AGENDA
CHASKA CITY COUNCIL
CHASKA CITY HALL - COUNCIL CHAMBERS & ZOOM
Monday, December 15, 2025
7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adopt Agenda
5. Visitor Presentation
6. Approve Previous Meeting Minutes
   - 6.A. CC Meeting Minutes from 12-01-2025
7. Consent Items
   - 7.A. Approve Carver County, MN River Bluffs Regional Trail — Waiver Notice
   - 7.B. Adopt Resolution 2025-97 Approving 82nd Street Chaska/Chanhassen JPA for Maintenance
   - 7.C. Adopt Resolution 2025-89 Approving Renaming and Address Conversions of 82nd Street
   - 7.D. Adopt Resolution 2025 - 93 Approving the MnDOT Cooperative Construction Agreement - County Highway 10 Engler.
   - 7.E. Approve Authorization of Feasibility Study - 2026 Downtown Reconstruction
   - 7.F. Appointment of Planning Commission Chair and Vice-Chair for Calendar Year 2026
   - 7.G. Adopt Resolution No. 2025-94 Approving the Final Site & Building Plan for MSB/City of Chaska/PC #2025-19
   - 7.H. Paid Family Medical Leave Memorandum of Agreement
   - 7.I. Adopt 2026 Employee Pay Classification Plan, Salary Adjustment Rate Chart
   - 7.J. Adopt 2026 Employee Handbook Updates

7.K. Adopt Resolution No. 2025-95 Establishing Interfund Tax Increment Financing

7.L. Adopt Resolution No. 2025-96 Amending Fund Balance Commitments

7.M. Adopt Resolution 2025-98 Approving an Agreement with Carver County for 2026 Assessment Services

7.N. Adopt Resolution 2025-99 Authorize Offers for Easements for Highpoint Vistas Utilities

8. Action Items

8.A. Memorandum of Understanding with Trident Development LLC for City Square West Project

8.B. 2026 Tax Levy and Fund Budgets

8.B.i. Adopt Resolution 2025-90 Property Tax Levies for Payable 2026

8.B.ii. Adopt Resolution 2025-91 2026 Fund Budgets

8.B.iii. Annual 2026 Budget Message

8.B.iv. 2026 Fund Budget Reports

8.C. Establish 2026 Utility Rates

8.C.i. Adopt Ordinance 2025-1075 Establishing 2026 Electric Utility Rates

8.C.ii. Adopt Resolution 2025-86 Summary Publication of 2026 Electric Utility Rates

8.C.iii. Adopt Ordinance 2025-1076 Establishing 2026 Water and Sewer Utility Rates

8.C.iv. Adopt Resolution 2025-87 Summary Publication of 2026 Water and Sewer Utility Rates

8.C.v. Adopt Resolution 2025-88 Establishing 2026 Storm-Water Utility Rates

9. Bills

9.A. Accounts Payable Claims Roster 12-15-2025

10. Other Business

10.A. City Administrator's Report

10.A.i. Biweekly 12-15-2025

10.B. Financial Reports as of 10/31/2025

11. Adjourn

Chaska Economic Development Authority Meeting
Immediately following City Council

DRAFT

- MINUTES -
CHASKA CITY COUNCIL
DECEMBER 1, 2025

1. Call to Order
The meeting was called to order by Mayor Hubbard at 7 p.m.

2. Pledge of Allegiance

3. Roll Call
Roll call was taken. Present: Mayor Hubbard and Councilmembers Benesh, Grau, Hatfield, and Sheveland.

Absent: None.

Also Present: Matt Podhradsky, City Administrator; Elise Durbin, Assistant City Administrator; Noel Graczyk, Administrative Services Director; Nate Kabat, Community Development Director; Krista Mark, Communications Coordinator; and Christophe Morschen, City Attorney.

4. Adopt the Agenda
Motion by Councilmember Hatfield, second by Councilmember Benesh to adopt the agenda as presented. Motion carried.

5. Visitor Presentation
No one wished to address the Council.

6. Approve Previous Meeting Minutes
6.A. Approve the November 17, 2025, City Council Meeting Minutes
Motion by Councilmember Benesh, second by Councilmember Sheveland to approve the minutes of the November 17, 2025, City Council meeting.
Motion carried.

7. Consent Agenda
Motion by Councilmember Hatfield, second by Councilmember Grau to approve the Consent Agenda Items A through D:

A. Memorandum of Understanding with Cain Development Group and RCS-RCA Oak Ridge, LLC for Temporary Certificate of Occupancy

Motion authorizing the City Administrator to sign a Memorandum of Understanding with Cain Development Group and RCS-RCA Oak Ridge, LLC for Temporary Certificate of Occupancy contingent upon any and all outstanding balances for utilities being fully paid, and contingent upon passing a final building and fire code inspection.

B. Audit Engagement Agreement

Motion to approve the 2025 Statement of Work – Audit Services with Clifton Larson Allen, LLP, and that the Mayor and City Administrator be authorized to sign.

C. Approve Business License Renewals

DRAFT

Motion to approve the 2026 Business Licenses to include games of skill, refuse haulers, massage therapists, massage business, tobacco sales, solicitors/peddlers/transients effective January 1, 2026, through December 31, 2026.

D. Southwest Metro Intermediate School District 288 Contract for CPD School Resource Officer

Motion to authorize the City Administrator to sign the "Agreement for School Resource Officer Services By and Between Southwest Metro Intermediate School District 288 and City of Chaska" document, thereby authorizing the Chaska Police Department to staff a full-time SRO at the 401 Education Center in the City of Chaska.

Councilmember Hatfield asked if the Council had seen updated safety plans from Oak Ridge regarding the security of the building. City Administrator Podhradsky said it was required for Oak Ridge to submit new safety plans in order for the City to issue a Temporary Certificate of Occupancy.

Councilmember Hatfield asked if there was an Officer ready to take over as a School Resource Officer. City Administrator Podhradsky said Officer Hunter Panning will take that position at the Intermediate District.

Councilmember Sheveland asked if Costco is going to share its parking lot with Oak Ridge Community Development Director Nate Kabat said there is a shared lot across from Costco that would be used, and there is an agreement with Costco to share its lot until Oak Ridge is done with construction.

Councilmember Sheveland asked if Clifton Larson Allen is the audit firm that the City has always used. City Administrator Podhradsky said it was the audit firm that was used last year, and that was the first time the City used them.

Motion carried.

8. Action Items

8.A. Truth in Taxation Public Hearing – 2026 Tax Levy and Budget

City Administrator Podhradsky presented the item to the Council.

Councilmember Sheveland asked if high-rises and new apartment buildings would all be built on the available land. City Administrator Podhradsky said after full build-out at the 15-year mark, Chaska will be in the position of slow to no growth, as it has been in the position of growth and building over the last 40 years. He noted that at that point, the City will probably see redevelopment projects.

Councilmember Sheveland pointed out that Chaska's school district still encompasses areas that are rapidly growing. City Administrator Podhradsky agreed and said that it is a big deal.

Councilmember Hatfield said it was nice to see how much permit revenue is being generated from residents who are adding on or remodeling their homes. City Administrator Podhradsky

DRAFT

said there is a large number of permits the City issues to residents that are reinvesting in properties, which makes a difference in how the City keeps value in the community.

Councilmember Grau said 2023 was a great time to sell a house, because the values were really high, but the shock at the proposed tax values was huge because home values went up so much. City Administrator Podhradsky said that was the first year of the City's building program. Mayor Hubbard said home values went up, and then the City was implementing a tax levy, which required some in-depth conversations.

Councilmember Sheveland pointed out that new construction growth has steadily risen since then. Councilmember Grau said more controlled growth is a better scenario.

Mayor Hubbard pointed out that during COVID-19, a lot of people decided not to live in the big city anymore. City Administrator Podhradsky said that it also put a huge demand on housing and the county, and it all happened at once.

Councilmember Sheveland asked where residential developers are interested in building. City Administrator Podhradsky said builders are looking at the area on McKnight Road, which is south of the arboretum and north of McKnight Park.

Councilmember Sheveland asked if $20,000 per mile to resurface the trail is a normal price, and if that includes only adding a new top layer. City Administrator Podhradsky confirmed that resurfacing takes off the top layer of the trail and is then repaved. He said the City crew does it, and it would cost more if it were hired out by a third party.

Mayor Hubbard pointed out that a lot of the residents may fight City Administrator Podhradsky on the library not being the top priority for the building improvement program, but stated it is ranked appropriately.

Councilmember Sheveland asked how Minnesota Valley has Chaska's territory where the Big Woods Industrial Park will be. City Administrator Podhradsky said that Chaska annexed that area as it used to be Chaska Township, and Minnesota Valley has it, but Chaska may have the opportunity to purchase it in 2040 if Minnesota Valley agrees. Councilmember Sheveland said Chaska could make a lot of money off the electricity in that territory.

Mayor Hubbard noted that the new budget additions to the Fire Department are good recruitment tools.

Councilmember Sheveland asked if there is any way for medical calls to be directly routed to the ambulance or EMTs. City Administrator Podhradsky responded that EMTs and ambulances are not always in the community and move around where needed.

Mayor Hubbard noted that the addition of an overnight duty crew is a very cost-effective way to provide coverage for emergency services.

DRAFT

Mayor Hubbard asked if the new Administrative Assistant position would float between the Police and Fire Departments. City Administrator Podhradsky said the new position would work strictly for the Fire Department.

Councilmember Sheveland asked how the City is getting an unmarked car for $35,000. City Administrator Podhradsky said that is the state contract price.

Councilmember Grau asked about the new wrap-around stripe on the police cars. City Administrator Podhradsky said the new white stripe will be implemented as the police cars are replaced.

Councilmember Hatfield pointed out that when she considered the valuation of her home went up by nine percent, and her taxes went up by 10 percent, but it is part of capturing growth.

Councilmember Sheveland noted that for many years, property taxes did not go up, and now the City is playing catch-up, and she pointed out the referendum is not on the tax statement.

Councilmember Sheveland asked why the City is doing maintenance on some school district properties. City Administrator Podhradsky answered that the school district pays the City for maintenance.

Mayor Hubbard thanked City Administrator Podhradsky for the presentation, and said all Councilmembers should talk about their thoughts and feelings regarding the upcoming budget.

Mayor Hubbard opened the Public Hearing at 8:14 p.m.

No one wished to address the Council.

Mayor Hubbard closed the Public Hearing at 8:15 p.m.

Councilmember Grau said he is very proud and supportive of the City building program since its inception, along with the services provided to the residents, and will never minimize and understands what the percentage increase on taxes means to the residents.

Councilmember Benesh said the property tax levy is fair and equitable, and is a decision that the Council does not take lightly.

Councilmember Sheveland reiterated that the Council does not take this decision lightly, and good schools reflect a good community, and a good community reflects the services the residents have, and those services cost money.

Councilmember Hatfield said she understands that all residents may not be happy paying higher taxes, but there has been a lot of effort behind the reason taxes have to go up. She said the services the City provides are necessary things that make Chaska a great place to live.

DRAFT

Mayor Hubbard said all the Councilmembers collectively see a vision for Chaska and the end goal of maintaining high-quality services for the residents, especially emergency services, which should always be a top priority. She said the Council is tasked with carrying those services forward, and asking residents to pay more is difficult, but it ensures that services are the best and as efficient as they can be for the residents. She reminded residents that if they have any questions, they should not hesitate to contact anyone on the Council.

Motion by Councilmember Hatfield, second by Councilmember Sheveland to close the Truth in Taxation Public Hearing, and to establish December 15, 2025, as the date to consider the adoption of the 2026 budget and final tax levy.
Motion carried.

9. Bills
9.A. Accounts Payable Claims Roster 01-12-2025
The Council requested further information about the Ancom Communications and Cellular System Public bill.

Assistant City Administrator Elise Durbin provided further information regarding those items.

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

10. Other Business
10.A. City Administrator's Report
10.A.i. Bi-Weekly Report 01-12-2025
Councilmember Hatfield:

- Recapped the Tree Lighting Ceremony.
- Recapped Small Business Saturday last weekend and urged residents to support small businesses.
- Shared that a lot of the downtown Chaska stores provide a gift with purchase.
- Shared upcoming events that include: Fire Department Mustache Vote (December 3), Santa at the Community Center (December 5), carriage rides downtown for Hometown Holiday (December 6), holiday markets (December 7), Sip and Shop Saturdays are still happening, and the Santa Parade (December 17).
- Shared that Commission applications are due by December 12.
- Shared that the Human Rights Award nominations are due by December 9, and the awards will be presented at the MLK Breakfast (January 19).
- She thanked the snowplow drivers for how quickly and efficiently they got the roads plowed over the weekend.
- Encouraged other Councilmembers to meet with Kevin Spencer to give input on the library rebuild.

DRAFT

Councilmember Benesh:

- Thanked Public Works employees and the snowplow drivers for doing such an amazing job.
- Shared that a small business recently announced it was closing in Chaska and urged residents to support small businesses to keep them open.

Councilmember Sheveland:

- Commended Public Safety for responding quickly after the Tree Lighting to a two-vehicle accident on the Highway.

Councilmember Grau:

- Recapped the Tree Lighting Ceremony.
- Encouraged people to apply for the open Commissioner positions to learn about the City.
- Shared that the Santa Parade is coming up on December 17, and Chaska will probably get a huge snowstorm during that event, and encouraged residents to use the app to track Santa to know when he will be in their neighborhood.

Mayor Hubbard:

- Shared that the City was able to close on the Big Woods property for conservation, and thanked City Staff for all the work put into closing that deal.
- Shared that a new Deputy Police Chief, Mike TenEyck, has begun and the swearing in is on Friday, December 5.
- Recapped the Tree Lighting.
- Shared that she and City Staff, Commissioner Anderson, a librarian, and several county staff toured five metro area libraries and looked at the amenities each library provided and the layout, to get ideas for Chaska's library rebuild.
- Reminded everyone that the next Council meeting is scheduled for December 15.
- Shared that the Tree Lighting for Hometown Holidays (December 6) is at 5 p.m., and there is a coloring contest children can enter online, and the winner will be chosen at the event.

City Administrator Podhradsky:

- Shared how important and meaningful it was for him to purchase the Big Woods property for the City.

10.A.i. Metropolitan Mosquito Control District
10.B. Q3 – 2025 Investment Report

11. Adjourn

Motion by Councilmember Hatfield, second by Councilmember Benesh to adjourn the meeting at 9:01 p.m.
Motion carried.

REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: Carver County Minnesota River Bluffs Regional Trail – Waiver Notice for transportation easements between Carver County Regional Rail Authority and Carver County.

Prepared By: Matthew Clark, City Engineer

The Joint Powers Agreement executed by the Council for the Minnesota River Bluffs regional trail project provides the County Regional Rail Authority ability for granting transportation easements over property within the rail corridor to Carver County. The Agreement also allows the CCRRA to transfer rights and obligations to the COUNTY pursuant to a separate joint powers agreements between the CCRRA and the COUNTY provided in each instance, the CCRRA provides the CITY written notice of each such transfer.

The mechanics to the agreement allow for Minnesota River Bluffs Regional Trail Project two-mile segment of trail facility to be transferred under Carver County's jurisdiction. The City's interest in the property is specific to amenities listed in the agreement for items such as wayfinding, landscaping, and specialty items constructed within the property being transferred. Consistent with the spirit of the agreement, staff are recommending the City waive the (90) day notice required in the agreement and approve the transfer between County agencies.

CITY COUNCIL ACTION REQUESTED

Motion to Approve the draft Waiver Notice allowing the transfer of transportation easements from the Carver County Regional Rail Authority (CCRA) to Carver County and authorize the Mayor and City Administrator to fully execute a final draft.

Attachments: Waiver of Notice

WAIVER OF NOTICE REQUIREMENTS UNDER PARAGRAPH 2.37 OF JOINT POWERS AGREEMENT

This Waiver of Notice Requirements Under Paragraph 2.37 of the Joint Powers Agreement for Construction, Operation, Maintenance, and Repair of Chaska Segment of Minnesota River Bluffs Regional Trail is entered into by the City of Chaska, a political subidivision and municipal corporation, (**CITY**), (**Waiver**).

1. On or about October 29, 2024, the Carver County Regional Railroad Authority, (**CCRRA**), the County of Carver, (**COUNTY**), and the CITY entered into a Joint Powers Agreement for Construction, Operation, Maintenance, and Repair of Chaska Segment of Minnesota River Bluffs Regional Trail, (**Agreement**).

2. Paragraph 2.37 of the Agreement allows the CCRRA to grant the permanent transportation easements contemplated by the Agreement to the COUNTY without the CITY'S prior written consent, provided the CCRRA provides the CITY with not less than ninety (90) days prior written notice of each permanent transportation easement so granted.

3. Paragraph 2.37 of the Agreement also allows the CCRRA to transfer rights and obligations under the Agreement to the COUNTY pursuant to separate joint powers agreements between the CCRRA and the COUNTY provided in each instance, the CCRRA provides the CITY with not less than ninety (90) days prior written notice of each such transfer.

4. More specifically, Paragraph 2.37 of the Agreement provides as follows:

   Assignment. The benefits and obligations of this Agreement shall extend to and bind the Parties hereto. No Party shall assign any interest in this Agreement without the consent of all other Parties unless specifically allowed herein. The CCRRA shall be allowed to grant the Permanent Transportation Easements contemplated by this Agreement to the COUNTY without the CITY'S prior consent, provided the CCRRA shall provide the CITY with not less than ninety (90) days prior written notice of each such Permanent Easement granted. Further, the CCRRA shall be allowed to transfer rights and obligations under this Agreement the CCRRA and the COUNTY, provided in each instance: i) the CCRRA shall provide the CITY with not less than ninety (90) days prior writing (sic) notice of each such assignment; and ii) the COUNTY shall expressly assume all CCRRA rights, obligations, and liabilities assigned to the COUNTY.

5. To promote a simpler and efficient procedure that minimizes unnecessary delays for the CCRRA's grant of the permanent transportation easement over the tracts identified as Tracts 1, 3, 4, 5, and 6 in **Exhibit A**, attached hereto and

incorporated herein, (**Tracts**),and transfer of rights and obligations under the Agreement to the COUNTY, the CITY desires to waive the notice requirements under Paragraph 2.37 of the Agreement related to the Tracts.

6. The CITY hereby acknowledges that the CITY has received adequate written notice from CCRRA that the CCRRA desires to convey a non-exclusive permanent transportation easement over the Tracts and transfer rights and obligations under the Agreement related to the Tracts to the COUNTY without unnecessary delay (collectively, the "**Tracts Conveyance**").

7. The CITY hereby acknowledges and affirms that all of the above recitals or statements are true and correct.

8. Accordingly, the CITY hereby waives any and all notice requirements under Paragraph 2.37 of the Agreement regarding the proposed Tracts Conveyance (the "**CITY'S WAIVER.**") The City's Waiver is limited to the Tracts Conveyance, and nothing herein waives any rights the City may have regarding future assignments or any other rights the City may have under the Agreement.

9. The persons signing the CITY'S WAIVER, in their representative capacities, represent and warrant that by signing the CITY's WAIVER they thereby intend to bind their respective principals to such terms and conditions as set forth herein; the persons signing in their representative capacity have been authorized to bind their respective principals to such terms and conditions; and the respective principals intend to be so bound.

CITY OF CHASKA

_____
Taylor Hubbard, Mayor

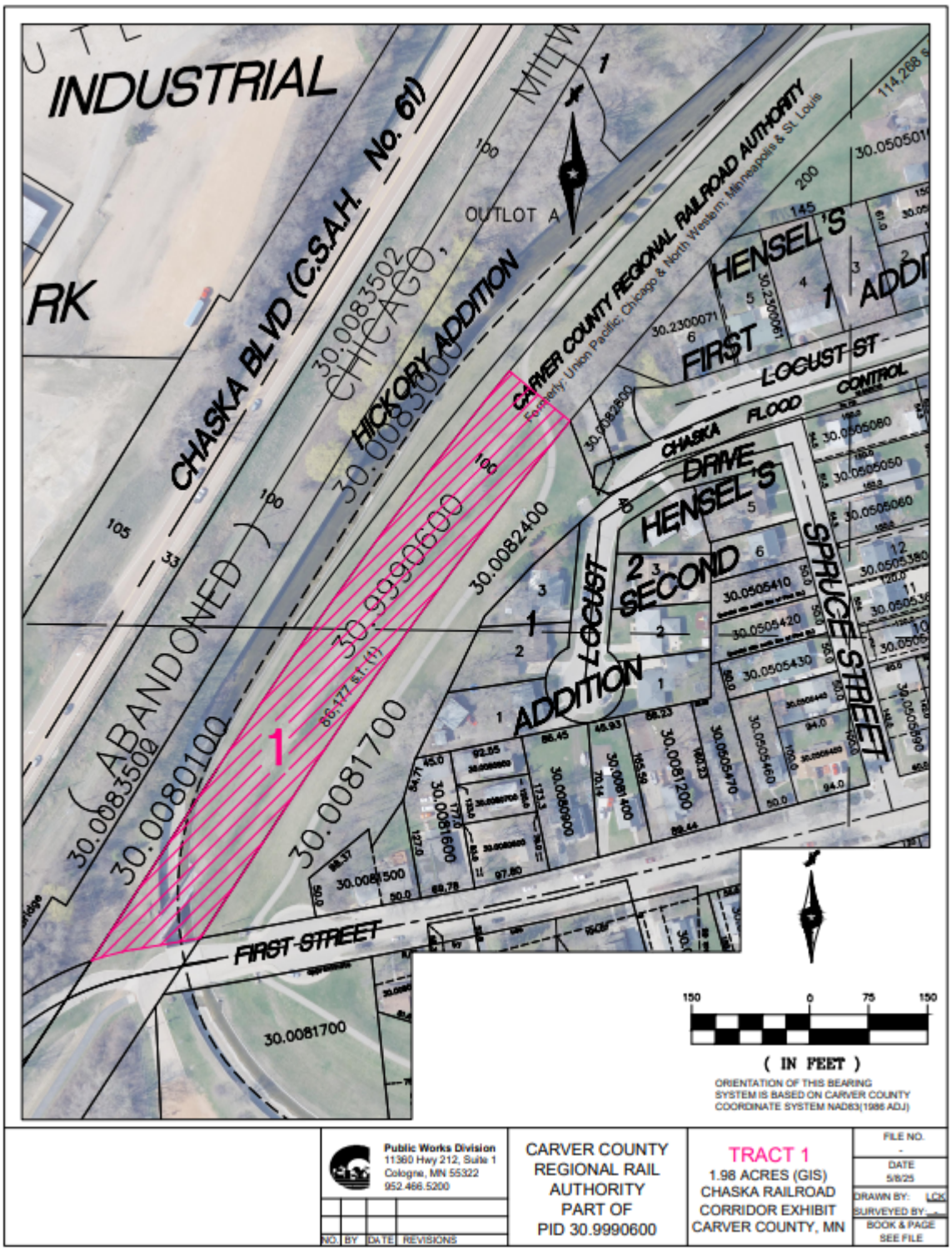
Date: _____

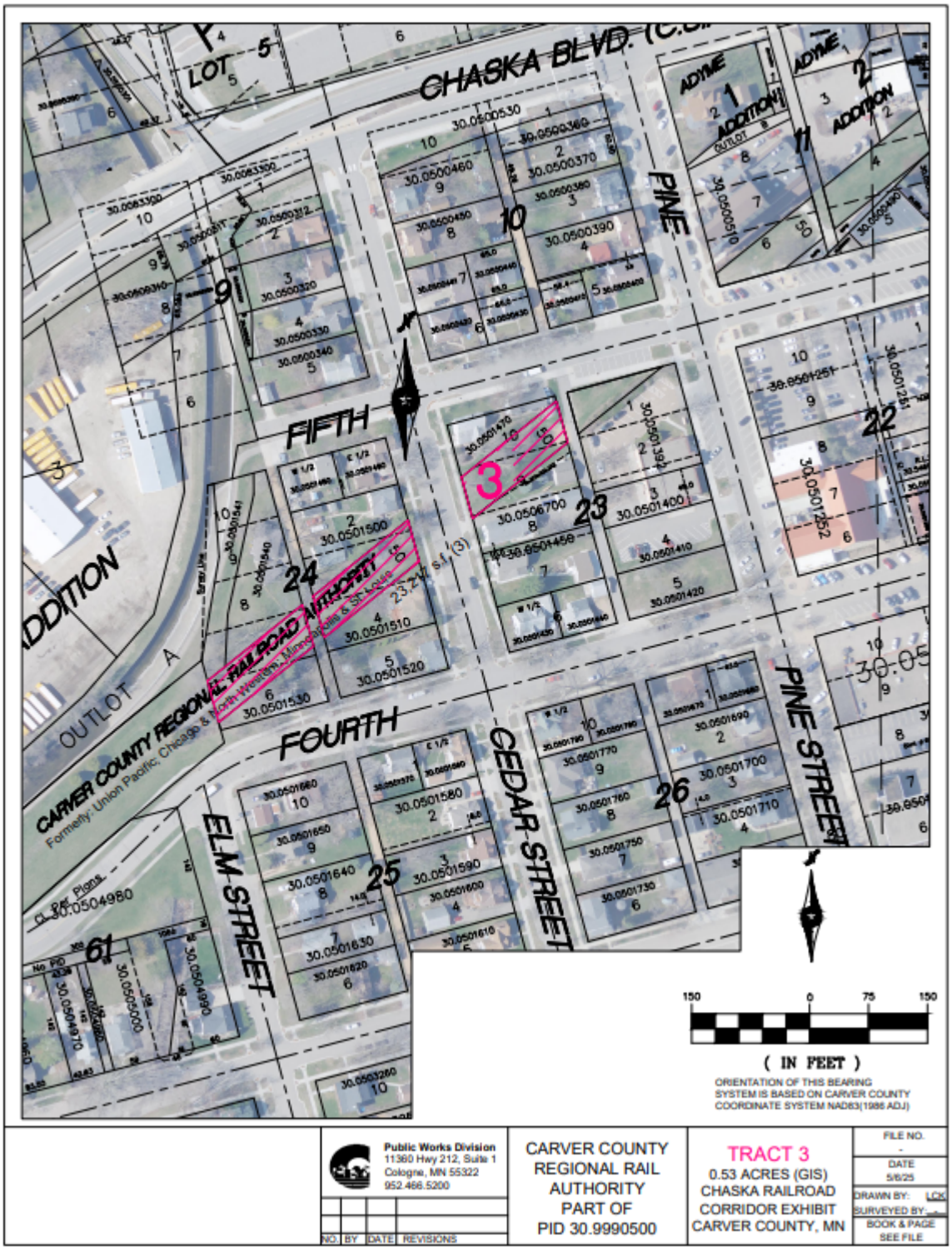
_____
Matt Podhrasky, Administrator

Date:_____

EXHIBIT A

(Depictions of Tracts 1, 3, 4, 5 and 6)





