexible Benefit Plan.

Miscellaneous Inclusions of Policy

You will not accrue PPL while receiving Salary Continuation payments unless you supplement your Salary Continuation with PPL or banked Sick Time or Paid Parental Leave if applicable. If you supplement your pay, PPL will accrue and be pro-rated based on the amount of PPL, Sick or Parental Leave Time used. Holidays will be paid and will not be counted towards the total number of Salary Continuation hours. Salary Continuation is not eligible for PERA credits or wages.

Salary Continuation coverage cannot be used to care for any ill or injured family member.

Any employee receiving a denial of Salary Continuation coverage may request in writing, within 60 days of denial, a written explanation of the denial of coverage. If you are in disagreement with the denial of benefits and want to appeal this decision, you must submit to HR an official letter of appeal. This letter must be received by HR and must include the specific reasons why the denial is being appealed. HR will have 10 working days from the receipt of this appeal to make a written decision on the appeal. If you are still in disagreement with the decision made by HR in regard to the appeal, you may appeal in writing to the Assistant City administrator and/or City Administrator. The Assistant City Administrator and/or City Administrator will then have 10 working days to make a determination in the appeal. The City Administrator's decision is final.

If at any time during the period of disability you discover that you will not be able to return to work, even with reasonable accommodations, you must immediately report this in writing to both your supervisor and HR.

316 Bereavement Leave

Effective Date: 12/20/2018

If you wish to take time off due to the death of an immediate family member, notify your supervisor immediately.

If you are full-time, you may be eligible for the following amounts of paid bereavement leave:

You will receive up to three (3) workdays of leave for the death of someone in your immediate family. Immediate family is defined as spouse, children, stepchildren, parent, stepparent, mother-in-law, father-in-law, brother, sister, stepbrother, stepsister, grandchildren, grandparent, and stepparent of either you or your spouse. Up to two (2) days shall be granted for the death of great-grandparent, aunt, uncle, niece, nephew, or if you are asked to perform a funeral service, such as pallbearer. Any additional time must be taken from PPL/Vacation time, Compensatory time, Floating Holiday, or Unpaid Leave.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Bereavement pay is calculated based on the base pay rate times the number of hours you would have otherwise worked on the day of the absence. If eligible, you will only be paid for hours for which you would normally have been scheduled.

317 Jury Duty

Effective Date: 01/01/2021

You are encouraged to fulfill your civic responsibility by serving jury duty when summoned and will provide you with whatever time may be necessary to do so. If you are a full-time employee, you will be eligible to receive up to two weeks of paid jury duty leave each year. If eligible, your jury duty pay will be calculated by multiplying your base pay rate times the number of hours you would otherwise have worked on the day of absence and will not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. During the two-week paid period, we require you to remit to the City the amount you receive from the court for serving jury duty. After the paid period, you may retain the amount you receive from the court.

As required by law, exempt employees will be paid their full weekly salary during any week in which they perform any work for the city while serving on jury duty. Exempt employees may be placed on unpaid leave for an entire work week while serving on jury duty at the discretion of their supervisor.

If you are required to serve jury duty beyond the period of paid jury duty leave, you may use any available paid time off or may request an unpaid jury duty leave of absence.

You must show the jury duty summons to your supervisor as soon as possible so that your supervisor may make staffing adjustments. Of course, you are expected to report for work whenever the court schedule permits. Where court rules permit jurors to call in the night before to find out whether they have to come into the courthouse the next day, you may have to provide written confirmation from the court that you actually were called in on the day in question in order to be eligible for jury duty pay or jury duty leave under this policy.

You or your supervisor may request an excuse from jury duty if, in our judgment, your absence would create serious operational difficulties.

For information about what happens to your insurance benefits, Vacation, Sick, or PPL accruals, and eligibility for holiday pay during an extended leave taken under this policy, see our *Section 306 Impact of Leaves of Absence on Employee Benefits* policy.

318 Witness Duty

Effective Date: 12/20/2018

We encourage you to appear in court for witness duty when subpoenaed. If the city subpoenas you or otherwise requires you to testify as a witness, we will pay you for the entire period of your witness duty. If a third party has asked you to appear in court as a witness, we will provide

you with sufficient unpaid leave to satisfy your witness duty. You are free to use any available paid leave benefit to receive compensation for the period of this absence.

Show the subpoena to your supervisor immediately after you receive it so that staffing can be adjusted. You are expected to report for work whenever the court schedule permits.

319 Military Leave

Effective Date: 01/01/2021

You are entitled to take military leave for any absences related to military service in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). For the purposes of this policy, military service includes time off taken in connection with National Guard duty. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

While all employees are eligible to take military leave, full-time and union employees may request up to 15 days of paid military leave over any one-year period. Military leave pay will be calculated on your base pay rate times the number of hours you would otherwise have worked on the day of absence. The City of Chaska will also deduct the amount you receive from the military from any military leave pay we may provide.

As required by law, exempt employees will be paid their full weekly salary during any week in which they perform any work for the city while serving on military leave. Exempt employees may be placed on unpaid leave for an entire work week while serving on military leave at the discretion of their supervisor.

The portion of any military leaves of absence in excess of 15 days will be unpaid. However, you may use any available paid time off for the absence.

For information about what happens to your insurance benefits, Vacation, Sick, or PPL accruals, and eligibility for holiday pay during an extended leave taken under this policy, see our *Section 306 Impact of Leaves of Absence on Employee Benefits* policy.

If you are on military leave for up to 30 days, you are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. If you are on longer military leave, you must notify us of your intent to return, in accordance with USERRA and all applicable state laws.

When you return from military leave, you will be placed in the position you would have attained had you remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. You will be treated as though you were continuously employed for purposes of determining benefits based on length of service. Contact HR for more information or questions about military leave.

320 Civil Air Patrol Leave*Effective Date: 12/20/2018*

If you work an average of 20 or more hours per week, you may be eligible to take unpaid leave to serve as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions. The City may deny a leave under this policy if your absence would be too disruptive to our operations. Although leave under this policy is unpaid, you may use any accrued paid time off to cover your absences.

321 Military Personnel Injured / Killed in Service Leave*Effective Date: 12/20/2018*

You are entitled to up to 10 working days of leave of absence without pay whenever an immediate family member is injured or killed while engaged in active service. For the purposes of this policy, “immediate family member” means your parent, child, grandparents, grandchildren, siblings, or spouse. You will be expected to give as much notice as practicable of your need for leave. This leave is not paid; however, you may use any accrued paid time off during the leave. This policy will run concurrently with any other applicable leave policies.

322 Military Ceremony Leave*Effective Date: 12/20/2018*

Unless doing so would unduly interrupt our operations, you are entitled to up to one working day of leave of absence without pay for the send-off or homecoming ceremonies of family members (i.e., parents, legal guardians, siblings, children, grandchildren, spouses, fiancés, or fiancées) who have been ordered into active service in support of a war or other national emergency. This leave is not paid; however, you may use any accrued paid time off during the leave.

323 Time Off to Vote*Effective Date: 01/01/2021*

We encourage you to vote. Generally, you can vote before or after your regular work schedule, and should make every reasonable effort to do so. However, you are eligible to take the time off from work that is necessary to appear at your polling place, vote, and return to work.

We encourage you to request time off to vote from your supervisor at least two working days prior to the election, so that proper staffing levels can be maintained, and so that voting time can be scheduled at a time that is least disruptive to the normal work schedule.

324 Election Judge Leave*Effective Date: 08/01/2023*

You may take time off to serve as an appointed election judge. Time off under this policy will be paid, although we may reduce your wages by the amount paid to you by the appointing authority during the time spent serving as an election judge.

Employees that will serve as an election judge shall notify their supervisor immediately in order to provide sufficient time to cover the employee's work assignments. Employees must notify the City of Chaska the hourly compensation to be paid for their service as an election judge from the appointing authority.

When employees are excused from election judge duty during their regular working hours, they are expected to return to work if practicable.

Employees will continue to accrue benefits such as PPL, Vacation and Sick leave while serving as an election judge.

Non-City of Chaska Elections

You will not be required to use benefit time (PPL or Vacation) to serve as an election judge for a non-city-related election. Employees will be paid a maximum of 8 Regular hours each day at their regular hourly rate if they are absent from work to serve as an election judge by using the comments section in their timesheet to indicate time worked as an election judge.

City of Chaska Elections

An hourly full-time employee asked to serve as an election judge for a City of Chaska-related election will continue to receive their regular pay up to 40 hours/week. Any hours worked as an election judge above 40 hours in a week will be paid at the regular election judge rate (overtime rules apply.) Any compensation received for the election will reduce city-paid compensation.

An hourly part-time employee asked to serve as an election judge for a City of Chaska-related election will be hired into the election judge position and will receive regular election judge rate of pay. Any compensation received for the election will reduce city-paid compensation.

Salaried employees asked to serve as an election judge for a City of Chaska-related election will continue to receive their regular weekly pay and work with their supervisor to flex their schedule to accommodate election judge time.

325 School Conference and Activities Leave

Effective Date: 01/01/2021

You may take up to 16 hours of unpaid leave within a rolling 12-month period to attend school conferences or school-related activities related to each of your child(ren) (including foster children), provided the conferences or school-related activities cannot be scheduled during nonwork hours. If your child receives childcare services or attends a prekindergarten or special education program, you may use the leave time to attend a conference or activity related to your child or to observe and monitor the services or program, provided the conference, activity or observation cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, you must provide your supervisor with reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt our operations. This leave is not paid; however, you may substitute any accrued paid time off or other appropriate paid leave for any part of the leave in fifteen-minute increments.

326 Donor Leave*Effective Date: 12/20/2018*

We will provide you with up to 40 business hours of paid leave immediately after donating, per each donation for the purposes of undergoing medical procedures related to the donation of bone marrow, an organ or a partial organ. If your leave need extends beyond 40 hours, you may use any available Vacation, Sick, or PPL, or take unpaid leave. A doctor's statement verifying the purpose and length of the leave is required. In order to take leave under this policy, you must be regularly scheduled to work at least 20 hours per week.

327 Workers' Compensation Insurance*Effective Date: 12/20/2018*

We provide a comprehensive workers' compensation insurance program at no cost to our employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance may also provide wage replacement benefits after a short waiting period.

If you experience or witness a work-related injury or illness, you must tell your supervisor or Department Head immediately even if the injury or illness seems minor. Next, you must contact HR for instructions to make a wage claim, receive benefits, return to work, etc.

You have a right to report all work-related injuries and illnesses. Reporting the injury or illness timely will enable an eligible employee to qualify for coverage under our workers' compensation insurance program as quickly as possible. We will not discriminate or retaliate against you for reporting work-related injuries or illnesses. However, failure to report workplace injuries or illnesses may result in discipline, up to and including termination of employment.

In general, we will make reasonable efforts to make accommodations and find light duty work if you suffer a work injury. Where such work is possible, we will make sure the work provided stays within the restrictions established by your doctor. Similarly, if you return to a light duty position, you must agree to work within those restrictions, and are forbidden from working beyond them. If you turn down a light-duty or alternative work position, you may lose your ability to receive wage replacement from our workers' compensation insurance company.

You will not be eligible for workers' compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social, or athletic activity that we sponsor.

328 Employee Assistance Program*Effective Date: 12/20/2018*

Our Employee Assistance Program (EAP) and Police & Fire Enhanced EAP provide confidential counseling and referral services if you need assistance with any of the following issues/topics:

- Medical

- Legal
- Childcare
- Financial

You can obtain more information about the City's EAP from HR.

329 Workout on Duty

Effective Date: 12/20/2018

The City offers a great benefit to full-time employees. The workout on duty program allows employees a maximum of one hour of time per week to work out, as part of their 40 hours. The purpose of this privilege is to encourage movement while at work. The details of how this will occur for individuals will need to be worked out and approved by department heads.

401 Timekeeping*Effective Date: 01/01/2020*

All employees must report time through the Executime system, even if you are paid on a salary basis.

In order to properly calculate your pay and benefits, federal and state laws require us to keep an accurate record of all time you work, no matter how small the increment. As a result, it is your responsibility to record all of the time you spend working. Working off the clock is prohibited for hourly non-exempt employees.

Time worked is all the time actually spent performing assigned duties, including work performed away from our workplace, such as at job sites, or from your home. You should accurately record the time you begin and end your work in Executime, as well as the beginning and ending time of each meal period. You should also record the beginning and ending time of any split shift or departure from work for personal reasons. You must obtain your supervisor's approval before performing any overtime work.

Attendance at lectures, meetings, training programs, and similar activities is not counted as working time if all four of the following criteria are met:

- Attendance is outside of the employee's regular working hours.
- Attendance is voluntary.
- The course, lecture, or meeting is not directly related to the employee's job
- The employee does not perform any productive work during such attendance.

You may be subject to disciplinary action, up to and including termination of employment, if you alter, falsify, or tamper with time records, or record time on another employee's time record.

You are responsible for verifying the accuracy of all time you record in Executime. Your supervisor will review and then certify your time record before submitting it for payroll processing. If corrections or modifications are made to the time record, both you and your supervisor must verify the accuracy of the changes to the time record.

DOT employees must properly document and differentiate between driving hours and other hours (such as service, plant or office hours, etc.) in compliance with DOT Hours of Service rules. See DOT addendum for further details.

402 Paydays & Pay Corrections*Effective Date: 12/20/2018*

Employees are paid biweekly every other Friday (Council members and Mayor are paid monthly). Each paycheck will include earnings for all work performed through the end of the previous payroll period. We encourage you to have your paycheck directly deposited into your bank account and sign up for online pay stub delivery. If you choose direct deposit, you will receive an itemized statement of wages when we directly deposit your paycheck. You are also able to obtain all paystubs on the Employee Self-Service (ESS) website. Each individual

employee is responsible for the understanding and reviewing their pay stub. Reach out to HR if you have questions about how to log in to ESS.

If a regularly scheduled payday falls on a day off such as a bank holiday, you will be paid the day preceding the holiday.

Pay Corrections

The City takes all reasonable steps to ensure that employees are correctly and promptly paid. However, mistakes sometimes happen, so all employees are encouraged to carefully review their pay statements. If you notice an error in the amount of your pay, bring the discrepancy immediately to the attention of Payroll so that corrections can be made as quickly as possible.

403 Deductions from Pay

Effective Date: 11/01/2017

The law requires us to make certain deductions from your pay. We must deduct applicable federal, state, Medicare and local income taxes. We also must deduct Social Security taxes on your earnings up to a specified limit that is called the Social Security “wage base.” The City is also required to deduct and submit eligible employees’ contributions to the Public Employees Retirement Association (PERA). More PERA information here www.mnpera.org.

From time to time, we may be required to make deductions to pay off a debt, loss, or other obligation you may owe to us or to a third party (such as garnishments, liens, or child support orders).

We offer various programs and employee benefits beyond those required by law. If eligible for such programs and/or benefits, you may voluntarily authorize deductions from your paychecks to cover the costs of participation.

Additionally, if you are a salaried, exempt employee, deductions from your regular salary may be made under the following circumstances:

- Absences from work for one or more full days for personal reasons other than sickness or disability;
- Absences of one or more full days due to sickness or disability if the deduction is made in accordance with our Vacation, Sick, or PPL plans;
- To offset amounts, you receive as jury or witness fees, or for military pay;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- Days not worked during your initial or terminal week of employment;
- Penalties imposed in good faith for infractions of safety rules of major significance; or
- For any increments of time taken as unpaid leave under FMLA.

We will make sure that any such deductions will be in full compliance with the wage and hour regulations under the Fair Labor Standards Act (FLSA). In the event of an overpayment, the City will follow MN State legal limits on any deductions or wage garnishments.

You should carefully review every paystub you receive. If you think a deduction has been improperly taken from your salary, you should notify Payroll as soon as possible. We will review the deduction promptly and if a deduction was made improperly we will immediately correct the error.

If you have other questions concerning why deductions were made from your paycheck or how they were calculated, contact Payroll.

501 Safety*Effective Date: 12/20/2018*

To assist in providing a safe and healthy work environment for our employees, customers, and visitors, we have established a safety committee. Supervisors and the Safety Committee have the responsibility for implementing, administering, monitoring, and evaluating the safety across all city facilities. Everyone at our organization must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries.

We provide information to you about workplace safety and health issues through new hire orientation and regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. We may provide more formalized periodic workplace safety training, where necessary.

Safety Suggestions and Concerns

Some of the best safety improvement ideas come from our employees. If you have an idea, concern, or suggestion for improved safety in the workplace, you are encouraged to raise it with your supervisor, or bring it to the attention of a member of the Safety Committee. All reports and concerns can be made without fear of reprisal.

Employee Conduct and Responsibilities

You are expected to perform the functions of your position in a safe manner. We are only truly efficient when high productivity is achieved with safe work habits. No job is so important, nor any service so urgent, that time cannot be taken to perform work safely. The use of proper safety devices and tools and equipment and wearing appropriate clothing and footwear is essential.

Horseplay at work is inappropriate. No matter how playful or well intentioned, horseplay is by its nature unpredictable, and may inadvertently result in accident, injury, or unsafe conditions. As a result, anyone engaging in horseplay may be subject to discipline, up to and including termination of employment.

You are expected to take ownership of your surroundings, to obey safety rules, and to exercise caution in all work activities. This includes being familiar with and observing all rules and policies for health, safety, and preventing injuries while at work. You must immediately report any unsafe condition to the appropriate supervisor. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, immediately notify HR or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

You are expected to comply with the hands-free law addressed in our *Section 513 Use of Vehicles, Equipment and City Property* policy while driving.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the city's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

502 Access to Gender-Segregated Activities and Areas

Effective Date: 12/20/2018

With respect to all restrooms, locker rooms or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. The city maintains separate restroom and/or changing facilities for male and female employees and allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the city will not require a transgender or gender-diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender-diverse employee.

Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.

503 Work Schedules

Effective Date: 12/20/2018

Work schedules vary throughout our organization but are typically 40 hours per week for full-time employees. Work hours may vary depending on the position, the season, and the department. Your supervisor will normally determine your work schedule, as well as any variations from week to week. We expect you to be on time and ready to work during your scheduled hours. This is true regardless of whether you are exempt or non-exempt, salaried or hourly. In the end, we have determined that our scheduled hours are those that are most critical to properly serving our clients and customers, which is why it is so important for employees to be present during these hours.

Staffing needs, operational demands, and individual workloads may necessitate variations in starting and ending times, as well as variations in the total hours that may need to be worked each day and week. This can be particularly true if you are an exempt employee, since although you are normally expected to be available during our core business hours and work at least 40 hours per week, you may find that the job you are performing requires additional time over and above the regular work week.

DOT employees must abide by the work hours/driving limits as set forth in DOT Hours of Service rules. See the DOT policy for additional details.

504 Flexible Work Schedules

Effective Date: 01/01/2021

We are committed to helping you face the demands of juggling work, family and other personal obligations by offering a number of flexible work arrangements. These arrangements are intended to provide you with the opportunity to adjust your work schedule depending upon your personal demands, while allowing us to maintain a progressive and productive work environment.

Consideration for flexible work scheduling is made on a case-by-case basis in situations where creative work schedules or telework opportunities have been shown to accomplish both work and personal goals, provide coverage for individual department operations and serve our City as a whole with increased productivity at no expense to quality output.

Work arrangements will be denied or approved at your supervisor's discretion based on your position and business need. Types of flexible work arrangements and potential schedules must be approved with consent of HR prior to announcement and implementation.

The arrangement may be canceled at any time for any reason by your supervisor or Department Head. If you wish to change or cancel an alternative work arrangement, you must obtain written approval from your supervisor.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. There are a number of conditions that must be met for a flexible work schedule or telework to be approved. You must have a satisfactory attendance record, meet all performance expectations in your current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of your work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

505 Working from Home

Effective Date: 01/01/2021

Certain positions in our organization may be capable of, and eligible for, being performed remotely from an employee's home, while other positions are not (such as those that involve face-to-face interactions with members or coworkers), which means that working from home is not an option for all employees. For those positions that can be performed remotely from home, some may be eligible to do so on a limited or occasional basis or emergency circumstances (e.g., logging in over the weekend to finish a project up or working from home during inclement weather, rather than driving into work).

If you seek to work from home on a situational or emergency basis, you should work directly with your manager to obtain approval, along with any other restrictions or requirements that go along with doing so.

Regardless of the circumstances for which working from home is being sought, no employee is entitled to work from home. The approval to work from home is at our sole discretion, and we can revoke our approval to work from home at any time, and for any reason. If you have an approved work-from-home arrangement, you must be prepared to come into work when requested, even if the request is with short notice or is on a day previously approved for home-work.

Work from home arrangements must be formally approved by both your supervisor and HR. The decision to approve a work-from-home arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization.

In general, if you have been approved to work from home, you will be expected to carry out the same duties, assignments, and other work obligations as you would if you were working on our premises. Similarly, the scheduled hours and amount of time you are expected to work per day or per pay period will not change while you are working from home, unless an alternative arrangement is formally agreed upon between you and your supervisor and HR. The performance of employees who are working from home will be evaluated on the same basic terms as those who are working from the office, with the focus being on work output, completion of objectives, etc.

If you are non-exempt (eligible for overtime) and approved to work from home, you will be required to carefully track all hours you work, and, unless otherwise directed, will continue to use our electronic timekeeping system in the same fashion as if you had physically been at work. Non-exempt employees working from home should not exceed the approved scheduled hours or work overtime without first obtaining advance approval from your supervisor. Working from home should not make you less efficient, so unexpected overtime shouldn't be necessary.

During working hours, your at-home workspace will be considered an extension of our workspace. Therefore, workers' compensation benefits may be available for job-related accidents that occur in your at-home workspace while you are working during working hours. In the case of an injury while working from home, you should immediately report the injury to HR.

We assume no responsibility for injuries occurring in your at-home workspace outside the agreed-upon work hours or while engaging in activities unrelated to the performance of work. You agree to maintain safe conditions in your at-home workspace and to practice the same safety habits as those followed on our premises.

In general, you should not provide primary care for young children or any other person on a regular basis while working from home. If young children or any other person needing primary care will be home during your working hours, another individual should be present to provide that care. However, if young children or any other individual is ill you may on a temporary basis provide primary care for that individual subject to advanced approval of your supervisor.

506 Emergency Closings and Business Shut-Downs

Effective Date: 01/01/2021

On occasion, we may close City Hall and other City-operated facilities for emergencies, extreme weather, or business slowdowns and operational upgrades.

Unless an emergency closing or business shutdown is announced, we expect you to report to work in a timely manner and in accordance with applicable policies. In the event of inclement weather, use your own discretion in deciding whether you can commute safely to work. You should follow the call-in and notice procedures set forth in our *Section 609 Attendance and Punctuality* policy.

During emergency situations it may be required for certain staff members to report in to work. This decision and communication will be handled by the Department Head and/or the City Administrator.

Decisions to Close and Communication

We may decide to close an office or facility for business or economic reasons. For example, we may close a facility due to repairs and annual service. Generally, we make and communicate these decisions in advance.

If we decide to close an office or facility due to inclement weather, we may make that decision during our normal operating hours or before the start of the day. For foreseeable closings, we will communicate the closing in advance. In the event the decision is made prior to the start of the workday, we will contact local television and radio stations as early as possible.

Leave Use and Compensation

Non-Exempt Employees (hourly): When severe weather or a closing, as determined by the City Administrator, prevents you from reporting for regularly scheduled work assignments, or when severe weather conditions require you to leave work prior to the regularly scheduled time, you will be paid only for the hours worked. Hours not worked can be taken as (a) unpaid, (b) charged to Vacation/PPL or Floating Holiday Leave, or (c) upon the discretion of your immediate supervisor or Department Head, you may work additional hours, within the same work week, to make up for lost time provided work is available.

Exempt Employees (salaried): Exempt employees who do not report to work due to severe weather conditions, may work from home, if available, or will have time-off charged to vacation/PPL or Holiday leave. If you report to work but are sent home early due to severe weather, conditions, you will be paid for your normal workday.

All employees who are not able to report to work on time due to severe weather conditions are required to notify their immediate supervisor or Department Head and report to work when safety permits. If we decide to stay open, but you choose not to work, you must use any accrued and available Vacation/PPL or Floating Holiday. If you do not have any of these time off options available, you must take the day unpaid. In the event of an employer-initiated leave of absence, i.e., we furlough you, we reserve the right to require or prohibit the use of Vacation/PPL or Floating Holiday.

507 Rest and Meal Periods

Effective Date: 12/20/2018

Non-exempt employees who work an eight-hour day will be provided with one unpaid meal period of 30 minutes in length, and two paid rest periods of 15 minutes in length. Within each four consecutive hours of work employees will be provided a paid rest break of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since rest periods are counted and paid as time worked, you must not be absent from your workstations beyond the allotted rest period time.

Non-exempt employees who work an eight-hour shift are generally required to take an unpaid 30-minute meal period and are not permitted to perform work during this time (unless specifically authorized by a supervisor to work during a meal period, which will be

compensable). Supervisors are responsible for scheduling meal breaks and may use discretion in determining meal periods based on the needs of the business. Some positions may be required to take a working lunch; such arrangements should be confirmed with your supervisor.

Employees are strongly encouraged to take their breaks, and not to perform work while on break. Typically, employees are not allowed to combine breaks, take them with meal periods, or use them to leave early with pay.

508 Smoking and Tobacco Use/Breaks

Effective Date: 01/01/2020

We prohibit smoking, the use of tobacco products (such as chewing tobacco) and vaping in all city facilities and vehicles. This policy also applies to e-cigarettes, vaporizers, and similar products, whether they are used for tobacco, nicotine, oils, chemicals, flavorings, or other substances.

If you smoke, vape or use tobacco products, you will not be permitted any greater number of breaks than those who do not. As a result, you should only smoke, vape or use tobacco products before or after work, or during designated breaks or meal periods. In doing so, you must confine your use to designated smoke/vape/tobacco-use areas, which, in turn, must be kept clean, presentable, and well-maintained.

When at client sites, you must follow whatever guidelines or restrictions apply at those sites, even if they are more restrictive than our policy.

509 Breaks for Nursing Mothers

Effective Date: 12/20/2018

Reasonable break time each day to employees who need to express breast milk for their infant children are provided up to 12 months from the birth of the child. Break time under this policy runs concurrently with any meal and/or break times that may already be provided. If additional breaks are approved, they will be at least 20 minutes in length and may not be paid.

We provide a private area as well as breastfeeding kits where employees are able to express milk. Please contact your supervisor or HR for information about the designated area in your building.

This policy may not apply when you are at customer sites or job sites, since we will have little ability to control the availability of private and secure locations for the expression of breast milk. To ensure you are accommodated under this policy if you have a need to express milk, you must contact HR to make the necessary arrangements.

510 Overtime

Effective Date: 12/20/2018

Overtime hours are sometimes necessary when our operating requirements or other needs cannot be met during regular working hours. Sometimes overtime may be necessary for a group of

employees due to workload and project needs, while at other times individual employees may have a specific need to work extra hours. Regardless, you must receive prior approval from your supervisor before working any overtime. Hourly employees are strictly prohibited from working off the clock.

We pay overtime compensation to all non-exempt employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked and will be paid for time worked over 40 hours in the workweek. Paid time off and leaves of absence will be considered hours worked for purposes of performing overtime calculations for non-union employees. We define the workweek as the seven-day period starting at 12:01 on Saturday morning, and continuing through midnight the following Friday.

Please note that union employees may have different overtime agreement and must refer to their collective bargaining agreement. Also, Fire Department employees need to reference their employment agreement in regard to overtime pay.

511 Compensatory Time

Effective Date: 12/20/2018

All full-time, non-exempt employees are entitled to earn and use compensatory time. Compensatory time may be earned in lieu of authorized overtime, at the City's option and as directed by the Department Head. All hours claimed must be authorized by the Department Head and will be paid or "banked" at the rate of one and one-half times (1.5) the regular rate of pay unless the compensatory time is a work schedule adjustment to accommodate a personal commitment in which case time-off and comp time worked will be coordinated in the same week at straight time.