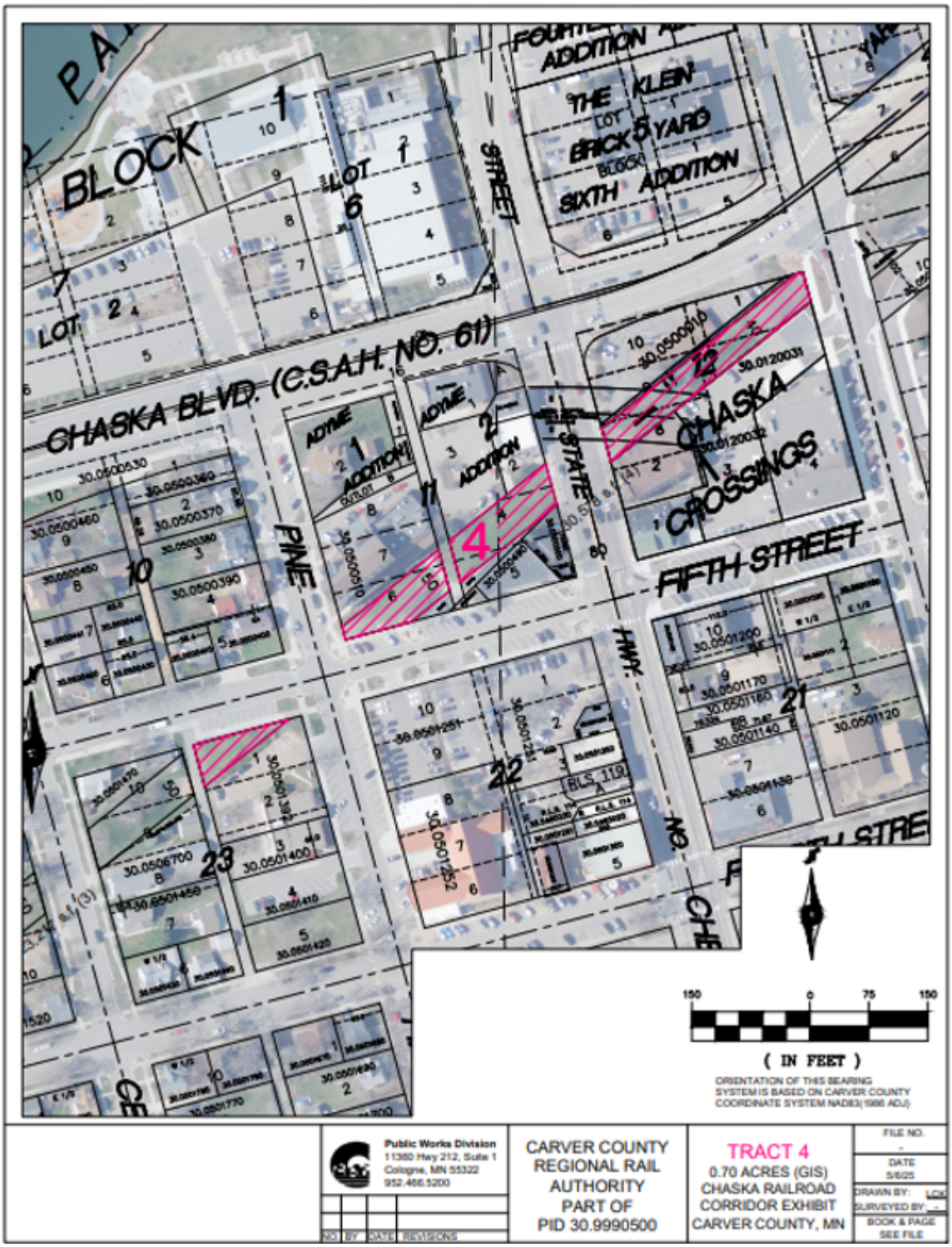
Public Works Division
11360 Hwy 212, Suite 1
Cologne, MN 55322
952.466.5200

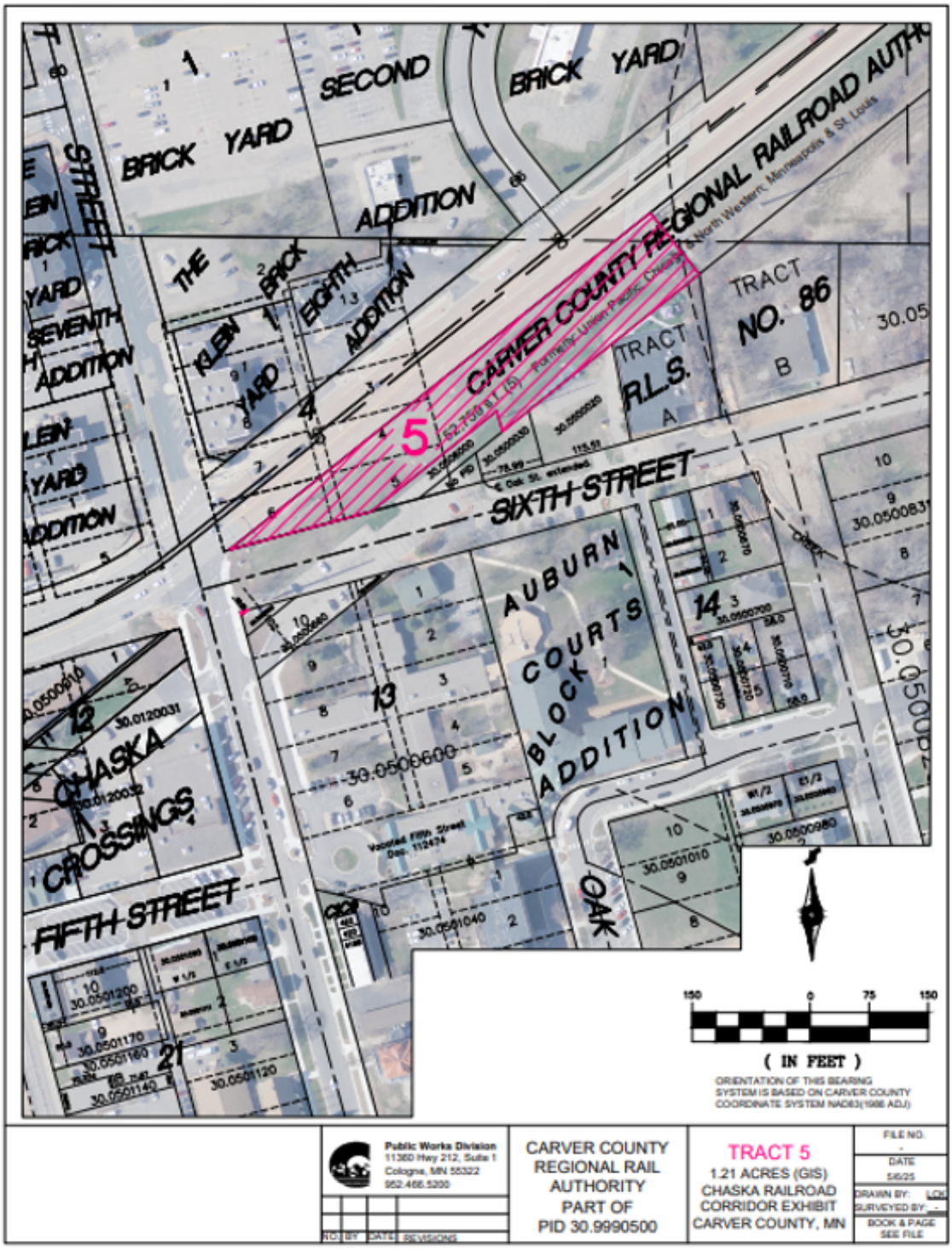
NO.	BY	DATE	REVISIONS

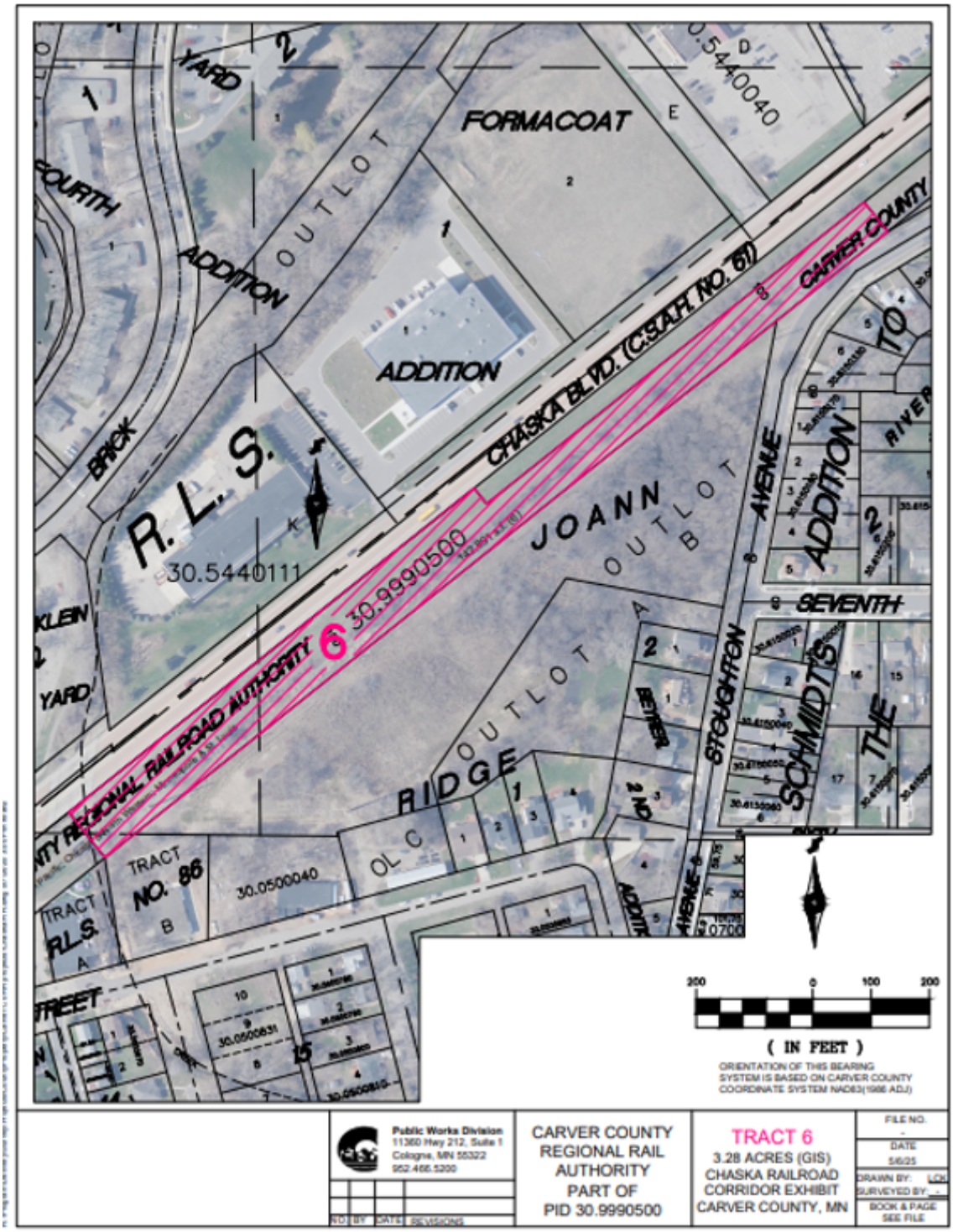
CARVER COUNTY REGIONAL RAIL AUTHORITY PART OF PID 30.9990500

TRACT 3
0.53 ACRES (GIS)
CHASKA RAILROAD CORRIDOR EXHIBIT
CARVER COUNTY, MN

FILE NO. -
DATE 5/6/25
DRAWN BY: LCK
SURVEYED BY:
BOOK & PAGE SEE FILE


BLOCK 1
LOT 1
LOT 6
LOT 2
STREET
THE KLEIN BRICK YARD ADDITION
SIXTH ADDITION
CHASKA BLVD. (C.S.A.H. NO. 61)
ADDITION
ADDITION
STATE
CHASKA CROSSINGS
FIFTH STREET
PINE
HWY.
RLS 119
150 0 75 150
(IN FEET)
ORIENTATION OF THIS BEARING SYSTEM IS BASED ON CARVER COUNTY COORDINATE SYSTEM NAD83(1986 ADJ)
Public Works Division
11360 Hwy 212, Suite 1
Cologne, MN 55322
952.466.5200
NO. BY DATE REVISIONS
CARVER COUNTY REGIONAL RAIL AUTHORITY PART OF PID 30.9990500
TRACT 4
0.70 ACRES (GIS)
CHASKA RAILROAD CORRIDOR EXHIBIT
CARVER COUNTY, MN
FILE NO.
DATE 5/6/25
DRAWN BY: LCK
SURVEYED BY: -
BOOK & PAGE SEE FILE


SECOND BRICK YARD ADDITION
BRICK YARD ADDITION
THE KLEIN BRICK YARD EIGHTH ADDITION
SEVENTH ADDITION
CARVER COUNTY REGIONAL RAILROAD AUTHORITY
Formerly: Union Pacific, Chicago North Western, Minneapolis & St. Louis
5
1.52-7.59 ± (.5) ac
TRACT NO. 86 B
TRACT R.L.S. A
SIXTH STREET
AUBURN COURTS BLOCK 1 ADDITION
CHASKA CROSSINGS
FIFTH STREET
OAK
Vacated Fifth Street Doc. 112474
150 0 75 150
(IN FEET)
ORIENTATION OF THIS BEARING SYSTEM IS BASED ON CARVER COUNTY COORDINATE SYSTEM NAD83(1986 ADJ)
Public Works Division
11360 Hwy 212, Suite 1
Cologne, MN 55322
952.466.5200
NO. BY DATE REVISIONS
CARVER COUNTY REGIONAL RAIL AUTHORITY PART OF PID 30.9990500
TRACT 5
1.21 ACRES (GIS)
CHASKA RAILROAD CORRIDOR EXHIBIT
CARVER COUNTY, MN
FILE NO. -
DATE 5/6/25
DRAWN BY: LCK
SURVEYED BY: -
BOOK & PAGE SEE FILE


FORMACOAT
ADDITION
OUTLOT
CHASKA BLVD. (C.S.A.H. NO. 61)
CARVER COUNTY
CARVER COUNTY REGIONAL RAIL ROAD AUTHORITY
6
30.9990500
30.5440111
R.L.S.
JOANN
RIDGE
SCHMIDTS
SEVENTH
AVENUE
TRACT NO. 86
30.0500040
30.0500831
200 0 100 200
(IN FEET)
ORIENTATION OF THIS BEARING SYSTEM IS BASED ON CARVER COUNTY COORDINATE SYSTEM NAD83(1986 ADJ)
Public Works Division
11360 Hwy 212, Suite 1
Cologne, MN 55322
952.466.5200
CARVER COUNTY REGIONAL RAIL AUTHORITY PART OF PID 30.9990500
TRACT 6
3.28 ACRES (GIS)
CHASKA RAILROAD CORRIDOR EXHIBIT
CARVER COUNTY, MN
FILE NO. -
DATE 5/6/25
DRAWN BY: LCK
SURVEYED BY: -
BOOK & PAGE SEE FILE

REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: **Chaska/Chanhassen Joint Powers Agreement for Repair, Maintenance, and Operation of 82nd Street West**

Prepared By: **Matt Clark, City Engineer**

Carver County now has full jurisdiction, including ownership and maintenance, over the segment of highway formerly named 82nd now designated as CSAH 18. The project, completed earlier this year, also created two new cul-de-sac local roadways named 82nd Street West and Aspen Court. The local streets are now the City(s) to own and maintain in perpetuity. Aspen Court lies within Chaska's City limits as a local street, while 82nd Street West is divided by a common boundary with the City of Chanhassen.

The City limits of Chaska and Chanhassen generally divide the right way following the center of 82nd Street West. The length of 82nd Street West is roughly two thirds of a mile beginning east of Century Boulevard extending west towards the Arboretum ending in a cul-de-sac. Both Cities have worked together over the years with a common understanding Chaska performs minor maintenance for patching and snow plowing. The attached maintenance agreement formalizes practices that have been understood for quite some time while now addressing street overlays, crack sealing, resurfacing and reconstruction. To summarize, Chaska continues with patching and plowing with higher level maintenance pavement repairs and major reconstruction being shared equally between Cities. While this has been inferred for quite some time, both Cities are looking to formalize. The maintenance agreement between the communities is attached for mayor and administrator to execute.

City Council Action Requested

Motion to Approve Resolution No. 2025-97 Chaska/Chanhassen Joint Powers Agreement for Repair, Maintenance, and Operation of 82nd Street West and Authorize the Mayor and Administrator to execute.

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE 12/15/2025 RESOLUTION NO. 2025-97

MOTION BY COUNCILMEMBER SECOND BY COUNCILMEMBER

APPROVING CHASKA/CHANHASSEN JOINT POWERS AGREEMENT FOR REPAIR, MAINTENANCE, AND OPERATION OF 82ND STREET WEST

Whereas, the City of Chaska proposes to enter into a Joint Powers Agreement with the City of Chanhassen for the repair, maintenance, and operations of 82nd Street West provided by Minnesota Statutes, Section 471.59; and

Whereas, the City of Chaska and City of Chanhassen ("Parties") has the authority to construct, maintain, repair and improve public streets within their respective jurisdictions; and

Whereas, 82nd Street West lies on the boundary line between Chaska and Chanhassen, with portions located within Chaska and other portion of such segment located within Chanhassen; and

Whereas, Minnesota Statutes §471.59 provides that two or more governmental units, by agreement entered into through action of their governmental bodies, may jointly or cooperatively exercise any power common to the contracting parties; and

Whereas, Chaska has authority to grade, pave, repair, control, and maintain public roads and trails pursuant to Minnesota Statutes §412.221 Subdivision 6, and Chanhassen has such authority pursuant to its charter; and

Whereas, Minnesota Statutes §160.21 further allows cities to contract with each other for the construction and maintenance of, or removal of snow from, roads under their supervision; and

Whereas, the Parties here desire to define their respective rights and obligations regarding the repair, maintenance, and operation of 82nd Street; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Chaska, Minnesota, that said Joint Powers Agreement is approved; and

BE IT FURTHER RESOLVED, the City Council of the City of Chaska authorizes the Mayor and City Administrator to fully execute the final agreements.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 15th day of December, 2025.

_____
Taylor Hubbard, Mayor

Attest:_____
Chaska Deputy Clerk

CERTIFICATION

State of Minnesota)
County of Carver)
City of Chaska)

I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the City Council of Chaska at a meeting therefor held in the City of Chaska, Minnesota, on the 15th day of December, 2025, as disclosed by the records of said City in my possession.

_____
City Administrator

(Seal)

CHASKA/CHANHASSEN
JOINT POWERS AGREEMENT
FOR
REPAIR, MAINTENANCE, AND OPERATION OF 82ND STREET WEST

This Joint Powers Agreement ("**Agreement**") is for Repair, Maintenance, and Operation of 82nd Street West between CSAH 18 (Lyman Boulevard) and State Highway 41; and 82nd Street West between State Highway 41 and a point approximately 320 feet east of Century Boulevard. is dated December ____, 2025 (the "**Effective Date**") and is between the City of Chaska, Minnesota, a political subdivision organized and existing under the Constitution and the laws of the State of Minnesota ("**Chaska**") and the City of Chanhassen, a political subdivision organized and existing under the Constitution and the laws of the State of Minnesota ("**Chanhassen**"). Chaska and Chanhassen are each sometimes referred to in this Agreement as "**Party**," and are both sometimes referred to in this Agreement as "**Parties**."

RECITALS

WHEREAS, this Agreement concerns the public improvements located within the 82nd Street West right-of-way, including the street pavement, curb and gutter, signage, pavement markings, trail, and underlying public utilities, which are depicted on attached Exhibit A (collectively, as "**82nd Street** "); and

WHEREAS, 82nd Street West lies on the boundary line between Chaska and Chanhassen, with portions located within Chaska and other portions of such segment located within Chanhassen; and

WHEREAS, Carver County, a political subdivision organized and existing under the Constitution and the laws of the State of Minnesota ("**Carver County**") intends to reconstruct a portion of 82nd Street West pursuant to a separate joint powers agreement between the County, the Parties, and the City of Victoria, Minnesota (the "**Reconstruction Project**"); and

WHEREAS, a diagram showing a preliminary depiction of the Reconstruction Project is attached as Exhibit B; and

WHEREAS, Minnesota Statutes §471.59 provides that two or more governmental units, by agreement entered into through action of their governmental bodies, may jointly or cooperatively exercise any power common to the contracting parties; and

WHEREAS, Chaska has authority to grade, pave, repair, control, and maintain public roads and trails pursuant to Minnesota Statutes §412.221 Subdivision 6, and Chanhassen has such authority pursuant to its charter; and

WHEREAS, Minnesota Statutes §160.21 further allows cities to contract with each other for the contraction and maintenance of, or removal of snow from, roads under their supervision; and

WHEREAS, the Parties here desire to define their respective rights and obligations regarding the repair, maintenance, and operation of 82nd Street once the Reconstruction Project is finished; and

NOW THEREFORE, in consideration of the mutual promises and covenants of each to the other Party as contained herein, Chaska and Chanhassen hereby covenant and agree as follows:

1. **GENERAL.**

   1.1. **Recitals and Exhibits**. The above recitals and the exhibits attached to the back of this Agreement are incorporated as agreements of the Parties.

   1.2. **Purpose**. The purpose of this Agreement is to define the rights and obligations of Chaska and Chanhassen regarding: i) the repair, maintenance, and operation of 82nd Street , and ii) the allocation of costs between the Parties for such repair, maintenance and operation activities.

   1.3. **Enabling Authority**. The enabling authority for this Agreement is described in the recitals of the Agreement.

   1.4. **Cooperation**. Chaska and Chanhassen shall cooperate with one another, and each Party shall use reasonable efforts to ensure expeditious implementation of the provisions of this Agreement. The Parties shall act in good faith to undertake resolution of any disputes that arise between them, if any, in an equitable and timely manner.

2. **DEFINITIONS**. In addition to the terms defined above, the following terms shall have the following meanings, unless the context requires otherwise:

   2.1. "**82nd Street Road Segment**" means the portion of 82nd Street West Segment that consists of paved surface designed primarily for vehicular traffic. Aspen Court, which will result from the Reconstruction Project, is not included as part of this Agreement, and is solely the responsibility of Chaska to repair, maintain, and operate.

   2.2. "**82nd Street Trail Segment**" means the portion of 82nd Street West that consists of paved surface designed primarily for bicycle and pedestrian traffic. The planned trail connecting 82nd Street West to Aspen Court resulting from the Reconstruction Project, is not included as part of this Agreement, and is solely the responsibility of Chaska to repair, maintain, and operate.

   2.3. "**82nd Street Utility Segment**" means the portion of 82nd Street West that consists of public water, sanitary sewer, and drainage improvements.

   2.4. "**Agreement**" means this this document, as amended, supplemented, or restated in writing, from time to time.

2.5. "**Costs**" means the direct and indirect costs of performing the work described in Section 4 of this Agreement including, but not limited to, costs associated with: i) engineering and other professional services, ii) soliciting quotations and bids; iii) preparing contract documents; iv) conducting inspections and surveys; v) obtaining licenses and permits; vi) materials; vii) supplies; viii) fuel; xi) equipment rental; x) utility relocation; xi) costs paid to third-party contractors and vendors; and xii) Chaska Costs. "**Chaska Costs**" means the value of Chaska equipment (owned or rented) and labor (employee or independent contractor) used to perform work, which shall be invoiced at Chaska's then standard rates. Chaska Costs, however, shall not include any time expended by the City Administrator administering this Agreement.

2.6. "**Reconstruction-Development**" means an activity that requires reconstruction of all or any portion of the 82nd Street Road Segment, the 82nd Street Trail Segment, and/or the 82nd Street Utility Segment due to development and/or redevelopment.

2.7. "**Reconstruction-Nondevelopment**" means an activity that requires reconstruction of all or any portion of the 82nd Street Road Segment, the 82nd Street Trail Segment, and/or the 82nd Street Utility Segment that is not required for development purposes.

2.8. "**Routine Pavement Repair**" means the preservation, repair, and replacement of bituminous surface through sealcoating, crack sealing, overlay, and mill/overlay to the extent required to keep pavement in a State of Good repair.

2.9. "**Routine Right-of-Way Maintenance**" means snow and ice removal, grass moving, sweeping, pavement markings, pothole patching, litter removal, and tree trimming.

2.10. "**Routine Utility Maintenance**" means periodic inspection and cleaning of public water, sanitary sewer, and drainage facilities, and the removal of obstructing debris from drainage facilities.

2.11. "**Routine Utility Repair**" means any minor patching or pipe lining required.

2.12. "**State of Good Repair**" means the pavement is generally in good repair, including such things as a smooth riding surface.

2.13. "**Term**" or "**Term of this Agreement**" mean, collectively, the initial term and any renewal terms that occur, as described in Section 3 below.

2.14. "**Uncontrollable Circumstances**" means the occurrence or non-occurrence of acts or events beyond the reasonable control of a Party and not as the result of negligent or willful action or inaction by such Party including, but not limited to, the following:

2.14.1. Acts of God including, but not limited to, floods, ice storms, blizzards, tornadoes, landslides, lighting and earthquakes (but not including reasonably anticipated weather conditions for the geographic area), riots, insurrections,

war or civil disorder affecting the performance of work, blockades, power or other utility failure, and fires or explosions.

2.14.2. The adoption of or change in any federal, state, or local laws, rules, regulations, ordinances. permits, or licenses, or changes in the interpretation of such laws, rules, regulations, ordinances, permits, or licenses by a court or public agency having appropriate jurisdiction after the date of the execution of this Agreement.

2.14.3. A suspension, termination, interruption, denial, or failure of renewal of any permit, license, consent, authorization, or approval essential to the existence or operation of the 82nd Street Road Segment.

2.14.4. Orders and/or judgments of any federal, state, or local court, administrative agency, or governmental body, provided, however, that the contesting in good faith by a Party of any such order and/or judgment shall not constitute a willful or negligent action or inaction of such Party.

2.14.5. Labor disputes involving persons with whom the Parties have no employment relationship where the Parties, or either of them, cannot, obtain substitute performance using best efforts.

3. **TERM.**

3.1. **Initial Term**. The initial term of this Agreement shall commence on the Effective Date and expire on December 31, 2025, unless sooner terminated pursuant to the terms of this Agreement.

3.2. **Automatic Renewals**. Commencing January 1, 2026, and each January 1st thereafter, the term of this Agreement shall automatically renew for successive one-year renewal terms until either Party gives the other Party written notice, at least nine (9) months in advance, of its intent to let the Agreement expire at the end of the then current initial term or renewal term. If either Party timely gives such notice, the term of this Agreement shall expire at the end of the then current initial term or renewal term, as applicable, and no further renewals shall occur.

3.3. **Termination for Cause**. This Agreement may be terminated for cause as described in this Agreement.

4. **MAINTENANCE, REPAIR, AND RECONSTUCTION.**

4.1. **Commencement**. The obligations set forth in this Section 4 shall commence upon substantial completion of the Restoration Project.

4.2. **Reconstruction Project Work**. The obligations set forth in this Section 4 do not include punch list, warranty, or other work covered by the contracts for the Reconstruction

Project. Upon substantial completion of the Reconstruction Project, the Parties shall have no obligation to monitor restoration work. The Parties shall, however, take reasonable steps to notify Carver County of any required restoration work of which the Parties are actually aware.

4.3. **Ongoing Work Performed by Chaska**. Subject to Section 4.2 above and Section 5 below, Chaska shall perform the following work during the Term of this Agreement:

4.3.1. **82nd Street Road Segment**. Chaska shall provide Routine Right-of Way Maintenance, Routine Pavement Repair, Reconstruction-Development, and Reconstruction-Nondevelopment for the 82nd Street Road Segment.

4.3.2. **82nd Street Trail Segment**. Chaska shall provide Routine Trail Maintenance, Routine Pavement Repair, Reconstruction-Development, and Reconstruction-Nondevelopment for the 82nd Street Trail Segment.

4.3.3. **82nd Street Utility Segment**. Chaska shall provide Routine Utility Maintenance, Routine Utility Repair, Reconstruction-Development, and Reconstruction-Nondevelopment for the 82nd Street Utility Segment.

4.4. **Performance of Work**. Chaska shall determine the means and methods for performing the work described in Section 4.3 above, subject to municipal contracting laws and other requirements applicable to Chaska. Further, Chaska may perform such work using Chaska equipment and labor, pursuant to contracts with third-parties, or any combination thereof.

4.5. **Permitting**. Each Party shall be responsible for reviewing and processing permits associated with work by others within each Parties Right of Way. If such permits encroach across the municipal boundary (except for work on each Parties Municipal Public Utilities), then one party will be designated as the permitting authority, as determined and mutually agreed upon by the Parties at time of Permit application. All Permits processed by either Party shall be shared (via email copy) to the other Party.

4.6. **Scope of Agreement**. This Agreement only applies to the work described in this Section 4. The Parties acknowledge non-routine work for 82nd Street that is not addressed by this Section 4 must be addressed in a separate agreement between the parties and shall be subject to separate approval by each Party's governing body.

5. ALLOCATION AND REIMBURSEMENT OF COSTS

5.1. **Allocation of Costs**.

5.1.1. **82nd Street Road Segment**. Regarding the 82nd Street Road Segment:

5.1.1.1. Chaska shall be responsible for 100% of all Costs arising from Routine Right-of Way Maintenance.

5.1.1.2. Each Party shall be responsible for 50% of all Costs arising from Routine Pavement Repair.

5.1.1.3. Each Party shall be responsible for 50% of all Costs arising from Reconstruction-Nondevelopment.

5.1.1.4. Each Party shall be responsible for 100% of all Costs arising from Reconstruction-Development within such Party's corporate limits.

5.1.2. **82nd Street Trail Segment**. Regarding the 82nd Street Trail Segment:

5.1.2.1. Chaska shall be responsible for 100% of all Costs arising from Routine Right-of Way Maintenance.

5.1.2.2. Each Party shall be responsible for 50% of all Costs arising from Routine Pavement Repair.

5.1.2.3. Each Party shall be responsible for 50% of all Costs arising from Reconstruction-Nondevelopment.

5.1.2.4. Each Party shall be responsible for 100% of all Costs arising from Reconstruction-Development within such Party's corporate limits.

5.1.3. **82nd Street Utility Segment**. Regarding the 82nd Utility Segment:

5.1.3.1. Each Party shall be responsible for 100% of all Costs arising from work within such Party's corporate limits.

5.1.4. **Permitting.** Neither Party shall pass any costs or share any revenue associated with permitting work within each Parties Right of Way.

5.2. **Initial Payment**. Subject to Chanhassen's reimbursement obligation set forth below, Chaska shall, from time to time, initially advance funds to pay Costs incurred pursuant to this Agreement.

5.3. **Reimbursement**. Chanhassen shall reimburse Chaska for Chanhassen's share of all applicable Costs incurred during the Term of this Agreement. Before commencing any work that will be subject to reimbursement by Chanhassen, Chaska will notify Chanhassen of said work and provide an estimate of the Costs. Chaska will only initiate work subject to Chanhassen's reimbursement after Chanhassen has provided Chaska with approval in writing, which shall not be unreasonably withheld. Chaska shall periodically invoice Chanhassen for Chanhassen's share of Costs advanced by Chaska and Chanhassen shall pay each such invoice within 35 days of the date of the invoice. Each invoice shall be itemized on a line-item basis showing the type of Cost, the amount, and Chanhassen's share. Chanhassen's reimbursement obligation shall survive the expiration or termination of this Agreement.

5.4. **Late Fees and Interest**. If any amount under this Agreement is not paid within five (5) days after the same becomes due and payable: i) the amount overdue shall bear interest at the Interest Rate (as defined below) from the date such installment or amount became due and payable to the date of payment thereof. The "**Interest Rate**" means the lesser of: i) the maximum rate permitted by law; and ii) three (3) points over the "prime rate" of interest as reported in the Wall Street Journal on the first business day of the month in which the amount first became due (as applied separately to each overdue amount).

5.5. **Invoice Adjustment**. To the extent that the actual value of any item included in an invoice cannot be accurately determined at the time of submission of the invoice, such item shall be invoiced on an estimated basis and an adjustment shall be made to reflect the difference between such estimated amount and the actual amount of such item on the next invoice after determination of the actual amount.

6. **EMPLOYEES.**

6.1. **Employees of Chaska**. Employees of Chaska engaged in the performance of any work or services required or provided pursuant to this Agreement are employees of Chaska only and not Chanhassen. Claims under the Workman's Compensation Act of the State of Minnesota by Chaska employees or any third party because of any act or omission on the part of Chaska's employees shall be the sole obligation and responsibility of Chaska.

6.2. **Employees of Chanhassen**. Employees of Chanhassen engaged in the performance of any work or services required or provided pursuant to this Agreement are employees of Chanhassen only and not Chanhassen. Claims under the Workman's Compensation Act of the State of Minnesota by Chanhassen employees or any third party because of any act or omission on the part of Chanhassen's employees shall be the sole obligation and responsibility of Chanhassen.

7. **RECORDS AVAILABILITY AND ACCESS.**

7.1. **Audit**. Pursuant to Minnesota Statutes, §16C.05, Subd. 5, Chaska agrees that Chanhassen, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents. papers, and records that are pertinent to the accounting practices and procedures of Chaska and involve transactions relating to this Agreement. Chaska agrees to maintain these records for a period of six years from the date of termination of this Agreement.

7.2. **City Contract Subject to Audit**. Pursuant to Minnesota Statutes, §16C.05, Subdivision 5, Chanhassen agrees that Chaska, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may

reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of Chanhassen and involve transactions relating to this Agreement. Chanhassen agrees to maintain these records for a period of six years from the date of termination of this Agreement.

8. **DATA PRACTICES**. Each Party, its employees, agents, owners, partners, and subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and implementing regulations, if applicable, and all other applicable Federal and State laws, rules, regulations, and orders relating to data privacy or confidentiality, and as any of the same may be amended from time to time.

9. **NONDISCRIMINATION**. During the performance of this Agreement, each Party agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment light in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

10. **DEFAULT**. If a Party fails to perform any obligation of the Party under this Agreement, excepting in the case of Uncontrollable Circumstances, the non-defaulting Party may, upon written notice to the defaulting Party, terminate this Agreement.

11. **INDEMNIFICATION**.

    11.1. **Total Liability**. The Parties' total liability under this Agreement shall be governed by Minnesota Statutes,§471.59, Subdivision la.

    11.2. **Government Unit Liability**. Each Party shall be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this Agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other Party and the results thereof. For purposes of determining total liability for damages, the participating governmental units shall be considered a single governmental unit, the total liability of which shall not exceed the limits for a single governmental unit as provided in Minnesota Statutes, $ 466.04, Subd. 1.

    11.3. **Indemnification**. Each Party shall defend, hold harmless, and indemnify the other Party, its officials, agents, and employees, from any liability, loss, or damages the other Party may suffer or incur as the result of demands, claims, judgments, or cost arising out of, or caused by the indemnifying Party's negligence in the performance of its respective obligations under this Agreement. This provision shall not be construed nor operate as a waiver of any applicable limitation of liability, defenses, immunities, or exceptions by statute or common law.

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

11.5. **Other Participants**. The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

12. **DISTRIBUTION OF PROPERTY UPON EXPIRATION OR TERMINATION**. Except as expressly provided in this Agreement to the contrary, any property used in the performance of this Agreement shall be retained by Chaska upon the expiration or earlier termination of the Term.

13. **NOTICES**. All notices or communications required or permitted pursuant to this Agreement shall be either hand-delivered or mailed to City and County by certified mail, return receipt requested, at the following address:

Chaska:

City of Chaska
Attn: City Engineer
One City Hall Plaza
Chaska, Minnesota 55318-1962

Chanhassen

City of Chanhassen
Attn: Public Works Director
7700 Market Boulevard
P.O. Box 147
Chanhassen, MN 55317

Either Party may change its address or authorized representative by written notice delivered to the other Party pursuant to this Section 13.

14. **MISCELLANEOUS.**

14.1. **Survival of Terms, Representations and Warranties**. The terms of Sections 5, 7,8, and 11 shall survive the expiration or earlier termination of this Agreement.

14.2. **Assignment Prohibited** Neither Party shall assign any rights or obligations under this Agreement to a third-party without the prior, written consent of the other Party.

14.3. **Alteration**. This Agreement supersedes all negotiations, oral agreements, and prior written agreements between the Parties relating to the subject matter hereof. Any alteration, amendment, modification, or waiver of the provisions of the Agreement shall be invalid unless it has been reduced to writing and duly signed by all Parties.

14.4. **Waiver**. The waiver of any of the rights and/or remedies arising under the terms of this Agreement on any one occasion by any Party hereto shall not constitute a waiver of any rights and/or remedies with respect to any subsequent breach or default. The rights and remedies provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

14.5. **Severability**. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining provisions of this Agreement.

14.6. **Interpretation**. The Laws of the State Minnesota shall apply to this Agreement, exclusive of choice of law rules.

14.7. **Headings**. The headings to the various sections of this Agreement are included only for convenience and shall not be construed to modify, define, limit, or expand the intent of the Parties.

14.8. **Further Actions**. The Parties agree to execute such further documents and take such further actions as may be reasonably required to carry out the provisions and intentions of this Agreement.

14.9. **Parties in Interest**. This Agreement shall be binding upon and inure solely to the benefit of the Parties and their permitted assigns. This Agreement does not create any rights, claims, or benefits inuring to any person that is not a Party to this Agreement or create or establish any third-party beneficiary.

14.10. **Counterparts and Electronic Signatures**. This Agreement may be executed in more than one counterpart, each of which shall be deemed to be an original but all of which taken together shall be deemed a single instrument. Signatures affix to this Agreement using a document execution service (e.g., DocuSign) or transmitted by fax, email, or other electronic means (e.g., delivery of a pdf) shall be deemed binding, delivered, and enforceable.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

[*Signature pages follow.*]

SIGNATURE PAGE TO JOINT POWERS AGREEMENT FOR REPAIR, MAINTENANCE, AND OPERATION OF 82ND STREET

CITY OF CHASKA

By_____
Taylor Hubbard, Mayor

By_____
Matt Podhradsky, City Administrator

SIGNATURE PAGE TO JOINT POWERS AGREEMENT FOR REPAIR, MAINTENANCE, AND OPERATION OF 82ND STREET

CITY OF CHANHASSEN

By_____
Elise Ryan, Mayor

By_____
Laurie Hokkanen, City Manager

EXHIBIT A

Diagram of 82nd Street Segment

For purposes of the Agreement, the "82nd Street Segment" is the portion of the 82nd Street West right-of-way and the pedestrian trail right-of-way located between "Point A" and "Point B" on the below diagram:

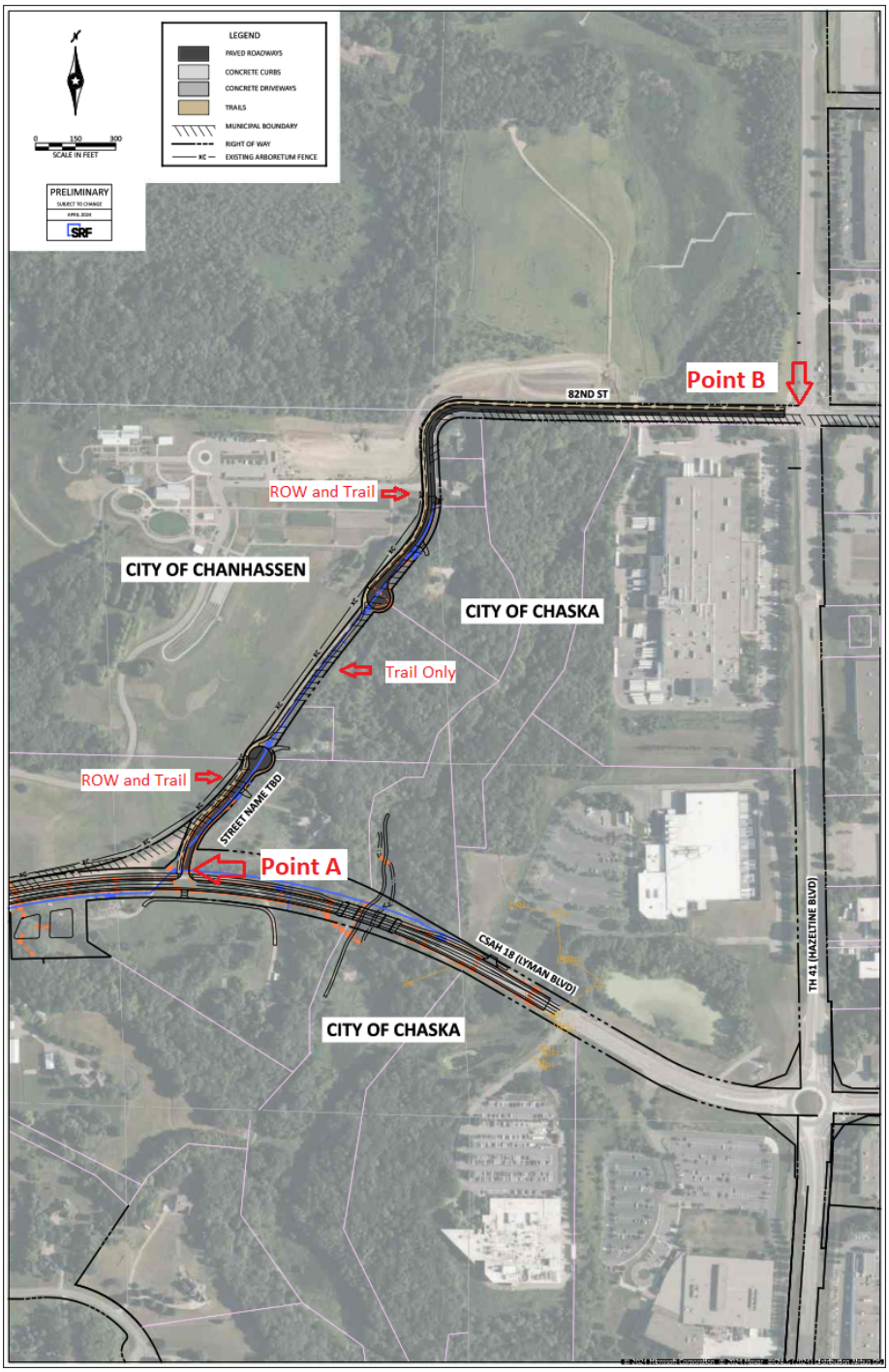


Exhibit A

EXHIBIT B

Diagram of 82nd Street West Reconstruction Project

Exhibit B

REQUEST FOR ACTION
CHASKA CITY COUNCIL
December 15, 2025

Subject: **Lyman Boulevard, Aspen Court, and 82nd Street West – Street Name**

Prepared By: **Matt Clark, City Engineer**

As Council is aware, Carver County has now completed the conversion of the local street named 82nd into an extension of County State Aid Highway Road 18. Key features include reconstructing the roadway and creating a new bridge as a two-lane paved urban highway. The remaining approximately 0.5 miles of 82nd Street have been converted into new local street cul-de-sacs.

In 1994 the Cities of Chaska, Chanhassen, and Victoria approved 82nd Street as the designated route for County Road 18. The segments of highway that have been constructed over the years creating the new County Highway within each City carry the local street name of Lyman Boulevard. Being consistent, the segment of road currently named 82nd is proposed to be redesignated as Lyman Boulevard. The road realignment creates two local cul-de-sac roadways, which previously were part of the 82nd Street alignment. The northern cul-de-sac by the Arboretum Farm will remain named 82nd Street West. The southern cul-de-sac that intersects with Lyman Boulevard will be renamed Aspen Court. Fourteen total properties are impacted by road name changes. All properties will retain their existing address number. Proposed road name changes are shown on the attached map.

Renaming local streets requires address conversions for properties currently addressed as 82nd Street. Carver County has been communicating with residents and will be working with the local post office, emergency services and other agencies to notice for all affected properties. To begin the process, staff is recommending the Council approve and authorize the changes to the local street redesignations and addressing changes.

CITY COUNCIL ACTION REQUESTED

Motion to Approve Resolution No. 2025-89 Renaming and address conversions of 82nd Street to Lyman Boulevard, Aspen Court and 82nd Street West.

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE 12/15/2025 RESOLUTION NO. 2025 -89

MOTION BY COUNCILMEMBER SECOND BY COUNCILMEMBER

A Resolution Renaming and Address Conversions of 82nd Street as Lyman Boulevard, Aspen Court, and 82nd Street West

---

WHEREAS, Carver County completed a reconstruction project of 82nd Street (also known as Highway 18) between Bavaria Road and Highway 41; and

WHEREAS, the reconstruction project reconfigured the County roadway and portions of the local adjacent roadways; and

WHEREAS the three adjacent cities, Chaska, Victoria, and Chanhassen, agree to redesignate the local road named 82nd Street as Lyman Boulevard; and

WHEREAS, the local adjacent roadway that was previously called 82nd Street has now been reconstructed as two cul de sacs shall also be renamed; and

WHEREAS, the northern cul de sac starting approximately 1,240 feet northeast of Lyman Boulevard and connecting to Highway 41 shall remain 82nd Street West; and

WHEREAS, the southern cul de sac connecting to Lyman Boulevard and terminating at a point approximately 500 feet northeast, shall be Aspen Court; and

WHEREAS, address changes will occur according to the following table:

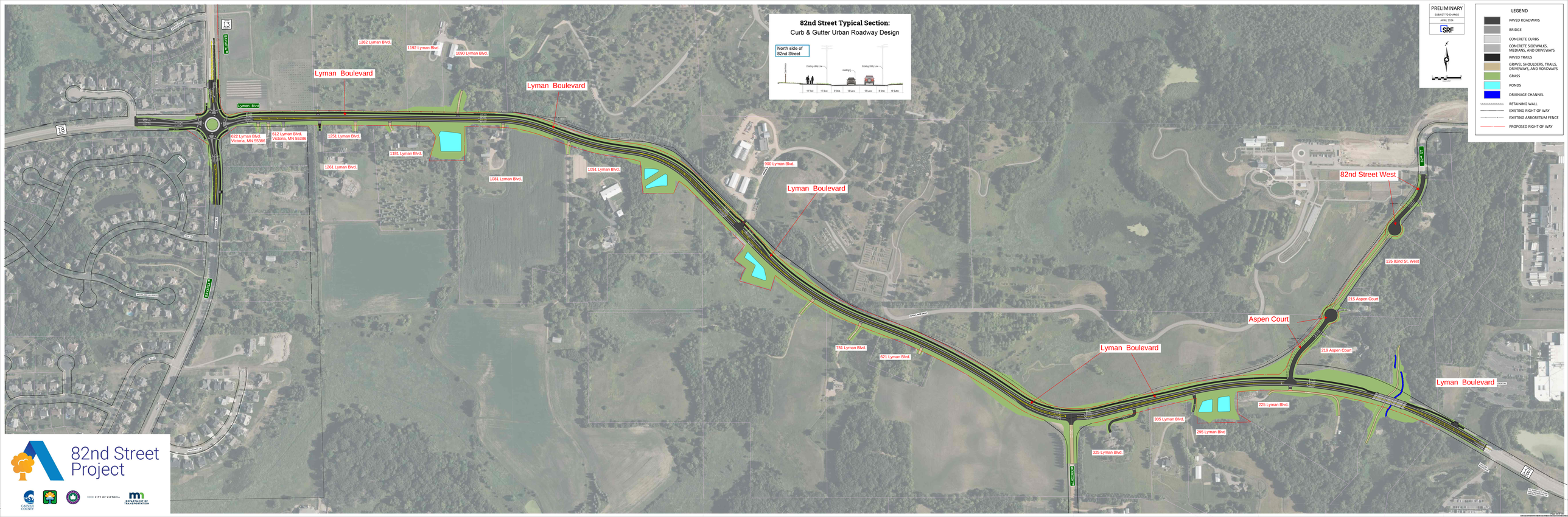
Current Address	**New Address**
1261 82nd Street	1261 Lyman Boulevard
1251 82nd Street	1251 Lyman Boulevard
1181 82nd Street	1181 Lyman Boulevard
1081 82nd Street	1081 Lyman Boulevard
1051 82nd Street	1051 Lyman Boulevard
751 82nd Street	751 Lyman Boulevard
621 82nd Street	621 Lyman Boulevard
325 82nd Street	325 Lyman Boulevard
305 82nd Street	305 Lyman Boulevard
295 82nd Street	295 Lyman Boulevard
225 82nd Street	225 Lyman Boulevard
219 82nd Street	219 Aspen Court
215 82nd Street	215 Aspen Court

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Chaska, Minnesota, does hereby rename 82nd Street to Lyman Boulevard and the adjacent local roadways to Aspen Court and 82nd Street West as depicted in the exhibit titled 82nd Street Project attached to this resolution.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 15th day of December 2025.

_____
Taylor Hubbard, Mayor

Attest:_____
Chaska Deputy Clerk


82nd Street Typical Section:
Curb & Gutter Urban Roadway Design
North side of 82nd Street
PRELIMINARY
SUBJECT TO CHANGE
APRIL 2024
SRF
LEGEND
PAVED ROADWAYS
BRIDGE
CONCRETE CURBS
CONCRETE SIDEWALKS, MEDIANS, AND DRIVEWAYS
PAVED TRAILS
GRAVEL SHOULDERS, TRAILS, DRIVEWAYS, AND ROADWAYS
GRASS
PONDS
DRAINAGE CHANNEL
RETAINING WALL
EXISTING RIGHT OF WAY
EXISTING ARBORETUM FENCE
PROPOSED RIGHT OF WAY
Lyman Boulevard
82nd Street West
Aspen Court
Lyman Blvd
1262 Lyman Blvd.
1192 Lyman Blvd.
1090 Lyman Blvd.
622 Lyman Blvd.
Victoria, MN 55386
612 Lyman Blvd.
Victoria, MN 55386
1251 Lyman Blvd.
1261 Lyman Blvd.
1181 Lyman Blvd.
1081 Lyman Blvd.
1051 Lyman Blvd.
900 Lyman Blvd.
751 Lyman Blvd.
621 Lyman Blvd.
135 82nd St. West
215 Aspen Court
219 Aspen Court
225 Lyman Blvd.
305 Lyman Blvd.
295 Lyman Blvd
325 Lyman Blvd.
82nd Street Project
CARVER COUNTY
CITY OF VICTORIA
DEPARTMENT OF TRANSPORTATION

REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: **TH41 MnDOT Coop Agreement Amendment - for County State Aid Highway 10 (Engler Boulevard) and TH 41**

Prepared By: **Matthew Clark, City Engineer**

The agreement previously made with MnDOT for the TH 41/CSAH 10 project requires a change to allow for maximizing the use of state grant funds. Grant funds awarded through the Transportation Economic Development Program and the State Local Partnership Program are shown in the project funding sources outline below. The oversight that occurred with the current version does not allow for right of way acquisition and professional design services as eligible use of grant funds.

The attached amendment now includes language that affords these elements as an eligible. The list of State and Federal grants awarded for the project are listed below remain intact for the project which in total sum to approximately $12.47 Million.

PROJECT FUNDING SOURCES	***PROJECT FUNDING SOURCE AMOUNT***	***TOTAL PROJECT %***
Met Council Regional Solicitation (FEDERAL FUNDS)	***$5,289,600.00***	16%
Federal PROTECT	***$1,710,400.00***	5%
Met Council Regional Solicitation (FEDERAL Safe Routes To School TH41)	***$933,000.00***	3%
Met Council Regional Solicitation (FEDERAL Safe Routes To School CSAH 10)	***$825,520.00***	2%
MnDOT LPP (State Local Partnership Program)	***$710,000.00***	2%
MnDOT TED (State Transportation Economic Development)	***$3,000,000.00***	9%
County Sales Tax	***$4,478,023.03***	14%

County CSAH	***$8,426,089.53***	28%
City of Chaska MSAS (State Municipal State Aid)	***$3,810,835.29***	12%
City of Chaska Trunk Water Main (Utlity Operating Fund)	***$3,280,209.29***	9%
Funding Estimate to Complete:	***$32,463.677.14***	100%

Standard with any state agreement, Chaska is required to provide consent for revisions. While this is an administrative change, the Council must pass a resolution to formalize the amendment process. Staff is recommending approval of the amendment as the changes maximize both funding eligibility and align with the overall funding plan between all agencies involved.

CITY COUNCIL ACTION REQUESTED

Motion to adopt Resolution 2025-93 approving the MnDOT Cooperative Construction Agreement Amendment No. 1 for the construction on County State Aide Highway/County Highway 10 Engler.

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE 12/15/2025 RESOLUTION NO. 2025-93

MOTION BY COUNCILMEMBER SECOND BY COUNCILMEMBER

APPROVING COOPERATIVE CONSTRUCTION AGREEMENT AND BETWEEN STATE OF MINNESOTA AND CARVER COUNTY AND THE CITY OF CHASKA AMENDMENT NO. 1 FOR CONSTRUCTION ON COUNTY STATE AID HIGHWAY 10 (CSAH 10) ENGLER BOULEVARD

Whereas, the City of Chaska proposes to amend the Cooperative Agreement with the State of Minnesota, and County of Carver for the construction on County State Aid Highway/County Highway 10 "Engler Boulevard"; and

Whereas, the Project has been awarded Local Partnership Project Funds (LPP) and Transportation Economic Development Funds (TED) through the Minnesota Department of Transportation (MnDOT) to be used on Trunk Highway 41; and

Whereas, the previously executed Cooperative Agreement requires amendments to agreement regarding the use of grant funds; and

Whereas, the authority of the parties to enter into the Cooperative Agreement is provided by Minnesota Statutes, Section 471.59

NOW, THEREFORE, BE IT RESOLVED, the City Chaska, Minnesota, enter into Amendment No. 1 to the MnDOT Agreement No. 1055714 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for maintenance by the City upon along, and adjacent to Trunk Highway No. 41 from 700 feet south of CSAH 10 to 520 feet north of CSAH 10 and on CSAH 10 from 590 feet west of Bavaria Road to 510 feet east of Park Ridge Drive under State Project No. 1008-106, the limits of which are defined in said Agreement, and

BE IT FURTHER RESOLVED, the City Council of the City of Chaska authorizes the Mayor and City Administrator to fully execute Agreement Amendment No. 1 and any additional amendments to the Agreement.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 15th day of December, 2025.

_____
Taylor Hubbard, Mayor

Attest:_____
Chaska Deputy Clerk

CERTIFICATION

State of Minnesota)
County of Carver)
City of Chaska)

I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the City Council of Chaska at a meeting therefor held in the City of Chaska, Minnesota, on the 15th day of December, 2025, as disclosed by the records of said City in my possession.

_____
City Administrator

(Seal)

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
CARVER COUNTY
AND
CITY OF CHASKA
AMENDMENT NO. 1

State Project Number (SP):	**1008-106**
Trunk Highway Number (TH):	**41=260**
State Project Number:	**010-610-056**
State Project Number:	**010-591-002**
State Project Number:	**196-020-015**
Federal Project:	**STBG-PRO-TA 1024(281)**
Roundabout Lighting Feed Point:	**10F1**
Pedestrian Lighting Feed Point:	**B**

Original Amount Encumbered
$3,710,000.00

Amended Amount Encumbered
$0.00

Total Obligation
$3,710,000.00

This Amendment is to Agreement 1055714 between the State of Minnesota, acting through its Commissioner of Transportation ("State") and the City of Chaska, acting through its City Council ("City"), and Carver County, acting through its Board of Commissioners ("County").

Recitals

1. The State has an Agreement with the City and the County identified as MnDOT Agreement No. 1055714 ("Original Agreement") to provide payment by the State to the County for the State's share of the costs of the roundabout construction and other associated construction upon, along, and adjacent to Trunk Highway No. 41 from 700 feet south of County State Aid Highway (CSAH) 10 to 520 feet north of CSAH 10 and on CSAH 10 from 590 feet west of Bavaria Road to 510 feet east of Park Ridge Drive according to County-prepared plans, specifications, and special provisions designated by the City as SP 196-020-015, by the County as SP 010-610-056 and SP 010-591-002, and by the State as SP 1008-106 (TH 41=260) ("Project"); and
2. The Original Agreement is amended to reimburse the County for trunk highway eligible design engineering costs and trunk highway eligible Right-of-Way acquisition costs; and
3. The State, the City, and the County are willing to amend the Original Agreement as stated below.

Agreement Amendment

In this Amendment, deleted contract terms will be ~~struck out~~ and the added contract terms will be underlined.