Earned compensatory time will be accumulated on personnel records by the Payroll Department. The maximum amount of compensatory time an employee can carry over into a new calendar year is 60 hours. In the final paycheck each year, any accumulated compensatory time in excess of sixty (60) hours is paid out in a lump sum.

512 Weekend Duty and Emergency Call-Out

Effective Date: 12/20/2018

For employees on weekend duty or emergency call-out, please refer to your collective bargaining agreement for more information.

513 City-Sponsored Events

Effective Date: 12/20/2018

Attendance at City-sponsored employee events during non-scheduled work hours is optional and is not a requirement of your work schedule. If you attend City-sponsored employee events during non-scheduled work hours you will not be compensated for the non-scheduled work hours unless you are working at the event.

Attendance at City-sponsored employee events during scheduled work hours is expected unless

absence from the event is approved by your Department Head. If you attend City-sponsored employee events or are absent with approval during scheduled work hours, you will be compensated consistent with your approved work scheduled during the City-sponsored event.

Work schedules will generally not be adjusted to permit you to be compensated for attending a City-sponsored employee event.

514 Use of Vehicles, Equipment and City Property

Effective Date: 01/20/2020

You cannot use City equipment, vehicles, facilities, or materials for personal purposes except as allowed by established City policy. No personal business of any kind shall be permitted during business hours.

Copy and Fax Machine

You may make personal photocopies or send and receive local faxes on City machines at the City's cost, provided the use is reasonable and it does not interfere with City business. However, this practice is not encouraged. An effort must be made to conduct such business after normal business hours.

Postage Machine and City Letterhead

You are not permitted to use the postage machine or City letterhead for personal business.

Keys and Security

The security of City buildings, equipment, and files is of great importance and efforts must be made to protect the property from theft. Keys for City buildings and vehicles are issued only to employees with an absolute need. The keys are not to be shared with anyone outside the organization and are considered to be the responsibility of the employee to whom they are issued. Lost keys must be reported immediately to your immediate supervisor or Department Head. If you are entrusted with safes or confidential files, you are required to make sure that these items are secure at the end of the day.

Vehicles and Equipment

As a City employee, you may be expected to drive for work purposes. To reduce the risk of causing harm to yourself or others, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines, when using city property, or while driving for city work purposes. You are expected to obey all traffic laws and safety rules when driving City vehicles. Any tickets or traffic violations received while on official City business or while operating a City vehicle are your responsibility and may subject you to disciplinary action.

You must obey all traffic laws and all safety rules concerning the safe operation of motor vehicles while driving company vehicles or driving your own vehicles for work purposes. In particular, you must refrain from reading or sending e-mails, text messages, and/or instant messages, searching or scrolling for audio, and accessing the Internet from your cell phones or other wireless devices while operating a motor vehicle at any time the vehicle is in motion, part

of traffic (e.g., while sitting at a stop sign or stop light), or is anything other than parked. In addition, if you must make or receive a call while driving for work purposes and you do not have hands-free technology, you must pull off the roadway and park your vehicle for the duration of the call. Initiating or participating in a cellular phone call while you are driving or a part of traffic is only permissible if you can do so solely in a voice-activated or hands-free mode. You may use your wireless device for navigation or audio-based content so long as you do not type or scroll while the vehicle is in motion or a part of traffic, and so long as you do not hold the device with one or both hands. DOT employees, by law, may not use a hand-held electronic device while driving for work purposes if it requires pressing more than a single button.

DOT employees will be asked to annually self-report all motor vehicle violations, other than parking tickets, received in the past 12 months.

Employees who are driving an authorized emergency vehicle while performing official duties are excepted from the hands-free requirements.

In the event of an accident, you are required to immediately report the accident to your supervisor and, if directed, obtain a police report. Any damage to City property, vehicles, or equipment must be reported to a Department Head within 24 hours of occurrence. It is the Department Head's responsibility to document the damage and report it to the Assistant to the Administrator. For all claims estimated to be over \$1,000, the Assistant City Administrator must complete the necessary paperwork and submit the claim to the City's insurance carrier.

DOT employees may be required to undergo post-accident drug testing, pursuant to DOT rules. Following an accident, a DOT employee's safety history will be reviewed, and a determination made regarding possible disciplinary action.

DOT employees are also required to provide notification of any moving violations received (whether during working or nonworking hours). They are also required to notify the state (where licensed) of any motor vehicle traffic enforcement (other than parking violations) or violation that occurs in another state within 30 days. DOT employees should notify the City within one business day if their license has been suspended, revoked, or cancelled. See the DOT policy for further details.

If an individual other than a City employee, incurs property or physical damage and wishes to submit a claim, the Department Head must report the damage to the Assistant City Administrator. The Assistant City Administrator will then submit the claim to the City's insurance carrier. Any documents related to the claim should also be submitted to the Assistant City Administrator. If the individual has any questions related to the claim, he or she should be directed to the Assistant City Administrator. All other employees may not answer questions or address the individual without authorization.

The City reserves the right to revoke any employee's privilege to operate a City vehicle, equipment, or property at any time.

City-Owned Vehicles:

City-owned vehicles may be used for authorized local government business, including

transportation to and from work, minimal travel between locations, and incidental personal use (i.e., stopping for lunch). Travel to and from work in a city-owned vehicle is only available to employees if there is a written agreement/understanding due to the nature of work and the needs of the City. City vehicles are for the exclusive use of employees and other individuals directly involved in city business. Use of a city-owned vehicle is a taxable fringe benefit and will be taxed to the employee using IRS guidelines.

To comply with DOT regulations, and to identify maintenance issues, DOT employees are required to complete pre- and post-trip inspections. See DOT addendum for further details.

- Employees provided with a city vehicle should use a city assigned purchase card for parking, garage fees, tolls and emergency repairs as necessary (a personal credit card is authorized when an employee does not have access to a city purchase card). Detailed receipts must be submitted for reimbursement of transportation expenses with the monthly purchase card statement or when submitting the expense claim form within fifteen (15) business days.
- Due to potential liability considerations, transportation of persons not on official city business is prohibited in city vehicles.
- Employees must keep any City-owned vehicle clean that they may drive. Employees must notify a supervisor if any equipment, machines, tools, or vehicles need repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to others. Supervisors can answer any questions about employee responsibility for maintenance and care of equipment or vehicles used on the job.

Privately-Owned Vehicles:

The use of a privately-owned vehicle is always discouraged if an employee can use a city-owned vehicle.

- The City Council has adopted the Standard Mileage Rate established by the IRS for official city business travel. Mileage reimbursements using the standard mileage rate are paid as tax excludible income to employees.
- This reimbursement is designed to defray costs relating to operating a personal vehicle for city business use. It is the employee's responsibility to maintain their own insurance and maintenance of their vehicle.
- In the event that more than one employee shares the use of the automobile only one passenger is eligible for a mileage reimbursement.
- Mileage will be paid using the most reasonable direct route. Normal commuting miles will not be reimbursed. Commuting miles are the distance you travel to and from your home and your usual workplace. Mileage is calculated as follows:
 - An employee that commutes 20 miles round trip (10 miles each way) who travels to a business meeting (8 miles) and then home from the meeting (6 miles) would be reimbursed for 4 miles. Computed as the 20 normal commute miles minus 24 total miles driven for the day.
 - If an employee is required to attend a meeting that is not part of their normal

schedule, miles from home to work location are reimbursable. For example:

- If an employee normally works until 4:30pm and travels home after work but must return to work at 7:00pm for a night meeting. The distance from home to the night meeting is reimbursable.
- If an employee does not regularly work on Saturday but is required to come in for a meeting or to staff an event, the distance from home to the meeting or event is reimbursable.
- Each reimbursement claim must include a listing of “From” and “To”; this should be mapped out in a format like Google Maps or Waze, or another mapping service of the employee’s choice. The claim should also include the number of miles driven and purpose of travel.
- In instances when the employee is receiving a car allowance, Minnesota State Statute does not allow additional mileage reimbursement.

Rental Vehicles:

- The use of a rental vehicle must be approved prior to booking and justified as a reasonable need – not a matter of personal convenience. The rental vehicle chosen must be the most economical available, given the purpose for which the vehicle will be used. When traveling together, employees should share vehicles to minimize costs.
- The city is not responsible for expenses related to the use of a rental car to accommodate family members or non-business associates traveling with the employee.
- The City of Chaska’s insurance with the League of Minnesota Cities Insurance Trust provides coverage for damages because of bodily injury or property damage arising from the ownership, maintenance, or use of any automobile while conducting city business. Physical damage coverage applies automatically on a blanket basis to all vehicles the city owns, leases, rents, or borrows. However, when a city employee or volunteer uses his or her personal vehicle on city business, that vehicle is not considered to be a “borrowed” vehicle and is not covered for physical damage. Employees are personally responsible for any expenses related to accepting optional insurance for collision and comprehensive coverage offered by the car rental agency.
- Employees are encouraged to fill the gasoline tank prior to returning the vehicle to the rental company whenever possible.

515 Business Expenses and Reimbursements

Effective Date: 12/20/2018

The City assumes responsibility for expenses incurred while performing City duties, including those incurred while traveling for City purposes. 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. The activity does not have as its primary objective the benefit of private interest.

When traveling on City business the expense categories include: transportation (airplane, car rental, city or personal vehicle mileage); lodging; and per diem (for meals and related incidental travel expenses). Events such as conferences, conventions, workshops, seminars, educational and

training courses, forums and other business activities need to be related to the betterment of the functioning of the City of Chaska. All employees conducting official city business are expected to show good judgment in the nature and amount of expenses incurred while conducting city business.

Air Travel

- When air travel is necessary, the employee should use their city purchase card and reservations should be made for coach/economy class.
- The city covers the cost for one piece of luggage if the airline charges to check luggage. Employees are responsible for any additional fees for exceeding weight or size limits. Any exceptions must have the City Administrator's prior approval.

Personal Vehicle Mileage

- The City will reimburse employees for personal use of a vehicle for City business. Normal commuting miles should be deducted unless the travel occurs on a Saturday or Sunday or when the employee travels to work first or return to work before going home.
- Examples for calculating reimbursable mileage:
 - Employee travels to a one-day seminar that is 50 miles from home. The employee's normal commute is 10 miles. The employee is eligible for reimbursement for 40 miles each way.
 - Employee travels 10 miles to work and leaves during the day to attend a meeting in another city that is 20 miles away then travels 25 miles to home. The employee is eligible for reimbursement for the 20 miles traveled to the meeting and 15 miles for the trip home (25 miles less 10 normal commute miles).

Lodging

- Employees should book and pay for lodging expenses using their city purchase card in accordance with the following:
 - Lodging expenses are authorized if the travel requires on overnight stay and is more than 50 miles away from City Hall. Any exceptions must have the City Administrator's prior approval.
 - The city covers lodging expense at the single accommodation rate.
 - Charges for lodging for the night prior to the formal start of the conference, meeting, etc. Shall require the approval of the department director.

516 Compensable vs Non-Compensable Time While Traveling for Work

Effective Date: 08/01/2023

The provisions discussed below apply only to non-exempt employees. Union employees, refer to the Collective Bargaining Agreement for more information related to compensable time.

Traveling During Scheduled Work Time

An employee who drives a truck, bus, automobile, boat, or airplane, or an employee who is

required to ride therein as an assistant or helper, is working while riding. If travel time is spent as a passenger, not engaged in work activities, in an automobile, or on an airplane, boat, train, or bus it is compensable. If an employee is offered public transportation for travel away from home but requests permission to drive instead, the City may count either the time the employee spent driving the car, or the time the employee would have used the public transportation as hours worked. Meal periods and sleep time will not be counted towards payable worked time.

Traveling Outside Scheduled Work Time

Travel away from home is work time when it cuts across the employee's workday. The time to be considered is not only hours worked on regular working days during normal working hours, but also during the corresponding hours on non-working days. If travel time is spent away from home outside of normal working hours as a passenger, not engaged in work activities, it is non-compensable. All time spent driving an automobile is considered time worked and is compensable.

Per Diems for Meals & Incidental Expenses (M&IE)

Per Diem pay is available for meals and incidental expenses when an employee travels overnight for City business for the area that the conference, convention, seminar, etc. occurs. The City Council implements the IRS standard CONUS (Continental United States) per diem rate for M&IE (meals and incidental expenses) as established by the GSA (United States General Services Administration). City issued purchasing cards may not be used to purchase travel meals. Employees may purchase meals as needed and submit per diem reimbursement within 15 days after travel is complete.

Employees are not required to submit receipts of purchases to claim per diem, however, they are required to submit the following:

- A fully filled out per diem claim form (provided by the Finance department) with claimant signature and department head approval signature.
- A copy of the GSA per diem rate for the area of travel.
- A schedule of events or itinerary of the event as provided by the event host showing all meals that were provided.

When meals are included as part of a conference, seminar or registration fee, or provided by/or paid for by third parties, employees are only authorized reimbursement for incidentals. When employees receive meal tickets as part of the registration with overnight lodging provided by the sponsor, employees are not authorized reimbursement for meals or incidentals. Registration for a banquet is considered an appropriate expense when an employee is attending the function on behalf of the city. Cost of the banquet should be paid using the city purchase card if possible and is not subject to the M&IE limitations above (meal is not claimed for per diem).

Approval for travel is not a blanket approval of all expenses incurred during travel. The city will not pay the expenses of accompanying spouses or others, personal items, childcare, eldercare, pet boarding or other indirect expenses. The city will also not pay travel related expenditures related to the attendance at events sponsored by or affiliated with political parties. Additionally, the city will not pay for travel related expenses once an employee has announced their intention to resign, however, a new employee may attend training before starting with prior approval.

The following are considered incidental expenses:

- Maid or housekeeping services.
- Baggage handling.
- Parking attendant.

The following are examples of expenses that are not considered incidental and should be paid using the city purchase card when traveling on official business. If unable to use a personal city purchase card, receipts are required to be submitted with the expense claim in order to be reimbursed.

- Ferry fares and bridge, road, and tunnel tolls.
- Transportation tips.
- Taxi, airport limousine, ride sharing or bus fares from the airport to hotel and return trip to airport. Reasonable efforts must be made to obtain the most economical transportation to and from airports.
- Fees for storing or parking vehicles.
- Reasonable business-related postage, telephone, fax or internet connection charges related to the business of the city.

Visit the following websites for more information on:

- GSA Per Diem: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- [GSA Meal & Incidental Expense breakdown: http://www.gsa.gov/portal/content/101518](http://www.gsa.gov/portal/content/101518)

517 Phones and Electronic Devices

Effective Date: 12/20/2018

Personal Calls – City-Issued Telephone

Personal phone calls made or received during office hours shall be limited to those calls absolutely necessary and shall be completed as quickly as possible. You are not permitted to use City landline telephones to make long distance personal calls.

Personal Calls – City-Issued Cellular Phone

If the City purchased a cellular telephone for you to be used for official City business and to increase your availability in the case of emergencies, you are encouraged to keep the phone on during non-working hours. The phone may be used for limited personal calls as long as the use does not exceed the monthly allotted use included with the providers' monthly plan. If the allotted time is exceeded or personal roaming calls are made resulting in extra cost to the City, you must inform the Administrative Services Department and reimburse the City for these additional costs.

Whether it is using City phones or your own electronic devices, we know that you may occasionally want to text, make/take phone calls, and otherwise use them for personal purposes. When possible, any such use should be confined to nonworking times such as breaks or meal periods and should not interfere with your ability to effectively perform in your position, or distract your coworkers.

518 Computer, Internet and E-Mail Usage*Effective Date: 08/01/2023*

We provide computers, e-mail and Internet access to assist you in completing your work, improving your efficiency and obtaining City-related data and technology. The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. If there is any uncertainty, employees should consult their supervisor or manager. Personal use should never preempt or interfere with work and must comply with this policy. We have established the following policy to help ensure responsible and productive computer usage.

Computers (which, for the purposes of this policy, includes not only computer hardware, such as PCs, phones, tablets, and laptops, but our systems, documents, networks, software, remote access abilities, e-mail and other communication tools, internet access, etc.) are our property, and are intended for City use. You have no right to privacy for any city-provided computer usage. We reserve the right to monitor any and all use to which our computers may be put, regardless of whether the use is personal in nature, or occurs during non-working time. Do not use a password to protect access to files or other stored information unless authorized by a supervisor to do so.

You should take all anti-virus precautions available and prescribed by Information Technology (IT). You should not attempt to bypass or disable any anti-virus precautions installed on our computers. When required, you should only send confidential, sensitive and/or proprietary information using City approved encryption or secure email methods.

You must comply with any and all potentially applicable laws (e.g., industry regulations, harassment laws, copyright restrictions, contractual obligations or restrictions, etc.) each and every time you use our computers for any purpose, as well as during any time you may be using your own personal computer networks, systems, or equipment in ways that may directly or indirectly be associated with the City of Chaska.

All data that is composed, transmitted, or received via our computer system is considered to be part of our official records and, as such, is subject to disclosure to law enforcement or other third parties, and may be used by us in any ways we feel may be necessary.

Prohibited Usage

Our e-mail system is City property and intended for City business. The system is not to be used for employee personal gain or to support or advocate for non-City related business or purposes.

Due to concerns about privacy, security, and copyright infringement, generative AI programs should not be used for work purposes unless explicit supervisory approval has been obtained prior to each incident of usage.

We purchase and license the use of various computer software for business purposes and do not own the copyright to this software or its related documentation. Unless authorized by the software developer, we do not have the right to reproduce such software for use on more than one computer. You may only use software on local area networks or on multiple machines

according to the software license agreement. We prohibit the illegal duplication of software and its related documentation.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if you did not create material, do not own the rights to it, or have not gotten authorization for its use, you should not put it on the Internet or transmit it through the e-mail system.

The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action up to and including termination of employment:

- Sending or posting messages or images that are disruptive, offensive, discriminatory, obscene, threatening, harassing, intimidating, or harmful to morale
- Using City email to solicit for outside commercial ventures, religious or political causes, outside organizations, or other non-business matters
- Downloading large files, streaming audio/video
- Using our computers for personal gain
- Revealing your account password to others or allowing use of our account by others
- Using or disclosing someone else's code or password without authorization
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization (such information includes, but is not limited to, information outlined in our *Section 109 Confidentiality and Non-Disclosure* policy)
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Viewing or exchanging pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation or destroying, concealing, or disclosing information protected by attorney-client privilege, legal hold or spoliation order
- Sending or posting chain letters or advertisements not related to business purposes or activities
- Using the computer for gambling of any sort
- Using City provided email address or website addresses to register for any social networking website or online blog without prior written approval
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage other organizations
- Passing off personal views as representing those of the City of Chaska
- Sending anonymous e-mail messages
- Using the computer for purposes of seeking outside employment or preparing or posting a resume
- Loading personal software without permission

- Connecting personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) without permission
- Storing personal files
- Engaging in any other illegal activities
- Engaging in any other computer related activity determined by us to be inappropriate or unacceptable

Passwords

While you have a confidential password, users should be aware that this does not suggest that the system is for personal confidential communication, nor does it suggest that e-mail is the property right of the employee. The use of the e-mail system is for City business. Passwords should be periodically changed to ensure security of the e-mail system. Users should not share their password with anyone else.

If you receive a suspicious email, you should not reply to it, click on any links in the email, or hand over sensitive financial or company information. You should forward any suspicious emails to the IT team.

If you have questions about acceptable usage of the computer or networks we provide you, please contact the IT Manager.

519 Social Networking Websites and Online Communications

Effective Date: 12/20/2018

Social Networking Websites

Social networking sites present unique opportunities for you to communicate with others and express yourself in a public forum. However, social networking also poses significant risks to the workplace, even if your social networking activities are conducted completely on your own time and on your personal devices and networks. As a result, you need to always be mindful of how the things you post and do online might impact your coworkers, our reputation, and your professional reputation.

Online Code of Conduct

Although you are solely responsible for what you post or endorse online, what you say and do can impact the City and your coworkers. Here are some examples of online behaviors that we consider to be unacceptable:

- Sending, posting or making discriminatory, defamatory, harassing, bullying or threatening messages or images (including photographs or videos)
- Posting comments or opinions regarding our products or services, and which may be construed as violating state or federal law (e.g. the FTC's Endorsement Guidelines)
- Posting any confidential information pertaining to employees or customers, which may otherwise be protected under state and federal laws such as state privacy and disability laws, Red Flag Regulations, The Data Privacy Act, ADA, HIPAA or GINA
- Disclosing any information protected by attorney-client privilege, legal hold or spoliation order

- Representing (or otherwise giving the impression) that you are speaking on the City's behalf
- Failing to use proper disclaimers with anything that might be connected back to the City, such as "postings on this site are my own and do not represent others' opinions, philosophies or business strategies"
- Posting photographs, videos or images of other employees without proper authorization, or failing to remove such images when requested by another employee
- Using the City logo for commercial gain, or otherwise using our logo in a non-commercial setting that would be inconsistent with our code of ethics and organizational brand
- Unlawfully gaining access to another employee's social networking website or profile
- Demanding or otherwise requiring applicants or employees to give you their social networking passwords

Connecting with Employees and Customers Online

You are free to network online with your coworkers during non-working time. If you receive social media connection requests from coworkers, you should not feel compelled to accept such requests if you desire to keep your personal information confidential. You are also encouraged to utilize all appropriate privacy settings to ensure your information is shared and viewed only by those you intend to have access.

In some situations, you may be permitted to network with our customers or other employees using professional networking websites such as LinkedIn, but you are required to exercise professional judgment when communicating on these professional networking websites and must comply with all of the policies contained in this handbook. You cannot give an endorsement or referral for another City employee on a social networking site without prior authorization from HR. If you have any question as to whether a website or post would violate City policy, you are encouraged to seek input from HR without fear of reprisal or retaliation.

Monitoring and Consequences for Policy Violations

While we have no general practice of reviewing your personal profiles on social media sites, you should be aware that if such profiles contain information suggesting conduct that violates this or any other City policy, such information may form the basis for an appropriate investigation and/or discipline.

Nothing in this policy prohibits you from exercising any legal right under any state or federal law, nor will you be subject to discipline for any posts that are legally protected. However, you should be aware that most posts to personal social networking sites are not entitled to legal protection, and any such posts may result in disciplinary action up to and including termination of employment, if they violate this or any other City policy.

If you have been the subject of online harassment or bullying by a city employee or city constituent, notify HR or any member of management.

Effective Date: 12/20/2018

From time to time, we conduct workplace monitoring to ensure quality control, employee safety, security, and customer satisfaction.

We reserve the right to monitor your computer, Internet, and e-mail usage as described in our *Section 516 Computer, Internet and E-mail Usage* policy, including any personal usage to which you may put our systems, networks, or equipment. We may also use GPS units on vehicles to help us track the times, locations, and routes you may drive in connection with work, for safety, efficiency, and compliance purposes.

We perform workplace monitoring in an ethical and respectful manner, and we are sensitive to the privacy concerns of employees. By acknowledging receipt of access to this handbook, employees are indicating their understanding that we may conduct the monitoring described in this policy and constitutes their authorization for such monitoring, particularly with respect to recording telephone conversations, making audio recordings, or reviewing computer and email usage.

If you have questions, please check with IT or HR.

521 Recording Devices in the Workplace

Effective Date: 08/01/2023

Employees are prohibited from using cameras or other audio or visual recording devices in areas and/or meetings where private information may be compromised. Additionally, in general you should not record or take photographs of people without the prior agreement of those people being recorded or photographed.

522 Transmissible Illness

Effective Date: 01/01/2021

We want to make sure all employees have a safe and healthy place to work, including protections from transmissible or infectious illnesses.

We expect all employees to engage in good hygiene practices while at work, especially frequent hand washing with soap and water or, if water is not available, using alcohol based disposable hand wipes or gel sanitizers. You are also encouraged to get a flu shot every year.

We also ask that you respect your coworkers and not come to work if you are feeling sick, since not only will you be less productive, but you may put your coworkers at risk of getting sick. That's one of the reasons we provide you with access to PPL/Vacation/Sick, so as to make it easier for you to stay home when you're sick.

In addition to the things we ask you to do to help maintain a healthy work environment, there are things we may need to do, as well. For instance, if we have reason to suspect that you have been exposed to a transmissible and dangerous illness or disease (such as measles, hepatitis, tuberculosis, or a pandemic-type virus), we may require you to provide us with a medical

assessment of your fitness for duty, how contagious you might be, and whether you will need leave.

If your illness or disease is particularly contagious or dangerous, we may require you to stay off work for quarantine purposes until your risk of infecting your coworkers subsides, even if you feel well enough to work.

601 Unsatisfactory Performance, Inappropriate Conduct and Work Rules

Effective Date: 12/20/2018

In order to maintain the excellent reputation we have earned with our constituents and to provide the best possible work environment for you and your coworkers, we expect you to follow the rules of conduct set forth in this policy.

Performing with Integrity and Honesty

Any time you are interacting with someone connected to the workplace, their perception of your words, actions, and behaviors is more important than your intent. As a result, we expect each employee to perform with the highest level of integrity possible and to be honest and fair when you interact with customers, management, and coworkers.

If you are ever in doubt about whether a particular course of action is appropriate, seek guidance from your direct supervisor or HR.

Treating Others with Respect

Treat all co-workers, constituents and customers with respect and demonstrate genuine concern for their needs. Consideration, respect and courtesy plays an important role in maintaining positive and productive working relationships with your supervisors and coworkers.

Unsatisfactory Work Performance and Unacceptable Conduct

We own the results of our individual performance and actions, we treat each other with honesty, respect and dignity, and we hold ourselves and each other accountable for delivering results.

It is the shared responsibility of your supervisor and you to gain a mutual understanding of performance expectations and to engage in an interactive dialogue to constructively address any discrepancies. We strive to handle work-related performance issues in a reasonable and timely manner. Unsatisfactory performance results when you do not meet the performance standards and expectations of the position as determined by your supervisor. Some examples include:

- Failure to achieve required work results
- Poor work quality, carelessness with work assignments
- Missed deadlines

While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of actions and behaviors that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of city or coworker property
- Unethical, immoral, or criminal conduct in or outside of the workplace
- Dishonesty or misrepresentation including, but not limited to, falsification of timekeeping records, misrepresentation on employment applications, or dishonesty in an investigation
- Falsification of records or making false statements
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating tools and equipment
- Fighting or threatening violence in the workplace

- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of city-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking or using tobacco in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of firearms, explosives or other dangerous or unauthorized materials, in the workplace or while on duty elsewhere, unless you are required to carry a weapon for your job. (This prohibition applies even if you have a legal permit to carry a weapon.)
- Unauthorized absence from work station during the workday
- Performing work outside of your scheduled workday without prior authorization from your supervisor
- Refusing to do assigned work, or failing to carry out a reasonable assignment
- Use of abusive or profane language
- Being repeatedly or continuously absent or late, being absent without notice, and
- Conducting yourself in any manner which is offensive, abusive, or contrary to a respectful workplace
- Unauthorized or excessive use of computers, telephones, mail system, or other employer-owned equipment or networks
- Unauthorized disclosure of business “secrets” or confidential information
- Inappropriate words, actions, or conduct, inside or outside of the workplace that may reflect poorly upon, or cause harm to, the City of Chaska. This prohibition applies even to words, actions, or conduct that occurs completely on personal time, including on Internet social networking sites. However, this does not prohibit you from exercising in protected concerted activity, nor will you be disciplined or retaliated against for engaging in protected concerted activity
- Violation of any personnel policies

Duty to Report Violations

Report any matter that you believe violates this policy and/or may result in any of the following: monetary loss, damage to reputation, or harm to an individual(s). Reporting such matters is essential so that we can respond appropriately. We do not retaliate against any employee who, in good faith, reports suspected violations of our policies. Employees can report violations to their Supervisor, HR, or City Attorney.

602 Drugs and Alcohol

Effective Date: 08/01/2023

We maintain a substance-free workplace. We do not tolerate the misuse of controlled substances or being under the influence of alcohol or illegal substances at work. DOT employees must consult their governing policies for additional duties and obligations.

Prohibited Uses of Alcohol, Illegal Drugs, and Legal Drugs

While on city premises or conducting City-related activities off our premises, you may not use, possess, distribute, sell, or be under the influence of alcohol, illegal drugs, or any legal drugs (including prescribed drugs) that might cause you impairment or impact your ability to fully or safely perform the functions of your position.

Employee Assistance Program

The City's Employee Assistance Program (EAP) through the medical carrier provides confidential counseling and referral services if you need assistance with such problems as drug and/or alcohol abuse or addiction. We encourage you to address any questions or concerns you may have about substance dependency or abuse through the EAP, and to review the treatment programs that may be covered under our health insurance program or any other health insurance program that provides coverage to you. You may discuss these matters with your supervisor or HR to receive assistance or referrals to appropriate resources in the community.

Alcohol in City-Approved Situations

From time to time, the consumption of moderate amounts of alcohol may be permitted at City-sponsored events or with the express approval of management. If you consume alcohol under such circumstances you must be of legal drinking age, drink responsibly, must not become intoxicated, and must not return to work after drinking. Similarly, if you bring guests to functions where the consumption of alcohol has been approved, you are responsible for the conduct of any such guests, must not allow underage guests to consume alcohol, and must prevent your guests from becoming intoxicated or getting out of control.

If you have any questions on this policy or issues related to drug or alcohol use in the workplace, please raise your concerns with HR.

603 Drug, Marijuana and Alcohol Testing

Effective Date: 08/01/2023

Using or being under the influence of drugs, marijuana, or alcohol on the job poses serious safety and health risks. To help ensure a healthful and safe working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit, illegal, or impermissible use of drugs and alcohol. Refusal to submit to testing under this policy may result in disciplinary action, up to and including termination of employment.

There are a variety of circumstances under which we might test for drugs, marijuana, or alcohol, including, but not limited to, in connection with a workplace accident or injury, randomly (only for safety-sensitive positions), with reasonable suspicion, and on applicants to whom a conditional job offer has been made.

To the extent that a drug test is conducted in connection with a workplace accident or injury, we will not require post-injury or post-accident drug testing unless the circumstances of the injury or accident are such that there is a reasonable possibility that alcohol, marijuana, or drug use could have been a contributing factor to the occurrence of the injury or accident.

Employees and applicants have the right to refuse to submit to testing under this policy.

Consequences of an applicant's refusal will result in withdrawal of a job offer. Employees who refuse to submit to alcohol and/or drug testing may be disciplined up to and including termination of employment.

If you consent to testing, you will be tested at an appropriately certified lab. The lab will take an initial test, followed by a confirmatory test if the initial test is positive. If either the initial or confirmatory tests are negative, the test will be deemed a negative test result (i.e. the employee passed the test). A positive result on both the initial and confirmatory test will be deemed a positive test result (i.e. the employee failed the test).

An employee or applicant who has a positive test may request a retest of the original sample by the same or a different certified laboratory at his or her own expense. An employee or applicant who wishes to conduct a retest must notify the City in writing of their intention to conduct such a retest within five working days after being notified of the positive test result. If the results of the retest are negative, the test will be considered a negative test result.

An employee or applicant has the right to request and receive from the City a copy of the test result report on any drug or alcohol test.

The City will not discharge an employee for a first positive test result. Instead, the employee will be given the opportunity to participate in an appropriate drug or alcohol counseling or rehabilitation program as determined by a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency chosen by the City. The employee is responsible for all costs associated with the evaluation and treatment. An employee who refuses or fails to participate in, cooperate with or complete the evaluation or recommended treatment may be terminated.

HR maintains a lengthier and more detailed policy setting forth the various steps, procedures and consequences of a positive drug and/or alcohol test in our drug testing program. Copies of our comprehensive drug testing policy are available for inspection by employees and applicants in HR during regular business hours. In addition, a copy of the drug and alcohol policy will be provided to you prior to being tested. You will be asked to sign an acknowledgement form indicating that you have received a copy of the comprehensive drug testing policy. Union and DOT employees must also consult their CBA and/or governing policies for your duties and obligations.

Information and records relating to test results, drug and alcohol dependencies, and legitimate medical explanations shall be kept confidential and maintained in secure files separate from normal personnel files to the extent required by law. Questions concerning this policy, or its administration should be directed to HR.

DOT Drug Testing

DOT regulations will be followed with respect to alcohol and drugs and testing, including pre-employment, random testing and post-accident. DOT employees will be required to sign the City's DOT Drug & Alcohol policy and acknowledgment.

DOT applicants or employees who violate drug and alcohol regulations will not be allowed to

drive, which may result in loss of employment status. See the DOT addendum for further details.

604 Harassment, Bullying & Offensive Behavior

Effective Date: 08/01/2023

We are committed to providing a work environment where you and all other employees are treated with dignity, decency, and respect. In keeping with this policy, we will not tolerate bullying, harassment, offensive behaviors, or retaliation (hereinafter, "harassment," unless otherwise noted). This policy extends to workplace harassment involving non-employees, such as outside vendors, suppliers, consultants, or customers. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside of the workplace, such as during business trips, business meetings and social events, or where there is an impact in the workplace.

What is Harassment?

Harassment is hostile or offensive physical conduct, verbal comments, or written comments including, but not limited to, electronic communications, such as online posts or text messaging if that conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- Unreasonably interferes with an individual's work performance or opportunities; or
- Otherwise affects the terms and conditions of employment.

Harassment because of the individual's race ("race" is inclusive of traits associated with race, including but not limited to hair texture and hair styles such as braids, locs, and twists), color, religion, sex (including sexual orientation and gender identity), pregnancy, citizenship, national origin, age, disability, military service, veteran status, genetic information, union membership, creed, marital status, familial status, status with regards to public assistance, membership in a local human rights commission, or any other status protected by law is unacceptable and will not be tolerated.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, comments (verbal or written), or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- The conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Sexual harassment may involve individuals of the same or different gender.

Examples of Harassment

Examples of harassment include, but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Leering or making sexual gestures
- Displaying or circulating sexually suggestive objects, pictures, cartoons, e-mails or posters
- Displaying or circulating offensive objects, pictures, cartoons, e-mails or posters based on a legally-protected characteristic such as race, religion or sexual orientation
- Making or using derogatory comments, epithets, slurs, or jokes
- Electronic communications, such as online posts or text messaging, which are offensive or derogatory in nature about an individual due to their membership in a protected class
- Graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Unwelcome physical conduct including touching, assaulting, impeding or blocking movements, or threatening and intimidating behavior

Reporting Procedure

You are responsible for, and have an obligation to, report harassing or inappropriate behavior; whether it is directed at you or is something you saw or heard that was directed at someone else. Any supervisor who learns of or observes harassing or inappropriate behavior, or receives a complaint about this kind of behavior, must immediately report the behavior or complaint to HR.

If you experience harassment in the workplace or at an offsite work event, whether by employees or non-employees, take the following steps:

- Take immediate action rather than ignoring the problem and waiting for it to go away;
- Tell the offending person, if you feel comfortable doing so, that his or her actions or comments are unwelcome, that the behavior is offensive and it must stop immediately;
- Report the incident as soon as possible to a supervisor or HR; and
- Remember that we will not tolerate any retaliation against you for reporting concerns about harassing behavior or conduct.

If you witness harassment, take the following steps:

- Take the incident(s) seriously;
- Refuse to condone or participate in the behavior;
- Encourage the victim to speak with his or her supervisor or HR; and
- Express suspicions or concerns to the appropriate supervisor, or HR so that we can be alerted to any possibly harassing situations.

If you engage in harassing behavior or have been accused of engaging in harassing or inappropriate behavior, take the following steps:

- Stop the behavior immediately;
- Listen to the person complaining about the behavior; and
- Learn from the experience and do not repeat it.

If you are not comfortable making a complaint to HR, your complaint may be submitted to the City Administrator or City Attorney.

Investigations

We will promptly investigate any report of harassment, either internally through the HR department or City Administrator, or the City may choose to engage an outside investigator depending on the situation. We will take swift and appropriate action at the end of our investigation. Complaints will be handled as discreetly as possible, although we cannot guarantee absolute confidentiality, since the alleged harasser is entitled to answer the charges, particularly if discipline or termination is a possible outcome.

Failure to participate fully and honestly in the investigative process, or in any fact-finding process initiated by us, is a serious violation of City policy and grounds for disciplinary action, which may include termination from employment.

Retaliation

We do not tolerate any retaliation against any employee who reports an incident of alleged harassment, sexual harassment, or inappropriate workplace behavior, or provides information during an investigation, and will take measures to protect all such employees from retaliation. Engaging in retaliatory behavior is a violation of this policy, and is grounds for corrective action, up to and including termination of employment.

Consequences for Engaging in Harassment or Sexual Harassment

If you violate this policy, you will be subject to disciplinary action, up to and including termination from employment. You may also be subject to personal legal liability for violation of this policy.

Supervisors

If you are a Supervisor and if you engage in harassment, permit others under your supervision to engage in such harassment, retaliate or permit retaliation against an employee who reports such harassment, you are guilty of misconduct and shall be subject to immediate disciplinary action that may include termination of employment.

If you want more information about our harassment policy or complaint process, please contact a supervisor or HR.

605 Workplace Violence

Effective Date: 10/01/2017

Threatening and violent behavior is prohibited throughout the workplace, and we have adopted this policy to ensure that all employees can work in an environment that is safe from, and free of, such behaviors.

Employees, customers, vendors, and other members of the public should be treated with courtesy and respect at all times. You are expected to comply with our Safety and Employee Conduct and Work Rules policies, and refrain from fighting, “horseplay,” and other conduct that may be dangerous to others. You may not bring firearms, weapons, and other dangerous or hazardous devices or substances into the workplace, unless the device or substance was provided by us and is necessary to perform your job.

At no time may you commit an act of violence against anyone you come into contact with while working. Similarly, you may not threaten or otherwise intimidate any employee, vendor, customer, or other member of the public.

If you receive or observe a threat of violence or actual violence, report it immediately to your supervisor or a member of management. This includes threats or conduct by employees, customers, vendors, and other members of the public. Be as specific and detailed as possible when reporting a threat or act of violence.

You must also immediately report any suspicious activities to your supervisor or a member of management. Do not place yourself in peril. If you see or hear commotion or a disturbance, do not try to intercede.

In the event of an active shooter or other situation posing imminent danger, you should:

- Run if there is an accessible escape path;
- Hide if evacuation is not possible; and
- Fight if your life is in imminent danger and you have no option other than to attempt to disrupt and/or incapacitate the active shooter.

We will promptly and thoroughly address all reports of threatened or actual violence, as well as suspicious individuals or activities. Employees found to have engaged in threatening or violent behavior will be subject to prompt disciplinary action, up to and including termination of employment.

We encourage you to bring concerns and disputes to the attention of your supervisor, a member of management, or HR without fear of retaliation.

606 Weapons in the Workplace

Effective Date: 12/20/2018

Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Possession or use of a dangerous weapon is prohibited on city property, in city vehicles, or in any personal vehicle, which is being used for city business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition include:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on city property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

607 Political Activity

Effective Date: 12/20/2018

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

608 Attendance and Punctuality

Effective Date: 12/20/2018

To help us maintain a safe and productive work environment, we expect you to be reliable and punctual in reporting for scheduled work. Unapproved absenteeism and tardiness place a burden on us and the rest of your team. As a result, we do not pass judgment on, nor give consideration to, the reasons why you may need to be absent from work. Instead, we focus only on the fact and frequency of absences. Similarly, just because you may have some amount of paid leave available does not mean that an absence will be “excused,” nor will not be counted against your attendance. However, absences protected by law will not be counted against your attendance record, although we may require medical or other documentation to substantiate these absences.

In the rare instances when you cannot avoid being late to work or are unable to work as scheduled, notify your supervisor as soon as possible in advance of the anticipated tardiness or absence. Calling coworkers rather than the supervisor will not be acceptable. Similarly, calls from friends, family members, or coworkers to report tardiness or absences will not be accepted – unless it is an emergency situation such as your hospitalization or incapacitation.

Manageable absences (such as doctor’s appointments) should be scheduled outside of normal working hours whenever possible, or at least at times that are as minimally disruptive to the workplace as possible. In most cases, if you are absent for two or more days without proper notification (i.e., are a no-call/no-show for those days), you will be considered to have abandoned or voluntarily terminated your position and will not be entitled to payout of any unused vacation.

Poor attendance and excessive tardiness negatively impact the workplace. Similarly, failure to

follow proper reporting procedures can be very disruptive. As a result, attendance will be taken into consideration during employee performance appraisals. Moreover, any of these problems may lead to disciplinary action, up to and including termination of employment, so we expect that you will make punctuality and attendance a top priority.

609 Uniform Allowance

Effective Date: 12/20/2018

In certain departments in which uniforms are required, there may be a uniform allowance available to employees. Please talk to your direct supervisor for detailed information on this.

610 Personal Appearance

Effective Date: 08/01/2023

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image we project to customers and visitors.

During business hours or when representing us, you are expected to present a neat, clean and professional appearance and limit natural or artificial scents that could be distracting or annoying to others. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person. Where necessary, reasonable accommodation may be made for employees with disabilities, or who have religious requirements.

Your supervisor or HR is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you may not be compensated for the time away from work.

At the discretion of your supervisor, in special circumstances you may be permitted to dress in a more casual fashion than is normally required. On these occasions, you are still expected to present a neat appearance and are not permitted to wear ripped, frayed, or disheveled clothing. Likewise, tight, revealing or otherwise workplace-inappropriate clothing is not permitted.

Consult your supervisor if you have questions as to what constitutes appropriate appearance.

611 Personal Property in the Workplace

Effective Date: 12/20/2018

If you bring personal property into the workplace – whether in a parking area, at a job or customer site, or in a building or workspace – you are solely responsible for such property. We are not responsible for any damage to, theft, or loss of personal property, and we do not have insurance to cover any such loss, damage, or theft. As a result, if you are concerned about the safety of your personal items you should leave them at home and not bring them to work.

612 Security Inspections*Effective Date: 12/20/2018*

In an effort to maintain a safe work environment, including one that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials, and to discourage theft or unauthorized possession of our property or yours, we reserve the right to inspect all work areas, including vehicles, desks, storage containers, lockers, and areas where personal belongings may be kept. We require the cooperation of everyone in administering this policy.

Because of the urgency underlying such searches, we may conduct inspections at any time, and without advance notice to you.

613 Solicitation*Effective Date: 12/20/2018*

We recognize that you have interests in events and organizations outside the workplace and that you may make solicitations as a result of your involvement. However, you may not solicit or distribute literature concerning these activities during working time, unless we are sponsoring the activity. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.

In addition, posting materials or sending electronic announcements are permitted only with prior approval from HR.

614 Employment Resignation and Termination*Effective Date: 12/20/2018*

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Job Abandonment occurs any time you have unauthorized absences from work or fail to report to work or contact your supervisor for two (2) or more scheduled workdays. Your official termination date will be the end of the last date you were actually at work.

Layoff and call back occur due to a work shortage, lack of funds, the elimination of a position, a change in the organization, or other factors which are outside of your control and do not reflect upon your performance. Your duties may be reassigned to other employees. Job relevant qualifications are generally the basis for determining layoffs. When job-relevant qualifications of employees are equal, length of continuous service within a given job classification and total length of continuous service will be considered.

When possible, you will receive a written notice of the proposed layoff at least fourteen (14) days prior to the effective date of the layoff. You will be allowed personal time off during the notice period for the purpose of job interviews. A copy of the notice will be forwarded to HR.

Discharge/Termination occurs when we make the decision to terminate your employment for performance or conduct reasons. You are employed on an at-will basis (unless otherwise specifically agreed upon), which means that neither of us is obligated to continue the employment relationship, and either of us can choose to end it at any point.

Your employment with us is voluntary and is subject to termination by you or us at will, with or without cause, and with or without notice, at any time. You will receive your final pay in accordance with applicable state laws.

Severance Pay for employees hired prior to January 1, 1986. The City will pay one third (1/3) of the accumulated unused sick leave up to a total of 30 days upon severance of employment from the City after five (5) years of continuous employment for all of those employees hired prior to January 1, 1986. An employee who voluntarily terminates his or her employment must notify the City at least two weeks ahead of termination date or the employee will forfeit the above severance pay. No severance pay will be given to an employee who is discharged from his or her position because of disciplinary reasons by the employer. Accrued vacation time shall be paid to employees as taxable income at the time of termination if the employee leaves in good standing and provides the City with a minimum of two weeks' notice.

615 Resignation and Retirement

Effective Date: 12/20/2018

Resignation/Retirement occurs any time you notify us of your intent to end your employment with us. If you wish to resign from your employment with us, please notify your supervisor or HR in writing at least 2 weeks prior to your last day of employment with us. Failure to give at least 2 weeks' notice can result in forfeiture of unused Vacation, Sick, or PPL and ineligibility for rehire. Your written notice should include:

- An indication that the resignation is voluntary
- The reason for leaving
- Your last day of actual work, excluding accrued leave
- Your signature

If you resign, we will send an exit survey to receive your feedback. We may schedule an in person exit interview with you during your notice period to discuss the reasons for your resignation and the effect of the resignation on your benefits. In some circumstances, we may need to adjust your last day of employment to a date sooner than the date you requested in your resignation.

616 Return of Property

Effective Date: 12/20/2018

You are responsible for the safety and security of items that we issue to you or that are in your possession or control, including, but not limited to, the following:

- Cell phones
- Security passes
- Computers/laptops
- Tools

- Credit cards
- Customer data and information
- Equipment
- City issued IDs
- Vehicles
- Written materials
- Keys

You must return all of our property immediately upon request or upon termination of employment. Failure to return our property could result in legal action.

617 Employee Concerns and Suggestions

Effective Date: 12/20/2018

Effective communication between employees and management is essential to maintain a productive working relationship. If you have questions or concerns about your job or the City's policies, we ask that you talk it over with your supervisor or HR.

In addition, recognizing that on-the-job work experience is the best source of suggestions for improvement in the workplace, we welcome and solicit ideas from all employees. We consider those suggestions that identify specific problems and propose suitable solutions to enhance our efficiency and effectiveness through increased productivity, reduced costs, improved and safer working conditions, conservation of resources and improved public services.

Please submit your concerns or suggestions to your supervisor or HR.



CITY OF CHASKA 2024 EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt and access to the City of Chaska Employee Handbook which outlines policies and responsibilities of which I am to comply.

I acknowledge this handbook is neither a contract of employment nor a legal document.

I understand that I have entered my employment relationship with the City of Chaska voluntarily and acknowledge there is no specified length of employment. My employment is at-will, and unless otherwise provided by state statute or an applicable collective bargaining agreement, either I or the City can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it. Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur, except to the policy of employment at-will.

I understand I have been given access to this handbook and may consult with Human Resources regarding any questions. My agreement is effective Jan 1 of the applicable year and/or my start date.

Employee Printed Name	
Employee Signature	
Signature Date	

REQUEST FOR ACTION CHASKA CITY COUNCIL January 8, 2024

**Subject: Public Hearing: 2024 Development Fees, Planning Application Fees,
Building and Fire Permit Fees**

Prepared By: Nate Kabat, Community Development Director

Background

The fees for Development, Planning, Building Inspections and Fire relate to expenditures on the City's part that would not have been expended if the development activity did not occur. These fees cover a variety of areas from infrastructure expenditures (ie., sewer, water, and park) to staff time involved in development review (ie., researching and writing staff reports, site inspections) to administrative costs (ie., publishing public hearing notices). Generally, the development fees imposed are in-line with what other communities charge.

2024 Development, Planning, Building Inspection and Fire Fees

City Ordinance provides that annually the City of Chaska will review its water, sewer, sanitary sewer, and storm sewer connection charges. It is recommended that the Development and Planning fees, Building Permit fees, and Rental Dwelling License fees be increased by five percent (5%), to cover increased costs and other inflationary factors for 2024. This percent increase is consistent with the inflation factor used for the 2024 general budget process.

You will note that there are some exceptions to this within building permit fees. For one, Table 1-A, Building Permit Fees are established under guidance by MN State Statute which we follow for consistency. The other, are increases in the Other Inspections and Fees. These are fees that are applied for inspections outside of normal business hours, inspections and inspections where a fees is not otherwise defined. These fees have not been updated in some time and have become out of alignment with actual staff costs. As a result, staff are proposing increases in these areas to bring fees into better alignment with accrual staff costs to conduct these inspections.

The changes to the fee structure would be effective January 18, 2024.

A public hearing is required for this action.

CITY COUNCIL ACTION REQUESTED

Following a public hearing, Motion to adopt Ordinance 2024-1041, establishing the 2024 Development, Planning Application, Building Inspection, and Fire Fees.

**CITY OF CHASKA
ORDINANCE MC 2024 - 1041**

**AN ORDINANCE AMENDING CHAPTERS 5 AND 11 OF THE CHASKA CODE
OF ORDINANCES TO INCLUDE 2024 DEVELOPMENT FEES**

WHEREAS, In the event of any conflict between this ordinance and any other provisions of the Code of Ordinances of the City of Chaska, this ordinance shall control.

WHEREAS, This ordinance shall not limit or preclude any other fees, charges, costs, or rates as required by the Code of Ordinances of the City of Chaska, or as otherwise established by ordinance or resolution.

WHEREAS, Pursuant to Minnesota Statutes Section 412.191, Subd. 4, the council hereby finds that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of this ordinance. The text of the summary of this ordinance which reads as follows: Official Summary of ORDINANCE 2023-1041, AN ORDINANCE AMENDING CHAPTERS 5 AND 11 OF THE CODE OF ORDINANCES TO INCLUDE 2024 DEVELOPMENT FEES amends Chapters 5 and 11 of the Chaska City Code to update the City's zoning application fees for the year 2024, and establishes the City's policy on unclaimed builders' deposits. The full text of the Ordinance is available for public inspection during regular office hours at the office of the City Clerk, City Hall, One City Hall Plaza, Chaska, Minnesota 55318, and will also be posted at City Hall. Further, any person may request the City to send the full text of the Ordinance via standard or electronic mail by calling City Hall at (952)-448-9395. The summary is hereby approved, and the council determines that it clearly informs the public of the intent and effect of this ordinance.

WHEREAS, The City Administrator is hereby directed that only the title of this ordinance and the attached summary be published with a notice that a printed copy of this ordinance is available for inspection by any person during regular office hours at the office of City Hall. A copy of the entire text of the ordinance shall also be posted at the Chaska City Hall, One City Hall Plaza, Chaska, Minnesota 55318.

WHEREAS, After adoption and publication according to law, this ordinance shall be in full force and effect on January 8, 2024.

NOW THEREFORE, be it ordained by the Council of the City of Chaska, in the State of Minnesota, as follows:

SECTION 1: **AMENDMENT** "5.48.010 Development Area Fees" of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

5.48.010 Development Area Fees

Development Area Fees:

Water Area	\$2,812 <u>2,952</u> per acre
Sanitary Sewer Area	\$3,774 <u>3,963</u> per acre
Storm Water Area - Commercial	\$19,616 <u>20,597</u> per acre
Storm Water Area - Industrial	\$13,568 <u>14,247</u> per acre
Storm Water Area – Single Family Residential	\$8,536 <u>8,962</u> per acre
Storm Water Area – Multi-Family Residential	\$11,554 <u>12,131</u> per acre
Park Dedication – Commercial & Industrial	\$12,164 <u>12,773</u> per acre
Park Dedication – Single Family & Duplex	\$4,202 <u>4,413</u> per unit
Park Dedication – Multi-Family/ 3 or more units	\$1,932 <u>2,029</u> per unit
Trails – One & Two family dwellings	\$468 <u>491</u> per unit
Trails – Townhouse (detached)	\$374 <u>393</u> per unit
Trails – Townhouse (attached)	\$374 <u>393</u> per unit
Trails - Apartments	\$284 <u>298</u> per unit
Trails - Commercial & Industrial	\$1,400 <u>1,471</u> per acre
Underground Electrical – Single Family	\$343 <u>360</u> -\$ 487 <u>511</u> per lot
Street - Name Sign	\$68 <u>71</u> each
Street - Traffic Sign	\$206 <u>216</u> each

SECTION 2: AMENDMENT “5.48.020 Connection Charges (Paid With Building Permit)” of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

5.48.020 Connection Charges (Paid With Building Permit)

Connection Charges (Paid With Building Permit):

Water Connection	\$4,715 <u>4,951</u> per SAC unit
Sanitary Sewer Connection	\$3,869 <u>4,062</u> per SAC unit
Metropolitan Council Environmental Service (MCES) SAC	\$2,485 per SAC unit

SECTION 3: AMENDMENT “5.48.030 Planning Application And Processing Fees” of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

5.48.030 Planning Application And Processing Fees

Planning Application And Processing Fees:

Case Type:	Application Fee	Plus	Processing Fee
Concept Plan/Rezoning/Comprehensive Plan amendment – residential (1-10 units)	\$461,485 + \$12.73 <u>13.37/unit</u>	+	\$428,408
Concept Plan/Rezoning/Comprehensive Plan amendment – residential (11+ units)	\$638,669 + \$12.73 <u>13.37/unit</u>	+	\$428,408
Concept Plan/Rezoning/Comprehensive Plan amendment – Commercial/Industrial (0-3.0 acres)	\$638,669 + \$68.08 <u>72.24/acre</u>	+	\$681,649
Concept Plan/Rezoning/Comprehensive Plan amendment – Commercial/Industrial (3.1+ acres)	\$851,893 + \$68.79 <u>72.23/acre</u>	+	\$681,649
Preliminary Plat	\$638,669 + \$26.25 <u>13.01/acre</u> + \$12.39/lot	+	\$1,383,241,317
Final Plat	\$249,262 + \$7.82 <u>8.21/lot</u>	+	\$801,763
Variance (residential)	\$208,198	+	\$437,416
Variance (commercial/industrial)	\$349,333	+	\$515,490
Variance (with site & building plan review)	\$208,198	+	\$0
Lot consolidation/division or vacation (residential)	\$208,198	+	\$262,249
Lot consolidation/division or vacation (commercial/industrial)	\$349,333	+	\$507,483
Special Use Permit – residential	\$268,255	+	\$429,409
Special Use Permit – commercial/industrial	\$416,397	+	\$801,763
Special Use Permit – pylon sign	\$277,264	+	\$262,249

Special Use Permit – dish antenna/tower	\$208 198	+	\$262 249
Site & Building Plan – single family & townhouse	\$387 369 + \$8.97 9.42/unit	+	\$972 926
Site & Building Plan – addition (multi-family)	\$265 252	+	\$541 515
Site & Building Plan – addition (commercial/industrial)	\$416 397	+	\$801 763
Site & Building Plan – new (multi-family)	\$526 501 + \$19.13 20.08/unit	+	\$972 926
Site & Building Plan – new (commercial/industrial)	\$671 639	+	\$1,342 1,278
Mining/Filling	\$748 713	+	\$0
PUD's – Residential (Concept)	\$662 630 + \$12.99 13.64/unit/unit	+	\$801 763
PUD's – Residential (Preliminary)	\$397 416 + \$12.99 13.64/acre	+	\$526 501
PUD's – Residential (Rezoning)	\$397 416 + \$12.99 13.64/acre	+	\$526 501
PUD's – Residential (Final)	\$249 262 + \$5.24 5.50/acre	+	\$420 400
PUD's – Other (Concept)	\$895 940 + \$26.25 24.57/acre	+	\$1,335 1,271
PUD's – Other (Preliminary)	\$511 536 + \$12.99 13.64/acre	+	\$942 897
PUD's – Other (Rezoning)	\$511 536 + \$12.99 13.64/acre	+	\$942 897
PUD's – Other (Final)	\$244 256 + \$8.69 9.13/acre	+	\$429 409
Mailing List (preparation)	\$0	+	\$131 125
Sign Permit (wall sign)	\$110 105	+	\$0
Permit (monument sign)	\$221 210	+	\$0

SECTION 4: AMENDMENT “11.04.060 Table 1-A Building And Fire Permit Fees” of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

11.04.060 Table 1-A Building And Fire Permit Fees

Permit fees shall be assessed for work governed by this Code in accordance with the fee schedule adopted by the City of Chaska in Code of Ordinances, Table 1-A and included in this ordinance. When submittal documents are required, a plan review fee shall be collected at 50% for residential plans and 65% for commercial/industrial plans of the normal building permit fee. The plan review fees specified in this section are separate fees from the permit fees specified and are in addition to the permit fees. In addition, a surcharge fee shall be collected on all permits issued for work governed by this Code in accordance with Minn. Stat. § 326B.148.