REVISION 1. Article 1.5 is amended as follows:

1.5 ***Exhibits.*** ~~Preliminary~~ Amendment 1 Revised Schedule "I" is attached and incorporated into this Agreement. Exhibit A – Drainage Exhibit, Exhibit B – Landscaping Exhibit, Exhibit C – Irrigation Exhibit, and Exhibit D – Lighting and Retaining Wall Exhibit is on file in the office of the State's Cooperative Agreements Engineer at Saint Paul and incorporated into this Agreement by reference.

REVISION 2. Article 9.1 is amended as follows:

9.1 ***Available Funding.*** TED Program funds allow State Trunk Highway funds to be used for up to 70 percent of the total project costs based on MnDOT's Cost Participation Policy. Additional SRC funds have been awarded to this project to pay for eligible Trunk Highway construction and construction engineering costs. The combination of TED and SRC funds cannot exceed 70 percent of the total project costs or the eligible trunk highway total project costs, whichever is less.

~~**A.** Encumbrance by the State of the State's total estimated construction cost share, the construction engineering cost share, and the contingency amount, as shown in the Revised Schedule "I."~~

REVISION 3. Article 9.2 is amended as follows:

9.2 ***Schedule "I".*** The ~~Preliminary~~ Amendment 1 Revised Schedule "I." includes ~~anticipated~~ State participation construction items and the construction engineering cost share covered under this Agreement.

REVISION 4. Article 9.4 is amended as follows:

9.4 ***State Participation Construction.*** The State will participate in the following at the percentages indicated. The construction includes the State's proportionate share of item costs for mobilization, field office, and traffic control.

A. 100 Percent will be the State's rate of cost participation in all of the roundabout construction up to the capped amounts. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 2 through No. 6 of the ~~Preliminary~~ Amendment 1 Revised Schedule "I."

REVISION 5. Article 9.8 is inserted as follows:

9.8 ***Right of Way Acquisition Costs.*** The State will reimburse the County for the actual cost of trunk highway eligible parcels acquired for this Project. The State's estimated cost for right-of-way acquisition is **$395,200.00**. The State's cost is limited to available TED funds as shown on Sheet No. 1 of the Amendment 1 Revised Schedule "I".

REVISION 6. Article 9.9 is inserted as follows:

9.9 ***Design Engineering Costs.*** The State will reimburse the County for the actual cost of trunk highway eligible Design Engineering Costs. The State's estimated cost for design engineering is **$548,696.44**. The State's cost is limited to available TED funds as shown on Sheet No. 1 of the Amendment 1 Revised Schedule "I".

REVISION 7. Article 10.1 is amended as follows:

10.1 ***State Cost*. $3,710,000.00** is the State's estimated share of the costs of the contract construction, which includes the construction engineering cost share, estimated right-of-way acquisition costs, and estimated design engineering costs ~~and a contingency amount~~ as shown in the ~~Preliminary~~ Amendment 1 Revised Schedule "I". ~~The Preliminary Schedule "I" was prepared using anticipated construction items and estimated quantities and unit prices and may include any credits or lump sum costs. Upon review of the construction contract bid documents described in Article 3.2, the State will decide whether to concur in the County's award of the construction contract and, if so, prepare a Revised Schedule "I" based on construction contract construction items, quantities, and~~

~~unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement. The contingency amount is provided to cover the cost difference between the Preliminary Schedule "I" and the Revised Schedule "I," overruns of the Project Plans' estimated quantities of State participation construction, and State approved additional construction including construction engineering costs.~~

REVISION 8. Article 10.2 is amended as follows:

10.2 Conditions of Payment. The State will pay the County the State's total estimated construction cost share, actual right-of-way acquisition costs, and actual design engineering costs, which does not include the construction engineering cost share ~~or the contingency amount~~, as shown in the Amendment 1 Revised Schedule "I," after the following conditions have been met:

A. Encumbrance by the State of the State's total estimated construction cost share, the construction engineering cost share, estimated right-of-way acquisition costs, and estimated design engineering costs as shown in the Amendment 1 Revised Schedule "I."

B. Approval by the State's Land Management Director at Saint Paul of certified documentation, submitted by the County, for all right-of-way and easement acquisitions required for the contract construction.

C. Execution of this ~~Agreement~~ Amendment No. 1 and transmittal to the County, including a letter advising of the State's concurrence in the award of the construction contract.

D. The State's receipt of a written request from the County for the advancement of funds. The request will include documentation to substantiate the final trunk highway eligible right-of-way acquisition costs and final trunk highway eligible design engineering costs, and certification by the County that all necessary parties have executed the construction contract. The State will make payment for construction costs according to following payment schedule:

Payment Schedule for TED Funds

1st Payment = 50 Percent of the State's total TED-funded construction cost share amount upon award of the construction contract.

2nd Payment = The remainder of State's total TED-funded construction cost share amount upon completion of 50 percent of the contract construction.

The terms of the Original Agreement are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Agreement and all previous amendments remain in full force and effect.

(The remainder of this page has been intentionally left blank.)

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Purchase Order: 3000764615

CARVER COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: County Board Chair

Date: _____

By: _____

Title: County Administrator

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

CITY OF CHASKA

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

AMENDMENT 1 REVISED SCHEDULE "I"
Agreement No. 1055714A01
Carver County

SP 1008-106 (TH 41=260) — Preliminary: August 23, 2024
SP 010-610-056, 010-591-002 — Revised: March 14, 2025
SP 196-020-015 — Amendment 1: October 1, 2025
Fed. Proj. STBG-PRO-TA 1024(281)

Grading, bituminous and concrete surfacing, ADA improvements, retaining walls, lighting, box culverts (10X24, 10J58) construction performed under County contract with Hoffman Construction Company
located on TH 41 from 700 feet south of CSAH 10 to 520 feet north of CSAH 10
and on CSAH 10 from 590 feet west of Bavaria Road to 510 feet east of Park Ridge Drive

STATE COST PARTICIPATION

	State TED	State LPP	Totals
SP 1008-106 (From Sheet No. 6)	1,825,158.70	710,000.00	2,535,158.70
(1) Subtotal			$2,535,158.70
Construction Engineering (8%)	202,812.70		202,812.70
Right-of-Way (State Cost)	395,200.00		395,200.00
Design Engineering (State Cost)	576,828.60		576,828.60
Subtotal	3,000,000.00	710,000.00	$3,710,000.00
Encumbered Amount			**$3,710,000.00**

(1) Payment Schedule as described in Article 10.2 of the Agreement

STATE PAYMENT SCHEDULE

Payment 1 (100% of LPP construction + 50% TED construction upon award)	$1,622,579.35
Payment 2 (50% TED construction upon 50% Project completion)	$912,579.35
Final Payment (Remaining State Cost)	$1,174,841.30
Total State Payment	**$3,710,000.00**

(1) 100% STATE TED (capped), 100% STATE LPP (capped), BALANCE 100% COUNTY

(P) = PLAN QUANTITY

ITEM NUMBER	SP 1008-106 WORK ITEM		UNIT	QUANTITY	UNIT PRICE	COST (1)
2011.601	AS BUILT		LUMP SUM	1.00	59,250.00	59,250.00
2016.601	TOPSOIL MANAGEMENT		LUMP SUM	0.30	10,000.00	3,000.00
2021.501	MOBILIZATION		LUMP SUM	0.14	984,681.00	137,855.34
2031.502	FIELD OFFICE		EACH	0.14	25,000.00	3,500.00
2051.501	MAINT & RESTORATION OF HAUL ROADS		LUMP SUM	0.14	1,000.00	140.00
2104.502	REMOVE SIGN		EACH	13.00	75.00	975.00
2104.502	REMOVE SIGNAL SYSTEM		EACH	0.50	5,800.00	2,900.00
2104.502	SALVAGE SIGN		EACH	3.00	75.00	225.00
2104.502	SALVAGE SIGN PANEL		EACH	1.00	20.00	20.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)		LIN FT	1,014.00	4.85	4,917.90
2104.503	REMOVE SEWER PIPE (STORM)		LIN FT	915.00	15.00	13,725.00
2104.503	REMOVE CURB & GUTTER		LIN FT	3,327.00	4.00	13,308.00
2104.504	REMOVE PAVEMENT		SQ YD	7,434.00	6.00	44,604.00
2104.504	REMOVE BITUMINOUS PAVEMENT		SQ YD	80.00	5.00	400.00
2104.518	REMOVE BITUMINOUS WALK		SQ FT	5,504.00	0.50	2,752.00
2104.518	REMOVE CONCRETE WALK		SQ FT	104.00	0.50	52.00
2104.518	REMOVE CONCRETE MEDIAN		SQ FT	3,654.00	1.00	3,654.00
2104.601	REMOVE CABLES		LUMP SUM	1.00	8,000.00	8,000.00
2106.507	EXCAVATION - COMMON	(P)	CU YD	2,993.00	12.00	35,916.00
2106.507	EXCAVATION - SUBGRADE	(P)	CU YD	2,861.00	15.00	42,915.00
2106.507	SELECT GRANULAR EMBANKMENT (CV)	(P)	CU YD	3,616.00	30.00	108,480.00
2106.507	COMMON EMBANKMENT (CV)	(P)	CU YD	4,850.00	5.00	24,250.00
2211.507	AGGREGATE BASE (CV) CLASS 5	(P)	CU YD	1,632.00	40.00	65,280.00
2301.502	DOWEL BAR		EACH	3,066.00	15.40	47,216.40
2301.504	CONCRETE PAVEMENT 10.0"	(P)	SQ YD	5,252.00	99.38	521,943.76
2301.508	SUPPLEMENTAL PAVEMENT REINFORCEMENT		POUND	7,331.00	2.34	17,154.54
2360.509	TYPE SP 9.5 WEARING COURSE MIX (4,C)		TON	10.00	93.00	930.00
2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (4,B)		TON	20.00	71.00	1,420.00
2360.509	TYPE SP 12.5 WEARING COURSE MIX (4,C)		TON	10.00	93.00	930.00
2411.507	STRUCTURE EXCAVATION CLASS U		CU YD	313.00	15.00	4,695.00
2452.601	EARTH RETENTION SYSTEM (TEMPORARY)		LUMP SUM	0.90	257,610.29	231,849.26
2502.503	4" PERF TP PIPE DRAIN		LIN FT	1,468.00	10.00	14,680.00
2503.503	15" RC PIPE SEWER DES 3006 CL V		LIN FT	1,886.00	80.00	150,880.00
2503.503	21" RC PIPE SEWER DES 3006		LIN FT	40.00	90.00	3,600.00

(1) 100% STATE TED (capped), 100% STATE LPP (capped), BALANCE 100% COUNTY

(P) = PLAN QUANTITY

ITEM NUMBER	SP 1008-106 WORK ITEM		UNIT	QUANTITY	UNIT PRICE	COST (1)
2503.503	21" RC PIPE SEWER DES 3006 CL IV		LIN FT	165.00	100.00	16,500.00
2503.503	24" RC PIPE SEWER DES 3006 CL IV		LIN FT	218.00	135.00	29,430.00
2503.602	CONNECT TO EXISTING STORM SEWER		EACH	3.00	1,500.00	4,500.00
2503.603	PLUG FILL & ABANDON PIPE SEWER		LIN FT	45.00	30.00	1,350.00
2506.502	CASTING ASSEMBLY		EACH	36.00	1,000.00	36,000.00
2506.502	ADJUST FRAME & RING CASTING		EACH	2.00	1,500.00	3,000.00
2506.503	CONST DRAINAGE STRUCTURE DESIGN F		LIN FT	45.10	450.00	20,295.00
2506.503	CONST DRAINAGE STRUCTURE DESIGN G		LIN FT	25.30	500.00	12,650.00
2506.503	CONST DRAINAGE STRUCTURE DESIGN H		LIN FT	45.40	500.00	22,700.00
2506.503	CONST DRAINAGE STRUCTURE DES 48-4020		LIN FT	92.40	600.00	55,440.00
2506.503	CONST DRAINAGE STRUCTURE DES 54-4020		LIN FT	16.60	900.00	14,940.00
2506.503	CONST DRAINAGE STRUCTURE DES 60-4020		LIN FT	8.40	800.00	6,720.00
2506.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE		EACH	1.00	1,500.00	1,500.00
2521.518	4" CONCRETE WALK		SQ FT	14,523.00	5.75	83,507.25
2521.518	6" CONCRETE WALK		SQ FT	2,060.00	8.34	17,180.40
2521.518	7" CONCRETE WALK	(P)	SQ FT	3,906.00	9.18	35,857.08
2521.518	4" BITUMINOUS WALK		SQ FT	1,125.00	2.50	2,812.50
2521.602	DRILL & GROUT REINF BAR (EPOXY COATED)		EACH	87.00	16.66	1,449.42
2521.618	CONCRETE CURB RAMP WALK		SQ FT	1,080.00	16.34	17,647.20
2531.503	CONCRETE CURB & GUTTER DESIGN B624		LIN FT	1,400.00	22.00	30,800.00
2531.503	CONCRETE CURB & GUTTER DESIGN D424		LIN FT	1,160.00	25.88	30,020.80
2531.503	CONCRETE CURB & GUTTER DESIGN R424		LIN FT	400.00	31.95	12,780.00
2531.503	CONCRETE CURB & GUTTER DESIGN S524		LIN FT	1,060.00	25.04	26,542.40
2531.618	TRUNCATED DOMES		SQ FT	66.00	42.00	2,772.00
2533.503	PORTABLE PREC CONC BAR DES 8337-ANCHORED		LIN FT	898.00	40.00	35,920.00
2545.502	LIGHTING UNIT TYPE 9-40		EACH	7.00	4,590.00	32,130.00
2545.502	LIGHT FOUNDATION DESIGN E		EACH	7.00	1,525.00	10,675.00
2545.502	SERVICE CABINET -TYPE L1		EACH	1.00	10,700.00	10,700.00
2545.502	EQUIPMENT PAD B		EACH	1.00	1,375.00	1,375.00
2545.503	2" NON-METALLIC CONDUIT		LIN FT	82.00	6.00	492.00
2545.503	3" NON-METALLIC COND (DIRECTIONAL BORE)		LIN FT	254.00	43.00	10,922.00
2545.503	UNDERGROUND WIRE 1/C 2 AWG		LIN FT	415.00	3.75	1,556.25
2545.503	DIRECT BURIED LIGHTING CABLE 4/C 4 AWG		LIN FT	1,238.00	10.00	12,380.00
2550.502	SERVICE FOUNDATION		EACH	1.00	1,100.00	1,100.00

(1) 100% STATE TED (capped), 100% STATE LPP (capped), BALANCE 100% COUNTY

(P) = PLAN QUANTITY

ITEM NUMBER	SP 1008-106 WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (1)
2550.502	CCTV FOUNDATION	EACH	1.00	4,550.00	4,550.00
2550.502	FIBEROPTIC SPLICE VAULT	EACH	1.00	9,250.00	9,250.00
2550.502	OUTDOOR FIBER SPLICE ENCLOSURE	EACH	1.00	1,750.00	1,750.00
2550.502	BURIED CABLE SIGN	EACH	8.00	75.00	600.00
2550.502	CCTV CABINET	EACH	1.00	6,400.00	6,400.00
2550.502	SERVICE CABINET	EACH	1.00	5,370.00	5,370.00
2550.503	1.5" NON-METALLIC CONDUIT	LIN FT	1,155.00	3.50	4,042.50
2550.503	2" NON-METALLIC CONDUIT	LIN FT	150.00	6.00	900.00
2550.503	POWER CABLE 1 CONDUCTOR NO 6	LIN FT	145.00	2.50	362.50
2550.503	POWER CABLE 3 CONDUCTOR NO 14	LIN FT	185.00	2.50	462.50
2550.601	TEMPORARY COMMUNICATION SYSTEM	LUMP SUM	1.00	55,000.00	55,000.00
2550.601	FIBER OPTIC CABLE TESTING	LUMP SUM	1.00	6,900.00	6,900.00
2550.602	CCTV HARDWARE	EACH	1.00	21,250.00	21,250.00
2550.602	FIBER OPTIC PIGTAIL TERMINATION	EACH	1.00	1,700.00	1,700.00
2550.602	FIBER OPTIC CABLE SPLICING	EACH	3.00	2,150.00	6,450.00
2550.602	PULL VAULT	EACH	2.00	2,750.00	5,500.00
2550.603	ARMORED FIBER OPTIC PIGTAIL CABLE 6SM	LIN FT	105.00	4.00	420.00
2550.603	FIBER OPTIC TRUNK CABLE 48SM	LIN FT	5,420.00	2.50	13,550.00
2554.502	ANCHORAGE ASSEMBLY - TYPE 31	EACH	2.00	3,800.00	7,600.00
2554.502	END TREATMENT-TANGENT TERMINAL	EACH	2.00	4,000.00	8,000.00
2554.503	TRAFFIC BARRIER DESIGN TYPE 31	LIN FT	50.00	65.50	3,275.00
2563.601	TRAFFIC CONTROL	LUMP SUM	0.14	82,900.00	11,606.00
2563.601	ALTERNATE PEDESTRIAN ROUTE	LUMP SUM	0.30	1,500.00	450.00
2563.601	ACCESS MANAGEMENT PLAN	LUMP SUM	0.30	11,000.00	3,300.00
2563.602	LINEAR DELINEATION PANEL	EACH	36.00	50.00	1,800.00
2563.602	PORTABLE BARRIER DELINEATOR	EACH	36.00	10.00	360.00
2563.613	PORTABLE CHANGEABLE MESSAGE SIGN	UNIT DAY	320.00	75.00	24,000.00
2563.613	PORTABLE SIGNAL SYSTEM	UNIT DAY	300.00	70.00	21,000.00
2563.615	TEMPORARY IMPACT ATTENUATOR	ASSEMBLY	2.00	3,000.00	6,000.00
2564.502	INSTALL SIGN PANEL	EACH	1.00	200.00	200.00
2564.602	INSTALL SIGN	EACH	3.00	475.00	1,425.00
2564.602	DELINEATOR / MARKER PANEL	EACH	4.00	95.00	380.00
2564.607	CONCRETE FOOTING (MONOTUBE)	CU YD	20.00	4,434.79	88,695.80
2564.608	STRUCTURAL STEEL - MONOTUBE SIGN (P)	POUND	28,829.00	6.22	179,316.38

ITEM NUMBER	SP 1008-106 WORK ITEM		UNIT	QUANTITY	UNIT PRICE	COST (1)
2564.618	SIGN		SQ FT	278.00	110.25	30,649.50
2564.618	SIGN PANEL		SQ FT	510.00	60.50	30,855.00
2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM		SYSTEM	1.00	35,805.00	35,805.00
2571.502	DECIDUOUS TREE 2.5" CAL B&B		EACH	2.00	700.00	1,400.00
2571.502	ORNAMENTAL TREE 6' HT B&B		EACH	5.00	700.00	3,500.00
2571.502	DECIDUOUS SHRUB NO 2 CONT		EACH	242.00	40.00	9,680.00
2571.502	PERENNIAL NO 1 CONT		EACH	303.00	20.00	6,060.00
2573.501	STABILIZED CONSTRUCTION EXIT		LUMP SUM	0.40	100.00	40.00
2573.501	EROSION CONTROL SUPERVISOR		LUMP SUM	0.30	10,000.00	3,000.00
2573.502	CULVERT END CONTROLS		EACH	1.00	125.00	125.00
2574.505	SUBSOILING	(P)	ACRE	1.00	50.00	50.00
2574.505	SOIL BED PREPARATION	(P)	ACRE	2.00	300.00	600.00
2574.507	BOULEVARD TOPSOIL BORROW		CU YD	378.00	25.00	9,450.00
2574.508	FERTILIZER TYPE 1		POUND	272.00	0.85	231.20
2575.504	ROLLED EROSION PREVENTION CATEGORY 25		SQ YD	137.00	1.90	260.30
2575.505	SEEDING	(P)	ACRE	1.00	300.00	300.00
2575.505	DISK ANCHORING	(P)	ACRE	1.00	300.00	300.00
2575.505	MOWING		ACRE	2.00	250.00	500.00
2575.505	WEED SPRAYING		ACRE	1.00	1,000.00	1,000.00
2575.506	WEED SPRAY MIXTURE		GALLON	1.00	250.00	250.00
2575.509	MULCH MATERIAL TYPE 1		TON	2.00	300.00	600.00
2575.608	SEED SOUTHERN BOULEVARD		POUND	124.00	6.33	784.92
2581.503	6" REMOVABLE PREFORM PAVEMENT MARKING TAPE WR		LIN FT	3,196.00	2.05	6,551.80
2582.503	4" SOLID LINE MULTI COMP GR IN (WR) CONT		LIN FT	2,054.00	4.20	8,626.80
2582.503	6" SOLID LINE MULTI COMP GR IN (WR) CONT		LIN FT	1,467.00	6.30	9,242.10
2582.503	24" SOLID LINE MULTI COMP GR IN (WR) CONT		LIN FT	41.00	40.00	1,640.00
2582.503	4" BROKEN LINE MULTI COMP GR IN (WR) CONT		LIN FT	169.00	4.20	709.80
2582.503	4" DOTTED LINE PREF THERMO GR IN CONT		LIN FT	436.00	4.20	1,831.20
2582.503	18" DOTTED LINE PREF THERMO GR IN CONT		LIN FT	93.00	30.00	2,790.00
	[The remainder of this page has been intentionally left blank]					

(1) 100% STATE TED (capped), 100% STATE LPP (capped), BALANCE 100% COUNTY

(P) = PLAN QUANTITY

ITEM NUMBER	SP 1008-106 WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (1)
2582.518	PAVT MSSG PREF THERMO GR IN CONT	SQ FT	424.00	40.00	16,960.00
2582.518	CROSSWALK PREF THERMO GR IN CONT ESR	SQ FT	192.00	20.00	3,840.00
				TOTAL	$2,864,560.80
	(1) **100% STATE TED**	**$1,825,158.70**	(capped at $1,825,158.70)		
	100% STATE LPP	**$710,000.00**	(capped at $710,000.00)		
	BALANCE COUNTY	$329,402.10			

CITY OF CHASKA

RESOLUTION

IT IS RESOLVED that the City of Chaska enter into Amendment No. 1 to MnDOT Agreement No. 1055714 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for maintenance by the City upon, along, and adjacent to Trunk Highway No. 41 from 700 feet south of CSAH 10 to 520 feet north of CSAH 10 and on CSAH 10 from 590 feet west of Bavaria Road to 510 feet east of Park Ridge Drive under State Project No. 1008-106, the limits of which are defined in said Agreement.

IT IS FURTHER RESOLVED that the Mayor and the _____
(Title)
are authorized to execute the Agreement Amendment No. 1 and any additional amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Chaska at an authorized meeting held on the _____ day of _____, 20__, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this
_____ day of _____, 20____

Notary Public _____

My Commission Expires _____

_____
(Signature)

_____
(Type or Print Name)

_____
(Title)

Docusign Envelope ID: 6389B271-E7F4-4565-A9CE-6609088DF4DF

BOARD OF COUNTY COMMISSIONERS
CARVER COUNTY, MINNESOTA

Date: November 5, 2024
Motion by Commissioner Lynch

Resolution No 98-24
Seconded by Commissioner Udermann

COOPERATIVE CONSTRUCTION AGREEMENT NO. 1055714 WITH THE STATE OF MINNESOTA

IT IS RESOLVED that Carver County enter into MnDOT Agreement No. 1055714 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County of the State's share of the costs of the roundabout construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 41 from 700 feet south of CSAH 10 to 520 feet north of CSAH 10 and on CSAH 10 from 590 feet west of Bavaria Road to 510 feet east of Park Ridge Drive under State Project No. 1008-106.

IT IS FURTHER RESOLVED that the County Board Chair and the County Administrator are authorized to execute the Agreement and any amendments to the Agreement.

	YES	ABSENT	NO
DEGLER			
FAHEY			
LYNCH			
UDERMANN			
WORKMAN			

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 5th day of November, 2024, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 5th day of November, 2024.

Dave Hemze (Nov 5, 2024 14:38 CST)

Dave Hemze County Administrator

REQUEST FOR ACTION
CHASKA CITY COUNCIL
December 15, 2025

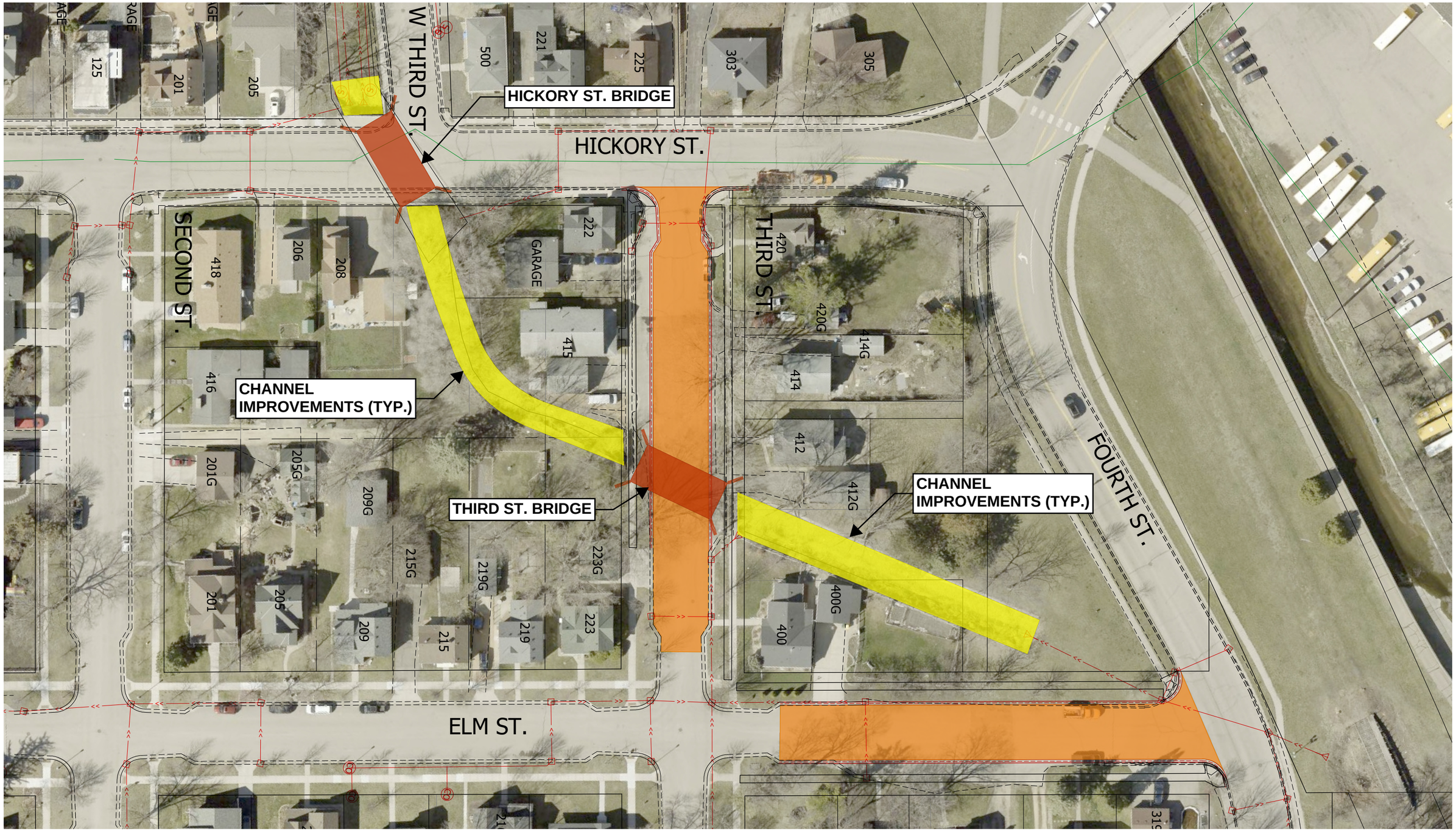
Subject: **2026 Downtown Street Reconstruction – Feasibility Study**

Prepared By: **Matt Clark, City Engineer**

The downtown street program that began back in 2011 has only a few streets that remain for reconstruction. Streets that are proposed next are Elm Street between Third Street and Fourth Street, Third Street between Hickory Street, and Elm Street, shown on the attached map.
The feasibility study will also include evaluating the existing bridge and drainage channel extending between Hickory and 4th Street.