The City shall collect a deposit from applicants for building permits at the time a building permit is issued to ensure compliance with the requirements of the permit. The deposit will be released to the applicant when the City determines that the requirements of the permit are complete. The amount of the deposit for single family homes and townhome units shall be \$3,000.00 Deposits which are unclaimed by the applicant for more than three years after the date on which a Temporary Certificate of Occupancy is issued for the subject property shall be deemed abandoned and shall be transmitted to the State of Minnesota pursuant to the Minnesota Uniform Disposition of Unclaimed Property Act, Minnesota Statutes Section 345.31 et. seq., or its successor statute.

Table 1-A: Building Permit Fees

Total Valuation	Fee
\$1.00 to \$500.00	\$30.00 28.00 Minimum <u>Permit Fee</u> \$65 60 plus State Surcharge
\$501.00 to \$2,000.00	\$30.00 28.00 for the first \$500.00 plus \$3.70 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$85.50 83.50 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$466.15 464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
	\$766.15 764.15 for the first \$50,000.00 plus \$8.45 for each

\$50,001.00 to \$100,000.00	additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1,188.65 1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$3,888.65 3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$6,638.65 6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00, or fraction thereof.

State Surcharge Computation

Construction Value Range	Surcharge Computation
Up to \$1,000,000.00	.0005 x Valuation
\$1,000,001.00 to \$2,000,000.00	\$500.00 + .0004 x Valuation - \$1,000,000.00
\$2,000,000.00 to \$3,000,000.00	\$900.00 + .0003 x Valuation - \$2,000,000.00
\$3,000,000.00 to \$4,000,000.00	\$1,200.00 + .0002 x Valuation - \$3,000,000.00
\$4,000,000.00 to \$5,000,000.00	\$1,400.00 + .0001 x Valuation - \$4,000,000.00
\$5,000,000.00 or more	\$1,500.00 + .00005 x Valuation - \$5,000,000.00

Flat Fees

<u>Residential</u> <u>Re-Roof / Re-Side / Windows-Doors</u>	<u>1-2 units \$100.00 + State Surcharge + Tech Fee</u> \$95.00 <u>3-6 units \$200.00 + State Surcharge + Tech Fee</u> \$95.00 <u>7-9 units \$301.00+ State Surcharge + Tech Fee</u> \$95.00 <u>10+units \$335.00 + State Surcharge + Tech Fee</u>
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Re-Roof	\$95.00 + State Surcharge
Re-side	\$95.00 + State Surcharge
Windows/Doors	\$95.00 + State Surcharge
Plumbing – residential existing	\$60.00 Minimum + State Surcharge (using 1.5% of value)
Plumbing - residential new	\$226.00 215.00 Minimum + State Surcharge <u>+ Tech Fee</u>
Pools – above ground	\$131.00 125.00 + State Surcharge <u>+ Tech Fee</u>
Pools – below ground	\$315.00 300.00 + State Surcharge <u>+ Tech Fee</u>
Fireplace	\$100.00 95.00 + State Surcharge <u>+ Tech Fee</u>
Basements (Finish/Remodel)	\$17.00 16.00 /square foot + State Surcharge <u>+ Tech Fee</u>
Decks (existing homes)	\$21.00 20.00 /square foot + State Surcharge <u>+ Tech Fee</u>
Manufactured Homes	\$205.00 195.00 + State Surcharge <u>+ Tech Fee</u>
House – move	\$210.00 200.00 + State Surcharge <u>+ Tech Fee</u>
House – demolition	\$131.00 125.00 + State Surcharge <u>+ Tech Fee</u>
Minimum Building Permit Fee	\$65.00 + State Surcharge + Tech Fee 60.00
<u>Fence Permit (Zoning Permit)</u>	<u>\$50.00</u>
Technology (Fee)	\$6.00 5.00 /permit

New Home Permit Valuation

Housing - attached	<u>\$114.00 per square foot + State Surcharge + Tech Fee</u>
Housing – detached	<u>\$124.00 per square foot + State Surcharge + Tech Fee</u>
Basement - finished	<u>\$32.00 per square foot + State Surcharge + Tech Fee</u>
Basements – unfinished/crawl space/slab on grade	<u>\$23.00 per square foot + State Surcharge + Tech Fee</u>
Garage – wood frame	\$47.00 <u>45.00/square foot + State Surcharge + Tech Fee</u>
Garage – slab on grade	\$23.00 <u>22.00/square foot</u> <u>+ State Surcharge + Tech Fee</u> foot \$30.00/square foot <u>\$22.00/square foot</u>
Porch – 3 season	\$109.00/square foot <u>\$49.00</u> 47.00 <u>/per square foot + State Surcharge + Tech Fee</u>
Porch – screen porch	\$34.00 <u>32.00/per square foot</u> <u>+ State Surcharge + Tech Fee</u>
Porch – front stoop	\$15.00/square foot <u>\$118.00/square foot</u> \$34.00 <u>32.00/per square foot</u> <u>+ State Surcharge + Tech Fee</u>
Decks Decks (new homes)	<u>\$16.00 per square foot + State Surcharge + Tech Fee</u>
Fence (zoning permit)	\$10.00
Residential Mechanical/Plumbing	
Commercial Mechanical/Plumbing Plan Review Fee	<u>50% of permit fee</u>
<u>Landscape Escrow for New Single Family/Townhomes</u>	<u>\$3,000.00 each unit</u>

Residential

Residential Additions/Alterations	\$17.00 per square foot + <u>State Surcharge</u> + Tech Fee
<u>Residential Plan Review for Additions/Alterations</u>	<u>50% of permit fee</u>
<u>Residential Mechanical and Plumbing Additions/Alterations</u>	<u>Valuation x 1.5% (\$65.00 minimum) + State Surcharge</u> + Tech Fee

Commercial

<u>Commercial Permit Fee</u>	<u>75% ICC Building Valuation Data from February 2023 + State Surcharge</u> + Tech Fee
<u>Commercial Plan Review Fee</u>	<u>65% of permit fee</u>
<u>Commercial Mechanical and Plumbing</u>	<u>Valuation x 1.5% (\$65.00 minimum) + State Surcharge</u> + Tech Fee

Other Inspections and Fees:

- A. Inspections outside of normal business hours (per hour) (minimum charge—two hours) \$~~60.00~~~~47.00~~¹
- B. Reinspection fees assessed under provisions of CMCO 11.04.020 (per hour) \$~~60.00~~~~47.00~~¹
- C. Inspections for which no fee is specifically indicated (per hour) (minimum charge—one ~~half~~ hour) \$~~60.00~~~~47.00~~¹
- D. Additional plan review required by changes, additions or revisions to plans (per hour) (minimum charge—one ~~half~~ hour) \$~~60.00~~~~47.00~~¹
- E. For use of outside consultants for plan checking and inspections, or both Actual costs ²

¹ Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

² Actual costs include administrative and overhead costs.

Rental Dwelling License Fee

Single Family Dwelling	\$ 92.73 ^{88.31} for entire dwelling
Duplex Dwelling	\$ 150.69 ^{143.51} for entire dwelling
Triplex Dwelling	\$ 185.45 ^{176.62} for entire dwelling
Four-Plex Dwelling	\$ 220.23 ^{209.74} for entire dwelling
Multi-Family Dwelling 5-11 units	\$ 220.23 ^{209.74} for first five units plus \$ 46.37 ^{44.16} each additional unit
Multi-Family Dwelling 12 or more units	\$ 672.32 ^{640.30} for first twelve units plus \$ 17.36 ^{16.53} each additional unit
Late fee (March 1st until April 1st)	50% of rental license fee
Late fee (after April 1st)	100% of rental license fee

(Ord. No. 970, Sec. 1, 11/18/19)

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

Mark Windschitl, Mayor, City of
Chaska

Denise Beebe, Senior Clerk, City of
Chaska

REQUEST FOR ACTION CHASKA CITY COUNCIL January 8, 2024

Subject: Award Bid for Chaska Advanced Metering Infrastructure

Prepared By: Matt Haefner, Water & Sewer Director; Pete Wyffels, Electric Director; Noel Graczyk, Administrative Services Director

Public bids, after required public notice, were requested and opened on September 28, 2023 for an Advanced Metering Infrastructure (AMI) system. A proposed new AMI system includes hardware, Software as a Service (SaaS), professional services, billing system integration, electric meter exchanges and water module exchanges, where applicable.

An AMI system is not like a traditionally bid project where the low bid can cover all needs of the City for the project. An extensive evaluation was needed to determine the best fit for Chaska's AMI needs. SaaS availability, data storage, data retention, radio frequency backhauls, annual fees, warranties, support of a customer portal all play a role in determining the best overall value to the City. In reviewing quality, suitability, and adaptability of each AMI bid, staff is recommending not the lowest cost bid but a vendor that is the "lowest responsible bidder". Attached is a memo from Christophe Morschen, Attorney with MHS, the City Attorney's office, that outlines the process followed by the City in selecting the lowest responsible bidder for the AMI system.

Staff utilized the services of Power Systems Engineering, Inc (PSE) throughout the AMI bidding process. PSE is a consulting firm that specializes in providing services to municipalities for deploying AMI systems. PSE assisted with drafting bid documents and assisted with extensive evaluation of each of the bidders and their proposed bids. They also provided many useful tools in helping staff to select the lowest responsible bidder.

It was determined by the City and PSE that six of the eight bids received did not provide a complete response to the Request for Bid. The remaining two bids were reviewed in detail and each vendor made an onsite presentation to the City to review their bid and to confirm the content of their bid. A two-year pricing summary prepared by PSE of each of the eight bidders is attached. Also attached is a recommendation by PSE which outlines features and reasons that support the selection of the Eaton AMI system as the lowest responsible bidder.

The AMI solution as proposed by Eaton best aligns with various needs of the City's Electric, Water and Sewer Utilities. A key feature of the Eaton AMI system across all three utilities is the ability for electric and water meters to be sourced from multiple vendors and still be compatible with the Eaton AMI system. Electric meters using a retro fit communications card will allow the City to source future electric meters based on availability of meters using multiple vendors. The Eaton AMI system is also able to provide a variable interval period as low as every minute instead of a standard fifteen-minutes.

Eaton AMI nodes for water meters, located on the exterior of most residential homes, have a battery that can be replaced in the future without having to replace the entire node. Multiple vendor sources for electric meters and battery replacement for water nodes are features not available to the City with the current legacy AMI system.

Eaton has also agreed to ensure full coverage of the planned AMI deployment area. If any additional collectors and repeaters are identified as needed in the AMI deployment area, Eaton will provide the additional equipment as part of the bid.

Expectations regarding what Chaska Utility Customers will experience when electric meters and water nodes, or meters, will be replaced were evaluated by both PSE and the City in detail as part of the two vendor presentations. Eaton will use a third-party contractor (based out of Minnesota) that will provide online and phone options for customers to schedule a meter replacement when access to the meter equipment from the outside of the building is not possible. The Eaton water node mounted on the exterior of most homes will be contained in an enclosed unit that should minimize the impact to the footprint on the home when the current node is replaced.

The adopted 2024 Budget in the Electric, Water, and Sewer Funds each include appropriations for the selection of a new AMI system as well as an installation process in two phases, extending across years 2024 and 2025. The Eaton bid is consistent with amounts as estimated and included in the 2024 Budget.

Currently, City staff puts in considerable time every month manually reading failed electric and water readings in the legacy AMI system. The amount of staff time, not only in the field obtaining reads, but also by staff in Utility Billing to manually enter meter reads is significant both in terms of time and costs. With manual meter readings, risks from lost revenue as billed and human error also greatly increase.

Because of the factors as discussed above and as attached, staff are recommending Council award the AMI System bid based on a SaaS solution from Eaton in the amount of \$5,333,839.00 as the lowest responsible bidder. The proposed resolution accepting this bid states that awarding this bid is contingent on the City completing an Agreement and Statement of Work with Eaton for the AMI project.

CITY COUNCIL ACTION REQUESTED

Motion to adopt Resolution No. 2024-4 awarding the bid for an Advanced Metering Infrastructure System to Eaton in the amount of \$5,333,839.00 contingent on completion of an Agreement and Statement of Work for the AMI project.

**CITY OF CHASKA
CARVER COUNTY, MINNESOTA**

RESOLUTION

DATE 1/8/2024 **RESOLUTION NO.** 2024-4

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

A Resolution Awarding the Bid for an Advanced Metering Infrastructure System to Eaton in the amount of \$5,333,839.00.

WHEREAS, the City has published on July 27, 2023, in the Chaska Herald an advertisement of a Solicitation For Bids and Notice to Bidders for an Advanced Metering Infrastructure (AMI) System; and,

WHEREAS, in reviewing the AMI System Bids the lowest responsible bidder was determined based on responses to the Request for Bids, according to the evaluation criteria listed in the advertisement including consideration of the quality, suitability, and adaptability of the proposed AMI systems described in the bids in addition to price and value received for the total cost; and

WHEREAS, pursuant to the advertisement for bids for the AMI System, bids were opened and tabulated, and the following bids were received:

<u>Contractor</u>	<u>Total Bid (Phase 1 and 2)</u>
Response to Request for Bids, <u>Lowest Responsible Bidder</u> :	
Eaton	\$5,333,839
Other Response to Request for Bids:	
Aclara	\$4,010,699
Non-Responsive Bids:	
OATI	\$3,371,279
Vision	\$4,648,414
Honeywell	\$5,265,299
Itron-Wesco	\$5,265,299
Sensus	\$6,133,380
Landis and Gyr	\$6,760,674

WHEREAS, City staff, working with the City's consultant, determined that Eaton's bid is the lowest responsible bidder based on the proposed system's responsiveness to the City's needs including, among other factors, the quality of the Eaton system design, the quality of Eaton's proposal for the meter exchange work, and the Eaton system's compatibility with systems currently employed by the City such as the Tyler Enterprise ERP (powered by MUNIS) system;

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

1. The recitals above are hereby incorporated in this resolution as findings of fact;
2. The AMI System is found to be necessary, cost-effective, and feasible;
3. The City hereby orders said AMI System Project and authorizes the City Administrator to prepare an Agreement with a Statement of Work (SOW) with Eaton;
4. The Mayor and the City Administrator are authorized to execute the said Agreement and other AMI System Project documents.
5. That the City Council of the City of Chaska, Minnesota, does hereby award the bid for an AMI System to Eaton as the lowest responsible bidder in the amount of \$5,333,839.00 contingent on completion of a final Agreement and Statement of Work for the AMI System Project.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 8th day of January 2024.

Mark Windschitl, Mayor

Attest: _____
Chaska Deputy Clerk

MELCHERT • HUBERT • SJODIN, PLLP

MEMORANDUM

DATE: January 2, 2024

TO: Mayor and City Council of Chaska

FROM: Christophe Morschen

RE: Bids Received for a Replacement AMI System

Introduction and Background

This memorandum discusses how the Minnesota public bidding law applies to bids the City of Chaska (the “City”) received for a replacement Advanced Metering Infrastructure (“AMI”) system for the City’s water and electric utilities. Specifically, it addresses how the “lowest responsible bidder” requirement of Minnesota law applies in this context.

By way of background, the City solicited bids from vendors for a new AMI system and received eight bids. City staff and the City’s consultant, Power System Engineering, Inc. (“PSE”), have prepared a report for the Council that details the outcome of that bidding process, how the bid submissions compared to one another, and the bid staff recommends accepting. The bid response staff recommends accepting is not the lowest price. Staff has determined, however, that it is the lowest responsible bid because it provides the City with the best value overall, considering the features of the proposed system and the needs of the City.

Analysis

Minnesota Statutes chapter 471.345, the Uniform Municipal Contracting Law (the “UMCL”), applies when Minnesota municipalities, such as the City, enter contracts for equipment which exceed certain price thresholds. The UMCL requires that contracts be let to the “lowest responsible bidder”, not the “lowest bidder”. Cities are entitled to reasonable exercise of discretion in determining the “lowest responsible bidder”.

For many publicly bid projects, when the item or service to be provided is standardized, with specifications that do not vary significantly in terms of price and function, such as a bid to provide certain quantities of asphalt, labor, or other fungible items, price is the controlling factor in determining which bid must be considered the lowest responsible bid. However, in choosing a vendor where the proposed products vary in many respects, the City may consider other items that contribute to the overall value received.

For example, in the case of *Otter Tail Power Co. v. Village of Elbow Lake*¹, the Minnesota Supreme Court specifically found that, in addition to price, cities may consider the “quality, suitability, and adaptability of the article to be purchased” in determining the lowest responsible bidder. Cities are not required to choose inferior products, or products which will not serve the city as well as another, simply because they are less expensive.

The AMI system is complex and not capable of precise specifications because of the variety of approaches and varying equipment types that may be employed to create the system. The City’s bid solicitation document asked that the bidders propose a system solution that allows the City to remotely read, track, and report information from electric and water meters. The approaches proposed by the vendors who submitted bids to the City vary significantly from one another in terms of technology, design, and equipment, and as a result the bids have varying functionalities, compatibility, and overall performance capabilities, depending on the equipment and methodologies proposed. These variables also affect the total price of the proposed system.

The City’s situation and needs from the AMI system are uniquely affected by the City’s combination of electrical and water utilities and the City’s layout and topography, among other factors, and this in turn requires a measure of flexibility in vendors’ approaches to the system. When an item to be purchased is not susceptible to precise specifications, as is the case here, Minnesota courts have allowed cities to exercise reasonable discretion in awarding this contract, even where the winning bid is not strictly the lowest price. Staff and PSE have prepared a thorough analysis of the bids received by the City. The report details why the bidder selected by staff provides the best value in response to the City’s needs.

¹ *Otter Tail Power Co. v. Village of Elbow Lake*, 49 N.W.2d 197 (Minn. 1951); see also *Leskinen v. Pucelj*, 115 N.W.2d 346 (Minn. 1962).

Chaska - AMI Pricing Summary			
		ACLARA	
		ACLARA - SaaS	
#	Category	Phase I	Phase II
	AMI INFRASTRUCTURE: Controllers, Collectors, Gateways, Repeaters, base stations, etc. All Upfront Costs		
Total Upfront Costs		\$ 323,935	\$ 2,821,018
Total Recurring Costs		\$ 29,706	\$ 836,039
Total Cost by Phase		\$353,641	\$3,657,057
Total Cost, First Two Years (Phase-I and Phase-II)			\$4,010,699

Chaska - AMI Pricing Summary			
		EATON	
		EATON - SaaS	
#	Category	Phase I	Phase II
	AMI INFRASTRUCTURE: Controllers, Collectors, Gateways, Repeaters, base stations, etc. All Upfront Costs		
Total Upfront Costs		\$ 215,625	\$ 3,722,986
Total Recurring Costs		\$ 122,183	\$ 1,273,045
Total Cost by Phase		\$337,808	\$4,996,031
Total Cost, First Two Years (Phase-I and Phase-II)			\$5,333,839

Chaska - AMI Pricing Summary			
		HONEYWELL	
		HONEYWELL - SaaS	
#	Category	Phase I	Phase II
	AMI INFRASTRUCTURE: Controllers, Collectors, Gateways, Repeaters, base stations, etc. All Upfront Costs		
Total Upfront Costs		\$ 305,790	\$ 3,271,904
Total Recurring Costs		\$ 92,860	\$ 977,860
Total Cost by Phase		\$398,651	\$4,249,764
Total Cost, First Two Years (Phase-I and Phase-II)			\$4,648,414

Chaska - AMI Pricing Summary			
		ITRON-WESCO	
		ITRON-WESCO - SaaS	
#	Category	Phase I	Phase II
	AMI INFRASTRUCTURE: Controllers, Collectors, Gateways, Repeaters, base stations, etc. All Upfront Costs		
Total Upfront Costs		\$ 687,834	\$ 2,952,630
Total Recurring Costs		\$ 211,495	\$ 1,413,340
Total Cost by Phase		\$899,329	\$4,365,970
Total Cost, First Two Years (Phase-I and Phase-II)			<u>\$5,265,299</u>

Chaska - AMI Pricing Summary			
		LANDIS+GYR	
		LANDIS+GYR - SaaS	
#	Category	Phase I	Phase II
	AMI INFRASTRUCTURE: Controllers, Collectors, Gateways, Repeaters, base stations, etc. All Upfront Costs		
Total Upfront Costs		\$ 393,807	\$ 3,714,925
Total Recurring Costs		\$ 169,912	\$ 2,482,030
Total Cost by Phase		\$563,719	\$6,196,955
Total Cost, First Two Years (Phase-I and Phase-II)			\$6,760,674

Chaska - AMI Pricing Summary			
		OATI	
		OATI - SaaS	
#	Category	Phase I	Phase II
	AMI INFRASTRUCTURE: Controllers, Collectors, Gateways, Repeaters, base stations, etc. All Upfront Costs		
Total Upfront Costs		\$ 363,022	\$ 2,109,610
Total Recurring Costs		\$ 49,540	\$ 849,107
Total Cost by Phase		\$412,562	\$2,958,717
Total Cost, First Two Years (Phase-I and Phase-II)			\$3,371,279

Chaska - AMI Pricing Summary			
		SENSUS	
		SENSUS - SaaS	
#	Category	Phase I	Phase II
	AMI INFRASTRUCTURE: Controllers, Collectors, Gateways, Repeaters, base stations, etc. All Upfront Costs		
Total Upfront Costs		\$ 504,963	\$ 3,428,375
Total Recurring Costs		\$ 223,889	\$ 1,976,153
Total Cost by Phase		\$728,852	\$5,404,528
Total Cost, First Two Years (Phase-I and Phase-II)			\$6,133,380

Chaska - AMI Pricing Summary			
		VISION	
		VISION - SaaS	
#	Category	Phase I	Phase II
	AMI INFRASTRUCTURE: Controllers, Collectors, Gateways, Repeaters, base stations, etc. All Upfront Costs		
Total Upfront Costs		\$ 53,007	\$ 2,282,000
Total Recurring Costs		\$ 25,725	\$ 1,322,236
Total Cost by Phase		\$78,732	\$3,604,236
Total Cost, First Two Years (Phase-I and Phase-II)			\$3,682,968

TO: City of Chaska AMI Evaluation Team
FROM: Kyle Kopczyk, Power System Engineering
DATE: December 29, 2023
SUBJECT: ***PSE AMI Vendor Selection Recommendation***

In response to the Advanced Metering Infrastructure Project, Power System Engineering (PSE) is providing this recommendation for the best fit vendor and future AMI system for the City of Chaska.

Background

The current meter reading solution has been prematurely abandoned and left unsupported by your current AMI vendor. The inability and the lost support from the vendor are a certain cause for concern and puts in jeopardy the City's ability to meet the long-term strategic goals, let alone reliably bill its customers without extensive manual intervention. To address the needs of the City, PSE, the Chaska AMI team, and the City's legal counsel collaborated in creating an AMI Bid with functional requirements, cost, contractual terms, and clear goals for the future AMI solution.

RFP Process Overview

PSE has assisted numerous utilities in procuring a best and right fit AMI vendor. The process includes system requirements, total cost of ownership comparisons, and long-term support and contracting agreements.

With input from City staff, PSE developed an AMI Bid package which was advertised to industry AMI vendors. PSE solicited and received numerous RFP responses. Each response was then reviewed for completeness, accuracy, long and short-term cost, functionality, training, and overall support.

PSE Vendor Recommendation

PSE considers many factors when reviewing AMI bids. Of those, they include; pricing, long-term data storage and retention, installation services, support of a customer portal, coverage/read rate, outage and restore, overall system requirements, future ready items and growth, integration to existing systems, contractual terms and length of time in the AMI industry, current support and system requirements, references, and input from City staff.

Based on our evaluations, discussions, meetings, reference checks, and overall cost proposal. We recommend that the City select Eaton to be the City of Chaska's long term meter reading vendor and that the City should negotiate a long-term (15-year) contract with Eaton.

Why Eaton?

Based on our evaluations, discussions, and team meetings we feel Eaton provides the highest value to the City and that the City can obtain required long-term commitments from Eaton.

We are recommending Eaton's radio frequency (RF) metering system.

1. Functionality

- a. Eaton is able to provide all of the current and future needs for the AMI system.
 - i. Remote disconnect/reconnect capabilities
 - ii. Outage and restoration messages
 - iii. Voltage readings
 - iv. Power quality alarms
 - v. Detailed interval data to support engineering
 - vi. Reporting
 - vii. High-bill investigations
 - viii. Complex rates (time of use, demand billing, etc.) support
 - ix. Phase detect
 - x. Customer messaging (emails, text, customer portal alerts)
 - xi. 3-year data storage and reporting/data extraction
 - xii. Coverage and read rate percentage designed to eliminate manual readings
 1. A network guarantee with additional hardware covered by Eaton
 - xiii. Supports both electric and water services. The system could be expanded to support other services (distribution automation, load management, etc.)
- b. Ability to retrofit with the L+G meter
 - i. Eaton can and will add their own RF communications device to the City's existing L+G meter stock (both in the field and inventory). Allowing for the City to re-use or re-purpose a portion of the electric meters.
 - ii. Eaton supports all of the current existing water meters being used in the field today. Additionally, the water module will fit in the existing external enclosure currently being utilized by the water department. Meaning a majority of the water installations can be easily retrofitted without affecting customer aesthetics.

2. Simplicity by comparison

- a. The Eaton system has several tools and components needed to be installed to meeting the coverage and read rate needs.
- b. Collectors are placed in several strategic areas within the service territory providing strong coverage across a large geographical region.
- c. Eaton is providing a single point of responsibility for all portions of the project:
 - i. AMI network and meters
 - ii. Installation and meter/module exchange
 - iii. Customer portal
 - iv. Existing system integrations

3. Integration and Customer Applications

- a. The system includes support and design for meter billing integration to the existing CIS, the proposed Customer Portal, GIS, and the Meter/Module Exchange system. Eaton has a proven track record of integration with Tyler Munis ERP.

4. Local Presence

- a. Eaton's AMI support team, software development, and marketing team are in Plymouth, MN.
- b. Eaton's customer portal partner is based in St. Paul, MN.
- c. Eaton's installation partner has their crew and team based in Baxter, MN.

Potential Risks and Mitigation:

Eaton, similar to others, does not come without risks to the City of Chaska. The first being the need to have the electric meter or a relay/repeater by available to retrieve a water reading. However, PSE and the legal team have requested strong language to be in the final contract negotiation to assure coverage and read rates are met – including acknowledgement of damages to the City. We have also requested a 5-year warranty to be included on all electric hardware, and that a 5-Year coverage warranty also be provided. The water department was provided an industry standard 10-year full replacement and a total of 20-year prorated warranty. However, Eaton has only committed to providing a 3-year warranty with their bid on the electric equipment. A 5-year warranty is available, but for an additional cost. It would be prudent to negotiate a 5-year warranty at no additional costs.

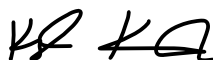
Eaton does not currently manufacture a meter. They rely on Itron, Honeywell, and L+G for their electric meters. Although this allows for Eaton to provide retrofits (this is a positive, as noted above), this can also be a risk for market pricing fluctuations as they do not manage the meter production as closely. Eaton could push to have surcharges added to the future equipment orders. To mitigate this risk, PSE has pricing holds and escalation clauses in the contract. It is worth noting here the contract offers protections and limits but cannot eliminate future cost adjustments to the City.

The current contract as submitted to the City through this process needs further work to get it to an acceptable document and one which PSE would not be comfortable signing off on in its current state. More work is needed to further negotiate a long-term agreement.

Eaton meets many of the overall and long-term goals for the City. With their local presence, the professionalism of their team and their sub-contractors, and their length of time in the industry PSE suggests Eaton be the City's next generation metering system.

We recommend continuing to engage with the Eaton team to secure a strong, long-term contract with clearly defined scope of work and roles. With the continued assistance of Power System Engineering and the City's legal team, we will negotiate a long term and protective contract. Ensuring your next generation AMI system is supported and protected with strong contracting terms, backwards compatibility clauses, and financial penalties if Eaton were to not perform as proposed.

Sincerely,



Kyle Kopczyk
Manager of Utility Automation, Power System Engineering

CLAIMS ROSTER REPORT

FOR COUNCIL MEETING:

January 8, 2024

Paid and Unpaid Invoices:

Check #'s 349729-349956

\$2,971,110.97

Paid Electronic Invoices:

Wire #'s 3960-3995

\$3,866,356.43

Amount for Approval-Council Meeting:

January 8, 2024

\$6,837,467.40

VENDOR INVOICE LIST

Checks

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100006	SCOTT A HUTNICK									
121974	CHECK DATE: 01/04/2024	01/03/2024	010424	349856	450.00	450.00	01/15/2024	INV	PD	Dec Animal Control
103825	ACUSHNET COMPANY									
917036314	CHECK DATE: 01/09/2024	12/22/2023	010924	349864	112.18	112.18	01/21/2024	INV	PD	RESALE
100843	AH HERMEL CANDY & TOBACCO CO									
1003621	CHECK DATE: 01/09/2024	12/28/2023	010924	349865	177.00	177.00	01/28/2024	INV	PD	WATER FOR FD
100049	AIR COMPRESSORS PLUS									
221831	CHECK DATE: 01/09/2024	12/20/2023	010924	349866	3,963.44	3,963.44	01/19/2024	INV	PD	THE LOOP AIR COMPRESSO
111405	ALERT 360 OPCO INC									
18486745	CHECK DATE: 01/02/2024	01/01/2024	010224	349835	107.85	107.85	01/01/2024	INV	PD	CITY HALL MONITORING 1
108061	ERNST ENTERPRISES INC									
121412	CHECK DATE: 01/09/2024	12/15/2023	010924	349867	8,875.00	8,875.00	01/15/2024	INV	PD	REROOF/RESIDE TC ENTRY
121520	CHECK DATE: 12/26/2023	12/18/2023	122623	349740	3,995.00	3,995.00	01/18/2024	INV	PD	LOOP RAIN GUTTERS-MAIN
					12,870.00					
100077	AMERICAN CASTING & MANUFACTURING CORP									
365432-A	CHECK DATE: 01/09/2024	12/13/2023	010924	349868	731.60	731.60	01/13/2024	INV	PD	METER SEALS
111750	ANDERSON, EMILY									
35651	CHECK DATE: 12/26/2023	12/14/2023	122623	349741	113.86	113.86	01/14/2024	INV	PD	METER DEPOSIT REFUND-2
106825	APELT, KENDRA									

City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
121480		12/01/2023	122623	349742	108.00	108.00	01/01/2024	INV	PD	REIMB-DUTY BOOTS
CHECK DATE: 12/26/2023										
100119 SHAKOPEE VALLEY FORD										
369843FOW		12/14/2023	122623	349743	34.87	34.87	01/14/2024	INV	PD	#1212 BRAKE SWITCH
CHECK DATE: 12/26/2023										
369861		12/15/2023	122623	349743	251.16	251.16	01/15/2024	INV	PD	#1212 BATTERY
CHECK DATE: 12/26/2023										
370094FOW		12/18/2023	122623	349743	53.46	53.46	01/18/2024	INV	PD	#1212 OXYGEN SENSOR
CHECK DATE: 12/26/2023										
370248FOW		12/20/2023	122623	349743	158.40	158.40	01/20/2024	INV	PD	#1173 TRANSMISSION GEA
CHECK DATE: 12/26/2023										
370327FOW		12/21/2023	010924	349869	193.32	193.32	01/21/2024	INV	PD	#1193 REAR BRAKE ROTOR
CHECK DATE: 01/09/2024										
370553FOW		12/26/2023	010924	349869	248.72	248.72	01/26/2024	INV	PD	#1226 FRONT BRAKE ROTO
CHECK DATE: 01/09/2024										
CM370248		12/21/2023	010924	349869	-158.40	-158.40	01/21/2024	CRM	PD	#1173 PART WARRENTY CR
CHECK DATE: 01/09/2024										
FOCB393050		12/15/2023	122623	349743	776.00	776.00	01/15/2024	INV	PD	#1212 ALL WHEEL DRIVE
CHECK DATE: 12/26/2023										
					1,557.53					
100146 ASPEN MILLS INC										
324700		12/13/2023	122623	349744	38.85	38.85	01/12/2024	INV	PD	DUTY UNIFORM-CODY
CHECK DATE: 12/26/2023										
324701		12/13/2023	122623	349744	245.78	245.78	01/12/2024	INV	PD	DUTY UNIFORM-SMITH
CHECK DATE: 12/26/2023										
324702		12/13/2023	122623	349744	124.30	124.30	01/12/2024	INV	PD	DUTY UNIFORM-ASTRY
CHECK DATE: 12/26/2023										
324703		12/13/2023	122623	349744	266.15	266.15	01/12/2024	INV	PD	DUTY UNIFORM-DUITSMAN
CHECK DATE: 12/26/2023										
325251		12/21/2023	010924	349870	22.50	22.50	01/20/2024	INV	PD	CHANGE OF RANK EMBROID
CHECK DATE: 01/09/2024										
325811		01/03/2024	010924	349870	102.95	102.95	02/02/2024	INV	PD	DUTY BOOTS-INSPECTOR P
CHECK DATE: 01/09/2024										
					800.53					
107572 BAKER TILLY VIRCHOW KRAUSE LLP										

City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
BTMA23281 CHECK DATE: 12/26/2023		12/13/2023	122623	349745	36,484.00	36,484.00	12/31/2023	INV	PD	2023A ISSUANCE COSTS
104425 BAKKELUND TREE AND LANDSCAPE SERVICE LLC										
4055 CHECK DATE: 12/26/2023		12/11/2023	122623	349746	3,500.00	3,500.00	12/31/2023	INV	PD	TREE REMOVAL AT TC
100174 BAUER BUILT TIRE AND BATTERY										
180298141 CHECK DATE: 12/26/2023		12/13/2023	122623	349747	1,001.96	1,001.96	01/15/2024	INV	PD	#1227 TIRES
180298146 CHECK DATE: 12/26/2023		12/14/2023	122623	349747	693.76	693.76	01/15/2024	INV	PD	#705 TIRES
100188 BERRY COFFEE COMPANY					1,695.72					
984988 CHECK DATE: 12/26/2023		12/13/2023	122623	349748	67.30	67.30	01/13/2024	INV	PD	CCC coffee
111757 BESLER, LAURA										
2013520.002 CHECK DATE: 12/26/2023		12/19/2023	122623	349749	37.50	37.50	01/19/2024	INV	PD	RFD YOUTH BASKETBALL
100201 BCBSM INC										
231206125142 CHECK DATE: 01/02/2024		12/07/2023	010224	349836	199,127.21	199,127.21	12/20/2023	INV	PD	JAN EMP INS PREM-MEDIC
102279 BOLTON & MENK INC										
0326695 CHECK DATE: 12/26/2023		12/15/2023	122623	349750	21,241.45	21,241.45	01/20/2024	INV	PD	MN RIVER BLUFFS REGION
0327386 CHECK DATE: 01/09/2024		12/22/2023	010924	349871	4,236.00	4,236.00	01/26/2024	INV	PD	FUNDING ASSISTANCE
0327430 CHECK DATE: 01/09/2024		12/22/2023	010924	349871	124,117.75	124,117.75	02/02/2024	INV	PD	TH 41 & CSAH 61 IMPROV
100214 BORDER STATES INDUSTRIES INC					149,595.20					
927544277	230267	12/14/2023	122623	349751	794.56	794.56	01/25/2024	INV	PD	CONNECT TRANS 8 5/8 CO

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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
CHECK DATE: 12/26/2023										
927544286	230266	12/14/2023	122623	349751	2,357.95	2,357.95	01/25/2024	INV	PD	ELBOW LOAD BRK WELL IN
CHECK DATE: 12/26/2023										
927592522	230270	12/22/2023	010924	349872	1,035.25	1,035.25	01/25/2024	INV	PD	FAULT INDICATOR UG FIB
CHECK DATE: 01/09/2024										
100226 BRAUN INTERTEC CORPORATION					4,187.76					
8369861		12/18/2023	122623	349752	7,857.50	7,857.50	01/18/2024	INV	PD	CREEK RD UTILITY & ST/
CHECK DATE: 12/26/2023										
111007 BRIAN MITCHELL LIEB										
135		12/14/2023	122623	349753	800.00	800.00	01/14/2024	INV	PD	Plain Language Writing
CHECK DATE: 12/26/2023										
110572 BRIGHTLY SOFTWARE INC										
INV-231423		12/19/2023	010924	349873	550.00	550.00	01/18/2024	INV	PD	CONSULTING SESSION FOR
CHECK DATE: 01/09/2024										
100254 BRYAN ROCK PRODUCTS INC										
62677		12/15/2023	010924	349874	392.90	392.90	01/15/2024	INV	PD	S/W STOCKPILE
CHECK DATE: 01/09/2024										
102474 STATE OF MINNESOTA; DEPARTMENT OF PUBLIC SAFETY										
00000771867		12/13/2023	122623	349754	22,969.82	22,969.82	01/12/2024	INV	PD	Traffic Control 10/2-1
CHECK DATE: 12/26/2023										
00000771931		12/13/2023	122623	349754	21,449.06	21,449.06	01/12/2024	INV	PD	Traffic Control 10/16-
CHECK DATE: 12/26/2023										
00000771932		12/13/2023	122623	349754	6,463.23	6,463.23	01/12/2024	INV	PD	Traffic Control 10/30-
CHECK DATE: 12/26/2023										
100323 CDW GOVERNMENT INC					50,882.11					
NK47876		12/04/2023	122623	349755	191.88	191.88	01/03/2024	INV	PD	EQUIP FOR NEW HR MANAG
CHECK DATE: 12/26/2023										
NN30338		12/12/2023	010924	349875	162.32	162.32	01/11/2024	INV	PD	WIRELESS KEYBOARD COMB
CHECK DATE: 01/09/2024										

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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
NN90164 CHECK DATE: 01/09/2024		12/13/2023	010924	349875	35.05	35.05	01/12/2024	INV	PD	KEYBOARD-BLDG MAINT DE
NP59669 CHECK DATE: 01/09/2024		12/14/2023	010924	349875	152.99	152.99	01/13/2024	INV	PD	WIRELESS HEADSET-IT
NQ97973 CHECK DATE: 01/09/2024		12/19/2023	010924	349875	29.66	29.66	01/18/2024	INV	PD	ADAPTER-HR
NR62861 CHECK DATE: 01/09/2024		12/20/2023	010924	349875	368.80	368.80	01/19/2024	INV	PD	MONITORS/ADAPTORS-IT
NS85607 CHECK DATE: 01/09/2024		12/26/2023	010924	349875	608.82	608.82	01/25/2024	INV	PD	EQUIP FOR THE LOOP
NT18998 CHECK DATE: 01/09/2024		12/27/2023	010924	349875	239.88	239.88	01/26/2024	INV	PD	SURFACE PRO DOCK-FD
					1,789.40					
100332 CENTERPOINT ENERGY RESOURCES CORP										
120012646/NOV23 CHECK DATE: 12/19/2023		12/05/2023	121923	349729	117.34	117.34	01/02/2024	INV	PD	NOV LOOP CLUBHOUSE GAS
120164413/NOV23 CHECK DATE: 12/19/2023		12/05/2023	121923	349729	184.90	184.90	01/02/2024	INV	PD	NOV LOOP MAINT BLDG GA
80000146268/NOV23 CHECK DATE: 12/19/2023		12/12/2023	121923	349729	3,891.99	3,891.99	01/08/2024	INV	PD	NOV GAS SVC
80000167793/NOV23 CHECK DATE: 12/19/2023		12/12/2023	121923	349729	53.55	53.55	01/08/2024	INV	PD	NOV CITY PKS GAS SVC
80000167843/NOV23 CHECK DATE: 12/19/2023		12/12/2023	121923	349729	3,030.51	3,030.51	01/08/2024	INV	PD	NOV GAS SVC
					7,278.29					
111351 CENTERPOINT ENERGY										
M23-0550 CHECK DATE: 01/09/2024		12/21/2023	010924	349876	154.50	154.50	01/21/2024	INV	PD	RFD MECHANICAL PERMIT- PAYEE: CENTERPOINT ENERGY
100337 QWEST CORPORATION										
313196254/DEC23 CHECK DATE: 12/26/2023		12/18/2023	122623	349756	288.30	288.30	01/12/2024	INV	PD	DEC CITY HALL LOC PHN
313249294/DEC23 CHECK DATE: 12/19/2023		12/11/2023	121923	349730	57.61	57.61	01/05/2024	INV	PD	DEC TC MAINT LOC PHN S
313408124/DEC23 CHECK DATE: 12/19/2023		12/11/2023	121923	349730	69.15	69.15	01/05/2024	INV	PD	DEC TC MAINT LOC PHN S

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City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
					415.06					
100379 CITY OF CHANHASSEN										
121863		12/18/2023	010924	349877	1,075.50	1,075.50	12/27/2023	INV	PD	American-Swedish Trip
CHECK DATE: 01/09/2024										
100374 CHANHASSEN, CITY OF										
November 2023		12/13/2023	122623	349757	8.18	8.18	01/03/2024	INV	PD	Nov Hwy 41/82nd St Sig
CHECK DATE: 12/26/2023										
October 2023		12/13/2023	122623	349757	32.84	32.84	01/03/2024	INV	PD	Oct Hwy 41/82nd St Sig
CHECK DATE: 12/26/2023										
September 2023		12/13/2023	122623	349757	27.89	27.89	01/03/2024	INV	PD	Sep Hwy 41/82nd St Sig
CHECK DATE: 12/26/2023										
					68.91					
103680 CHASKA CABINETRY & MILLWORK										
8436		12/14/2023	010924	349878	20,230.27	20,230.27	01/14/2024	INV	PD	LOOP CLUBHOUSE FURNISH
CHECK DATE: 01/09/2024										
111213 CHASKA COMMONS LLC										
121478		12/18/2023	122623	349758	17,500.00	17,500.00	01/18/2024	INV	PD	Improvements & Compens
CHECK DATE: 12/26/2023										
100346 CHASKA DOWNTOWN BUSINESS ALLIANCE										
Q1 2024		12/08/2023	010924	349879	14,525.00	14,525.00	01/07/2024	INV	PD	Q1 SPECIAL SERVICES DI
CHECK DATE: 01/09/2024										
110240 CINTAS CORPORATION NO 2										
5188600342		12/14/2023	122623	349759	7.15	7.15	01/14/2024	INV	PD	First aid supplies-Cur
CHECK DATE: 12/26/2023										
5190386528		12/27/2023	010924	349880	254.81	254.81	01/27/2024	INV	PD	MEDICAL SUPPLIES-FD
CHECK DATE: 01/09/2024										
5190799078		12/29/2023	010924	349880	926.02	926.02	01/29/2024	INV	PD	MEDICAL SUPPLIES-CCC
CHECK DATE: 01/09/2024										
5190799091		12/29/2023	010924	349880	392.50	392.50	01/29/2024	INV	PD	MEDICAL SUPPLIES-TC MA
CHECK DATE: 01/09/2024										

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City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
109942 MANSFIELD TOP SERVICES INC					1,580.48					
32009021648		01/01/2024	010924	349881	1,611.40	1,611.40	01/31/2024	INV	PD	JAN CURL/EVENT CLEANIN
CHECK DATE: 01/09/2024										
42009010190		12/28/2023	010924	349881	245.44	245.44	01/27/2024	INV	PD	DEC EVENT CTR LABOR
CHECK DATE: 01/09/2024										
102659 CIVICPLUS LLC					1,856.84					
283482		12/28/2023	010924	349882	2,476.15	2,476.15	01/27/2024	INV	PD	INTRANET ANNUAL FEE-HO
CHECK DATE: 01/09/2024										
100418 CLEARSOFT INC										
121938		12/27/2023	010924	349883	4,684.00	4,684.00	01/27/2024	INV	PD	NEW WATER SOFTENER-TC
CHECK DATE: 01/09/2024										
6226		01/03/2024	010924	349883	762.44	762.44	02/03/2024	INV	PD	Softener Salt-CCC
CHECK DATE: 01/09/2024										
111572 CLUB PROPHET SOFTWARE LLC					5,446.44					
INV1951324		01/01/2024	010924	349884	794.00	794.00	01/31/2024	INV	PD	JAN TC/LOOP SOFTWARE
CHECK DATE: 01/09/2024										
100768 CODE 4 SERVICES INC										
9033		01/02/2024	010924	349885	52.52	52.52	02/01/2024	INV	PD	Squad 1228 - Front pit
CHECK DATE: 01/09/2024										
100436 COMCAST CORPORATION										
0036243/DEC23-TC		12/07/2023	121923	349731	239.90	239.90	01/01/2024	INV	PD	DEC CLUBHOUSE CABLE
CHECK DATE: 12/19/2023										
0055482/DEC23-FD		12/12/2023	122123-2	349739	6.81	6.81	01/06/2024	INV	PD	DEC FD CABLE
CHECK DATE: 12/21/2023										
121444		12/09/2023	122123-2	349739	80.48	80.48	01/03/2024	INV	PD	Dec PD Cable
CHECK DATE: 12/21/2023										
110285 COMMUNITYGIVING					327.19					

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City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
2023		01/03/2024	010924	349886	655.45	655.45	01/31/2024	INV	PD	Nick Mason Scholarship
CHECK DATE: 01/09/2024										
105466 COMPUTER INTEGRATION TECHNOLOGIES INC										
363485		12/15/2023	010224	349837	260.70	260.70	01/14/2024	INV	PD	JAN CYBER SECURITY TRA
CHECK DATE: 01/02/2024										
364017		12/15/2023	122623	349760	5,944.10	5,944.10	01/14/2024	INV	PD	DEC OFFICE 365 AGREEME
CHECK DATE: 12/26/2023										
					6,204.80					
107099 CRAIG RAPP										
CPG-CHA-01.01.24.2		01/01/2024	010924	349887	3,000.00	3,000.00	01/31/2024	INV	PD	2024 LEADERSHIP DEV PR
CHECK DATE: 01/09/2024										
107485 CROWN COLLEGE										
36		03/06/2023	010924	349888	3,102.00	3,102.00	02/02/2024	INV	PD	CPR CARDS, EMT/EMR TRA
CHECK DATE: 01/09/2024										
EMTI 38		09/06/2023	010924	349888	350.00	350.00	02/02/2024	INV	PD	EMT/EMR REFRESHER
CHECK DATE: 01/09/2024										
					3,452.00					
103057 CUSTOMIZED FIRE RESCUE TRAINING INC										
2565		12/27/2023	010924	349889	3,450.00	3,450.00	02/27/2024	INV	PD	FF Training
CHECK DATE: 01/09/2024										
2566		12/28/2023	010924	349889	880.00	880.00	01/28/2024	INV	PD	FF TRAINING
CHECK DATE: 01/09/2024										
					4,330.00					
110412 IMPERIAL BAG AND PAPER CO LLC										
4176231		12/26/2023	010924	349890	456.39	456.39	01/25/2024	INV	PD	Cleaning Supplies-CCC
CHECK DATE: 01/09/2024										
100508 DDK CONSTRUCTION INC										
4314 DEERE TRL		12/29/2023	010924	349891	2,500.00	2,500.00	01/29/2024	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 01/09/2024										
4331 DEERE TRL		12/29/2023	010924	349891	2,500.00	2,500.00	01/29/2024	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 01/09/2024										
4335 DEERE TRL		12/29/2023	010924	349891	2,500.00	2,500.00	01/29/2024	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: 01/09/2024										
107812 SCOTT CONGDON					7,500.00					
7216		12/10/2023	122623	349761	51.00	51.00	01/09/2024	INV	PD	BUSINESS CARDS-GROVE
CHECK DATE: 12/26/2023										
7315		01/01/2024	010924	349892	65.00	65.00	02/02/2024	INV	PD	BUSINESS CARDS-TARMAN
CHECK DATE: 01/09/2024										
111668 DIVERSIFIED WALL SYSTEMS					116.00					
38507		12/17/2023	122623	349762	11,076.00	11,076.00	01/17/2024	INV	PD	LOOP SHEETROCK & PAINT
CHECK DATE: 12/26/2023										
100549 DORSEY AND WHITNEY LLP										
3935149		12/14/2023	122623	349763	3,476.50	3,476.50	01/14/2024	INV	PD	ERNST HOUSE PROJECT
CHECK DATE: 12/26/2023										
111759 DUNN, STEPHANIE										
10004703		12/28/2023	010924	349893	275.16	275.16	01/28/2024	INV	PD	CREDIT BALANCE REFUND-
CHECK DATE: 01/09/2024										
100566 DVS										
C992746		12/26/2023	010924	349894	30.50	30.50	01/26/2024	INV	PD	Squad 1173/1151 - Regi
CHECK DATE: 01/09/2024										
111282 CANNON TECHNOLOGIES INC										
951240173	230101	12/12/2023	122623	349764	5,451.91	5,451.91	01/12/2024	INV	PD	AMI METER PROJECT COMM
CHECK DATE: 12/26/2023										
100602 EMERGENCY APPARATUS MAINTENANCE INC										
130492		12/19/2023	010924	349895	76.87	76.87	01/19/2024	INV	PD	#328 HOSE LAY VALVE HA
CHECK DATE: 01/09/2024										
103643 EROSION PRODUCTS LLC										
INV20231227CBRML		12/20/2023	010924	349896	2,113.10	2,113.10	01/19/2024	INV	PD	OUTLET D EROSION CONTR
CHECK DATE: 01/09/2024										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
INV20231229CBRML		12/20/2023	010924	349896	323.00	323.00	01/19/2024	INV	PD	OUTLET D EROSION CONTR
CHECK DATE: 01/09/2024										
					2,436.10					
100625 EUREKA CONSTRUCTION INC										
53290150-14		12/14/2023	010924	349897	434,811.49	434,811.49	01/14/2024	INV	PD	CREEK RD UTILITY & ST
CHECK DATE: 01/09/2024										
105728 FIDELITY SECURITY LIFE INSURANCE COMPANY										
166101675		12/22/2023	010424	349857	742.25	742.25	01/22/2024	INV	PD	JAN EMP INS PREM-VISIO
CHECK DATE: 01/04/2024										
100643 FASTENAL COMPANY										
MNTC2186575		12/12/2023	010924	349898	383.56	383.56	01/11/2024	INV	PD	VALVE FOR PR WORK
CHECK DATE: 01/09/2024										
100653 FERGUSON ENTERPRISES INC										
9518909-1		12/13/2023	122623	349765	173.99	173.99	01/13/2024	INV	PD	TOILET REPAIR PARTS
CHECK DATE: 12/26/2023										
106319 CHAD JEREMY FIGG										
Nov 2023		12/05/2023	122623	349766	917.40	917.40	01/05/2024	INV	PD	Nov Tae Kwon Do
CHECK DATE: 12/26/2023										
109941 BRIDGETOWER OPCO LLC										
745661579		12/14/2023	122623	349767	288.36	288.36	01/13/2024	INV	PD	BIDS-WELLS 11 & 12
CHECK DATE: 12/26/2023										
745661590		12/14/2023	122623	349767	256.32	256.32	01/13/2024	INV	PD	BIDS-WELL 10
CHECK DATE: 12/26/2023										
					544.68					
111488 AT&T MOBILITY NATIONAL ACCOUNTS LLC										
287333620278x0103202		12/25/2023	010424	349858	235.38	235.38	01/20/2024	INV	PD	DEC FIRSTNET MOBILE
CHECK DATE: 01/04/2024										
111752 FLORES, MARVIN										
38122		12/14/2023	122623	349768	71.80	71.80	01/14/2024	INV	PD	METER DEPOSIT REFUND-1
CHECK DATE: 12/26/2023										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100684 FORNER, TOM										
121479 CHECK DATE: 12/26/2023		12/14/2023	122623	349769	48.80	48.80	01/14/2024	INV	PD	MILEAGE-INSPECTIONS W/
110506 FOSTER APPRAISALS INC										
121403 CHECK DATE: 12/26/2023		12/12/2023	122623	349770	3,175.00	3,175.00	01/12/2024	INV	PD	MN RIVER BLUFF TRAIL P
100703 NORTH SECOND STREET STEEL SUPPLY INC										
548652 CHECK DATE: 01/09/2024		12/27/2023	010924	349899	2,325.80	2,325.80	01/27/2024	INV	PD	VALVE EXTENSIONS FOR C
110270 GARTNER REFRIGERATION INC										
12450555 CHECK DATE: 12/26/2023		12/18/2023	122623	349771	4,980.01	4,980.01	01/18/2024	INV	PD	Top End Rebuild Compre
12450556 CHECK DATE: 12/26/2023		12/18/2023	122623	349771	680.00	680.00	01/18/2024	INV	PD	Top End Rebuild Compre
12450558 CHECK DATE: 01/09/2024		12/18/2023	010924	349900	418.00	418.00	01/18/2024	INV	PD	Consult on Curl Water
					6,078.01					
102254 GOLDEN VALLEY SUPPLY CO										
0424316-IN CHECK DATE: 01/09/2024		12/26/2023	010924	349901	104.40	104.40	01/25/2024	INV	PD	Ceiling Tile
100759 WW GRAINGER INC										
9925578453 CHECK DATE: 01/09/2024		12/06/2023	010924	349902	120.64	120.64	01/05/2024	INV	PD	VALVE FOR HUNDERTMARK
9925660350 CHECK DATE: 12/26/2023		12/06/2023	122623	349772	193.86	193.86	01/05/2024	INV	PD	GRINDING DISCS
9934720880 CHECK DATE: 01/09/2024		12/13/2023	010924	349902	98.01	98.01	01/12/2024	INV	PD	TC MAINT BLDG SPRINKLE
9938980928 CHECK DATE: 01/09/2024		12/18/2023	010924	349902	280.45	280.45	01/17/2024	INV	PD	COND TANK FILL-SOLENOI

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
111743 GREIG, JAMES					692.96					
10012345 CHECK DATE: 12/26/2023		12/14/2023	122623	349773	155.18	155.18	01/14/2024	INV	PD	CREDIT BALANCE REFUND-
111422 TIM HAUSSNER										
100 CHECK DATE: 12/19/2023		07/12/2023	121923	349732	1,500.00	1,500.00	08/12/2023	INV	PD	F&I performer 7/14
100810 HAWKINS INC										
6646286 CHECK DATE: 12/26/2023		12/15/2023	122623	349774	30.00	30.00	01/29/2024	INV	PD	DEMURRAGE
6649186 CHECK DATE: 01/09/2024		12/08/2023	010924	349903	959.48	959.48	01/22/2024	INV	PD	WTP CHEMICAL
6654514 CHECK DATE: 01/09/2024		12/21/2023	010924	349903	5,573.11	5,573.11	02/04/2024	INV	PD	WTP CHEMICALS
100821 HEALTHPARTNERS INC					6,562.59					
416124555593 CHECK DATE: 01/02/2024		12/14/2023	010224	349838	9,262.82	9,262.82	01/01/2024	INV	PD	JAN EMP INS PREM-DENTA
104805 HELLO! BOOKING INC										
121048 CHECK DATE: 01/02/2024		12/05/2023	010224	349839	3,500.00	3,500.00	12/05/2023	INV	PD	F&I 2024 Production &
111760 HERGOTT, JAYNE										
10014247 CHECK DATE: 01/09/2024		12/28/2023	010924	349904	105.80	105.80	01/28/2024	INV	PD	CREDIT BALANCE REFUND-
100841 HERMANS LANDSCAPE SUPPLIES										
481405/1 CHECK DATE: 12/26/2023		12/14/2023	122623	349775	1,086.00	1,086.00	01/14/2024	INV	PD	DIRT-TOWN COURSE
481522/1 CHECK DATE: 01/09/2024		12/19/2023	010924	349905	1,086.00	1,086.00	01/19/2024	INV	PD	TC DIRT
481611/1 CHECK DATE: 01/09/2024		12/21/2023	010924	349905	1,086.00	1,086.00	01/21/2024	INV	PD	TC DIRT