The policy for reconstructing streets in downtown include assessing benefit to private property requiring a formal process outlined by statute. The first step in the process involves the City as the petitioner authorizing a feasibility study. The study will outline a number of elements such as overall costs, assessments, project schedule, and the City's share of the project improvements. Staff will be presenting the findings and recommendations of the report at a meeting date to be determined.

CITY COUNCIL ACTION REQUESTED
Motion to approve Authorizing a Feasibility Study for the 2026 Downtown Reconstruction Project.



THIRD & ELM STREET - STORM

CHASKA, MINNESOTA

2026 STREET AND UTILIITIES IMPROVEMENTS

Date: 12/11/2025 PROJ. NO.: 193807390

FIGURE 4

N

0 30' 60'

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

Plot Date: 12/11/2025 - 11:05am
Drawing name: \\US0291-HPFSS01\shared_projects\193807390\CADD\Dwg\2026 DownTown Reconstruction\193807390- 2026_Recon_Figure.dwg
Xrefs: 193802229GPL, 193802229HDPO, 92CURB_GUTTER, 92STRM, 92SSWR, 92WATR, 92address_numbers, 193802330_TOPO, 193802530XSXT-WEST

REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: **Appointment of Planning Commission Chair and Vice-Chair to City Council**

Prepared By: Nate Kabat, Community Development Director

BACKGROUND

Chaska Ordinance states that the City Council shall annually appoint the Planning Commission Chairperson and Vice-Chair. By practice, the City Council has sought a recommendation from the Planning Commission for the annual appointment.

Rob Brass is the current Chair and was appointed by City Council on February 17, 2025, per the Planning Commission's recommendation on February 12, 2025. Mr. Brass recently indicated his intent to resign from the Planning Commission effective December 31, 2025, meaning a new Chair is needed heading into calendar year 2026.

Todd Urbanski is the current Vice-Chair and was appointed by City Council on February 17, 2025, per the Planning Commission's recommendation on February 12, 2025.

At its meeting on December 10, 2025, the Planning Commission made a motion to recommend Todd Urbanski to serve as Chairperson of the Planning Commission and to recommend Jon Purdy to serve as Vice-Chairperson of the Planning Commission for calendar year 2026.

PLANNING COMMISSION ACTION REQUESTED:

Motion to recommend Todd Urbanski to serve as Chairperson of the Planning Commission for calendar year 2026.

Motion to recommend Jon Purdy to serve as Vice-Chairperson of the Planning Commission for calendar year 2026.

REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: **Municipal Services Building (MSB) – Final Site & Building Plan**

Applicant: Oertel Architects on behalf of the City of Chaska

Location: 4501 Creek Road

Case No.: P.C. No. 2025-19

Synopsis: The applicant is requesting approval of the Final Site & Building Plan for a new municipal services building (MSB)

Prepared By: Elizabeth Hanson

Staff Recommendation: Motion to adopt resolution

Introduction

The property in question is located near the west edge of the City. The following exhibit below is intended to show the general site area and adjoining uses:

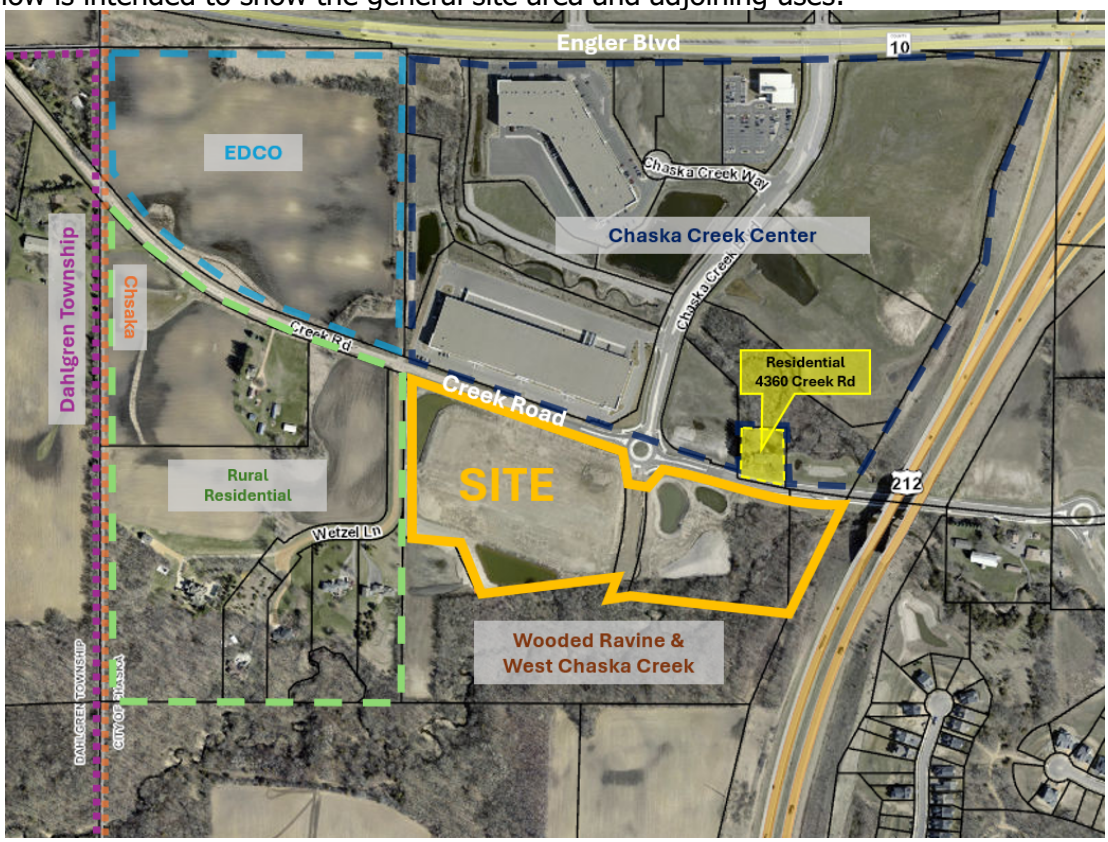


Figure 1: Existing Site & Adjoining Uses

Background & Previous Approvals

In the fall of 2021, the City Council developed their Strategic Plan (2021-2025) and identified six strategic visions. One of these visions is "In 2025 Chaska has quality City facilities". From these visions, strategic directions were set. Strategic Direction Two is "Reinvesting in Core Assets: Facilities are adequate to meet growth and reflect community pride." This vision and strategic direction were identified as city facilities are over 30 years old with little reinvestment put into them, and no longer are able to accommodate the growth in the community since they were built.

The Public Safety Facility was the first city facility project to be updated. This project went through planning approvals in the later half of 2023 and has been under construction since 2024. The building is anticipated to be in operation at the end of 2025/early 2026. With that project nearly wrapped up, the next city facility on the Building Improvement Program schedule is MSB.

The City Council adopted a new Strategic Plan in the beginning of 2025. The current strategic plan identifies six visionary outcomes that look ahead to 2030. One of the visionary outcomes, "Chaska is continuously reinvesting in City facilities". Furthermore, a first year objective was to hire the architect for MSB.

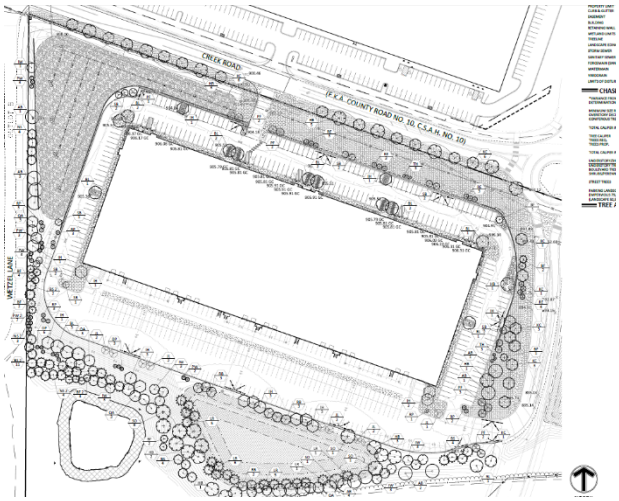


Figure 2: 2022 Chaska Club West Industrial Final Plan

Previous Reviews and Existing MSB Site

On May 16, 2022 the City Council approved the final site & building plan and final plat for Chaska Club West Industrial. The plans generally included a 34-38' high, 177,000sf, build-to-spec building, and a ~20 foot landscaped berm on the southwest side of the site for screening from the adjacent residential neighbors. Some site grading work has been completed, but the building was not constructed as an end user was not identified. In Spring 2024, the city approached the property owner to pursue acquisition for the city's MSB project.

On September 16, 2024 the City Council approved the purchase agreement for the future MSB site at Lot 1, Block 1 Chaska Club West Industrial (aka 4501 Creek Road). During the review of this request, it was noted that the existing MSB site (660 Victoria Drive) was limited in terms of expansion. MSB is currently just over 48,000 square feet, with a space needs analysis identifying a need of just over 140,000 square feet. Two of the larger obstacles on the site are the presence of significant wetlands and the 230kv Xcel Transmission line that runs through the middle of the property; each are north of the existing building. To expand the MSB on the existing site would require the relocation of the transmission line to the north, which could be accomplished through the movement of one tower north into the wetlands. Doing this would cost close to $3 million, which is financially burdensome. Ultimately, a cost comparison was analyzed between the existing site and a new site and determined that a new site and building would be more cost

effective. The existing MSB building and site will stay in city ownership and will be used for additional cold storage facilities.

On January 27, 2025 the City Council approved the Request for Proposals (RFP) for MSB to bring in architectural and engineering services. In March 2025, Oertel Architects were selected as the designer for the MSB project. Since that time, they have been meeting with various staff to design the site and building. Tonight, the city is seeking a Concept Plan approval for the new municipal services building (MSB).

2025 Approvals

On September 15, 2025 the City Council approved the Concept Plan for the new MSB.

On November 17, 2025 the City Council approved the Preliminary Site & Building Plan and the Zoning Ordinance Amendment (ZOA) to PID-10 for the new MSB.

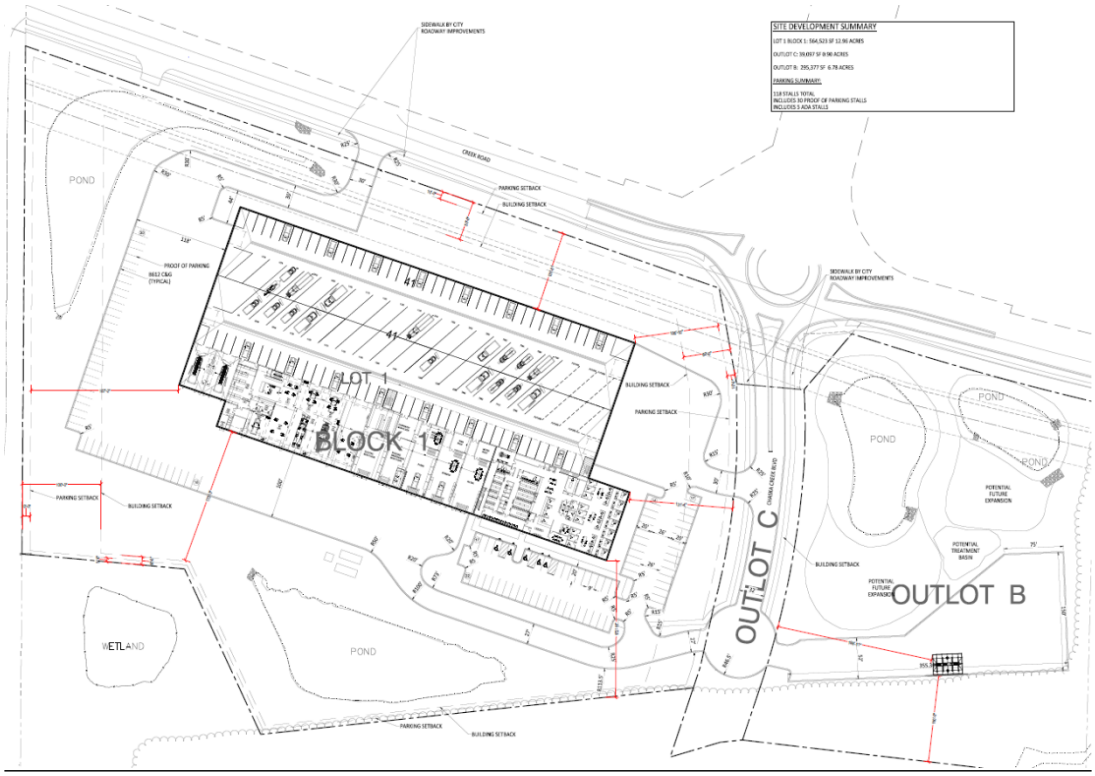


Figure 3: Preliminary Plan approved

Neighborhood Meeting – July 23rd, 2025

The applicant and city conducted a neighborhood meeting on Wednesday, July 23rd from 4:00pm-6:00pm. Meeting notices were mailed to the property owners within 500 feet of the site. Approximately 3 residents (two households) attended who lived directly adjacent to the proposed project.

In addition to the neighborhood meeting, the City displayed the MSB project at a City booth at River City Days July 25-26th.

Comments received during these meetings/displays pertained to:

- Outside yard location
- Fuel island location
- Creek Road conditions/improvements
- Other plans for development in the area.

In general, the public were supportive of the overall project.

Final Plan

The applicant is requesting approval of a Final Site & Building Plan. The following is intended to summarize the applicant's request:

- **Existing Conditions.** The property for the MSB project is comprised of four lots and totals almost 22 acres. Lot 1 is identified as 4501 Creek Road and will be the *primary lot location for the MSB project*. This lot is approximately 12.7 acres in size; includes two ponds developed as part of the previous Chaska Club West Industrial project, and Creek Road easements for both access and utility corridors, including large overhead power line poles. Outlot B is a 6.7 acre property that has two ponds and large soils pile. The lot contains steep slopes on the eastern half of the property as those slopes come down to West Chaska Creek. The ponds on this lot were sized and designed for a portion of the industrial development and road improvements and developments to the north along Chaska Creek Boulevard. The triangular lot east of Outlot B is 1.28 acres in size and is primarily encumbered by steep slopes, easements and setbacks, including 212 corridor requirements. Outlot C is 0.9 acres and was a portion of property that was intended for the continuation of Chaska Creek Blvd. A roundabout exists at the intersection of Creek Road and Chaska Creek Boulevard; the southern leg of this roundabout will be an extension of Chaska Creek Boulevard and provide the primary site access for MSB.

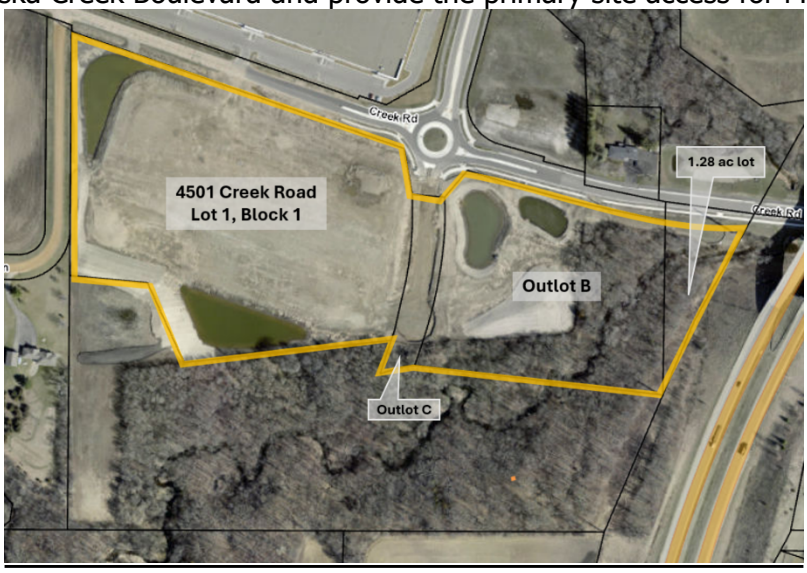


Figure 4: Existing Conditions

- **Final Plan.** The final plan contemplates a two-story building totaling 148,000 square feet. The new MSB will house the city's Public Works (Streets, Parks, Storm Water, Mechanics, Building Maintenance Divisions), Sewer/Water, and Electric Departments. The building will include 4 primary operational functions; vehicle storage, vehicle/equipment maintenance, departmental workshops, and office administration. A fuel island will also be constructed on the southeast portion of the property (Outlot B). There is no intent to store outdoor operational resources and perform outdoor work activities on this site. Those activities will remain at the existing MSB site (660 Victoria Drive), including the salt shed.

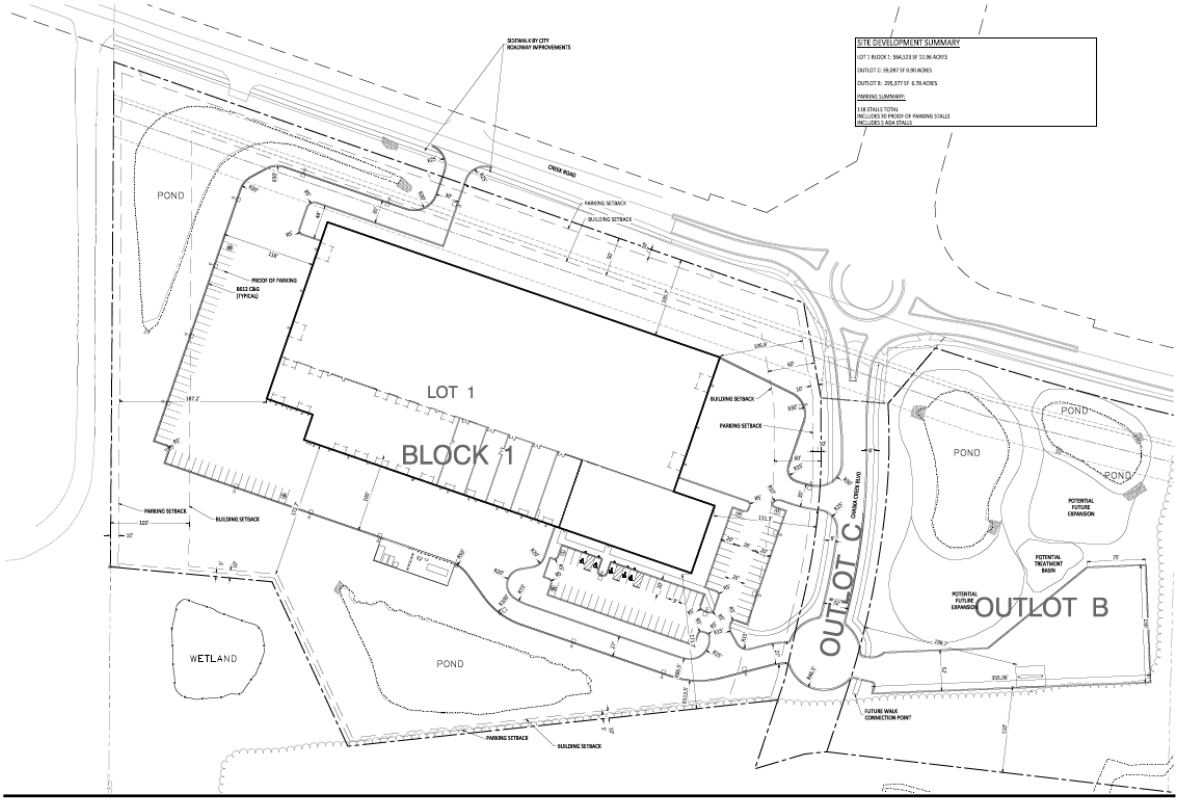


Figure 5: Proposed Final Plan

Changes since Preliminary Plan

The following are changes to the plans since Preliminary Plan approval:

- *Trail Extension;* the plans include the extension of a trail on the east side of Chaska Creek Boulevard down to the ravine.

Goals: The identified goals for this project include the following:

- FUNCTIONALITY AND FLEXIBILITY –
  The building should improve the operational efficiency and workflow of each department while remaining flexible for changing staff, departmental needs, emerging technologies and municipal infrastructure maintenance best practices.
- COLLABORATION AND GATHERING –

All departments will be under one roof. Departments will benefit from being in close proximity to one another, both from a practical sharing of operational knowledge as well as departmental community building. The building will facilitate large whole staff gatherings, while providing meeting spaces of multiple sizes to meet diverse personnel and operational needs.

- STAFF SAFETY, HEALTH AND WELLBEING –
  Staff's personal safety, physical and mental health in daily operations is paramount. Design with an awareness of interactions between vehicle and people spaces, including space between equipment, traffic pattern planning and ventilation separations. Interior environmental quality for all spaces should include consideration of daylight integration, acoustic control measures and fresh and dirty air circulation. Access to personal and equitable space and amenities promote mental and physical health with a focus on Chaska's staff.
- BALANCED SECURITY AND CONNECTIVITY –
  Create a defined separation of public and operational functions, securing staff and equipment, that also allows promotion of a welcoming and available public facility. An operationally secure boundary provides defined points of staff and public access, with passive and active separations for staff and public safety.
- SOME "SILOING" IS A GOOD THING –
  All tools, parts and workgroup storages should be as directly accessible from the group's workshop space as possible. Compartmentalization is necessary for division specific equipment, tools and parts to manage inventory control and streamline specific workflows. Balancing separation with ease of access is an important consideration when designing these compartmentalized functions.
- DURABILITY AND RESILIENCY –
  Use materials and fixtures that are hard wearing and long lasting. Simplify fixture selections for ease of maintenance across all Chaska facilities. Layout systems for access, service and replacement. Design personnel flow from dirty to clean spaces intentionally to limit spread of dirt and grime. Our target is a building with a 50 year lifespan or longer.
- FISCAL RESPONSIBILITY –
  Design with an intention that fiscal decisions made now, will potentially impact future fiscal responsibilities. A decision for use of funding should be made based on the priority of the other imperatives, and how that leads to a successful and operational project.

Parking: 118 parking stalls are provided on site.

Building Design: The building is primarily rectangular, roughly 38 feet high, 148,000 square feet in size, and one story with an office/administration area that will be two-stories. The building proposes to use a Chaska brick variation, metal panel cladding, precast concrete, and glazing (windows).

Access: One access point is proposed off Creek Road near the west side of the site, which will act as a secondary access. The primary access point will come

from an extension of the roundabout's southern leg at Creek Road and Chaska Creek Boulevard. Security gates (2) will be installed at the driveways that provide access to the rear portion of the MSB property.

Utilities and Stormwater: Utilities are available from Creek Road near the existing roundabout.

Two stormwater ponds exist on the main site (Lot 1), and two ponds exist on Outlot B. These 4 ponds were installed with the previous Chaska Club West Industrial development

- **Land Use.** The property is currently zoned Planned Industrial District (PID-10). The 2040 Comprehensive Plan guides this site as Business Park (see below).

Final Plan - Staff Analysis

The applicant is requesting approval of a Final Plan for the new MSB on Creek Road. The following is intended to summarize staff's analysis of the applicants request:

- **Comprehensive Plan**

  The comprehensive plan guides the site as Business Park (purple). The proposed use is consistent with this.

Figure 6: 2040 Comprehensive Plan

  Business Park

  Areas guided for the integration of office and light industrial uses in order to create employment centers on large sites that provide a greater diversity of jobs, higher development densities and jobs per acre, higher quality site and architectural design, and increased tax revenues. Office, office-showroom-warehousing, research and development services, high-tech electronic manufacturing, medical, and lodging are typical business uses appropriate for this land use category. Supporting retail and services, such as healthcare, fitness, child daycare, dry cleaning, bank, coffee shop, restaurant, and convenience store, should only be allowed as secondary uses, provided no more than 10 percent of the overall business park area is used for these purposes.

  Land Use

  The new MSB will house the city's Public Works (Streets, Parks, Storm Water, Mechanics, Building Maintenance Divisions), Sewer/Water, and Electric Departments. The building is planned to accommodate *existing* employee counts - 63 full-time employees and 26 part-time employees (89 total employees); and *future* employee projections – 20 additional full-time employees and 9 additional part-time employees (29 additional employees). With existing and future

projections, a total of *118 employees* can be accommodated. The building will be open to the public from 7am-4pm.

The land that this development encompasses is currently zoned Planned Industrial District (PID-10).

- **Setbacks & Development Standards**
  The required setbacks for the site are as follows:

BUILDING SETBACKS		
Direction	**Required Setback**	**Proposed Setback**
Interior Property Lines	10 feet	Over 10 feet
West Property Line	100 feet	187 feet
Creek Road	100 feet from centerline	160 feet from CL
Chaska Creek Blvd	100 feet from centerline	152 feet from CL
Wooded Steep Slopes	50 feet from edge	Over 50 feet
Wetlands	75 feet	Over 75 feet

PARKING SETBACKS		
Direction	**Required Setback**	**Proposed Setback**
Interior Property Lines	5 feet	Over 5 feet
West Property Line	10 feet	53 feet
Street ROW	10 feet	Over 10 feet
Wetlands	75 feet	Over 75 feet

DEVELOPMENT STANDARDS		
Standard	**Required**	**Proposed**
Lighting	*Wall Mounts*: 18' max height *Pole Lights*: 25' max height	18' wall mounts 25' pole lights

- **Layout**
  One access point is provided on the northwest side of the property onto Creek Road. 3 additional access points are proposed from the southern extension of the roundabout at Creek Road and Chaska Creek Boulevard (Outlot C). The proposed building will be located near the center of the ~12-acre site (Lot 1), with parking mainly on the southeast side. Additional parking is situated in the gated area on the southwest side of the site. The main entrance will come from the southeast side of the building (see Figure 7). A fuel island is oriented on the southeast side of the site (Outlot B), which will provide fuel for all city vehicles.

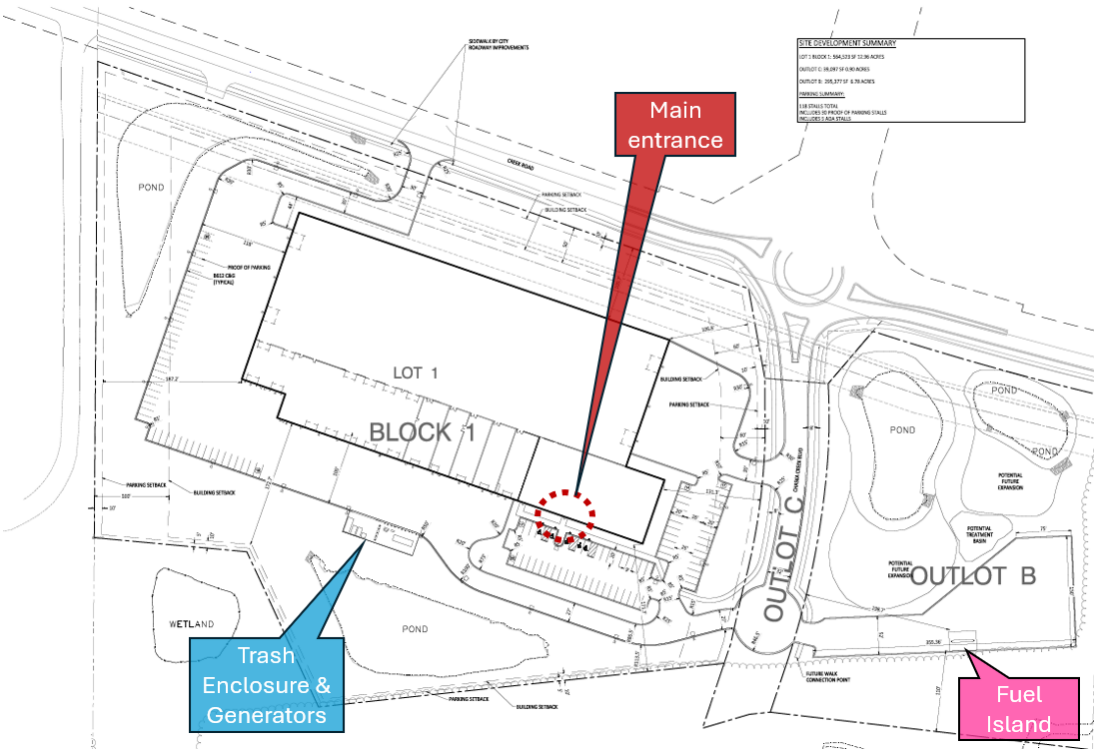


Figure 7: Site Plan Exhibit

- **Parking & Circulation**
  The site is proposing to incorporate 118 parking spaces. The following chart summarizes the overall parking demand on site, based on the uses.