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					3,258.00					
100878 HUEBSCH										
84176/DEC2023		12/31/2023	010924	349906	1,200.00	1,200.00	01/10/2024	INV	PD	DEC RUG/MAT SVC
CHECK DATE:	01/09/2024									
108162 HYDRO-DESIGNS INC										
0075623-IN		12/29/2023	010924	349907	856.00	856.00	01/29/2024	INV	PD	RPZ MANAGEMENT PROGRAM
CHECK DATE:	01/09/2024									
100889 INTERNATIONAL CITY MGMT ASSN RETIREMENT CORP										
2023/1215-ICMA		12/15/2023	121923	349733	4,981.36	4,981.36	12/15/2023	INV	PD	121523 Payroll - 457 &
CHECK DATE:	12/19/2023									
2023/1229-ICMA		12/29/2023	010224	349840	4,981.26	4,981.26	12/29/2023	INV	PD	122923 Payroll - 457 &
CHECK DATE:	01/02/2024									
					9,962.62					
104751 IMPACT MAILING OF MINNESOTA INC										
209204		01/03/2024	010924	349908	9,082.11	9,082.11	02/03/2024	INV	PD	Dec Bills
CHECK DATE:	01/09/2024									
209217		12/21/2023	122623	349776	1,291.62	1,291.62	01/21/2024	INV	PD	Dec Reminders
CHECK DATE:	12/26/2023									
209219		12/21/2023	122623	349776	578.40	578.40	01/21/2024	INV	PD	Dec Final Bills
CHECK DATE:	12/26/2023									
					10,952.13					
100900 INDELCO PLASTICS CORPORATION										
INV435235		12/14/2023	122623	349777	192.70	192.70	01/13/2024	INV	PD	WTP-VALVE FOR CHEMICAL
CHECK DATE:	12/26/2023									
INV436794		12/22/2023	010924	349909	145.37	145.37	01/21/2024	INV	PD	VALVES FOR WTP
CHECK DATE:	01/09/2024									
					338.07					
102031 TYCO FIRE & SECURITY (US) MANAGEMENT INC										
23844523		12/01/2023	010224	349841	1,576.46	1,576.46	01/01/2024	INV	PD	2024 TC Maint Fire Ala
CHECK DATE:	01/02/2024									
100002 2ND WIND EXERCISE EQUIPMENT INC										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
21-073032 CHECK DATE: 01/09/2024		03/29/2023	010924	349910	110.00	110.00	01/20/2024	INV	PD	Service Labor on Fitne
22-042017 CHECK DATE: 12/26/2023		12/06/2023	122623	349778	355.95	355.95	01/06/2024	INV	PD	Dumbbell Replacements
					465.95					
111746 JOHNSON, SEAN										
37832 CHECK DATE: 12/26/2023		12/14/2023	122623	349779	32.43	32.43	01/14/2024	INV	PD	CREDIT BALANCE REFUND-
109168 LARA SCHINKE-OLSON INC										
121826 CHECK DATE: 01/09/2024		12/21/2023	010924	349911	288.00	288.00	01/21/2024	INV	PD	Scratch n Sniff Class
101018 KRISS PREMIUM PRODUCTS INC										
186439 CHECK DATE: 12/26/2023		12/05/2023	122623	349780	1,052.50	1,052.50	01/05/2024	INV	PD	Chemicals for condens
111741 KTJ 376 LLC										
1 CHECK DATE: 12/19/2023		12/13/2023	121923	349734	52,809.02	52,809.02	12/31/2023	INV	PD	PAYGO Note Payment-Cha
111756 LAMPRON, BEN										
31926 CHECK DATE: 12/26/2023		12/19/2023	122623	349781	561.38	561.38	01/19/2024	INV	PD	REFUND PAYMENT ERROR
						PAYEE: LAMPRON, BEN				
101043 LANO EQUIPMENT INC										
01-1045839 CHECK DATE: 12/26/2023		12/13/2023	122623	349782	3,600.00	3,600.00	01/13/2024	INV	PD	EXCAVATOR RENTAL-EAST
01-1045944 CHECK DATE: 12/26/2023		12/14/2023	122623	349782	2,500.00	2,500.00	01/14/2024	INV	PD	SNOW REMOVAL-RENTAL
01-1046321 CHECK DATE: 12/26/2023		12/15/2023	122623	349782	130.66	130.66	01/15/2024	INV	PD	#124 LIFT SUPPORT SAFE
01-1046346 CHECK DATE: 12/26/2023		12/15/2023	122623	349782	137.69	137.69	01/15/2024	INV	PD	#129 BOBCAT TOOTH BUCK
01-1046584 CHECK DATE: 12/26/2023		12/18/2023	122623	349782	82.57	82.57	01/18/2024	INV	PD	#124 WIPER ARM

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01-1046686 CHECK DATE: 12/26/2023		12/18/2023	122623	349782	367.01	367.01	01/18/2024	INV	PD	#124 HYDRAULIC LINES
108054 LEADSONLINE LLC					6,817.93					
408587 CHECK DATE: 01/09/2024		11/15/2023	010924	349912	2,588.00	2,588.00	01/31/2024	INV	PD	Leadsonline Investigat
101056 LEAGUE OF MINNESOTA CITIES										
8705 CHECK DATE: 12/26/2023		12/19/2023	122623	349783	1,753.78	1,753.78	01/19/2024	INV	PD	Claim #000000326837 -
101058 LEAGUE OF MINNESOTA CITIES										
397224 CHECK DATE: 01/09/2024		12/18/2023	010924	349913	1,050.00	1,050.00	01/18/2024	INV	PD	RESPECTFUL WORKPLACE T
397379 CHECK DATE: 01/09/2024		01/02/2024	010924	349913	2,880.00	2,880.00	02/02/2024	INV	PD	PATROL Online Training
111763 LEGGE, JANET					3,930.00					
36945 CHECK DATE: 01/09/2024		12/28/2023	010924	349914	5.66	5.66	01/28/2024	INV	PD	CREDIT BALANCE REFUND-
101071 LENZEN CHEVROLET BUICK INC										
88188 CHECK DATE: 12/26/2023		12/19/2023	122623	349784	12.63	12.63	01/19/2024	INV	PD	SEAT ADJUSTER HANDLE
108385 LEVELWEAR INC										
502484-S1 CHECK DATE: 01/09/2024		01/02/2024	010924	349915	949.31	949.31	02/02/2024	INV	PD	Cur'l resale clothing
107984 LEXIPOL LLC										
INVLEX122423 CHECK DATE: 01/02/2024		12/01/2023	010224	349842	15,694.62	15,694.62	12/31/2023	INV	PD	2024 Supplemental Manu
101124 MACQUEEN EQUIPMENT										
P54276		12/01/2023	010924	349916	3,436.35	3,436.35	01/01/2024	INV	PD	ROOT SAW

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 01/09/2024										
111753 MALCOM, RITA										
38383		12/14/2023	122623	349785	74.51	74.51	01/14/2024	INV	PD	METER DEPOSIT REFUND-1
CHECK DATE: 12/26/2023										
103176 MANSFIELD OIL COMPANY										
24904953		12/15/2023	122623	349786	2,909.38	2,909.38	01/14/2024	INV	PD	DYED COLDFLOW
CHECK DATE: 12/26/2023										
24904954		12/15/2023	122623	349786	10,470.53	10,470.53	01/14/2024	INV	PD	UNLEADED FUEL
CHECK DATE: 12/26/2023										
24904955		12/15/2023	122623	349786	5,839.41	5,839.41	01/14/2024	INV	PD	DYED DIESEL
CHECK DATE: 12/26/2023										
111762 MCGINNIS, JENNIFER										
35905		12/28/2023	010924	349917	18.70	18.70	01/28/2024	INV	PD	CREDIT BALANCE REFUND-
CHECK DATE: 01/09/2024										
111745 MCKINNEY, MICHAEL										
34327		12/14/2023	122623	349787	183.50	183.50	01/14/2024	INV	PD	CREDIT BALANCE REFUND-
CHECK DATE: 12/26/2023										
101183 METROPOLITAN COUNCIL										
DEC 2023 SAC		12/31/2023	010924	349918	27,061.65	27,061.65	01/31/2024	INV	PD	DEC SAC CHARGES
CHECK DATE: 01/09/2024										
101182 METROPOLITAN COUNCIL										
0001165555		12/01/2023	010224	349843	347,505.84	347,505.84	01/01/2024	INV	PD	JAN SEWER SERVICE FOR
CHECK DATE: 01/02/2024										
0001166765		01/02/2024	010924	349919	327,505.84	327,505.84	02/01/2024	INV	PD	FEB SEWER SERVICES FOR
CHECK DATE: 01/09/2024										
101187 METRO SALES INC										
INV2431414		12/22/2023	010924	349920	122.00	122.00	01/21/2024	INV	PD	JAN FD COPIER
CHECK DATE: 01/09/2024										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
111744 MEYER, MARY										
10014183		12/14/2023	122623	349788	156.07	156.07	01/14/2024	INV	PD	CREDIT BALANCE REFUND-
CHECK DATE: 12/26/2023										
111755 MIKEL, ZACHARY										
38761		12/14/2023	122623	349789	83.80	83.80	01/14/2024	INV	PD	METER DEPOSIT REFUND-2
CHECK DATE: 12/26/2023										
101288 MINNESOTA BOARD OF WATER/SOIL RESOURCES										
00000773947		12/27/2023	010924	349921	183.50	183.50	01/26/2024	INV	PD	2023 ANNUAL FEE-WETLAN
CHECK DATE: 01/09/2024										
101217 MINNESOTA CHILD SUPPORT PMT CTR										
PR1215230014462992		12/15/2023	121923	349735	73.24	73.24	12/15/2023	INV	PD	121523 Payroll - Child
CHECK DATE: 12/19/2023										
PR1215230015806598		12/15/2023	121923	349736	461.46	461.46	12/15/2023	INV	PD	121523 Payroll - Child
CHECK DATE: 12/19/2023										
PR1229230014462992		12/29/2023	010224	349845	101.82	101.82	12/29/2023	INV	PD	122923 Payroll - Child
CHECK DATE: 01/02/2024										
PR1229230015806598		12/29/2023	010224	349844	461.46	461.46	12/29/2023	INV	PD	122923 Payroll - Child
CHECK DATE: 01/02/2024										
101337 MINNESOTA DEPARTMENT OF HEALTH					1,097.98					
1100002 4th qtr 2023		11/16/2023	122623	349790	18,849.51	18,849.51	12/31/2023	INV	PD	Community Water Supply
CHECK DATE: 12/26/2023										
101247 MINNESOTA MUNICIPAL UTILITIES ASSN										
62948		12/14/2023	122623	349791	300.00	300.00	01/13/2024	INV	PD	T. JENSEN MODULE PLACE
CHECK DATE: 12/26/2023										
101266 MINNESOTA RURAL WATER ASSOCIATION										
121210		12/11/2023	010224	349846	275.00	275.00	01/11/2024	INV	PD	M. HAEFNER MRWA TECH C
CHECK DATE: 01/02/2024										
101232 MINNESOTA STATE FIRE DEPT ASSN										

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2024		10/23/2023	010924	349922	450.00	450.00	02/01/2024	INV	PD	2024 MEMBERSHIP DUES
CHECK DATE: 01/09/2024										
101298 MINNESOTA STATE PATROL										
121442		12/18/2023	010224	349847	120.00	120.00	01/18/2024	INV	PD	2024 VEHICLE DECALS
CHECK DATE: 01/02/2024										
101276 MINNESOTA VALLEY ELECTRIC COOPERATIVE										
107050711/DEC23		12/27/2023	010424	349859	1,218.39	1,218.39	01/22/2024	INV	PD	DEC ST LITES-TOWN COUR
CHECK DATE: 01/04/2024										
107051510/DEC23		12/21/2023	010424	349859	20.61	20.61	01/16/2024	INV	PD	DEC 82ND ST & HWY 41 S
CHECK DATE: 01/04/2024										
778320601/DEC23		12/21/2023	010424	349859	115.41	115.41	01/16/2024	INV	PD	DEC CHEVALLE LIFT STN
CHECK DATE: 01/04/2024										
780272000/DEC23		12/21/2023	010424	349859	15.85	15.85	01/16/2024	INV	PD	DEC CHEVALLE IRRIGATION
CHECK DATE: 01/04/2024										
781796600/DEC23		12/21/2023	010424	349859	22.41	22.41	01/16/2024	INV	PD	DEC 1599 OAK CREEK PAS
CHECK DATE: 01/04/2024										
					1,392.67					
111748 MIZHQIRI, JULIO										
35311		12/14/2023	122623	349792	34.65	34.65	01/14/2024	INV	PD	METER DEPOSIT REFUND-2
CHECK DATE: 12/26/2023										
101134 MALLOY MONTAGUE KARNOWSKI RADOSEVICH & CO PA										
55456		12/14/2023	122623	349793	1,000.00	1,000.00	01/14/2024	INV	PD	CFDRA FORM 990 FILING
CHECK DATE: 12/26/2023										
101341 MINNESOTA DEPT OF LABOR & INDUSTRY										
DECEMBER0190352023		12/31/2023	010924	349923	2,849.65	2,849.65	01/31/2024	INV	PD	DEC PERMIT SURCHARGES
CHECK DATE: 01/09/2024										
103236 MRA-THE MANAGEMENT ASSOCIATION										
00451485		12/07/2023	122623	349794	508.75	508.75	01/06/2024	INV	PD	Ad Hoc Job Evaluations
CHECK DATE: 12/26/2023										
103088 SID TOOL CO INC										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
25763318 CHECK DATE: 12/26/2023		12/12/2023	122623	349795	1,113.58	1,113.58	01/12/2024	INV	PD	LOOP MAINT FLAMMABLE L
101354 MTI DISTRIBUTING INC #700767										
1413010-00 CHECK DATE: 12/26/2023		12/13/2023	122623	349796	935.62	935.62	01/13/2024	INV	PD	LIGHT KIT-LOOP GREENSM
1413891-00 CHECK DATE: 12/26/2023		12/15/2023	122623	349796	1,595.78	1,595.78	01/15/2024	INV	PD	IRRIGATION WIRE-TC CLU
					2,531.40					
111749 MUHUMED, ABDINUR CHECK DATE: 12/26/2023		12/14/2023	122623	349797	4.53	4.53	01/14/2024	INV	PD	METER DEPOSIT REFUND-1
106657 MUNICIPAL ASSET MANAGEMENT INC										
01132022M25 CHECK DATE: 01/02/2024		12/05/2023	010224	349848	4,983.31	4,983.31	01/13/2024	INV	PD	CCC FITNESS EQUIP LEAS
101365 STAR GROUP LLC										
4472/DEC2023 CHECK DATE: 01/04/2024		12/31/2023	010424	349860	4,741.25	4,741.25	01/10/2024	INV	PD	DEC PARTS & SUPPLIES
101253 BUSINESS PLANNING CONCEPTS INC										
383600012024 CHECK DATE: 01/02/2024		12/01/2023	010224	349849	144.00	144.00	01/10/2024	INV	PD	JAN PERA LIFE PREMIUMS
111751 NORTH SHORE CONTRACTORS LLC										
37897 CHECK DATE: 12/26/2023		12/14/2023	122623	349798	173.61	173.61	01/14/2024	INV	PD	HYDRANT PERMIT REFUND-
101417 NORTHERN GREEN										
121324 CHECK DATE: 01/02/2024		12/13/2023	010224	349850	1,513.00	1,513.00	01/16/2024	INV	PD	Registration for North
111754 NORTHWEST										
38104 CHECK DATE: 12/26/2023		12/14/2023	122623	349799	1,767.32	1,767.32	01/14/2024	INV	PD	HYDRANT PERMIT REFUND-

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
101465 ON SITE SANITATION INC										
0001647621		11/29/2023	010924	349924	-109.50	-109.50	12/29/2023	CRM	PD	ATHLETIC PARK - CREDIT
CHECK DATE: 01/09/2024										
0001654513		12/23/2023	010924	349924	172.00	172.00	01/22/2024	INV	PD	PAR 30-Portable Restro
CHECK DATE: 01/09/2024										
					62.50					
111622 OVERLAND, STEPHANIE										
33826-3		12/14/2023	122623	349800	50.00	50.00	01/14/2024	INV	PD	CREDIT BALANCE REFUND-
CHECK DATE: 12/26/2023										
101536 PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC										
3106417056		12/11/2023	122623	349801	487.35	487.35	01/29/2024	INV	PD	MAIL MACHINE LEASE 10/
CHECK DATE: 12/26/2023										
101539 PLAISTED COMPANIES INC										
67331		11/30/2023	122623	349802	3,064.19	3,064.19	12/30/2023	INV	PD	BUNKER SAND
CHECK DATE: 12/26/2023										
109689 PLANSOURCE BENEFITS ADMINISTRATION INC										
IN325225		12/12/2023	010224	349851	9,825.82	9,825.82	01/12/2024	INV	PD	ANNUAL SUBSCRIPTION
CHECK DATE: 01/02/2024										
101543 PLUNKETTS PEST CONTROL INC										
8344805		12/05/2023	122623	349803	69.61	69.61	01/05/2024	INV	PD	FD PEST CONTROL
CHECK DATE: 12/26/2023										
101551 POPPITZ CONSTRUCTION INC										
1542		12/14/2023	010924	349925	35,585.50	35,585.50	01/14/2024	INV	PD	LOOP CLUBHOUSE UTILITY
CHECK DATE: 01/09/2024										
1543		12/14/2023	010924	349925	28,973.92	28,973.92	01/14/2024	INV	PD	LOOP MAINT UTILITY EXC
CHECK DATE: 01/09/2024										
1550		12/01/2023	010924	349925	59,293.40	59,293.40	01/01/2024	INV	PD	LOOP CLUBHOUSE EXCAVAT
CHECK DATE: 01/09/2024										
1551		12/26/2023	010924	349925	59,681.50	59,681.50	01/25/2024	INV	PD	LOOP MAINT EXCAVATING
CHECK DATE: 01/09/2024										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
101557 POWER SYSTEM ENGINEERING INC					183,534.32					
9050652		12/15/2023	122623	349804	2,955.00	2,955.00	01/15/2024	INV	PD	AMI CONSULTING FOR DEC
CHECK DATE: 12/26/2023										
9050737		12/22/2023	122623	349804	4,450.47	4,450.47	01/22/2024	INV	PD	MISC ENGINEERING FOR N
CHECK DATE: 12/26/2023										
					7,405.47					
101571 PREMIUM WATERS INC										
319849660		12/31/2023	010924	349926	62.00	62.00	01/31/2024	INV	PD	Water cooler
CHECK DATE: 01/09/2024										
103055 QUALITY PROPANE INC										
5405141		12/18/2023	122623	349805	102.74	102.74	01/18/2024	INV	PD	LP for Zamboni & Forkl
CHECK DATE: 12/26/2023										
5470289		12/26/2023	010924	349927	76.74	76.74	01/26/2024	INV	PD	LP for Zamboni & Forkl
CHECK DATE: 01/09/2024										
					179.48					
107855 STAPLES INC										
25958506		12/05/2023	122623	349807	25.78	25.78	01/04/2024	INV	PD	AP CODING STAMPS
CHECK DATE: 12/26/2023										
35958792		12/05/2023	122623	349807	126.96	126.96	01/05/2024	INV	PD	BREAKROOM SUPPLIES
CHECK DATE: 12/26/2023										
36012998		12/06/2023	122623	349807	158.96	158.96	01/05/2024	INV	PD	2024 DIARIES/PAPER
CHECK DATE: 12/26/2023										
36026058		12/07/2023	122623	349807	79.98	79.98	01/06/2024	INV	PD	AP CODING STAMPS
CHECK DATE: 12/26/2023										
36100952		12/11/2023	010924	349929	122.12	122.12	01/10/2024	INV	PD	OFFICE SUPPLIES
CHECK DATE: 01/09/2024										
36101595-1		12/11/2023	122623	349806	23.78	23.78	01/10/2024	INV	PD	Batteries and Post-it
CHECK DATE: 12/26/2023										
36101595-2		12/11/2023	122623	349806	7.89	7.89	01/10/2024	INV	PD	Mouse Pad for Kelly in
CHECK DATE: 12/26/2023										
36159980		12/13/2023	122623	349806	50.94	50.94	01/12/2024	INV	PD	Resolution Covers for
CHECK DATE: 12/26/2023										
36300238		12/21/2023	010924	349928	58.50	58.50	01/20/2024	INV	PD	staples, file folders

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 01/09/2024										
36342583-1		12/27/2023	010924	349928	177.93	177.93	01/26/2024	INV	PD	Coffee, forks, plates,
CHECK DATE: 01/09/2024										
36342583-2		12/27/2023	010924	349928	129.96	129.96	01/26/2024	INV	PD	Copy paper for workroo
CHECK DATE: 01/09/2024										
36342583-3		12/27/2023	010924	349928	.25	.25	01/26/2024	INV	PD	calculator for the wor
CHECK DATE: 01/09/2024										
36384290		12/30/2023	010924	349928	16.99	16.99	01/29/2024	INV	PD	Rubber bands for the w
CHECK DATE: 01/09/2024										
101684 R & R SPECIALTIES OF WISCONSIN INC					980.04					
0080836-IN		12/21/2023	010924	349930	70.00	70.00	01/21/2024	INV	PD	Zamboni Blade Sharpeni
CHECK DATE: 01/09/2024										
101616 RDO EQUIPMENT COMPANY										
W3830970		12/22/2023	010924	349931	8,480.14	8,480.14	01/22/2024	INV	PD	T33 MIXING TRAILER FIN
CHECK DATE: 01/09/2024										
101638 RURAL ELECTRIC SUPPLY COOPERATIVE										
3016399	230268	12/20/2023	010924	349932	29,058.12	29,058.12	01/19/2024	INV	PD	CUT OUT N/L BRK 200AMP
CHECK DATE: 01/09/2024										
101657 RITA VANNETT PHOTOGRAPHY INC										
5949		08/29/2023	122623	349808	1,803.06	1,803.06	01/14/2024	INV	PD	FD FRAMES FOR LOCKER P
CHECK DATE: 12/26/2023										
5950		08/29/2023	122623	349808	6,095.00	6,095.00	01/14/2024	INV	PD	FD LOCKER PHOTO PRINTS
CHECK DATE: 12/26/2023										
5980		12/14/2023	122623	349808	452.00	452.00	01/14/2024	INV	PD	FD ROOKIE PHOTO SESSIO
CHECK DATE: 12/26/2023										
					8,350.06					
107697 RIVERS EDGE CONCRETE LLC										
7341699		12/06/2023	010924	349933	1,028.50	1,028.50	01/06/2024	INV	PD	REPLACE CONCRETE AT TE
CHECK DATE: 01/09/2024										
103251 ROBERT THOMAS HOMES INC										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
6633 HARVEST TRL CHECK DATE: 12/26/2023		12/19/2023	122623	349809	2,500.00	2,500.00	01/19/2024	INV	PD	BUILDER DEPOSIT REFUND
110677 HAJOCA CORPORATION										
S019534826.001 CHECK DATE: 12/26/2023		12/04/2023	122623	349810	340.92	340.92	01/04/2024	INV	PD	HIGH LIMIT STATS FOR B
S019688971.001 CHECK DATE: 12/26/2023		12/04/2023	122623	349810	65.28	65.28	01/04/2024	INV	PD	DRAIN CLEANER
					406.20					
100574 SAFETY SIGNS										
0135005-IN CHECK DATE: 01/09/2024		12/20/2023	010924	349934	76.00	76.00	01/19/2024	INV	PD	VISTA VIEW DEAD END SI
101703 SALVATION ARMY										
DEC/23 HS CHECK DATE: 01/09/2024		12/31/2023	010924	349935	95.00	95.00	01/31/2024	INV	PD	DEC HEAT SHARE CONTRIB
101738 SCHILLING SUPPLY COMPANY										
944003-00 CHECK DATE: 12/26/2023		12/11/2023	122623	349811	4,877.39	4,877.39	01/11/2024	INV	PD	Cleaning Supplies-CCC
111761 SCHWARZROCK, JOANN										
10014954 CHECK DATE: 01/09/2024		12/28/2023	010924	349936	187.58	187.58	01/28/2024	INV	PD	CREDIT BALANCE REFUND-
101760 SENTRY SYSTEMS INC										
791015 CHECK DATE: 12/26/2023		12/18/2023	122623	349812	144.00	144.00	12/28/2023	INV	PD	LOOP MONITORING
101766 SESAC										
10703704 CHECK DATE: 01/09/2024		01/01/2024	010924	349937	1,159.00	1,159.00	01/31/2024	INV	PD	2024 MUSIC LICENSE
111747 SHARMA, SHAKUNTLA										
10002598 CHECK DATE: 12/26/2023		12/14/2023	122623	349813	82.72	82.72	01/14/2024	INV	PD	METER DEPOSIT REFUND-1

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
104827 ROHN INDUSTRIES										
0014683		12/22/2023	010924	349938	24.54	24.54	01/22/2024	INV	PD	Console boxes
CHECK DATE: 01/09/2024										
101803 SM HENTGES & SONS INC										
SP1008-87-15		12/21/2023	010924	349939	542,944.63	542,944.63	01/21/2024	INV	PD	TH 41/CSAH 61 IMPROVEM
CHECK DATE: 01/09/2024										
101914 SOUTHWEST METRO CHAMBER OF COMMERCE										
326036		12/04/2023	010224	349852	1,618.00	1,618.00	12/12/2023	INV	PD	2024 Member Investment
CHECK DATE: 01/02/2024										
101850 STANTEC CONSULTING SERVICES INC										
2167844		12/08/2023	122623	349814	659.00	659.00	01/08/2024	INV	PD	RECORD PLAN/BASE MAP U
CHECK DATE: 12/26/2023										
2167845		12/08/2023	122623	349814	10,517.50	10,517.50	01/08/2024	INV	PD	SE COLLECTOR
CHECK DATE: 12/26/2023										
2167846		12/08/2023	122623	349814	65,798.98	65,798.98	01/08/2024	INV	PD	CREEK RD TRUNK SEWER P
CHECK DATE: 12/26/2023										
2167847		12/08/2023	122623	349814	7,422.50	7,422.50	01/08/2024	INV	PD	NE COLLECTOR IN SW ARE
CHECK DATE: 12/26/2023										
2167848		12/08/2023	122623	349814	1,522.50	1,522.50	01/08/2024	INV	PD	BAVARIA RD TURN LNS @
CHECK DATE: 12/26/2023										
2167850		12/08/2023	122623	349814	786.50	786.50	01/08/2024	INV	PD	PAR 30 GOLF COURSE (TH
CHECK DATE: 12/26/2023										
2167851		12/08/2023	122623	349814	975.00	975.00	01/08/2024	INV	PD	STORMWATER REVIEW-OAK
CHECK DATE: 12/26/2023										
2167852		12/08/2023	122623	349814	101.00	101.00	01/08/2024	INV	PD	STORMWATER REVIEW-RIVE
CHECK DATE: 12/26/2023										
2167853		12/08/2023	122623	349814	1,725.06	1,725.06	01/08/2024	INV	PD	WELL NOS 4,5,6 AND 8 R
CHECK DATE: 12/26/2023										
2167854		12/08/2023	122623	349814	2,849.23	2,849.23	01/08/2024	INV	PD	CREEK RD IND ST AND TU
CHECK DATE: 12/26/2023										
2167855		12/08/2023	122623	349814	6,243.93	6,243.93	01/08/2024	INV	PD	WELL 7 WTP
CHECK DATE: 12/26/2023										
2167856		12/08/2023	122623	349814	5,791.52	5,791.52	01/08/2024	INV	PD	2022 DT RECONSTRUCTION

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CHECK DATE: 12/26/2023										
2167857		12/08/2023	122623	349814	125.00	125.00	01/08/2024	INV	PD	HUNDERTMARK ELEVATED T
CHECK DATE: 12/26/2023										
2167858		12/08/2023	122623	349814	1,213.00	1,213.00	01/08/2024	INV	PD	MCKNIGHT WETLAND BANK
CHECK DATE: 12/26/2023										
2167859		12/08/2023	122623	349814	9,895.00	9,895.00	01/08/2024	INV	PD	WELLS 11 & 12
CHECK DATE: 12/26/2023										
2167860		12/08/2023	122623	349814	21,456.63	21,456.63	01/08/2024	INV	PD	GENERAL ENGINEERING SE
CHECK DATE: 12/26/2023										
2167861		12/08/2023	122623	349814	1,157.00	1,157.00	01/08/2024	INV	PD	REPLACEMENT OF EXISTIN
CHECK DATE: 12/26/2023										
2167862		12/08/2023	122623	349814	1,686.14	1,686.14	01/08/2024	INV	PD	PAR 30 NATIVE VEGETATI
CHECK DATE: 12/26/2023										
2169333		12/08/2023	122623	349814	4,715.43	4,715.43	01/08/2024	INV	PD	HILL TOWER REVISIONS
CHECK DATE: 12/26/2023										
110200 STERICYCLE INC					144,640.92					
8005608211		12/18/2023	122623	349815	127.35	127.35	01/17/2024	INV	PD	November Shredding-PD
CHECK DATE: 12/26/2023										
101888 STREICHERS										
11671209		12/15/2023	010924	349940	19.99	19.99	01/15/2024	INV	PD	Lange-Initial Issue-ID
CHECK DATE: 01/09/2024										
11672637		12/22/2023	010924	349940	270.00	270.00	01/22/2024	INV	PD	Lange-Initial Issue-Ja
CHECK DATE: 01/09/2024										
101892 STUART C IRBY CO					289.99					
S013420245.004	230269	12/15/2023	122623	349816	1,722.74	1,722.74	01/14/2024	INV	PD	INSTR CT 1500:5 (6)
CHECK DATE: 12/26/2023										
101723 SCHINDLER ELEVATOR CORPORATION										
8106450147		01/01/2024	010924	349941	495.39	495.39	01/31/2024	INV	PD	Q1 FD ELEVATOR MAINT C
CHECK DATE: 01/09/2024										
102247 SUMMIT FIRE PROTECTION CO										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
130088005		09/29/2023	122623	349817	354.00	354.00	12/31/2023	INV	PD	TC	EXTINGUISHER SERVIC
CHECK DATE: 12/26/2023											
130093855		11/30/2023	010924	349942	81.00	81.00	12/28/2023	INV	PD	CC	EXTINGUISHER ANNUAL
CHECK DATE: 01/09/2024											
130093856		11/30/2023	010924	349942	39.00	39.00	12/28/2023	INV	PD	TC	EXTINGUISHER ANNUAL
CHECK DATE: 01/09/2024											
103677 SUN LIFE ASSURANCE COMPANY OF CANADA					474.00						
237741/JAN24		01/01/2024	010424	349861	6,106.45	6,106.45	01/31/2024	INV	PD	JAN	EMP LIFE INS PREM
CHECK DATE: 01/04/2024											
101894 SUBURBAN UTILITY SUPERINTENDENTS ASSN											
121840		12/26/2023	010924	349943	125.00	125.00	01/26/2024	INV	PD	M. HAEFNER	2024 SUSA M
CHECK DATE: 01/09/2024											
109005 SYLVA CORPORATION INC											
80361		12/14/2023	122623	349818	2,501.71	2,501.71	01/14/2024	INV	PD	FIBER WOOD-MCKNIGHT	PL
CHECK DATE: 12/26/2023											
80362		12/14/2023	122623	349818	2,534.35	2,534.35	01/14/2024	INV	PD	WOOD FIBER-LION'S	PARK
CHECK DATE: 12/26/2023											
101932 TAYLOR MADE GOLF CO INC					5,036.00						
37045806		12/20/2023	010924	349944	434.83	434.83	01/19/2024	INV	PD	RESALE	
CHECK DATE: 01/09/2024											
109940 THE HUNTINGTON NATIONAL BANK											
8648595		12/12/2023	121923	349737	284.93	284.93	01/03/2024	INV	PD	FD EQUIP LEASE PMT #55	
CHECK DATE: 12/19/2023											
100964 THE JONATHAN ASSOCIATION											
00130993-2024		01/01/2024	010924	349945	334.95	334.95	01/31/2024	INV	PD	2024 ASSOCIATION DUES	
CHECK DATE: 01/09/2024											
110392 THE SUPERLATIVE GROUP INC											
14815		12/04/2023	122623	349819	3,000.00	3,000.00	01/03/2024	INV	PD	Naming Rights consulti	
CHECK DATE: 12/26/2023											

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
111764 THE TITLE GROUP										
88888 CHECK DATE: 01/09/2024		12/29/2023	010924	349946	45.50	45.50	01/29/2024	INV	PD	PAYMENT RECEIVED IN ER PAYEE: THE TITLE GROUP INC
101954 THEIS CONSTRUCTION COMPANY INC										
349-23 CHECK DATE: 12/26/2023		12/07/2023	122623	349820	6,518.00	6,518.00	01/07/2024	INV	PD	B. BASKET REPAIR FROM
104908 TIMESAVER OFF SITE SECRETARIAL INC										
M28801 CHECK DATE: 12/26/2023		12/14/2023	122623	349821	347.75	347.75	01/14/2024	INV	PD	COUNCIL MINUTES DEC 4
101966 TK ELEVATOR CORPORATION										
3007590651 CHECK DATE: 12/26/2023		12/01/2023	122623	349822	325.50	325.50	01/01/2024	INV	PD	Dec CCC Elevator Servi
110934 THE TORO COMPANY										
410049108 CHECK DATE: 12/26/2023		11/01/2022	122623	349823	166.00	166.00	12/31/2023	INV	PD	NOV22 LOOP IRRIGATION
410049109 CHECK DATE: 12/26/2023		12/01/2022	122623	349823	166.00	166.00	12/31/2023	INV	PD	DEC22 LOOP IRRIGATION
410049110 CHECK DATE: 12/26/2023		01/01/2023	122623	349823	166.00	166.00	12/31/2023	INV	PD	JAN LOOP IRRIGATION SU
410049111 CHECK DATE: 12/26/2023		02/01/2023	122623	349823	166.00	166.00	12/31/2023	INV	PD	FEB LOOP IRRIGATION SU
410049112 CHECK DATE: 12/26/2023		03/01/2023	122623	349823	166.00	166.00	12/31/2023	INV	PD	MAR LOOP IRRIGATION SU
410049113 CHECK DATE: 12/26/2023		04/01/2023	122623	349823	166.00	166.00	12/31/2023	INV	PD	APR LOOP IRRIGATION SU
410049114 CHECK DATE: 12/26/2023		05/01/2023	122623	349823	166.00	166.00	12/31/2023	INV	PD	MAY LOOP IRRIGATION SU
410049115 CHECK DATE: 12/26/2023		06/01/2023	122623	349823	166.00	166.00	12/31/2023	INV	PD	JUN LOOP IRRIGATION SU
410049116 CHECK DATE: 12/26/2023		07/01/2023	122623	349823	166.00	166.00	12/31/2023	INV	PD	JUL LOOP IRRIGATION SU

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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
410049117 CHECK DATE: 12/26/2023		08/01/2023	122623	349823	166.00	166.00	12/31/2023	INV	PD	AUG LOOP IRRIGATION SU
410049118 CHECK DATE: 12/26/2023		09/01/2023	122623	349823	166.00	166.00	12/31/2023	INV	PD	SEP LOOP IRRIGATION SU
410049119 CHECK DATE: 12/26/2023		10/01/2023	122623	349823	166.00	166.00	12/31/2023	INV	PD	OCT LOOP IRRIGATION SU
410049120 CHECK DATE: 12/26/2023		11/01/2023	122623	349823	166.00	166.00	12/31/2023	INV	PD	NOV LOOP IRRIGATION SU
410049121 CHECK DATE: 12/26/2023		12/01/2023	122623	349823	166.00	166.00	12/31/2023	INV	PD	DEC LOOP IRRIGATION SU
410066542 CHECK DATE: 01/09/2024		12/20/2023	010924	349947	166.00	166.00	01/31/2024	INV	PD	JAN NSN SUPPORT-LOOP I
101983 TOTAL CONTROL SYSTEMS INC					2,490.00					
11001 CHECK DATE: 01/09/2024		12/21/2023	010924	349948	1,870.80	1,870.80	01/22/2024	INV	PD	SCADA, PRV AND BOOSTER
111758 TOUCHPOINT LOGIC LLC										
5397 CHECK DATE: 01/09/2024		12/27/2023	010924	349949	905.00	905.00	01/27/2024	INV	PD	AUDIT AV EQUIP IN COUN
101989 TOWN & COUNTRY GLASS INC										
23273 CHECK DATE: 12/26/2023		12/15/2023	122623	349824	4,290.00	4,290.00	01/15/2024	INV	PD	MCKNIGHT SHELTER-NEW D
111653 KATRINA TRENT										
12442 CHECK DATE: 12/26/2023		12/12/2023	122623	349825	346.50	346.50	01/12/2024	INV	PD	Art Instructor-Gnome O
102010 TRI-COUNTY LAW ENFORCEMENT ASSOCIATION INC										
121277 CHECK DATE: 01/02/2024		12/08/2023	010224	349853	90.00	90.00	01/08/2024	INV	PD	Tri- County 2024 Dues
102026 API GARAGE DOOR INC										
724744 CHECK DATE: 12/26/2023		12/19/2023	122623	349826	96.00	96.00	01/19/2024	INV	PD	PARTS TO FIX PARKS BAY

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City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
102028 TWIN CITY WATER CLINIC INC										
19943		11/22/2023	122623	349827	100.00	100.00	12/22/2023	INV	PD	LOOP CLUBHOUSE WATER T
CHECK DATE: 12/26/2023										
19995		12/08/2023	122623	349827	510.00	510.00	01/07/2024	INV	PD	WTP SAMPLES NOVEMBER
CHECK DATE: 12/26/2023										
					610.00					
110053 TX CHILD SUPPORT SDU										
PR1215230012725283		12/15/2023	121923	349738	115.38	115.38	12/15/2023	INV	PD	121523 Payroll - Child
CHECK DATE: 12/19/2023										
PR1229230012725283		12/29/2023	010224	349854	115.38	115.38	12/29/2023	INV	PD	122923 Payroll - Child
CHECK DATE: 01/02/2024										
					230.76					
102038 ULTIMATE SAFETY CONCEPTS INC										
208857		12/12/2023	122623	349828	241.60	241.60	01/01/2024	INV	PD	LENS KIT FOR SCBA MASK
CHECK DATE: 12/26/2023										
209094		12/23/2023	010924	349950	675.00	675.00	01/23/2024	INV	PD	AIR COMPRESSOR MAINT-F
CHECK DATE: 01/09/2024										
					916.60					
107745 US BANK NATIONAL ASSOCIATION										
518367719		12/22/2023	010224	349855	439.53	439.53	01/15/2024	INV	PD	CCC COLOR COPIER LEASE
CHECK DATE: 01/02/2024										
104522 US FOODS INC										
5924683		12/18/2023	122623	349829	191.31	191.31	01/17/2024	INV	PD	NOV DISH MACHINE RENTA
CHECK DATE: 12/26/2023										
107687 UNIVERSAL PROTECTION SERVICE LP										
15109902		12/14/2023	010924	349951	305.64	305.64	01/14/2024	INV	PD	Event Ctr Security 12/
CHECK DATE: 01/09/2024										
111158 HD SUPPLY INC										
INV00213431		12/06/2023	010924	349952	478.46	478.46	01/06/2024	INV	PD	PADLOCKS FOR CITY PARK
CHECK DATE: 01/09/2024										

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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
110799 VERIZON CONNECT FLEET USA LLC										
320000048808		01/02/2024	010424	349862	279.20	279.20	02/01/2024	INV	PD	Data Processing- GPS
CHECK DATE: 01/04/2024										
102102 VERIZON WIRELESS										
9952471856		12/23/2023	010424	349863	580.44	580.44	01/15/2024	INV	PD	DEC CRADLEPOINTS
CHECK DATE: 01/04/2024										
102133 WAGNER PRESS & GRAPHICS										
37016		12/11/2023	122623	349830	1,479.00	1,479.00	12/31/2023	INV	PD	Printed Activity Guide
CHECK DATE: 12/26/2023										
111742 WAGNER, STEPHEN										
30690		12/14/2023	122623	349831	220.00	220.00	01/14/2024	INV	PD	CREDIT BALANCE REFUND-
CHECK DATE: 12/26/2023										
102146 WATER SPECIALTY OF MINNESOTA INC										
13108		12/15/2023	122623	349832	4,619.45	4,619.45	01/15/2024	INV	PD	Pool Chemicals
CHECK DATE: 12/26/2023										
111575 FORCED AIR INC										
0106759-IN		12/18/2023	122623	349833	5,445.00	5,445.00	01/18/2024	INV	PD	LOOP MAINTENANCE HVAC
CHECK DATE: 12/26/2023										
0106760-IN		12/18/2023	122623	349833	3,400.00	3,400.00	01/18/2024	INV	PD	LOOP CLUBHOUSE HVAC IN
CHECK DATE: 12/26/2023										
111112 WILLIAMS SCOTSMAN INC					8,845.00					
9019723038		12/19/2023	010924	349953	1,437.80	1,437.80	01/18/2024	INV	PD	CLOVER RIDGE WARMING H
CHECK DATE: 01/09/2024										
103840 WINNERS AWARD GROUP										
58176		12/08/2023	122623	349834	644.63	644.63	12/31/2023	INV	PD	MATCH PLAY PLAQUES
CHECK DATE: 12/26/2023										
102189 WM MUELLER & SONS										
296211		12/19/2023	010924	349954	905.00	905.00	01/25/2024	INV	PD	VACTOR DUMPING

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 01/09/2024										
296231		12/20/2023	010924	349954	795.00	795.00	01/25/2024	INV	PD	VACTOR DUMPING
CHECK DATE: 01/09/2024										
296255		12/21/2023	010924	349954	265.00	265.00	01/25/2024	INV	PD	VACTOR DUMPING
CHECK DATE: 01/09/2024										
296296		12/26/2023	010924	349954	862.92	862.92	01/25/2024	INV	PD	MCKNIGHT RD & W/S STOC
CHECK DATE: 01/09/2024										
296311		12/27/2023	010924	349954	205.04	205.04	01/25/2024	INV	PD	W/S STOCKPILE
CHECK DATE: 01/09/2024										
102464 WS & D PERMIT SERVICE					3,032.96					
B23-1008		12/22/2023	010924	349955	95.00	95.00	01/22/2024	INV	PD	RFD BLDG PERMIT-168 RI
CHECK DATE: 01/09/2024										
102231 ZIEGLER INC										
SI000427966		12/15/2023	010924	349956	1,105.82	1,105.82	01/15/2024	INV	PD	BLUFF CREEK SUB BATTER
CHECK DATE: 01/09/2024										
SI000428215		12/15/2023	010924	349956	1,104.96	1,104.96	01/10/2024	INV	PD	WEST CREEK SUB BATTERY
CHECK DATE: 01/09/2024										
SI000428218		12/15/2023	010924	349956	1,098.98	1,098.98	01/10/2024	INV	PD	BLUFF CREEK SUB BATTER
CHECK DATE: 01/09/2024										
345 INVOICES					2,971,110.97					

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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
105243 ALERUS FINANCIAL										
C149693		12/05/2023	122023	3979	119.00	119.00	12/20/2023	DIR	PD	NOV PARTICIPANT FEES
CHECK DATE:	12/20/2023									
100385 CHASKA FIRE DEPT RELIEF ASSN										
2023/11-CFDRA		12/15/2023	121523-2	3962	16,304.00	16,304.00	12/15/2023	DIR	PD	NOV-23 FIRE RELIEF ASS
CHECK DATE:	12/15/2023									
107490 GREAT-WEST LIFE & ANNUITY INSURANCE COMPANY										
121322		12/15/2023	121823	3970	7,169.06	7,169.06	12/18/2023	DIR	PD	121523 Payroll - HCSP
CHECK DATE:	12/18/2023									
121873		12/29/2023	122923	3991	7,046.23	7,046.23	12/29/2023	DIR	PD	122923 Payroll - HCSP
CHECK DATE:	12/29/2023									
107744 GREAT-WEST LIFE & ANNUITY INSURANCE COMPANY					14,215.29					
121323		12/15/2023	121823	3971	925.00	925.00	12/18/2023	DIR	PD	121523 Payroll - MNDCP
CHECK DATE:	12/18/2023									
121874		12/29/2023	122923	3992	925.00	925.00	12/29/2023	DIR	PD	122923 Payroll - MNDCP
CHECK DATE:	12/29/2023									
110382 ENTERPRISE FM TRUST					1,850.00					
FBN4912416		12/06/2023	122023-1	3980	11,255.23	11,255.23	12/20/2023	DIR	PD	DEC FLEET LEASES
CHECK DATE:	12/20/2023									
101756 MII LIFE INCORPORATED										
16740278		12/08/2023	122123-1	3983	153.00	153.00	12/21/2023	DIR	PD	DEC FSA PARTICIPANT FE
CHECK DATE:	12/21/2023									
40829188		12/19/2023	122023-1	3981	386.25	386.25	12/20/2023	DIR	PD	12/20/23 FSA REIMB-HEA
CHECK DATE:	12/20/2023									
40838808		12/26/2023	122723	3984	3,754.18	3,754.18	12/27/2023	DIR	PD	12/27/23 FSA REIMB-DAY
CHECK DATE:	12/27/2023									
40845205-2023		01/02/2024	010324	3994	1,100.00	1,100.00	01/03/2024	DIR	PD	2023-1/3/24 FSA REIMB-
CHECK DATE:	01/03/2024									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100927	INTERNAL REVENUE SERVICE				5,393.43					
121316	CHECK DATE: 12/15/2023	12/15/2023	121523-3	3964	163,183.28	163,183.28	12/15/2023	DIR	PD	121523 Payroll - SS, M
121868	CHECK DATE: 12/29/2023	12/29/2023	122923	3986	225,098.57	225,098.57	12/29/2023	DIR	PD	122923 Payroll - SS, M
101346	MINNESOTA COMMISSIONER OF REVENUE				388,281.85					
2023/1130-CC	CHECK DATE: 12/19/2023	11/30/2023	121923-2	3975	9,485.08	9,485.08	12/19/2023	DIR	PD	NOV-23 CARVER CTY TRAN
2023/1130-MH	CHECK DATE: 12/19/2023	11/30/2023	121923-2	3976	4,597.21	4,597.21	12/19/2023	DIR	PD	NOV-23 METRO HOUSING S
2023/1130-MT	CHECK DATE: 12/19/2023	11/30/2023	121923-2	3977	13,819.45	13,819.45	12/19/2023	DIR	PD	NOV-23 METRO TRANSPORT
2023/1130-SLS/UB	CHECK DATE: 12/19/2023	11/30/2023	121923-2	3973	131,107.26	131,107.26	12/19/2023	DIR	PD	NOV-23 GEN/UB SALES TA
2023/1130-USE	CHECK DATE: 12/19/2023	11/30/2023	121923-2	3974	58,727.76	58,727.76	12/19/2023	DIR	PD	NOV-23 USE TAX
101343	MINNESOTA DEPT OF REVENUE-PAYROLL WIRES				217,736.76					
121317	CHECK DATE: 12/18/2023	12/15/2023	121823	3969	32,847.57	32,847.57	12/18/2023	DIR	PD	121523 Payroll - MN St
121869	CHECK DATE: 12/29/2023	12/29/2023	122923	3987	51,195.69	51,195.69	12/29/2023	DIR	PD	122923 Payroll - MN St
101344	MINNESOTA REVENUE-COLLECTIONS				84,043.26					
PR121523	CHECK DATE: 12/18/2023	12/15/2023	121823	3972	95.84	95.84	12/18/2023	DIR	PD	PR 121523 WAGE LEVY
101249	MINNESOTA MUNICIPAL POWER AGENCY									
3974	CHECK DATE: 12/20/2023	12/05/2023	122023	3978	2,587,671.03	2,587,671.03	12/20/2023	DIR	PD	NOV ELECTRIC SVC W/ EV
101376	NATIONWIDE RETIREMENT SOLUTIONS(USCM)									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
121318 CHECK DATE: 12/15/2023		12/15/2023	121523-3	3965	15,882.15	15,882.15	12/15/2023	DIR	PD	121523 Payroll - 457 C
121870 CHECK DATE: 12/29/2023		12/29/2023	122923	3988	19,082.01	19,082.01	12/29/2023	DIR	PD	122923 Payroll - 457 C
					34,964.16					
106955 NATIONWIDE RETIREMENT SOLUTIONS(USCM)										
121321 CHECK DATE: 12/15/2023		12/15/2023	121523-3	3968	6,089.92	6,089.92	12/15/2023	DIR	PD	121523 Payroll - Roth
121872 CHECK DATE: 12/29/2023		12/29/2023	122923	3990	5,429.68	5,429.68	12/29/2023	DIR	PD	122923 Payroll - Roth
					11,519.60					
107499 OLD NATIONAL BANK										
2024/01/02 DS-ONB CHECK DATE: 01/02/2024		01/02/2024	010224-2	3993	59,607.84	59,607.84	01/02/2024	DIR	PD	ONB-LOC DS Pmt Due 1/2
104668 OPTUM BANK INC										
121320 CHECK DATE: 12/15/2023		12/15/2023	121523-3	3967	19,989.03	19,989.03	12/15/2023	DIR	PD	121523 Payroll - HSA C
101498 PCARD										
2023/1212-PC CHECK DATE: 12/19/2023		12/12/2023	WIRE_001	3960	58,375.61	58,375.61	12/19/2023	DIR	PD	DEC 2023 PCARD PURCHAS
101525 THE PITNEY BOWES BANK INC										
2023/1214-PB CHECK DATE: 12/15/2023		12/14/2023	121523-1	3963	1,200.00	1,200.00	12/15/2023	DIR	PD	12/14/23 REPLENISH POS
109689 PLANSOURCE BENEFITS ADMINISTRATION INC										
DEC2023 CHECK DATE: 12/15/2023		12/01/2023	121523-1	3961	4,839.88	4,839.88	12/15/2023	DIR	PD	DEC INS PREM-LTD/CI/AC
101506 PUBLIC EMPLOYEES RETIREMENT ASSOCIATION										
121319 CHECK DATE: 12/15/2023		12/15/2023	121523-3	3966	119,178.50	119,178.50	12/15/2023	DIR	PD	121523 Payroll - PERA
121871 CHECK DATE: 12/29/2023		12/29/2023	122923	3989	194,942.87	194,942.87	12/29/2023	DIR	PD	122923 Payroll - PERA

Detail to Follow

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
101973 CARVER COUNTY TITLE MANAGEMENT INC					314,121.37					
4360 CREEK RD CHECK DATE: 12/20/2023		12/15/2023	122023-1	3982	8,565.25	8,565.25	12/20/2023	DIR	PD	EASEMENT-STEINGAUF
110788 WEX HEALTH INC										
2023/1221 CHECK DATE: 12/27/2023		12/21/2023	122723	3985	416.00	416.00	12/27/2023	DIR	PD	CATCH UP CONT TO VEBA
2024/0101 CHECK DATE: 01/03/2024		01/01/2024	010324-2	3995	25,792.00	25,792.00	01/03/2024	DIR	PD	1/1/24 VEBA CITY CONTR
36 INVOICES					3,866,356.43					

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**PURCHASE CARD TRANSACTIONS
DECEMBER 2023 STATEMENT**

ADMINISTRATION	11/15/23	PSI SERVICES	175.00	FEE FOR SMALL (UAG-DRONE) TEST
ADMINISTRATION	11/15/23	HOMELAND HEALTH SPECIALI	102.00	Flu Shot Clinic
ADMINISTRATION	11/16/23	AMAZON.COM	20.95	Electric Roaster Liners for Breakroom for Holiday/Event Meals
ADMINISTRATION	11/27/23	SAVOY PIZZA CHASKA PAYTRO	88.24	Pizza delivery for staff members who helped decorate City Hall for Christmas
ADMINISTRATION	12/2/23	SQUARE WEEBLY	13.00	MONTHLY HOSTING FEE FOR CHRISTMAS IN MAY WEBSITE
ADMINISTRATION	12/3/23	AMAZON.COM	35.00	Binder Folders for Matt Burt and Post it notes for staff
ADMINISTRATION	12/7/23	B & H PHOTO-VIDEO	100.47	USB ADAPTER, HEAVY-DUTY CABLE, GAFFERS TAPE
BUILDING INSPECTIONS	11/30/23	HOME DEPOT	5.60	EAR PLUGS
CCC	11/13/23	AMAZON.COM	110.76	12 POUND HANDWEIGHTS
CCC	11/13/23	AMAZON.COM	35.96	BARBELL SPRING CLIP COLLARS
CCC	11/13/23	KWIK TRIP	6.72	BOX LUNCH BINGO-BANANAS
CCC	11/14/23	AMAZON.COM	189.60	RESISTANCE LOOP EXERCISE BANDS
CCC	11/14/23	4 IMPRINT	661.05	DECEMBER INCENTIVE CHALLENGE-MUGS, TOTES
CCC	11/14/23	M K RITTENHOUSE & SONS	53.94	SALT SPREADER PARTS-BEVEL GEAR
CCC	11/15/23	ULINE	190.76	TOILET BOWL MOPS, CART FOR DUMBBELLS
CCC	11/15/23	ROBERT BROOKE & ASSOCIATE	71.73	LATCHES FOR BATHROOM PARTITIONS
CCC	11/16/23	HOME DEPOT	390.61	SHELVING, GLOVES, GLUE, CLR REMOVER
CCC	11/16/23	CONTINENTAL SAFETY EQUIP	346.70	INDOOR AIR QUALITY MONITOR-CALIBRATION GAS
CCC	11/17/23	LITTLE CAESARS PIZZA	37.45	PNO-PIZZA
CCC	11/17/23	W.W. GRAINGER	172.38	TOOLS, ELECTRICAL SUPPLIES-CRIMPER, PLIERS
CCC	11/17/23	MINNESOTA CLAY CO USA	186.49	POTTERY SUPPLIES-CLAY & GLAZES
CCC	11/17/23	WHERE THE WINDS BLOW	30.00	MAH JONGG PRIZES
CCC	11/18/23	AMAZON.COM	140.12	15 POUND HAND WEIGHTS
CCC	11/20/23	GOLDMEDAL MINNEAPOLISLLC	89.50	POPCORN FOR COMMUNITY EVENTS
CCC	11/21/23	CINTAS	590.00	AED MAINTENANCE
CCC	11/21/23	CINTAS	102.97	CCC RUG SERVICE
CCC	11/21/23	CINTAS	102.97	CCC RUG SERVICE
CCC	11/21/23	SIDEKICK THEATRE	2,352.00	SIDEKICK THEATRE-LUNCH & SHOW
CCC	11/23/23	AMAZON.COM	-35.03	CREDIT FOR A RETURNED ITEM
CCC	11/27/23	TARGET	81.49	PNO & SANTA VISIT-CANDY CANES, CANDY
CCC	11/27/23	SPORTSFACIL	564.00	BASKETBALL HOOP SAFETY STRAP
CCC	11/27/23	HOME DEPOT	87.70	TOOLS FOR ZAMBONI ROOM-KNIFE, SCREWDRIVER, WRENCH SET
CCC	11/29/23	SILVER SNEAKERS	20.00	RUBBER CHAIR TIPS
CCC	11/30/23	HOME DEPOT	-14.88	CREDIT FOR RETURNING SCREWDRIVERS SET
CCC	12/1/23	CANVA INC	119.40	CANVA PRO SUBSCRIPTION
CCC	12/1/23	LITTLE CAESARS PIZZA	19.50	PNO-PIZZA
CCC	12/1/23	SAMS CLUB	176.00	HOT CHOCOLATE, BATTERIES, DRINK BOXES, CANDY
CCC	12/1/23	SHELVING RACK	2,000.00	LOWER GYM STORAGE ROOM SHELVING
CCC	12/1/23	SHELVING RACK	1,184.42	LOWER GYM STORAGE ROOM SHELVING
CCC	12/2/23	ULINE	265.96	MICROFIBER CLOTHS
CCC	12/4/23	WASTE CONNECTIONS	1,102.13	GARBAGE PICK-UP
CCC	12/4/23	ADOBE SYSTEMS	114.98	CREATIVE CLOUD ALL APPS
CCC	12/4/23	W.W. GRAINGER	103.55	BATTERIES, SCREWS, SAFETY SIGN
CCC	12/4/23	TARGET	43.33	PLATES, NAPKINS
CCC	12/4/23	MRPA	40.00	MASS MEMBERSHIP DUES
CCC	12/5/23	SAMS CLUB	23.96	COCOA PACKETS
CCC	12/8/23	CINTAS	102.97	CCC RUG SERVICE
CCC	12/8/23	CINTAS	102.97	CCC RUG SERVICE
CCC	12/8/23	CINTAS	102.97	CCC RUG SERVICE
CCC	12/11/23	W.W. GRAINGER	407.10	DISPOSABLE GLOVES
COMMUNITY DEVELOPMENT	10/5/23	BEST WESTERN	145.29	PLANNING CONFERENCE LODGING-1ST NIGHT
COMMUNITY DEVELOPMENT	10/6/23	BEST WESTERN	145.29	PLANNING CONFERENCE LODGING-2ND NIGHT
CURLING CENTER	11/15/23	KWIK TRIP	21.00	GAS FOR CITY CAR-TRIP TO MANKATO
CURLING CENTER	11/28/23	CLEARSOFT WATER CONDITION	376.81	SALT FOR BLDG SOFTENER
CURLING CENTER	11/28/23	SCHILLING SUPPLY COMPANY	435.86	SUPPLIES-SOAP, TOWELS, TP
CURLING CENTER	12/1/23	WASTE CONNECTIONS	836.03	GARBAGE PICK-UP
CURLING CENTER	12/4/23	SCHILLING SUPPLY COMPANY	455.81	SUPPLIES-MAT INSERTS, TISSUE, CAN LINERS
CURLING CENTER	12/6/23	WATERFILTERS.NET	473.94	FILTERS FOR PURIFYING CURLING ICE WATER
CURLING CENTER	12/11/23	SCHILLING SUPPLY COMPANY	164.46	SUPPLIES-MAT INSERTS
ELECTRIC	11/13/23	J HARLEN CO	574.27	DIRT TARP
ELECTRIC	11/17/23	J HARLEN CO	636.85	HARNESS & UTILITY BAG FOR T. JENSEN
ELECTRIC	11/20/23	HOME DEPOT	184.54	GUTTERS FOR BLOW OFF SHED
ELECTRIC	12/5/23	HOME DEPOT	131.34	TOOLS & PLANT CLEANING SUPPLIES
ELECTRIC	12/7/23	TESCO METERING	105.70	DISCONNECT SLEEVES
FINANCE	11/13/23	MINNESOTA SOCIETY OF CPA	79.00	CPE COURSE REGISTRATION
FINANCE	11/20/23	MINNESOTA SOCIETY OF CPA	240.00	CPE COURSES REGISTRATIONS
FINANCE	11/20/23	NASACT	160.00	CPE COURSE REGISTRATION
FINANCE	11/25/23	BOARD OF ACCOUNTANCY	102.00	CPA LICENSE RENEWAL FOR ERIN B.
FINANCE	11/28/23	CENTURYLINK	770.08	DEC PHONE & LONG DIST SVC
FINANCE	12/5/23	NSAPA	50.00	APA NORTHSTAR CHAPTER MEMBERSHIP FEE
FINANCE	12/10/23	VERIZON WIRELESS	7,637.43	DEC 2023 PHONE SERVICE
FINANCE	12/11/23	AMAZON.COM	109.75	ACFR BINDERS
FINANCE	12/11/23	AMAZON.COM	18.48	NOTEBOOKS, PAGE MARKERS
FIRE	11/15/23	ARROWWOOD RESORT	954.00	LODGING-OFFICER TRAINING SCHOOL 2024
FIRE	11/16/23	OFFICE MAX	11.99	OFFICE SUPPLIES-WEEKLY PLANNERS