Uses	Approx. Size	Code Req.	Est. Parking Req.
Existing Employees	63 FT 26 PT	1ps/employee	89
Future Employees	20 FT 9 PT	1ps/employee	29
		REQUIRED	**118 parking spaces**
		PROVIDED	**118 parking spaces**

This facility will house staff of both full-time and part-time (seasonal employees), of which that will be the primary parking demand. Public visitors to this site will be primarily quick-visit contractors to acquire utility meters or residents for brief staff interactions. There are potential special events when a training event or specific public access might dictate parking demand, but the applicant states that those are defined activities for the function of the facility and would not likely require specific dedicated parking.

According to the table above the site meets the required amount of parking spaces needed for the proposed use and anticipated future growth. The city anticipates that 118 total stalls are needed to accommodate future growth.

Vehicle & Equipment Parking

All city vehicles and equipment will be parked inside the building. The majority of the building's square footage is for this use. Equipment such as pickup trucks, snowplows, and trailers are just some of the equipment that will be housed indoors.

Circulation

Access is proposed off of Creek Road. The western access will function as a staff and ingress-only entrance for when vehicles are returning from the field. The eastern access, which is an extension of Chaska Creek Boulevard, will provide staff and public access into the site. Stemming from Chaska Creek Boulevard will be three separate driveways; one providing staff-only ingress/egress to the vehicle storage portion of the building, one providing access to the main parking lot and a staff-only driveway to the rear of the site, and one providing staff-only access to the fuel island.

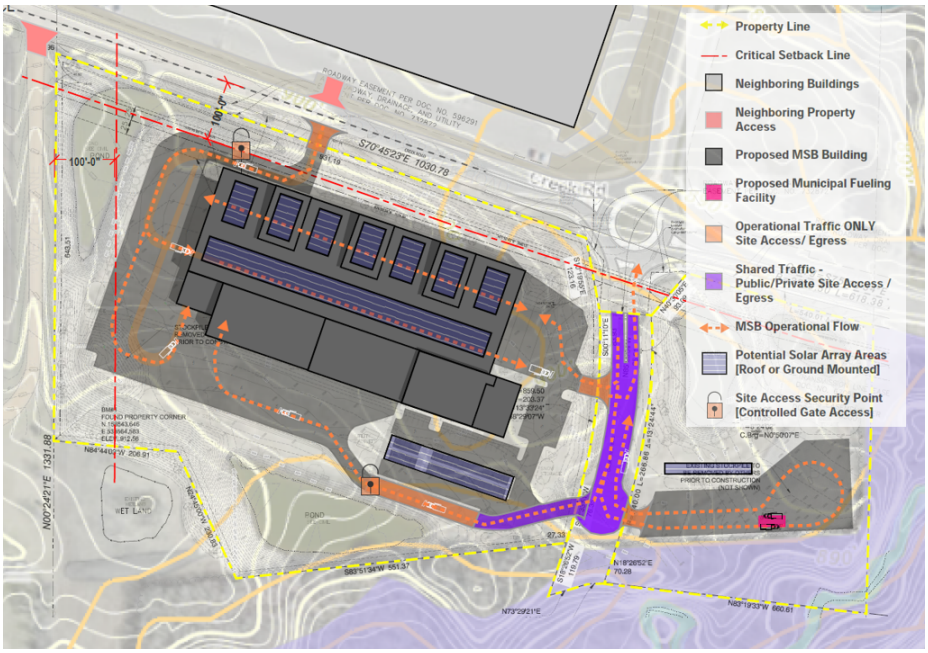


Figure 8: Traffic Flow exhibit

Large vehicles will be maneuvering on site so expansive driveways are needed, which can be seen on the west and south sides of the building. Expansive driveways will help mitigate the need for backing up, which, minimizes back-up alarms. Additionally, fire trucks will need adequate turning area if they are responding to an emergency call or being serviced in the mechanics bay. Turning radius exhibits have been provided for a variety of vehicles accessing the site (PW equipment and fire trucks).

- **Landscaping & Screening**

  The table below indicates the landscaping requirements for this building:

LANDSCAPING REQUIREMENTS & PROPOSED		
	Required	**Proposed**
Overstory Trees	463 caliper inches (~185 trees)	490
Understory Trees	46	46
Shrubs	493	535
Planting Islands	10% of parking lot (10' wide islands)	Over 10%
Boulevard Trees	1 overstory deciduous trees per every 50 feet along public streets	Yes

Landscaping will also be used to soften the expanse of the building as it faces Creek Road via shrubs and pyramidal arborvitae. There is a large transmission line easement in favor of Minnesota Valley Electric Coop (MVEC) that runs along the north portion of the property (see figure 9). The landscape plan shows no trees within this area.

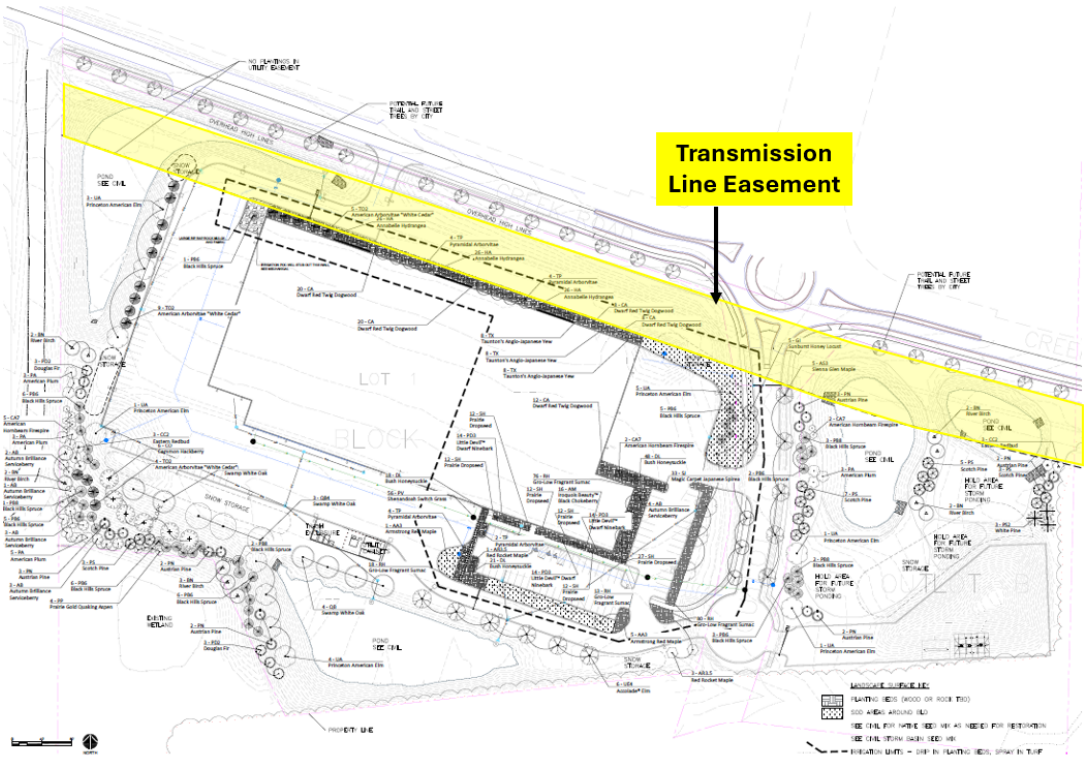


Figure 9: Proposed Landscape Plan

In addition, screening will be important for this site along sides that abut major vehicular thoroughfares and residential uses. The western and northeastern neighbors are residential properties so it will be important that these edges are properly screened via landscaping and berming. The proposed preliminary plan is contemplating landscaped edges and berming in those critical line-of-sight locations (see below figures and the attached plans). The goal is to mimic the screening proposed during the Chaska Club West Industrial project.

Figure 10: Residential Neighbor View – looking southwest from 4360 Creek Road (pre-mature trees)

Figure 11: Residential Neighbor View – looking northeast from 11305 Wetzel Lane (pre-mature trees)

- **Building Program, Design & Materials**
  The new MSB is a rectangular, roughly 38 foot high, 148,000 square foot building, primarily one story with an administration area that will be two-stories. The main entrance to the building and lobby will be achieved on the south side of the building from the main parking lot. The building will house the city's Public Works (Streets, Parks, Storm Water, Mechanics, Building Maintenance Divisions), Sewer/Water, and Electric Departments. Each department will have their own designated space within the building, which can be seen in Figure 12.

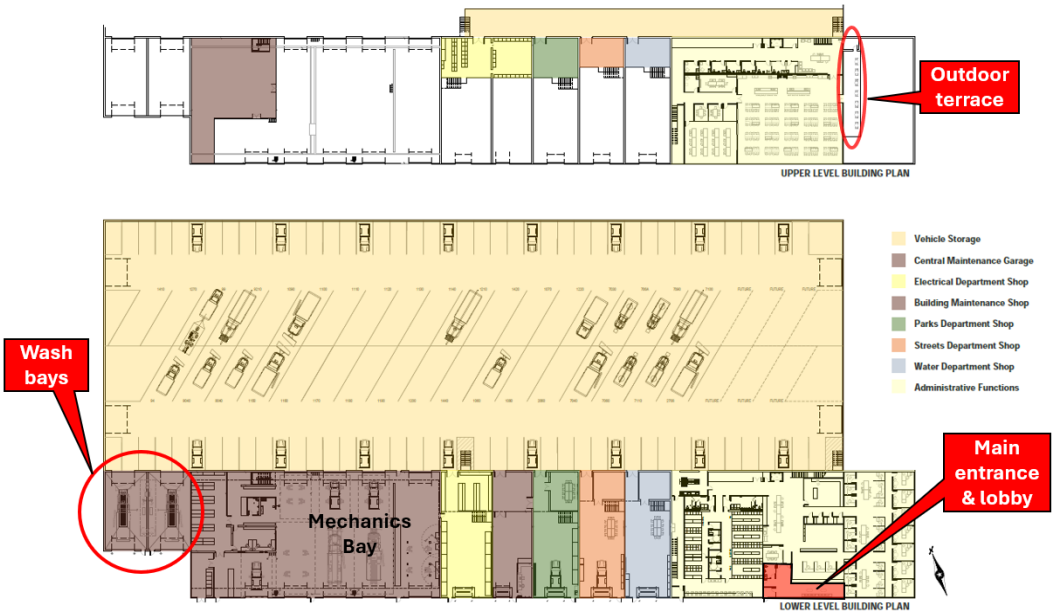


Figure 12: Proposed Building Program – Floor Plans

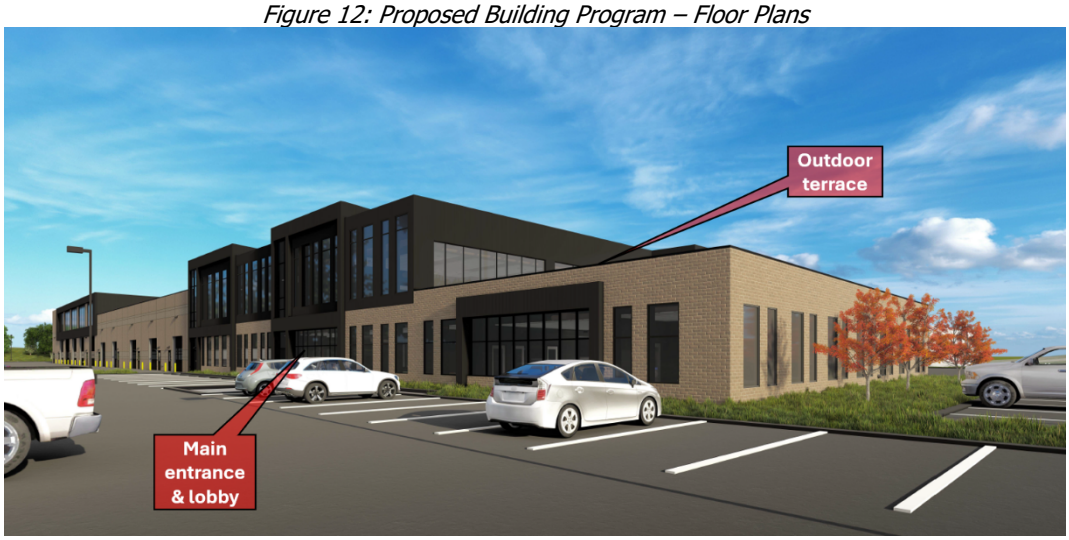


Figure 13: Eye Level Perspective – Administrative Area and Main Entrance – Looking Northwest

Figure 14: Eye Level Perspective – Front of building from Creek Road – Looking Southeast

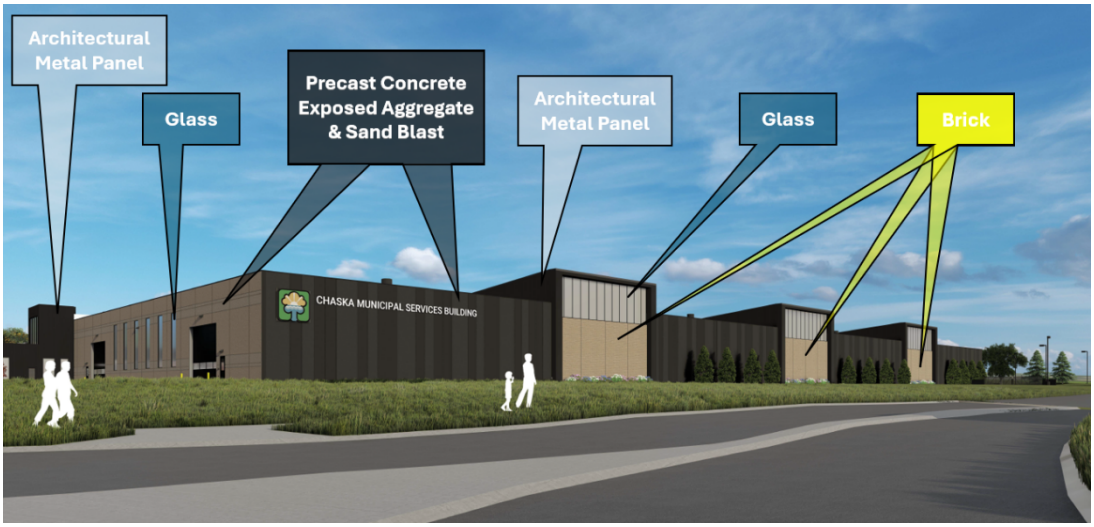


Figure 15: Building Materials

The building proposes to use a Chaska brick variation, architectural metal paneling, precast concrete wall panels, and glass (windows) – see Figure 15 above.

The City of Chaska has certain building design and material requirements for industrial buildings (Section 15.28.120). A portion of it is stated as follows:

Industrial and warehouse buildings shall use at least two (2) different Class I materials and shall be composed of at least thirty (30) percent Class I material, and at least one (1) Class II materials and be composed of at least thirty (30) percent Class II materials; and not more than forty (40) percent of Class III materials.

Building Materials	**Provided**	**Required**	**Meets Ordinance**
Class I	**49% Total (3 materials)** 1. Modular brick (18%) 2. Glass and translucent panels (15%), 3. Architectural Metal Paneling (16%)	30%; two different materials	Yes
Class II	**51% Total** 1. Exposed Aggregate Precast Concrete a. 2 colors 2. Sand Blast Precast Concrete a. 2 colors	30%; one material	Yes
Class III	None	None	Yes

- **Pedestrian Connections & Employee Gathering Areas**
  A 5 foot sidewalk is located on the north side of the site (south side of Creek Road) and stubs off near the western leg of the roundabout. This sidewalk will be extended west and east up to both property limits at the time Creek Road is reconstructed. It was also noted in Preliminary Plan that one sidewalk and one trail will need to be extended on both sides of Chaska Creek Boulevard up to the bulb of the cul de sac. The final plan proposes these extensions. The trail connection will be an important connection between the trail segment to the north (SW Regional Trail) within the Chaska Creek Business Park and a future pedestrian connection across the ravine to the development known as Big Woods Business Park.

  The building plans show an outdoor terrace on the second level of the building, which will face the wooded area. This terrace will extend off the employee break room. The orientation of the building was intentional to face the administration and employee gathering towards the wooded areas so that natural views were maximized.

- **Creek Road & Chaska Creek Boulevard**
  The site plan currently shows access off Creek Road, which is designated as a city municipal state aid route. The road is intended to be reconstructed to an urban section road with curb and gutter up to the western city limits. The city continues to refine the plan and timing for this road reconstruction to line up with adjacent development improvements. *The applicant will be required to coordinate with the city engineering department on this item.*

  In the city's comprehensive plan, Chaska Creek Boulevard is defined as a local road south of the Creek Road roundabout. The comprehensive plan shows this road extending across the ravine to connect to Big Woods Boulevard. The city completed a transportation study to understand the need for this road. It concluded that the connection across the ravine was not needed at this time. In the meantime, the small extension of this road from the southern leg of the roundabout will be treated as an access for the MSB site. A cul de sac is provided at its southern terminus. The design of this road as proposed does not preclude the ability to extend across the ravine should that be needed in the future.

- **Utilities**
  Utilities are able to serve the site. There is an existing trunk sewer and water line that stubs near the Creek Road/Chaska Creek Boulevard roundabout that will be extended into the site.

- **Solar Array**
  The city is actively applying for a solar grant to acquire solar arrays for the project. The solar arrays would create more renewable energy and offset electric needs from Minnesota Valley Electric's grid. While the details are still in flux, it is anticipated that the arrays would be roof-mounted (see Figure 16). The preliminary plan shows the inclusion of solar array areas where they could be accommodated, which is mainly on the north side of the building's roof.

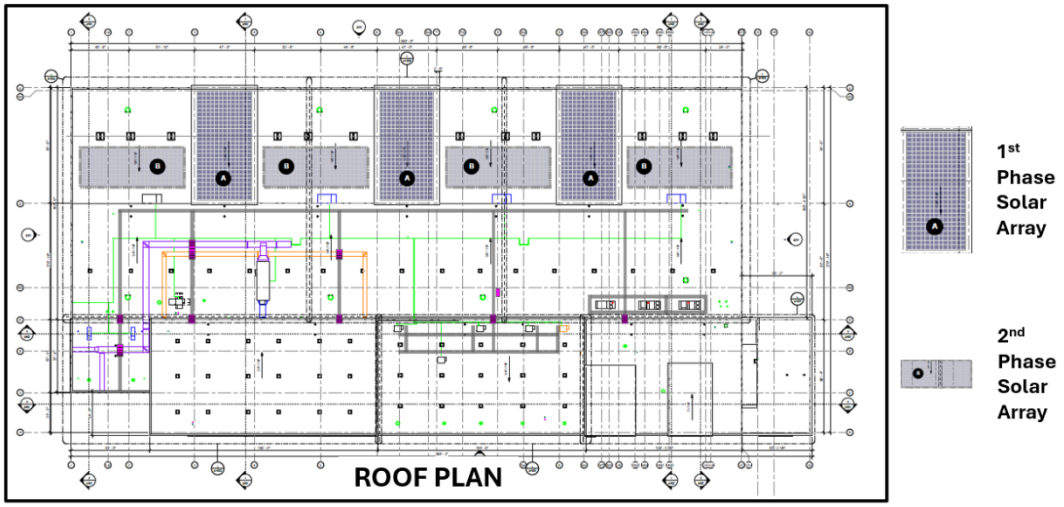


Figure 16: Potential Solar Array Areas

- **Stormwater**
  Stormwater management is shown as two above ground systems on the northwest and south sides of Lot 1. Two more ponds are shown on the north side of Outlot B. These ponds are existing and were installed from the former Chaska Club West Industrial project. At the conceptual design stage of this project, the design team has determined that the features on Lot 1 are already designed and adequately sized for the proposed development of MSB. The ponds located on Outlot B will need augmentation to accommodate the proposed development and added impervious surface of Outlot B; a third, new pond is proposed between the existing ponds to anticipate some additional ponding area. These ponds will also need to be further understood regarding the improvements of Creek Road and Chaska Creek Boulevard. More calculations and design will be necessary to understand those impacts. Stormwater will need to meet City and County WMO requirements.

- **Wetlands**
  A wetland delineation report was completed with the former Chaska Club West Industrial project. There is a defined, wetland immediately adjacent to the proposed site (see site plan exhibit in Figure 7 above). The defined wetland is an upland-wetland, located just southwest of the of the project site. This wetland is outside of the property, and is located about 10' above the proposed grade of the new facility finished floor elevation. The site is immediately adjacent to Chaska Creek to the south, which includes a sensitive slope and wooded area.

- **Lighting**
  The preliminary plan is showing a site lighting concept proposing the use of pole lights (25' tall) and wall packs (18' mount height) - see Figure 17. All lighting proposed for this plan is fully screened and face downward. Foot candles will be at 0 at all property lines, which meets the city's lighting ordinance.

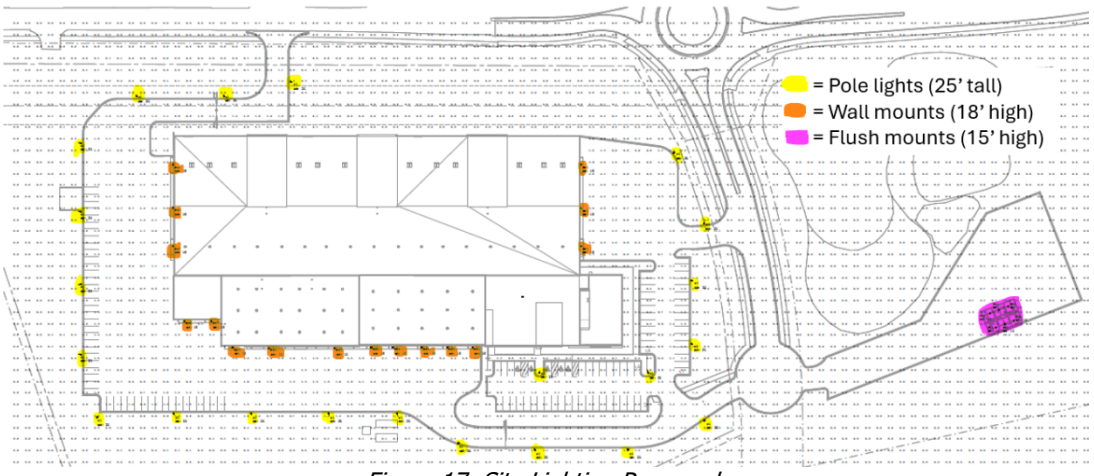


Figure 17: Site Lighting Proposed

Deadline for Agency Decisions

Complete Application Received	60-day review *	120 – day **
November 4, 2025	January 3, 2026	March 4, 2026
* Pursuant to MN State Statutes the City must act on the request within 60-days. ** The city can provide the applicant with a written letter requesting an additional 60-day review period.		

PLANNING COMMISSION ACTION TAKEN 12/10/2025:

Motion to recommend approval to the City Council of the Final Site & Building Plan for the Municipal Services Building (MSB), subject to the following conditions:

1. Approvals shall be based on the following graphic exhibits unless modified by the conditions below:
    a. Project Narrative (pgs 1-7), prepared by Oertel Architects, undated
    b. Title Sheet (G001), prepared by Oertel Architects, dated September 19, 2025
    c. Main Floor Plan (A101), prepared by Oertel Architects, dated October 8, 2025
    d. Roof Plan (A103), prepared by Oertel Architects, dated October 8, 2025
    e. Building Elevations (A301 pgs 1-2)), prepared by Oertel Architects, dated October 8, 2025
    f. Existing Conditions Plan (C100), prepared by SRF, dated October 8, 2025
    g. Site Plan (C200), prepared by SRF, dated December 4, 2025
    h. Site Plan (A001), prepared by Oertel Architects, dated December 4, 2025
    i. Enlarged Site Plan (A002), prepared by Oertel Architects, dated December 4, 2025
    j. Sign Plan (C201), prepared by SRF, dated October 8, 2025
    k. Street Signage & Traffic Control Plan (C202), prepared by SRF, dated October 8, 2025
    l. Snow Storage Plan (C203), prepared by SRF, dated October 8, 2025
    m. Grading Plan (C300), prepared by SRF, dated October 8, 2025
    n. Utility Plan (C400), prepared by SRF, dated October 8, 2025

o. Truck Turning Movements (TM1-TM8), prepared by SRF, dated October 8, 2025
p. Tree Preservation Plan (C101), prepared by SRF, dated October 8, 2025
q. Landscape Plans (pgs 1-3)), prepared by HKGi, dated December 4, 2025
r. Electrical Site Plan Photometric (E002), prepare by Emanuelson-podas, dated October 8, 2025
s. Architectural Renderings (pgs 1-15), prepared by Oertel Architects, undated
t. Site Sections (pgs 1-4), prepared by Oertel Architects, undated

2. Adherence to the City Engineer memo when made available.
3. Compliance with City Code Sec. 15.28 (Special Regulations), including but not limited to the following:
    a. Tree inventory and preservation plan;
    b. Landscaping plans, meeting and including:
        1. Conformance with City Code Sec. 15.28.070;
        2. Screening on southwest and west property lines similar to Chaska Club West Industrial
    c. Grading plans, including:
        1. ~20 foot tall berm on southwest portion of the site for screening purposes
    d. Stormwater plan
    e. City Truck & Equipment turning exhibit
    f. Fire truck turning exhibit
    g. Lighting plans in conformance with City Code Sec. 15.28.250
    h. Parking plan, meeting and including:
        1. Proposed and future employee needs of the site
        2. Proposed visitor needs of the site
    i. Site Plan, including:
        1. Sidewalk extensions along Creek Road up to the western and eastern property limits, and along one side of Chaska Creek Boulevard down to the bulb of the cul de sac.
        2. Trail extension along one side of Chaska Creek Boulevard (Outlot C) and across ravine south of the cul de sac.
        3. Security gate locations.
        4. Trash enclosure size and location.
    j. Building Design & Materials meeting Public Building requirements per City Code Sec. 15.28.120
4. Coordination with:
    a. City Engineer regarding stormwater, utilities, grading, drainage, access, and Creek Road reconstruction.
    b. Electrical agency Minnesota Valley on electric service requirements.
5. Building setbacks are as follows:
    a. Interior Property Lines: 10 – feet
    b. From Property Lines abutting Residential: 100 - feet
    c. Chaska Creek Blvd Centerline: 100 – feet
    d. Creek Road Centerline: 100 - feet
    e. Highway 212: 225-feet from centerline, or 50 feet from ROW, whichever is greater

    f. Wetlands: 75 feet
6. Parking setbacks are as follows:
    a. Right-of-way or residential: 10 – feet
    b. Interior Property Lines: 5 – feet
    c. Wetlands: 75 feet
7. Provision of a storm water management plan meeting City and Carver County WMO standards.

CITY COUNCIL ACTION REQUESTED

Motion to adopt Resolution No. 2025-94 approving the Final Site & Building Plan for the Municipal Services Building (MSB) (PC #2025-19).