**PURCHASE CARD TRANSACTIONS
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FIRE	11/16/23	OFFICE DEPOT	56.96	FOAM BOARD, DESK PAD CALENDAR
FIRE	11/16/23	OFFICE DEPOT	29.99	GOLD FOIL STAR STICKERS
FIRE	11/20/23	OFFICE DEPOT	53.09	OFFICE SUPPLIES-PAPER FOR OFFICE
FIRE	11/20/23	HOME DEPOT	138.40	CLEANING SUPPLIES FOR TRUCKS-TOWELS, WINDEX, ARMOR ALL
FIRE	11/21/23	TAYLORS TINS	212.00	HELMET FRONT
FIRE	11/26/23	AMAZON.COM	34.29	NOZZLES FOR HOSES IN BAYS
FIRE	12/8/23	HOME DEPOT	10.87	BATTERIES FOR BOAT LIGHTS
HUMAN RESOURCES	12/7/23	CHECKR INC	134.48	BACKGROUND CHECKS
INFORMATION TECHNOLOGY	11/14/23	HOME DEPOT	3.83	Tape for outdoor camera install
INFORMATION TECHNOLOGY	11/15/23	AMAZON.COM	163.19	The Loop Server rack
INFORMATION TECHNOLOGY	11/15/23	AMAZON.COM	15.00	the Loop Server UPS
INFORMATION TECHNOLOGY	11/15/23	HOME DEPOT	19.85	Keys for IT
INFORMATION TECHNOLOGY	11/16/23	AMAZON.COM	17.99	Label maker labels
INFORMATION TECHNOLOGY	11/16/23	AMAZON.COM	119.99	The Loop POE Switch
INFORMATION TECHNOLOGY	11/18/23	AMAZON.COM	119.95	Data Center equipment Neat Patch
INFORMATION TECHNOLOGY	11/21/23	AMAZON.COM	252.42	Battery Replacements for IT
INFORMATION TECHNOLOGY	11/21/23	AMAZON.COM	16.45	Keystone Jacks for LOOP Maintenance
INFORMATION TECHNOLOGY	11/25/23	AMAZON.COM	29.25	Network Cables for LOOP and LOOP Maintenance
INFORMATION TECHNOLOGY	11/27/23	AMAZON.COM	19.50	Network Cables for LOOP and LOOP Maintenance
INFORMATION TECHNOLOGY	11/28/23	ANYTHINGID.COM	450.00	Identisys workorder for migrating card reader software to HR department
INFORMATION TECHNOLOGY	12/1/23	ALTATECH	603.98	Cables for network refresh
INFORMATION TECHNOLOGY	12/6/23	AMAZON.COM	52.00	iPad Case for Fire Department
INFORMATION TECHNOLOGY	12/6/23	PORKBUN.COM	7.97	website domain name
INFORMATION TECHNOLOGY	12/7/23	AMAZON.COM	325.99	iPad Purchase for Communications Department
INFORMATION TECHNOLOGY	12/10/23	AMAZON.COM	9.88	iPad Case for Communications
MSB	11/14/23	KEURIG	38.60	BREAKROOM COFFEE
MSB	11/15/23	COOPERS FOODS	76.32	SAFETY MEETING
MSB	11/22/23	LOVES TRAVEL STOPS & COUN	53.62	FUEL FOR DRIVING TO PICKUP NEW VEHICLE
MSB	11/29/23	AMAZON.COM	438.76	TRACTION SHOES
MSB	12/1/23	AMAZON.COM	136.64	HAND CLEANER
MSB	12/2/23	SAMS CLUB	46.98	BREAKROOM COFFEE
MSB	12/3/23	AMAZON.COM	25.98	SEWER FISHING MAGNET
MSB	12/4/23	AMAZON.COM	13.99	FRAMES
MSB	12/4/23	PLUNKETT'S PEST CONTROL	61.20	KLEIN MANSION
MSB	12/4/23	PLUNKETT'S PEST CONTROL	64.81	OAK STREET LIFT STATION
MSB	12/4/23	PLUNKETT'S PEST CONTROL	54.19	WEST CREEK SUBSTATION
MSB	12/4/23	PLUNKETT'S PEST CONTROL	54.19	BLUFF CREEK SUBSTATION
MSB	12/4/23	PLUNKETT'S PEST CONTROL	54.19	LAKE HAZELTINE SUBSTATION
MSB	12/4/23	PLUNKETT'S PEST CONTROL	59.02	VETERANS PARK
MSB	12/6/23	WASTE CONNECTIONS	180.41	THE LOOP
MSB	12/6/23	WASTE CONNECTIONS	315.78	TOWN COURSE MAINTENANCE
MSB	12/6/23	WASTE CONNECTIONS	1,784.77	MSB
MSB	12/6/23	WASTE CONNECTIONS	241.96	FIRE STATION
MSB	12/6/23	WASTE CONNECTIONS	761.47	CITY HALL
MSB	12/6/23	WASTE CONNECTIONS	229.89	VETERAN'S PARK
MSB	12/6/23	AMAZON.COM	113.09	SEAT COVER
MSB	12/7/23	COOPERS FOODS	57.24	PLOW MEETING
MSB	12/7/23	HOLIDAY INN	223.00	T & O CONFERENCE CRAIG SCHMIEG
MSB	12/7/23	HOLIDAY INN	223.00	T & O CONFERENCE ANDREW ROMINE
MSB	12/7/23	HOLIDAY INN	223.00	T & O CONFERENCE MIKE ENGELEN
MSB	12/10/23	AMAZON.COM	43.98	PLOTTER INK
MSB	12/10/23	AMAZON.COM	96.87	PLOTTER INK
PARK & REC	11/12/23	LITTLE CAESARS PIZZA	75.90	PIZZA FOR SUNDAY FUNDAY FOOTBALL PARTY
PARK & REC	11/13/23	COOPERS FOODS	134.88	BOX LUNCH BINGO-SANDWICHES
PARK & REC	11/13/23	EASTERN CARVER COUNTY SCHL	400.00	VOLLEYBALL RENTALS-OCT
PARK & REC	11/13/23	TARGET	3.99	CHEERIOS FOR CRAFT
PARK & REC	11/13/23	AMAZON.COM	21.96	PNO SUPPLIES-PAPER TAGS, POM POM CRAFTS BALLS
PARK & REC	11/13/23	HOME DEPOT	69.94	LOBBY CHRISTMAS TREE LIGHTS
PARK & REC	11/14/23	TARGET	29.75	CRAFT SUPPLY-CHEERIOS, GLUE, TAPE
PARK & REC	11/15/23	AMAZON.COM	19.78	SANTA VISITS SUPPLIES-PLASTIC PORTION CUPS
PARK & REC	11/20/23	MICHAELS ARTS AND CRAFT S	25.43	CRAFT SUPPLIES-POM POMS, SNOWFLAKES
PARK & REC	11/20/23	ALDI SUPERMARKET	66.64	SMORES SUPPLIES-MARSHMALLOWS, BAGS
PARK & REC	11/21/23	AMAZON.COM	7.61	SNOWFLAKE HOLE PUNCH
PARK & REC	11/21/23	HOLLEESAVILLE	10.00	PROFESSIONAL DEVELOPMENT-HEATHER L.
PARK & REC	11/21/23	AMAZON.COM	187.28	SUPPLIES FOR TREE LIGHTING, SWEETHEARTS DANCE
PARK & REC	11/24/23	AMAZON.COM	575.96	PICKLEBALL NETS
PARK & REC	11/27/23	TARGET	39.00	TREE LIGHTING SUPPLIES-CANDY CANES
PARK & REC	11/28/23	AMAZON.COM	10.38	PNO SUPPLIES-PIPE CLEANERS
PARK & REC	11/28/23	HOME DEPOT	100.74	SANTA VISITS SUPPLIES-POINSETTIAS
PARK & REC	11/29/23	WAY COOL COOKING SCHOOL	632.40	KIDS DAY OUT FIELD TRIP
PARK & REC	11/30/23	MICHAELS ARTS AND CRAFT S	42.91	HOLIDAY ORNAMENT CRAFT SUPPLY-GLITTER BALLS, TINSEL
PARK & REC	12/1/23	TARGET	88.95	SANTA VISITS SUPPLIES
PARK & REC	12/1/23	COOPERS FOODS	227.21	SANTA VISITS-COOKIES, FROSTING
PARK & REC	12/4/23	AMAZON.COM	49.58	ORNAMENTS-LODGE HOLIDAY PARTY
PARK & REC	12/5/23	DOLLAR TREE	20.00	BOX LUNCH BINGO/HOLIDAY PARTY PRIZES AND SUPPLIES

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PARK & REC	12/5/23	TARGET	91.89	COOKIE BAKE SUPPLY-ICING, SPRINKLES, M&M'S
PARK & REC	12/5/23	DOLLAR TREE	11.25	COOKIE BAKING-TINFOIL PANS
PARK & REC	12/10/23	AMAZON.COM	53.56	PICKLEBALL LADDER LEAGUE PRIZES-PADDLES, GAME, TOWELS
PARK & REC	12/10/23	QUILL LLC	35.68	WALL HOLDER FOR FITNESS
PARK & REC	12/10/23	QUILL LLC	587.45	OFFICE SUPPLIES-PAPER, NOTEBOOKS, TAPE, BINDERS
PARK & REC	12/11/23	COOPERS FOODS	95.32	BOX LUNCH BINGO-SANDWICHES
PARK & REC	12/11/23	COOPERS FOODS	47.52	DONUTS WITH SANTA
POLICE	11/13/23	AMAZON.COM	29.60	Cork board
POLICE	11/14/23	AMAZON.COM	27.85	Forks
POLICE	11/14/23	AMAZON.COM	29.00	Knives
POLICE	11/14/23	HOME DEPOT	75.82	Squad 1231 - Outfitting
POLICE	11/14/23	HOME DEPOT	13.96	New hires locker padlocks
POLICE	11/15/23	CUB FOODS	73.80	New Officer Orientation refreshments
POLICE	11/15/23	AMAZON.COM	20.78	Paper Plates
POLICE	11/15/23	AMAZON.COM	51.20	Drinking cups
POLICE	11/15/23	INTERNATIONAL ASSOCIATION	525.00	IACPnet Subscription Service
POLICE	11/16/23	NATIONAL TACTICAL OFFICER	35.00	Membership - National Tactical Officers Association - #428
POLICE	11/16/23	NATIONAL TACTICAL OFFICER	724.00	Training - Basic Crisis Negotiations - #412
POLICE	11/16/23	BCA TRAINING EDUCATION	500.00	Ethics and Integrity in Supervision Training - #412
POLICE	11/16/23	JIMMY JOHNS	123.04	New Officer Orientation - Lunch
POLICE	11/16/23	PROTECTIVE LIFE CORPORATI	114.80	Robinson/Wiebusch Uniform - BWC Mounts - Initial Issue
POLICE	11/16/23	CARIBOU COFFEE	38.99	New Officer Swearing In - Coffee
POLICE	11/17/23	NATIONAL TACTICAL OFFICER	35.00	Membership - National Tactical Officers Association - #412
POLICE	11/19/23	NATIONAL TACTICAL OFFICER	35.00	Membership - National Tactical Officers Association - #427
POLICE	11/20/23	NATIONAL TACTICAL OFFICER	724.00	Training - Basic Crisis Negotiations - #428
POLICE	11/21/23	NATIONAL TACTICAL OFFICER	724.00	Basic Crisis Negotiations Training - #427
POLICE	11/22/23	DUNKIN' DONUTS	21.47	Coffee with a Cop
POLICE	11/29/23	ARCHTICS	200.00	Safety Camp entertainment
POLICE	11/29/23	AMAZON.COM	19.74	Replacement Mop for CCSO office that got accidently broke during a training.
POLICE	12/1/23	CIRCLE K	190.00	Fleet Car Wash
POLICE	12/1/23	TRANSUNION	175.40	Data Processing
POLICE	12/1/23	DOLLAR TREE	14.90	Supplies for Heroes and Helpers
POLICE	12/1/23	PROTECTIVE LIFE CORPORATI	31.30	Wiebusch Uniform - Initial Issue - BWC Mount
POLICE	12/1/23	MINNESOTA CHIEFS OF POLIC	477.00	Membership Dues #400
POLICE	12/1/23	MARIE RIDGEWAY LICSW	400.00	Officer Wellness Retainer
POLICE	12/2/23	TARGET	2,566.58	Heroes and Helpers
POLICE	12/2/23	TARGET	450.00	Heroes and Helpers
POLICE	12/2/23	TARGET	500.00	Heroes and Helpers
POLICE	12/2/23	TARGET	500.00	Heroes and Helpers
POLICE	12/2/23	TARGET	500.00	Heroes and Helpers
POLICE	12/2/23	TARGET	400.00	Heroes and Helpers
POLICE	12/2/23	ADOBE SYSTEMS	21.66	Subscription Adobe
POLICE	12/6/23	INTERNATIONAL ASSOCIATION	175.00	Membership - International Association of Chiefs of Police - #413
POLICE	12/6/23	AMAZON.COM	25.49	Knives
POLICE	12/6/23	COOPERS FOODS	122.77	Food for CERT Recognition Dinner
POLICE	12/6/23	OFFICE MAX	26.99	2023 Planner
POLICE	12/6/23	MINNESOTA POLICE AND	72.40	2024 Minnesota Police and Peace Officers Association Dues#400
POLICE	12/6/23	MPPOA LEGAL DEFENSE FUND	206.28	2024 Legal Defense Fund Dues
POLICE	12/7/23	AMAZON.COM	27.85	Forks
PUBLIC WORKS	11/13/23	SHERWIN WILLIAMS	260.57	PAINT AND CLEANING SUPPLIES
PUBLIC WORKS	11/13/23	HOME DEPOT	13.45	CHAMBER LIGHT Switch
PUBLIC WORKS	11/14/23	ACE SUPPLY CO., INC.	442.98	DUCTWORK FOR WINDOW WASH
PUBLIC WORKS	11/14/23	HOME DEPOT	8.92	ELECTRICAL SUPPLIES
PUBLIC WORKS	11/14/23	WINSUPPLY EDEN PRAIRIE MN	-1,396.29	CREDIT FOR RTU
PUBLIC WORKS	11/15/23	HOME DEPOT	63.38	PAINT SPRAYER
PUBLIC WORKS	11/16/23	HOME DEPOT	72.81	DRILL BITS AND PARAWEDGE
PUBLIC WORKS	11/16/23	MINNESOTA TILE & STONE	4,076.35	LOOP-CLUBHOUSE CABINETS
PUBLIC WORKS	11/20/23	HOME DEPOT	33.97	RODENT REPELLENT
PUBLIC WORKS	11/21/23	AMAZON.COM	39.99	PHONE HOLDERS/HANDSFREE FOR BOBCATS
PUBLIC WORKS	11/21/23	HOME DEPOT	176.35	FIREWOOD FOR CITY EVENT
PUBLIC WORKS	11/21/23	HOME DEPOT	49.97	POWER STRIP FOR IT WORKSTATION
PUBLIC WORKS	11/22/23	HOME DEPOT	17.93	MAINTENANCE SUPPLIES
PUBLIC WORKS	11/22/23	HOME DEPOT	161.67	MARKING PAINT& UTILITY BLADES
PUBLIC WORKS	11/22/23	HOME DEPOT	176.89	LOOP CLUBHOUSE SUPPLIES
PUBLIC WORKS	11/27/23	FLEET FARM	2.79	CHAIN LINK REPAIR
PUBLIC WORKS	11/28/23	AMAZON.COM	14.83	ELEVATOR EQUIPMENT ROOM SIGN
PUBLIC WORKS	11/28/23	AMAZON.COM	17.50	ELEVATOR EQUIPMENT ROOM SIGN
PUBLIC WORKS	11/28/23	HOME DEPOT	66.97	HEAT TAPE/EX CORD
PUBLIC WORKS	11/28/23	HOME DEPOT	66.73	VAN STOCK
PUBLIC WORKS	11/29/23	HOME DEPOT	37.08	DOOR HINGES
PUBLIC WORKS	11/29/23	AMAZON.COM	53.78	PHONE MOUNT/HANDSFREE FOR BOBCATS
PUBLIC WORKS	11/29/23	HOME DEPOT	23.97	SAW BLADES
PUBLIC WORKS	12/1/23	MN DEPT OF AGRICULTURE	25.56	B. JUNG TREE CARE LICENSE
PUBLIC WORKS	12/1/23	MN DEPT OF AGRICULTURE	357.87	LANDSCAPE STOCK NURSERY LICENSE
PUBLIC WORKS	12/4/23	AMAZON.COM	29.64	CITY HALL ELEVATOR SIGNS

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PUBLIC WORKS	12/5/23	HOME DEPOT	11.98	TAPE
PUBLIC WORKS	12/5/23	HOME DEPOT	19.10	CONCRETE FORM BOARDS
PUBLIC WORKS	12/5/23	MINNESOTA NURSERY AND LAN	1,840.00	MN TREE INSPECTOR RECERTIFICATION
PUBLIC WORKS	12/5/23	MINNESOTA NURSERY AND LAN	996.00	PESTICIDE LICENSES
PUBLIC WORKS	12/6/23	I S A	175.00	S. OLSON ARBORIST LICENSE
PUBLIC WORKS	12/6/23	HOME DEPOT	59.48	PLASTIC SHEETING
PUBLIC WORKS	12/6/23	AMAZON.COM	19.95	VAN STOCK
PUBLIC WORKS	12/11/23	MN DEPT OF AGRICULTURE	30.67	PESTICIDE LICENSE RENEWAL
PUBLIC WORKS	12/11/23	WINSUPPLY EDEN PRAIRIE MN	662.64	SUPPLIES FOR MAINT OFFICE
TOWN COURSE	11/17/23	HOME DEPOT	28.13	LABELS-TC Maint
TOWN COURSE	11/20/23	HOME DEPOT	61.35	ANCHORS, Drill Bit, TC Maint
TOWN COURSE	11/21/23	HOME DEPOT	19.37	BATTERIES-TC Maint
TOWN COURSE	11/21/23	UPS	175.93	SHIPPING-RETURNED CALLOWAY CLUBS
TOWN COURSE	11/22/23	SENTRY SYSTEMS, INC.	1,873.32	SECURITY SYSTEM INSTALLATION -BOTH LOOP BLDGS
TOWN COURSE	11/27/23	HOME DEPOT	94.03	HOLIDAY POINSETTIAS, BIRDSEED
TOWN COURSE	11/29/23	PENSKE TRUCK RENTAL	88.19	CART BARN CLEANING POWER WASHER RENTAL
TOWN COURSE	12/4/23	HOMEGOODS	7.59	HOLIDAY CANDLE
TOWN COURSE	12/4/23	OFFICE DEPOT	372.18	OFFICE SUPPLIES-DESKPAD, PAPER, LABELS
TOWN COURSE	12/5/23	MOTOROLA	175.00	MONTHLY RADIO SUBSCRIPTION
TOWN COURSE	12/5/23	HOME DEPOT	16.64	CART CHARGER PARTS
TOWN COURSE	12/5/23	HOME DEPOT	30.12	KEYS FOR LOOPS BUILDINGS
TOWN COURSE	12/6/23	UPS	14.95	UPS SHIPPING CHARGE
	12/12/23		1,396.29	CREDITS FROM PREVIOUS MONTH
	12/12/23		-5,881.27	LESS PENDING REBATES
	12/12/23		58,375.61	



COUNCIL MEETING/WORK SESSION SCHEDULE

Below is a list of the upcoming Council Meetings and Work Sessions to plan for:

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, with them being appointed at the first meeting in February.

January 29th: There is a 5th Monday in January this year. We are looking at having a Work Session that evening with two topics. The first topic would be an update from Carver County on the designs that are being finalized on 82nd Street. With this project moving towards a summer of 2025 construction, they are working to finalize designs now so that they have the time to go out and go through any property acquisition that will be needed for the project. They want to make sure that before they start this project that there are not any major concerns from Chaska on how they are planning to align the road.

The second topic for a work session that night will be going over the final draft of the Pedestrian and Bicycle Master Plan that has been worked on the past couple of years. Marshall will be there to provide an overview of the highlights of the plan, public feedback that has been received along with task force work, and to discuss what is being recommended for approval.

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. It should be noted that we are looking at doing my Annual Performance Review prior to the February 5th meeting, with a potential work session prior to the February 26th meeting. Elise will be getting out to all of you to make sure that the February 5th Date works for you to hold my review.

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

At this time, I have heard back from most of you about your availability for our Council/Department Head Retreat. Based on the responses I have received, it is looking like we are going to have to find a different date for the retreat than the dates I had originally put out. We are working with our facilitators, Richard and Irina, to come up with a date hopefully in that late March or early April timeframe. As soon as I hear back from them on the possible option for additional dates, I will let you know. In the meantime, if there are any dates in the last couple of weeks of March or first couple of weeks of April that would not work, just let me know so I can keep that in mind when working with Richard and Irina. The most important thing is that we get a time set up that will work for all Council members while having as many (if not all) Department Heads present as well.

When we do get the dates set, 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.

If you have any questions, 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. As I mentioned at the December 18th meeting, we were trying to get a Senate tour set up as well for this year, as we were not able to get a Senate tour during the 2023 legislative session. The dates that the Senate set up for tours this year were January 16-18th.

While we have not heard formal feedback from the Committee yet, we are getting the indication that we will not be included in the tour for this year, as it does appear that they are not scheduling tours for any projects that received funding during the last legislative session. While this is disappointing news, we will be continuing to try to get heard in either a House or Senate hearing during Session and will continue to work with our legislators to see how they might help in getting our request since we received only a partial request in 2023.

If things change, I will certainly let you know. Otherwise, I wanted to make sure that you knew the status of that. If you have any questions, please don't hesitate to ask.

No Planning Commission For January

So you know what to expect for January from a planning perspective, I did want to share with you that we did not receive any planning applications for review in January, so as a result the January Planning Commission meeting was canceled.

The Planning Commission does intend to hold a meeting in February to at least bring forward some of the initial zoning ordinance updates and to also preview the work plan for zoning ordinance updates as we move through 2024. There may also be a planning application or two to review as well.

If you have any questions about this, feel free to let me know.

SW Christian High School Open House/Ribbon Cutting

As Council is aware, over the past several months, Southwest Christian High School has been going through the process of constructing an addition onto their facility which addresses needs they had with their sporting/extra-curricular activities. The school recently completed this facility, and to celebrate this will be having an open house tomorrow (Saturday, January 6th). While they are having activities throughout the day, at 10 am they will be having an official ribbon cutting ceremony for the project which they have invited the community to attend. I wanted to make sure you were aware in case that is something you want to attend. I am planning to attend with my son Lincoln for the ribbon cutting ceremony.

If you have any questions, let me know.

Schedule for Public Safety Building

As we have now finished the process for planning the Public Safety Building, I did want to give you the latest information on the calendar of events of what to expect over the next few months. I have bullet-pointed some highlights of the calendar below:

- January 22nd: Council consider authorizing Staff to go out for bid on project
- January 23-February 15th: Bid Period
- February 15th: Bid Opening
- February 15-28th: RJM (Construction Manager) reviews submitted bid packages to develop recommendation to City
- March 4th: Council consider award bid to contractor
- March-April: Contract negotiations, Material procurement, permitting
- April-May: Vacating of existing station
- Early May: Mobilization of contractor
- May-June: Site Prep/Building Demolition
- Fall 2025: Substantial completion

As you can see there will be a lot of activities during this time to complete. It is possible that these dates could shift based on circumstances. However, I will let you know if that occurs and why. Otherwise, if you have any questions, please feel free to contact me.

UPCOMING EVENTS

- 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 and the awarding of the Annual Chaska Human Rights Commission Award
- Firemen's Ice Fishing Contest (66th Annual)-February 2nd: Because of the warm weather that we have experienced, the Fire Department has already moved to cancel the on-ice portion of this event. As they have done several other years in the past where the weather has not been cooperative, they will still be having the off-ice activities and games in the Event Center.

Out Wednesday-Friday of this Week

I wanted to let you know that I will be out of the office Wednesday-Friday of next week (10th-12th) bringing my son William out to Denver where he and his team will be competing in the 2024 U18 National Championships for Curling. If you should need any assistance while I am out, feel free to contact Elise. Will and I will be getting back into town in the early afternoon of Monday January 15th.