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE 12/15/2025 RESOLUTION NO. 2025-94

MOTION BY COUNCILMEMBER SECOND BY COUNCILMEMBER

Resolution approving the Final Site & Building Plan for the Municipal Services Building (MSB)/ Oertel Architects on behalf of the City of Chaska /P.C. No. 2025-19

WHEREAS, the final plan contemplates a new MSB as a rectangular, roughly 38 foot high, 148,000 square foot building, primarily one story with an administration area that will be two-stories; and

WHEREAS, the new MSB will house the city's Public Works (Streets, Parks, Storm Water, Mechanics, Building Maintenance Divisions), Sewer/Water, and Electric Departments; and

WHEREAS, the building is planned to accommodate *existing* employee counts - 63 full-time employees and 26 part-time employees (89 total employees); and *future* employee projections – 20 additional full-time employees and 9 additional part-time employees (29 additional employees); and

WHEREAS, with existing and future projections, a total of *118 employees* can be accommodated; and

WHEREAS, the land that this development encompasses is currently zoned Planned Industrial District (PID-10); and

WHEREAS, one access point is proposed off Creek Road near the west side of the site, which will act as a secondary access, and the primary access point will come from an extension of the roundabout's southern leg at Creek Road and Chaska Creek Boulevard; and

WHEREAS, security gates (2) will be installed at the driveways that provide access to the rear portion of the MSB property.; and

WHEREAS, the proposed building will be located near the center of the ~12-acre site (Lot 1), with parking mainly on the southeast side; and

WHEREAS, a fuel island is oriented on the southeast side of the site (Outlot B), which will provide fuel for city vehicles; and

WHEREAS, the site is proposing to incorporate 118 parking spaces, which will accommodate existing and future needs; and

WHEREAS, the western and northeastern neighbors are residential properties so it will be important that these edges are properly screened via landscaping and berming; and

WHEREAS, the proposed final plan is contemplating landscaped edges and berming in those critical line-of-sight locations; and

WHEREAS, the building proposes to use a Chaska brick variation, architectural metal paneling, precast concrete wall panels, and glass (windows); and

WHEREAS, the City of Chaska has certain building design and material requirements for industrial buildings (Section 15.28.120), and a portion of it is stated as follows:

> *Industrial and warehouse buildings shall use at least two (2) different Class I materials and shall be composed of at least thirty (30) percent Class I material, and at least one (1) Class II materials and be composed of at least thirty (30) percent Class II materials; and not more than forty (40) percent of Class III materials; and*

WHEREAS, a 5 foot sidewalk is located on the north side of the site (south side of Creek Road) and stubs off near the western leg of the roundabout; and

WHEREAS, this sidewalk needs to be extended west and east to both property limits, and extended south to the end of Chaska Creek Boulevard on both sides of the street up to the bulb of the cul de sac; and

WHEREAS, a trail connection on one side of Chaska Creek Boulevard will be needed; and

WHEREAS, this trail connection will be an important connection between the trail segment to the north (SW Regional Trail) within the Chaska Creek Business Park and a future pedestrian connection across the ravine to the development known as Big Woods Business Park; and

WHEREAS, the city is actively applying for a solar grant to acquire solar arrays for the project; and

WHEREAS, while the details are still in flux, it is anticipated that the arrays would be roof-mounted; and

WHEREAS, at the conceptual design stage of this project, the design team has determined that the stormwater features on Lot 1 are already designed and adequately sized for the proposed development of MSB; and

WHEREAS, the ponds located on Outlot B will need augmentation to accommodate the proposed development and added impervious surface to Outlot B; a third, new pond is proposed between the existing ponds to anticipate some additional ponding area; and

WHEREAS, these ponds will also need to be further understood regarding the improvements of Creek Road and Chaska Creek Boulevard, and more calculations and design will be necessary to understand those impacts; and

WHEREAS, on December 10, 2025 the Planning Commission recommended approval to the City Council of the Final Site & Building Plan for the Municipal Services Building (MSB) (PC#2025-19); and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Chaska, Minnesota, hereby approves the Final Site & Building Plan for the Municipal Services Building (MSB) (PC#2025-19) subject to the following conditions:

1. Approvals shall be based on the following graphic exhibits unless modified by the conditions below:
    a. Project Narrative (pgs 1-7), prepared by Oertel Architects, undated
    b. Title Sheet (G001), prepared by Oertel Architects, dated September 19, 2025
    c. Main Floor Plan (A101), prepared by Oertel Architects, dated October 8, 2025
    d. Roof Plan (A103), prepared by Oertel Architects, dated October 8, 2025

e. Building Elevations (A301 pgs 1-2)), prepared by Oertel Architects, dated October 8, 2025
f. Existing Conditions Plan (C100), prepared by SRF, dated October 8, 2025
g. Site Plan (C200), prepared by SRF, dated December 4, 2025
h. Site Plan (A001), prepared by Oertel Architects, dated December 4, 2025
i. Enlarged Site Plan (A002), prepared by Oertel Architects, dated December 4, 2025
j. Sign Plan (C201), prepared by SRF, dated October 8, 2025
k. Street Signage & Traffic Control Plan (C202), prepared by SRF, dated October 8, 2025
l. Snow Storage Plan (C203), prepared by SRF, dated October 8, 2025
m. Grading Plan (C300), prepared by SRF, dated October 8, 2025
n. Utility Plan (C400), prepared by SRF, dated October 8, 2025
o. Truck Turning Movements (TM1-TM8), prepared by SRF, dated October 8, 2025
p. Tree Preservation Plan (C101), prepared by SRF, dated October 8, 2025
q. Landscape Plans (pgs 1-3)), prepared by HKGi, dated December 4, 2025
r. Electrical Site Plan Photometric (E002), prepare by Emanuelson-podas, dated October 8, 2025
s. Architectural Renderings (pgs 1-15), prepared by Oertel Architects, undated
t. Site Sections (pgs 1-4), prepared by Oertel Architects, undated

2. Adherence to the City Engineer memo when made available.
3. Compliance with City Code Sec. 15.28 (Special Regulations), including but not limited to the following:
    a. Tree inventory and preservation plan;
    b. Landscaping plans, meeting and including:
        1. Conformance with City Code Sec. 15.28.070;
        2. Screening on southwest and west property lines similar to Chaska Club West Industrial
    c. Grading plans, including:
        1. ~20 foot tall berm on southwest portion of the site for screening purposes
    d. Stormwater plan
    e. City Truck & Equipment turning exhibit
    f. Fire truck turning exhibit
    g. Lighting plans in conformance with City Code Sec. 15.28.250
    h. Parking plan, meeting and including:
        1. Proposed and future employee needs of the site
        2. Proposed visitor needs of the site
    i. Site Plan, including:
        1. Sidewalk extensions along Creek Road up to the western and eastern property limits, and along one side of Chaska Creek Boulevard down to the bulb of the cul de sac.
        2. Trail extension along one side of Chaska Creek Boulevard (Outlot C) and across ravine south of the cul de sac.
        3. Security gate locations.
        4. Trash enclosure size and location.
    j. Building Design & Materials meeting Public Building requirements per City Code Sec. 15.28.120
4. Coordination with:
    a. City Engineer regarding stormwater, utilities, grading, drainage, access, and Creek Road reconstruction.
    b. Electrical agency Minnesota Valley on electric service requirements.
5. Building setbacks are as follows:
    a. Interior Property Lines: 10 – feet
    b. From Property Lines abutting Residential: 100 - feet

c. Chaska Creek Blvd Centerline: 100 – feet
d. Creek Road Centerline: 100 - feet
e. Highway 212: 225-feet from centerline, or 50 feet from ROW, whichever is greater
f. Wetlands: 75 feet

6. Parking setbacks are as follows:
   a. Right-of-way or residential: 10 – feet
   b. Interior Property Lines: 5 – feet
   c. Wetlands: 75 feet
7. Provision of a storm water management plan meeting City and Carver County WMO standards.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 15th day of December, 2025.

_____
Taylor Hubbard, Mayor

Attest:_____
Chaska Deputy Clerk

PROJECT NARRATIVE

Preliminary Site Plan Submittal

CITY OF CHASKA
PUBLIC WORKS FACILITY

Oertel Project No. 25-07

4501 CREEK ROAD
CHASKA, MN 55318

ARCHITECT:
Oertel Architects, Ltd
1795 St. Clair Avenue
St. Paul, MN 55105

OERTEL ARCHITECTS

Page Left Intentionally Blank

Intended Use:

The new Chaska Municipal Services facility will be a central operations hub for the City's infrastructure maintenance operations departments. This new facility will provide staff with an appropriately sized and equipped facility to meet the rigorous needs of maintaining and developing Chaska's current and growing infrastructure, such as streets, parks, water and sewer utilities and electrical utilities. The high level of service already provided by these work groups to the citizens of Chaska, will be enhanced and well supported by this new facility. The current facility will remain in operation and key component of Municipal Service operations, but space at that facility for the purpose of supporting daily operations is lacking in the ability to store and handle equipment, provide adequate workspace for all staff, accommodating meeting and collaborative work activities, and provide the amenities necessary to recruit and retain today's workforce.

Chaska has a small town character with large city growth and service demands. The city's maintenance departments work tirelessly to keep that small town character alive and central to life in Chaska, while allowing the city to grow and develop. As the city grows, streets are constructed, improved and maintained to provide accessible flow to neighborhoods and commercial and industrial centers. This facility will house all major equipment for snow removal, road construction and maintenance to keep that traffic flowing and keep neighborhoods connected. As the city ages and grows, the underground infrastructure of water and sanitary sewer services needs to be constructed, updated and maintained. This also includes treatment of local drinking water for residents and commercial and industrial occupants. This facility will house the equipment needed to respond to emergency repairs and maintenance, as well as continued required maintenance. Chaska has well defined and connected green spaces throughout the city that contribute to the small town character and livable neighborhoods that people desire when living and moving to Chaska. This new facility will support the team of people that work to maintain and enhance those green spaces such as parks and boulevards, as well as maintaining all city owned and operated facilities within the community. Chaska is also one of the unique municipalities that owns and operates their own electrical utility. This facility will also house that operational department, including all equipment used to maintain and respond to emergency activities, and provide customers with equipment and service for their consumption of Chaska delivered electricity. Finally, this facility will house an equipment and vehicle maintenance function that will make sure all equipment that is responsible for the maintenance of the city, as well as all equipment that is necessary to respond to any emergency, through Public Works or Public Safety, is maintained and in working order to meet those needs and protect the investment the city has made in all equipment.

As a city owned and operated facility, this is intended to be a one-tenant facility for the life of the building. The programming and design of the facility is meant to adapt with changing and emerging technologies related to the service and maintenance of municipal infrastructure. The design includes long-span structure to enclose a large volume of space to ensure that the openness and usability of the space is adaptable to not immediately necessitate improvements as service delivery changes for Municipal Services develop. While the space is designed around vehicles and equipment, there is an emphasis on designing around the people who operate and maintain that equipment. As such, integration of daylighting features and building space articulation is important for the experience of the building by staff. This approach ensures that the facility is supporting the goals of supporting the health, safety and wellbeing of Chaska's staff.

Project Materiality:

The project construction and materiality is based in robust, resilient materials that while they are industrial in nature, are used in a facility operationally appropriate way to facilitate building life and aesthetic character. The primary building wall enclosure material will be an architectural precast concrete wall panel. These wall panels will be based on 12' wide modules and feature both limestone / buff color material coloring and dark granite / charcoal material coloring to create façade character on all sides of the project. There will also be some featured

locations along the Creek Road elevation, that incorporate precast wall panels with a Chaska Brick blend embedded in the wall panel to create visual character, and along with a structural articulation and incorporation of window features, break-up the street facing façade. Where vehicles interact with the building, the precast wall panels provide durable wall structure that can resist potential impacts and have a better potential to allow periodic building cleaning. Where people interact more with the building than vehicles, specifically at the administrative area, the building enclosure will feature more tactile finishes, such as the Chaska Brick blend, a unitized prefinished metal wall tile, and large sections of glazed wall. These material choices create visual character, while providing durable, long life exterior finishes requiring minimal maintenance.

Site Lighting:

Chaska Municipal Services is an operation that has normal working hours, and emergency response work hours as required by snow events, summer storms or other work requirements. As such, site lighting is an operational requirement for safety and security of staff and equipment. This project will become a central hub for all municipal services, while exterior site operations will remain at the current, existing municipal services facility. Because of that operational procedure, site lighting at this project will be strictly for circulation safety and security. Open pavement area is meant strictly for vehicle circulation, not day to day exterior workflows. Site lighting is primarily located around the perimeter of the paved area, with LED dark-sky compliant down-lighting, that is pole mounted to distribute light only where it is needed for operational safety. There is building mounted wall-pack lighting at specific locations for egress requirements and operational safety. All site lighting is designed with cut-off light throw patterns so footcandle levels to not spill over property lines. All lighting is focused down toward the operational ground plane, so there is no direct sky focused lighting. Building mounted signage, specifically City of Chaska logo signage, will be lit and located on the public facing façade to establish identity of the site.

Building Aesthetics, Community Contextualism and Pedestrian Scale:

The building aesthetic and programming understands the size of the site and the size of the physical building and considers how this new volume is viewed and creates external space. As previously noted, the Creek Road elevation is an incredibly important façade as the primary public face. The property along Creek Road will also feature an extension of the pedestrian sidewalk. The design has considered the length of this building's façade by breaking the vertical face of this elevation up with three design interventions that provide building height articulation and material change. Combining these material changes with the new sidewalk and landscape planning creates opportunities for pedestrians to pause along this façade. While gathering along Creek Road is not an operational goal, there are opportunities for neighbors to pause and meet along this pathway. Additionally, sidewalks are created along the southern extension of the roundabout, which is the operational site access point. While the site is secure for operational staff, providing additional pathway for both public pedestrian traffic and operational staff pedestrian use helps dictate how landscaping is featured along these public ways, and where building materials of the administrative area are articulated and featured.
This facility will also be viewable from the intersection of Engler and Chaska Creek Boulevard, as well as the Highway 212 overpass of Creek Road. Knowing these view corridors are present, the building functionality helped dictate where volumes and features were created simple, articulate building views from distance and at speed to provide a building and community identity.

Sustainable Initiatives:

For this project, a design imperative to include practical sustainability was a guiding force for sustainable design decisions and feature incorporations. The first key component of practical sustainability was to incorporate daylight into both user centric and utilitarian areas wherever possible. This integration of daylight reduces energy demand for daytime lighting, but also contributes to employee health and wellbeing. By integrating daylight into utilitarian areas, building cleanliness is monitored and maintained, while reducing the need for larger scale maintenance projects, reducing the demand for additional construction or remediation resources. Another practical sustainable design feature is designing the building envelope to consider air control and reduction on energy loss. By increasing insulation values, increasing air control layers, and incorporating high-speed vehicle doors, the building is modeled to use less total energy that other comparable industrial buildings of this nature and construction typology. In addition, the building is designed to be adaptable and resilient over time. Construction activities use high levels of resources and cause waste. The initial design of this building is to accommodate for growth and operational adaptability, to reduce the need for future augmentations that could create material and resource wastes. The building materials selected are durable and modular, with the emphasis on using only the amount of materials that are necessary for the principal construction to reduce total potential construction waste. Additional to these passive and practical design approaches, the project will also incorporate active solar devices to help reduce total electrical demand. The solar array will be primarily roof mounted, to generate at a minimum 40kw of power, with potential for much more as part of this project or in the future. The incorporation of this active renewable energy product, while also specifying and designing around building systems that are high-efficiency with ease of maintenance lead to an overall practical inclusion of sustainable strategies approach to the project.

Preliminary Plan Submittal Meeting Conceptual Plan Conditions

As part of this submittal, Oertel Architects and SRF Consulting Group met with Chaska Planning staff to review the conditions from the Conceptual Plan submission to be addressed within this Preliminary submittal.

During that discussion, we reviewed commentary on the existing property and platting of the outlots associated the primary lot property, the necessity of an existing tree survey, given the prior development of the site, the review of the “public” parking area and associated noted potential pull-throughs, the number of parking stalls, vehicle turning exhibits, and coordination with city engineering regarding Creek Road reconstruction and future stormwater designs.

The section below states the condition / intent of the condition from the Conceptual Site Plan submittal as a **CONDITION**, with the result as illustrated within the Preliminary Site Plan or as a result of our discussions with staff as ACTION.

CONDTION:

Provide a Tree inventory and preservation plan.

ACTION:

Because the site was previously developed prior to acquisition by the City of Chaska for this project, there are no trees located within the site boundary. There are wooded areas and sensitive slopes, and those are noted on the civil site plans to be maintained and undisturbed as a “preservation plan”. As no existing trees of significance are present, there is no tree inventory or preservation details noted. Preservation approach for maintaining existing wooded areas are noted on civil site plans.

CONDITION:

Screening along the southern edges of the property, similar to Chaska Club West approval. Need to illustrate quantity and type of plantings at Preliminary Submittal.

ACTION:

Updated landscaping plans provide with this submittal include additional landscaping features at multiple locations on site.

CONDITION:

Stormwater plans, in coordination with City Engineering requirements shall be submitted.

ACTION:

Stormwater plans, reviewed with City Engineering staff for this site and current roadway improvements are included within this submittal.

CONDITION:

Verify vehicle turning and access (fire trucks). City planning staff provided the vehicle exhibit for use in the turning study.

ACTION:

A vehicle turning and access diagram is provided within this package.

CONDITION:

Lighting plans in conformance with city code shall be provided.

ACTION:

A site photometric plan is provided within this submittal.

CONDITION:

Fencing specifications to be provided.

ACTION:

Fencing at this site is limited to three secure points where there is a powered gate for vehicle security access. The fence type and height is identified on the provided plans.

CONDITION:

Parking plans shall provide at a minimum, proof of parking to 118 total parking spaces. This should also include dedicated spaces for visitor parking. Review parking : landscaping relationship (islands and peninsulas)

ACTION:

Updated parking plans illustrate a main lot near the main site entry, that includes staff and visitor parking, as well as ADA required parking and access aisles. The current parking plan provides proof to a minimum of 118 spaces. Islands and peninsulas are required to provide parking area shade, and planting along the western site edge provides this already.

CONDITION:

Sidewalk extensions along Creek Road and Chaska Creek Boulevard.

ACTION:

These items are shown on revised drawings.

CONDITION:

Dead-end drives in parking lot.

ACTION:

The main parking lot only contains one dead-end driveway as a result of the area revision. In review with Chaska Operational Staff, the necessity of a preferred drive through was opposed by operational staff to reduce potential personal vehicle and operational vehicle traffic interactions.

CONDITION:

Preliminary platting is/was required.

ACTION:

Preliminary platting was determined and confirmed that the property does not need to be platted. There will be a need to amend the zoning of PID-10 for the use of the associated Outlot(s), but that becomes a city planning staff administrative Zoning Ordinance Amendment request to occur within the planning process.

CONDITION:

Building Materials and Typologies for exterior elevations.

ACTION:

Exterior elevations provided with this submittal illustrate the type of exterior finish, category of that finish and percentage of the elevation and percentage of the total exterior wall area.

CONDITION:

Verify Solar Array information

ACTION:

Solar Array intent is to be roof mounted on the main building. Exact size is still being determined with design engineering.

CONDITION:

Illustrate on a site plan, all building setbacks, easements, etc.

ACTION:

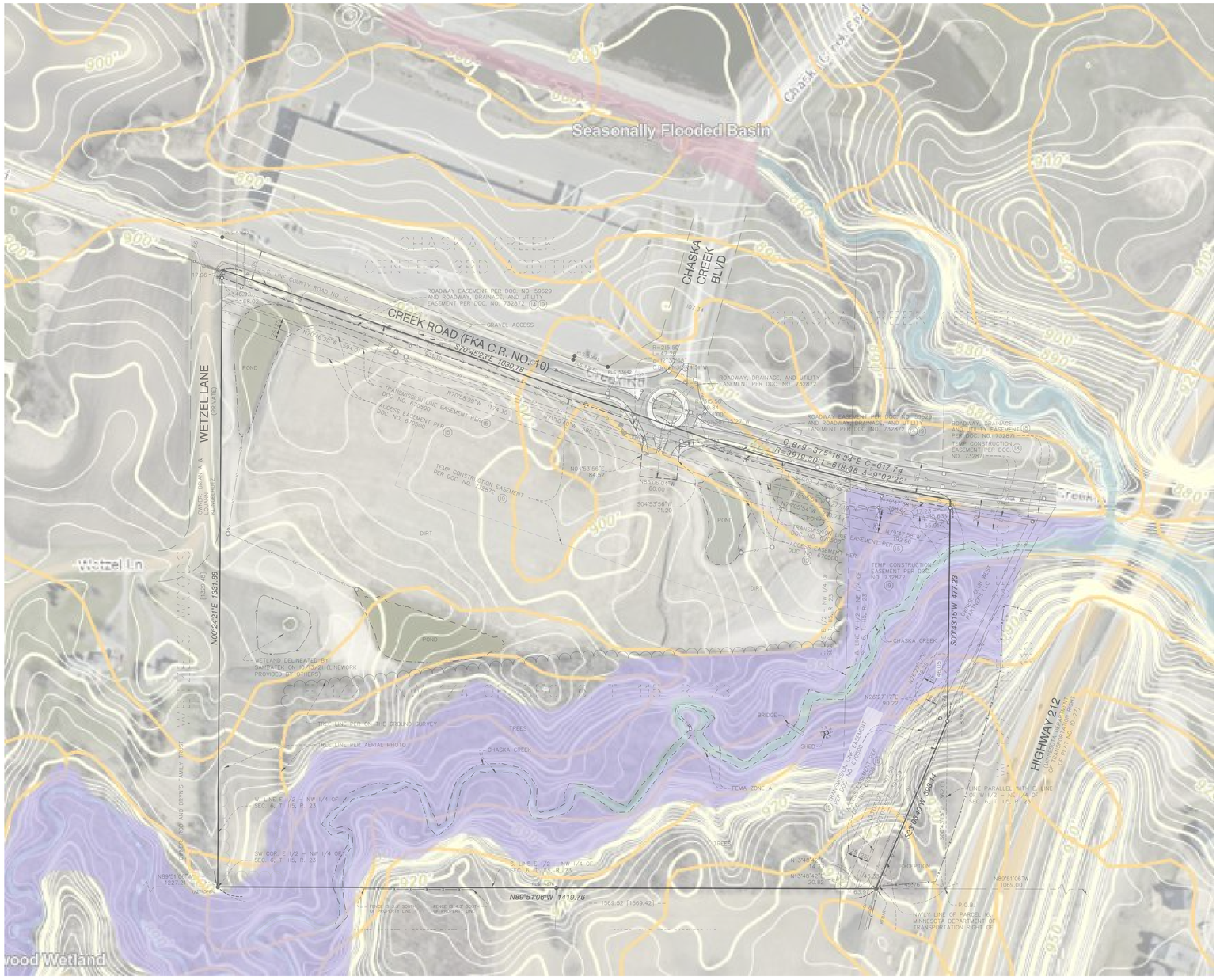
Setback conditions are all illustrated on the provided civil site drawings.

Not for Construction

CITY OF CHASKA

MUNICIPAL SERVICES BUILDING

4501 CREEK ROAD, CHASKA, MN 55318
ARCH. PROJECT NO. 25-07



Not for Construction

CLIENT:
City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

NOTES:
Project Status

OERTEL ARCHITECTS NOT FOR CONSTRUCTION PRELIMINARY ST. PAUL MINNESOTA

PROJECT NAME: MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN 55318

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: ANDREW COOPER

46485 LICENSE #

09/19/2025 DATE

SHEET NAME:

TITLE

REVISIONS:

No.	Date	Description

25-07 PROJECT NUMBER

09/19/2025 DATE

Author DRAWN BY

Checker CHECKED BY

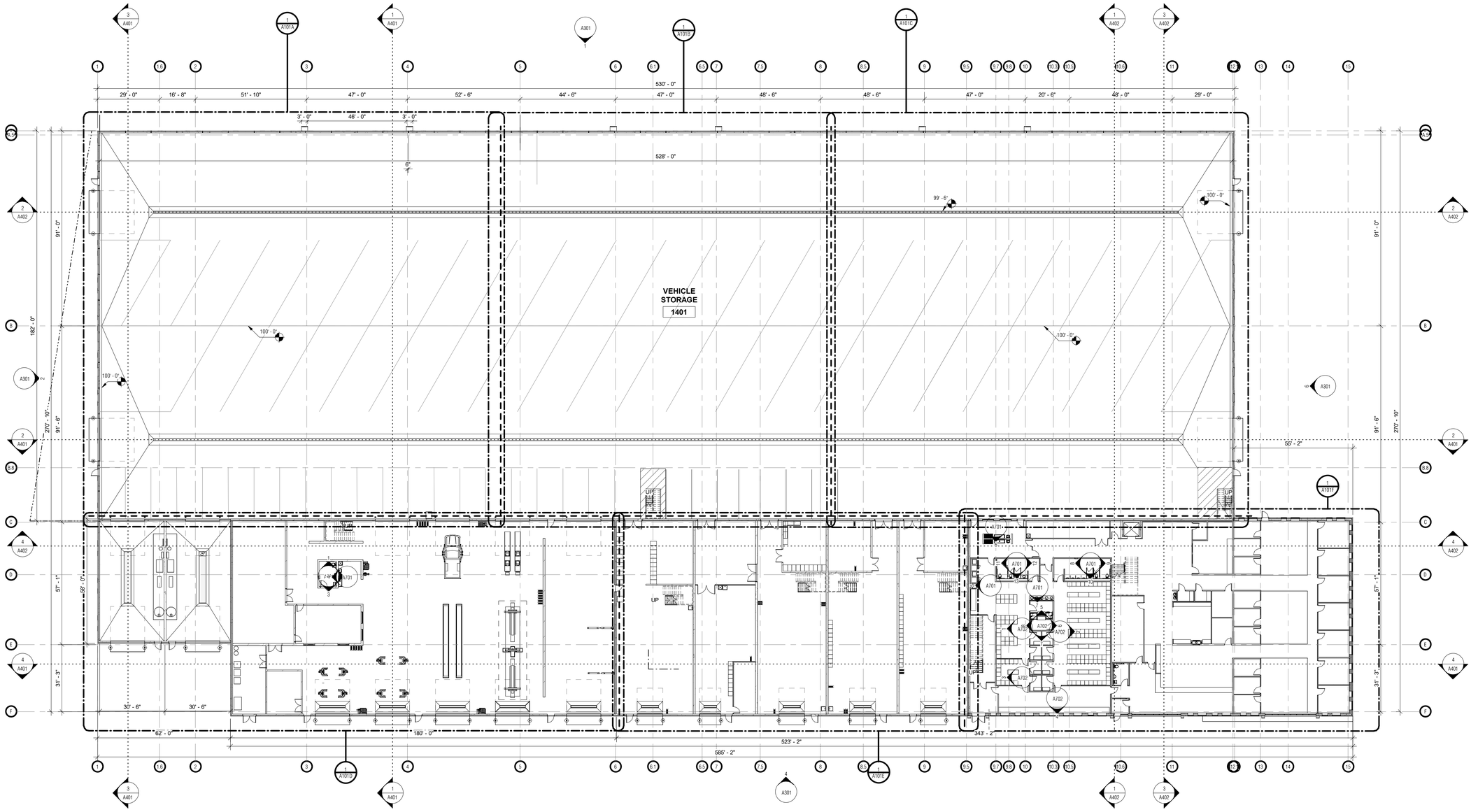
SHEET NO:

G001

© 2020 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED

Not for Construction

Not for Construction



1 MAIN FLOOR PLAN
1" = 20'-0"

NORTH

OA WALL SCHEDULE

TYPE	GRAPHIC	CONSTRUCTION ASSEMBLY SURFACE 1	CORE	SURFACE 2	TOTAL THICKNESS	FIRE RATING	UL LISTING	HEAD	BASE	STC	NOTES
					<varies>						
A			12" BLOCK	PLAIN	11 5/8"	-					ELECTRICAL CONDUIT SHALL BE EMBEDED WITHIN WALL - COORDINATE WITH REINFORCEMENT REQUIREMENTS
B			8" BLOCK	PLAIN	7 5/8"	-					ELECTRICAL CONDUIT SHALL BE EMBEDED WITHIN WALL - COORDINATE WITH REINFORCEMENT REQUIREMENTS
D		5/8" GYP BD	3 5/8" METAL STUD	5/8" GYP BD	4 7/8"	-					MOISTURE RESISTANT GYP BD AT WET LOCATIONS
E		5/8" GYP BD	3 5/8" METAL STUD	-	4 1/4"	-					MOISTURE RESISTANT GYP BD AT WET LOCATIONS
F		5/8" GYP BD	6" METAL STUD	5/8" GYP BD	7 1/4"	-					MOISTURE RESISTANT GYP BD AT WET LOCATIONS
G		5/8" GYP BD	6" METAL STUD	-	6 5/8"	-					MOISTURE RESISTANT GYP BD AT WET LOCATIONS
H			12" PRECAST PANEL		1' - 0"	-					SURFACE MOUNTED ELECTRICAL CONDUIT AND BOXES

CLIENT:

City of Chaska

OA OERTEL ARCHITECTS

CONSULTANT:

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN 55318

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: ANDREW COOPER

46485 LICENSE #

10/01/2025 DATE

SHEET NAME:

MAIN FLOOR PLAN

REVISIONS:

No.	Date	Description

25-07 PROJECT NUMBER

10/08/2025 DATE

Author DRAWN BY

Checker CHECKED BY

SHEET NO:

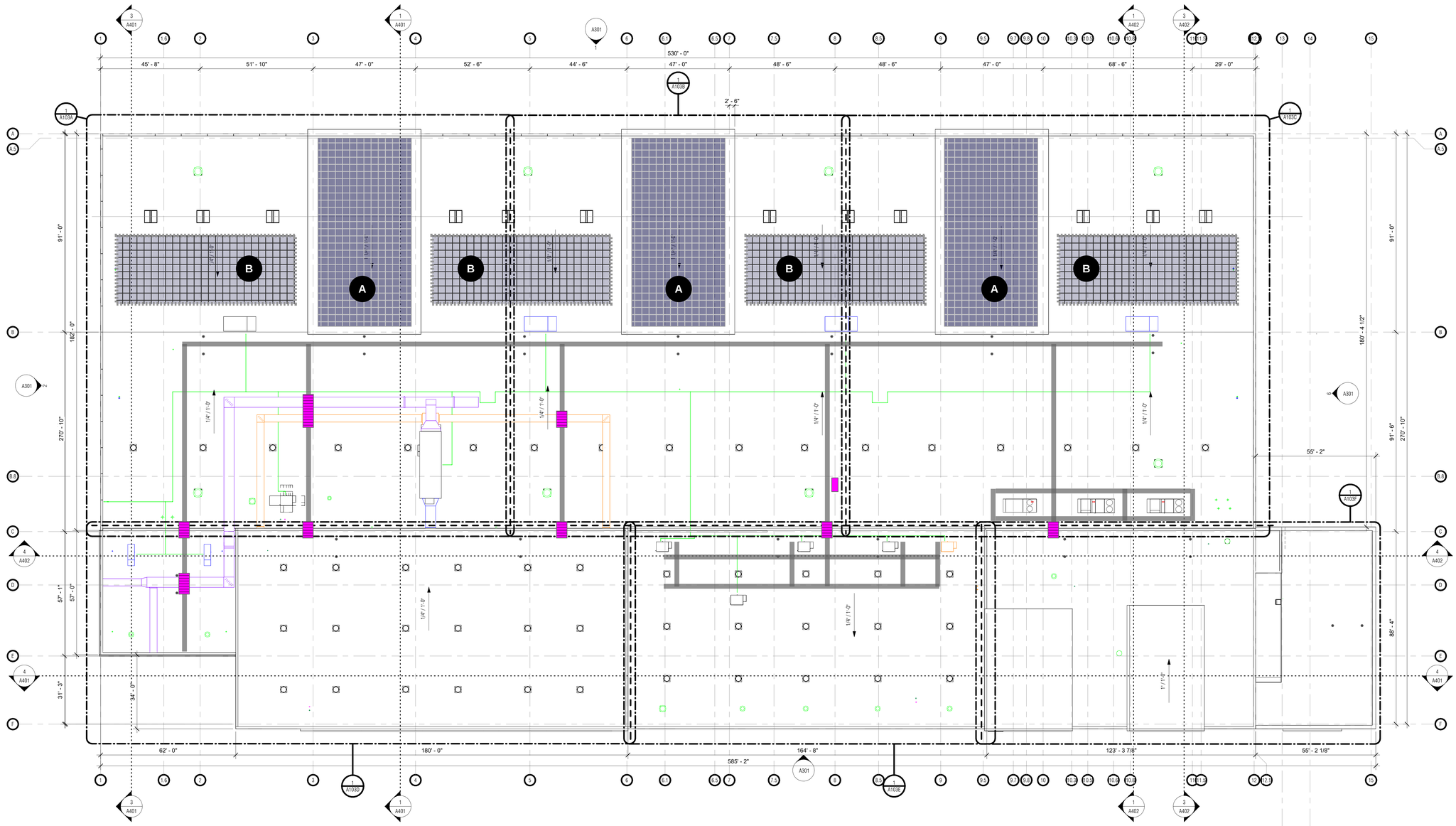
A101

© 2025 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

Not for Construction

Not for Construction

Not for Construction



1 T.O. VEHICLE STORAGE ROOF PLAN
1" = 20'-0"

NORTH

A INITIAL INTENT FOR ROOF MOUNTED SOLAR ARRAY. EACH SECTION IS APPROXIMATELY 3,600 SF AND WOULD GENERATE ~40kW. PLANNED AS FUTURE INSTALLATION PROJECT.
PANEL INSTALLATION IS A FRAMING MOUNTED SYSTEM ON A SLOPED ROOF, ANTICIPATED BETWEEN 12" AND 18" IN HEIGHT ABOVE THE ROOF PLANE. ANGLE OF PANELS TO BE DETERMINED BY INSTALLER.

B SECOND PHASE OF ROOF MOUNTED SOLAR PANELS. EACH SECTION IS APPROXIMATELY 2,500 SF AND WOULD GENERATE ~30kW.
PLANNED AS SECOND PHASE OR AS FUNDING AND GRANTS ALLOW, WITH INITIAL INSTALLATION.
PANEL INSTALLATION IS A FRAMING MOUNTED SYSTEM ON A SLOPED ROOF, ANTICIPATED BETWEEN 12" AND 18" IN HEIGHT ABOVE THE ROOF PLANE. ANGLE OF PANELS TO BE DETERMINED BY INSTALLER.

CLIENT:
City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN 55318

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: ANDREW COOPER

46485 LICENSE # 10/08/2025 DATE

SHEET NAME:
ROOF PLAN

REVISIONS:

No.	Date	Description

25-07 PROJECT NUMBER 10/08/2025 DATE

Author DRAWN BY Checker CHECKED BY

SHEET NO:
A103

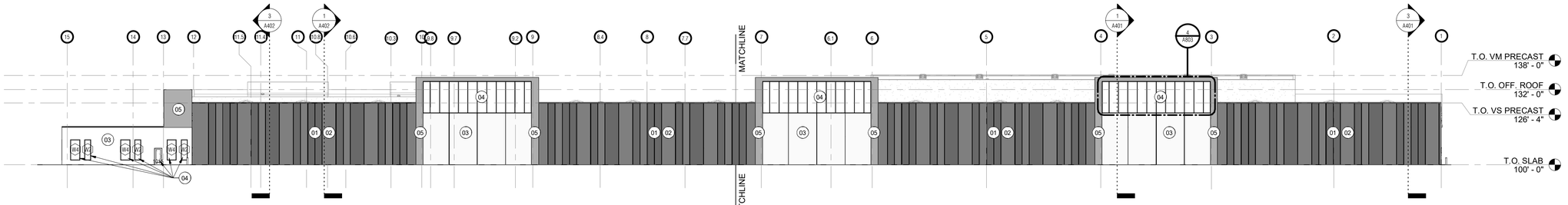
© 2026 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

Not for Construction

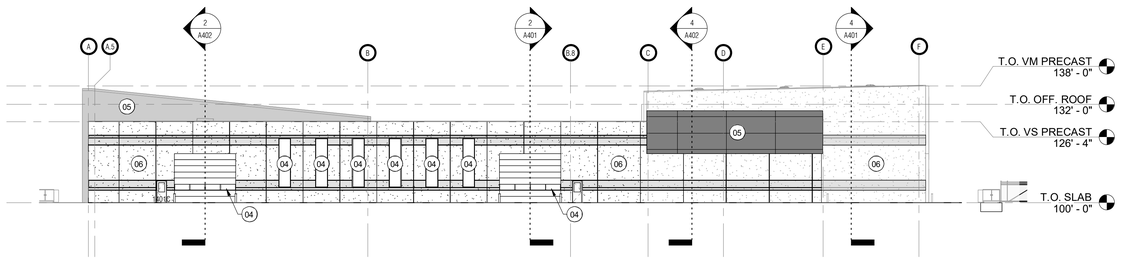
Not for Construction

Not for Construction

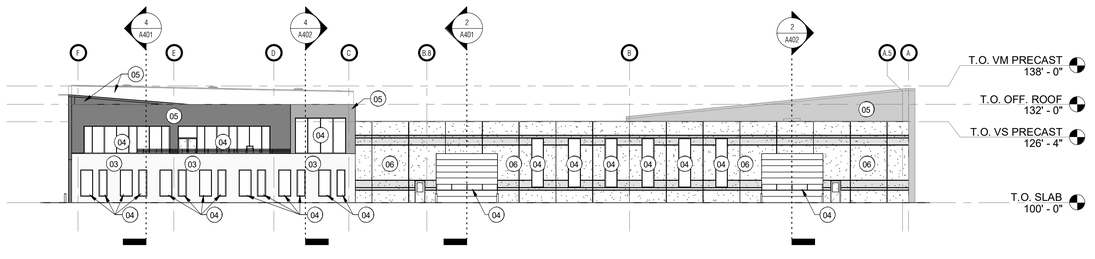
Not for Construction



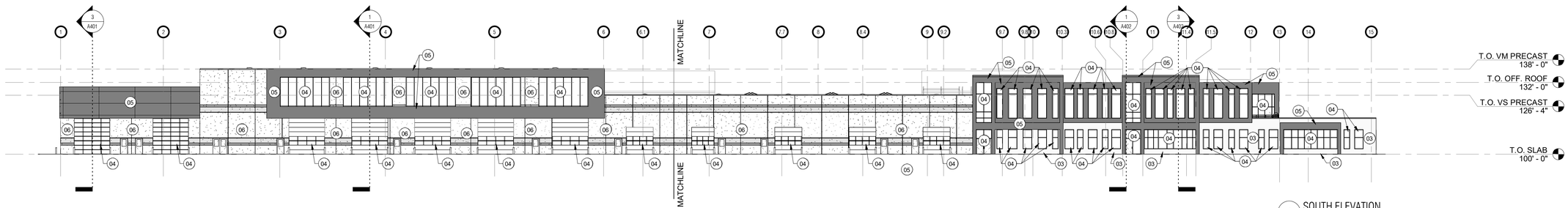
1 NORTH ELEVATION
1" = 20'-0"



2 WEST ELEVATION
1" = 20'-0"



6 EAST ELEVATION
1" = 20'-0"



4 SOUTH ELEVATION
1" = 20'-0"

EXTERIOR FINISH MATERIALS

NORTH FACE

CLASS I - 6,882 SF
- 03 - BRICK - 3,713 SF
- 04 - GLASS - 2,061 SF
- ARCHITECTURAL METAL PANEL - 1,108 SF

CLASS II - 9,847 SF
- ARCHITECTURAL PRECAST - 9,847 SF
  - 01 - EXPOSED AGGREGATE - DARK GRAY
  - 02 - LIGHT SAND BLAST - DARK GRAY

CLASS III - O SF

EAST FACE

CLASS I - 7,844 SF
- 03 - BRICK - 4,753 SF
- 04 - GLASS - 1,574 SF
- 05 - ARCHITECTURAL METAL PANEL - 1,517 SF

CLASS II - 3,675 SF
- ARCHITECTURAL PRECAST - 3,675 SF
  - 06 - SAND BLAST WITH EXPOSED AGGREGATE BAND - CREAM

CLASS III - 0 SF

SOUTH FACE

CLASS I - 9,196 SF
- 03 - BRICK - 1,184 SF
- 04 - GLASS - 3,935 SF
- 05 - ARCHITECTURAL METAL PANEL - 4,077 SF

CLASS II - 6,660 SF
- ARCHITECTURAL PRECAST - 6,660 SF
  - 06 - SAND BLAST WITH EXPOSED AGGREGATE BAND - CREAM

CLASS III - 0 SF

WEST FACE

CLASS I - 1,842 SF
- 03 - BRICK 0 SF
- 04 - GLASS - 384 SF
- 05 - ARCHITECTURAL METAL PANEL - 1,458 SF

CLASS II - 6,314 SF
- ARCHITECTURAL PRECAST - 6,314 SF
  - 06 - SAND BLAST WITH EXPOSED AGGREGATE BAND - CREAM

CLASS III - 0 SF

TOTALS - 52,260 SF
- CLASS I - 25,764 SF
- CLASS II - 26,496 SF

PERCENTAGE OF CLASS I - 49.3% OF ALL BUILDING FACES

Not for Construction

© 2025 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

CLIENT:
City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN 55318

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: ANDREW COOPER

46485 LICENSE #

08/15/2025 DATE

SHEET NAME:
BUILDING ELEVATIONS

REVISIONS:

No.	Date	Description

25-07 PROJECT NUMBER

10/08/2025 DATE

Author DRAWN BY

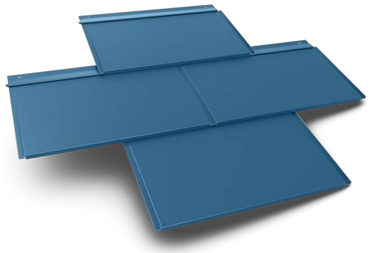
Checker CHECKED BY

SHEET NO:
A301

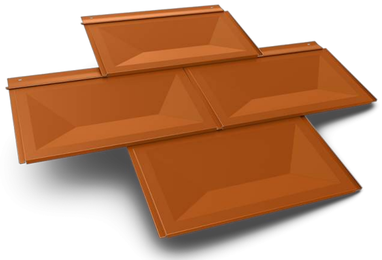
Not for Construction

Not for Construction

Flat Tile
Precision Series Metal Tile Systems



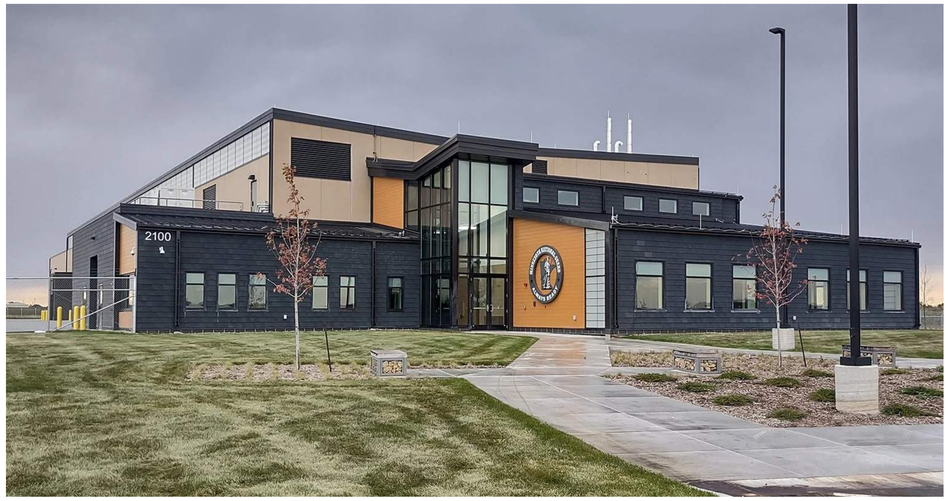
Cupped Tile
Precision Series Metal Tile Systems



Premium Color Finish
Black Ore

Proposed Panel Profiles and Color

Class I Material - Metal Panel



Class I Metal Panel Installation Example:
Minnesota National Guard Vehicle Maintenance Facility - New Ulm, MN; Oertel Architects

"Chaska" Blend
Endicott Golden Buff and Ivory Velour
*Modular and Faced Brick (in Architectural Precast) Applications

Class I Material - Brick

Mix Design I
Charcoal Color
Light Etch | Exposed Aggregate

Mix Design II
Limestons Buff Color
Sand Blast | Exposed Aggregate | Light Etch

Class II Material - Architectural Precast Concrete Wall Panel

Class II Charcoal Precast Panel Installation Example:
City of Andover Vehicle Maintenance and Cold Storage Facility

Not for Construction

Not for Construction

CLIENT:
City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN 55318

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: ANDREW COOPER

46485 LICENSE #
08/15/2025 DATE

SHEET NAME:
BUILDING ELEVATIONS

REVISIONS:

No.	Date	Description

25-07 PROJECT NUMBER
10/08/2025 DATE

Author DRAWN BY
Checker CHECKED BY

SHEET NO:
A301

© 2020 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

Not for Construction

Not for Construction

ROADWAY EASEMENT PER DOC. NO. 596291
AND ROADWAY, DRAINAGE, AND UTILITY
EASEMENT PER DOC. NO. 732872

ROADWAY, DRAINAGE, AND UTILITY
EASEMENT PER DOC. NO. 732872

ROADWAY EASEMENT PER DOC. NO. 596291
AND ROADWAY, DRAINAGE, AND UTILITY
EASEMENT PER DOC. NO. 732872

POND

CREEK ROAD

S70°45'23"E 1030.78

931.19

927.34

N70°58'29"W 365.01

N70°58'29"W 1174.30

N71°10'40"W 386.13

TRANSMISSION LINE EASEMENT PER
DOC. NO. 670500

ACCESS EASEMENT PER
DOC. NO. 670500

643.51

17.96

46.92

65.02

25'

25'

S10°19'55"E
123.16

N04°53'58"E
84.52

NRR 06°04'W
50.00

S00°11'10"E
83.93

N85°06'04"W
85.81

N40°30'05"E
93.09

R=315.50
L=47.26
Δ=12°33'58"
C.Brg=N38°24'59"W

R=315.50
L=50.84
Δ=8°14'00"
C.Brg=S51°15'27"W

C.Brg=S75°16'34"E C=617.74
R=3919.50 L=618.38 Δ=9°02'22"

L=540.01 Δ=7°51'35"

N76°05'54"W 277.19

N76°05'54"W 278.73

N79°47'58"W
188.67

N79°47'58"W
192.66

17.28

35.63

55.91

25'

25'

POND

POND

TRANSMISSION LINE EASEMENT PER
DOC. NO. 670500

ACCESS EASEMENT PER
DOC. NO. 670500

CHASKA CREEK

TREATMENT BASIN

R=794.95
L=116.55
Δ=8°24'02"
C.Brg=N0°50'07"E

STOCKPILE TO BE
REMOVED BY OTHERS
PRIOR TO CONSTRUCTION

BM#1
FOUND PROPERTY CORNER
N 158543.646
E 533564.583
ELEV: 912.56

N00°24'21"E 1331.88

N84°44'03"W 206.91

N24°45'00"W 230.83

WETLAND

POND

WETLAND DELINEATED
BY SAMBATEK ON
10/13/2021

R=859.50
L=203.37
Δ=13°33'24"
C.Brg=S8°29'07"W

CHASKA CREEK BLVD

S12°33'51"W
76.35

R=1140.00 L=266.66 Δ=13°24'44"

27.33

S18°26'52"W
119.79

N18°26'52"E
70.28

S83°51'34"W 551.27

N83°19'33"W 660.61

EXISTING STOCKPILE TO
BE REMOVED BY OTHERS
PRIOR TO CONSTRUCTION
(NOT SHOWN)

30' STEEP SLOPE
BUFFER

30' STEEP SLOPE
BUFFER

N73°29'21"E
66.11

N84°12'20"E
28.31

LIMIT OF DISTURBANCE
FALLS OUTSIDE 30' STEEP
SLOPE BUFFER.

STEEP SLOPE
AREA

STEEP SLOPES

FEMA FLOODPLAIN
ZONE A

CHASKA CREEK

CHASKA CREEK

NATIONAL WETLAND INVENTORY
MAPPED WETLAND PF01A

N26°27'17"E
99.59

N26°27'17"E
90.22

25'

25'

49.65

98.74

S00°43'15"W 477.23

ACCESS EASEMENT PER
DOC. NO. 670500

TRANSMISSION LINE EASEMENT
PER DOC. NO. 670500

W20°07'32"E 397.85

W20°07'32"E 396.29

S00°06'40"W 393.14

Not for Construction

PLOTTED:

PROJECT NAME:

Not for Construction

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN
DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:

EXISTING CONDITIONS PLAN

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

DRAWN BY CHECKED BY

SHEET NO:

C100

© 2020 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

Not for Construction

Not for Construction

SIDEWALK BY CITY
ROADWAY IMPROVEMENTS

CREEK ROAD

SITE DEVELOPMENT SUMMARY

LOT 1 BLOCK 1: 564,523 SF 12.96 ACRES

OUTLOT C: 39,097 SF 0.90 ACRES

OUTLOT B: 295,377 SF 6.78 ACRES

PARKING SUMMARY:

118 STALLS TOTAL
INCLUDES 30 PROOF OF PARKING STALLS
INCLUDES 5 ADA STALLS

POND

PARKING SETBACK

BUILDING SETBACK

PROOF OF PARKING
B612 C&G
(TYPICAL)

LOT 1

BLOCK 1

OUTLOT C

CHASKA CREEK BLVD

POND

POND

POND

POTENTIAL
FUTURE
EXPANSION

POTENTIAL
TREATMENT
BASIN

POTENTIAL
FUTURE
EXPANSION

OUTLOT B

WETLAND

POND

FUTURE WALK
CONNECTION POINT

N

0 20 40
SCALE IN FEET

Not for Construction

PLOTTED:

PROJECT NAME:

Not for Construction

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
12/04/2025 FINAL SITE
PLAN SUBMITTAL

PROJECT NAME:
MUNICIPAL SERVICES BUILDING

CITY OF CHASKA

4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:

SITE
PLAN

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

DRAWN BY CHECKED BY

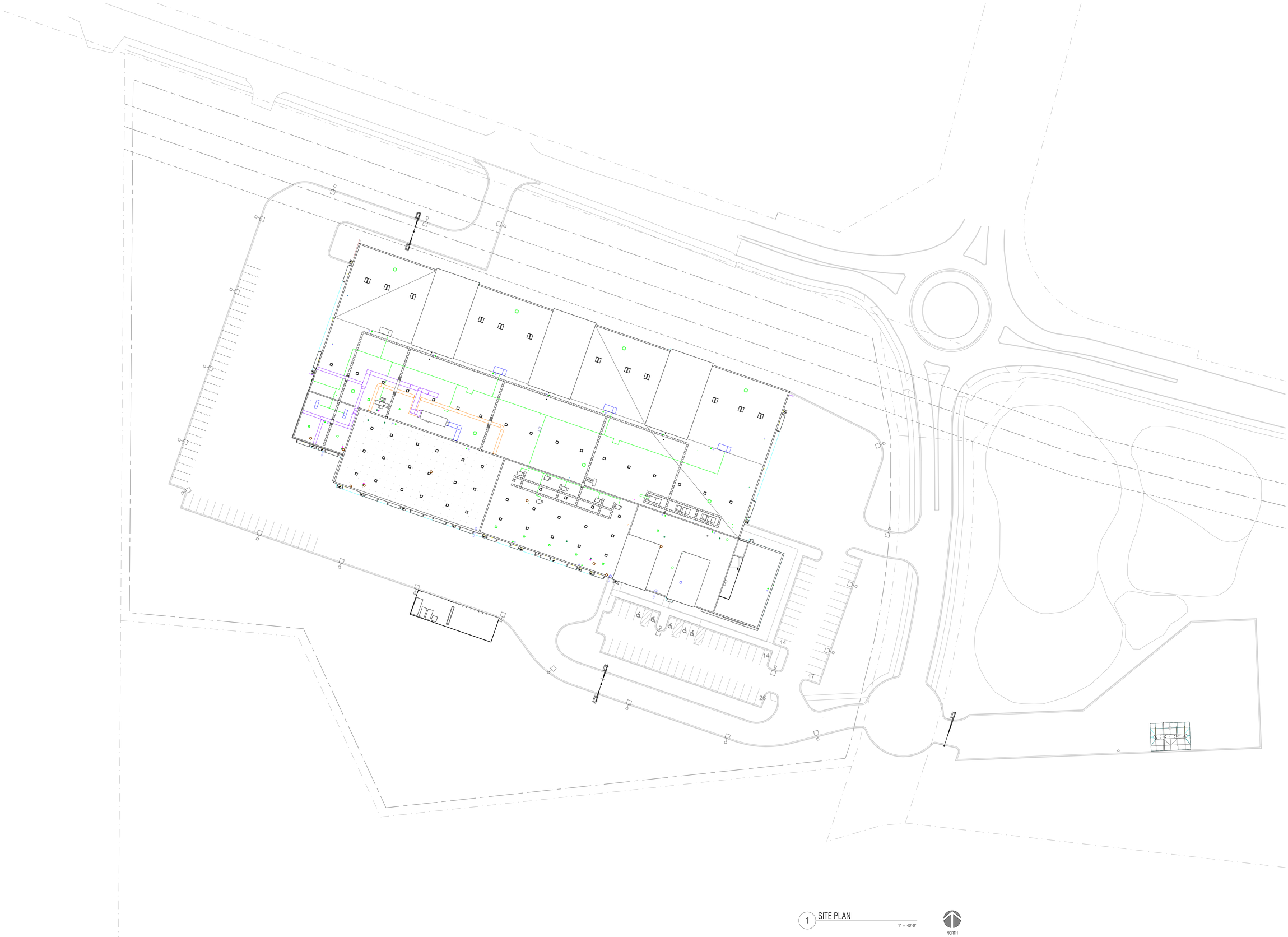
SHEET NO:

C200

© 2020 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

Not for Construction

Not for Construction



1 SITE PLAN
1" = 40'-0"

NORTH

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

NOTES:
12/04/2025 FINAL SITE PLAN SUBMITTAL

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN
55318

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: ANDREW COOPER

46485
LICENSE #

12/04/2025
DATE

SHEET NAME:

SITE PLAN

REVISIONS:

No.	Date	Description

25-07
PROJECT NUMBER

12/04/2025
DATE

Author
DRAWN BY

Checker
CHECKED BY

SHEET NO:

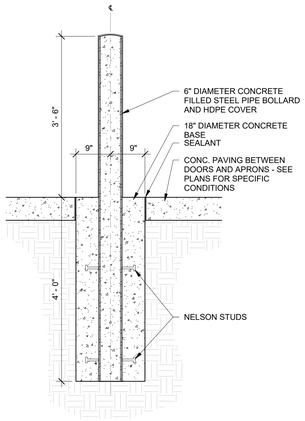
A001

© 2020 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

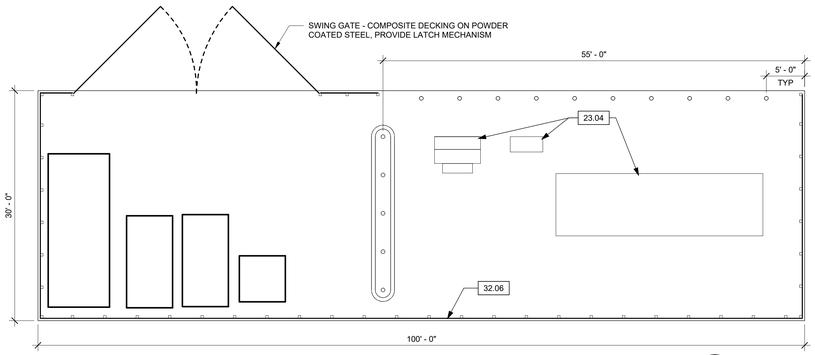
Not for Construction

Not for Construction

Not for Construction

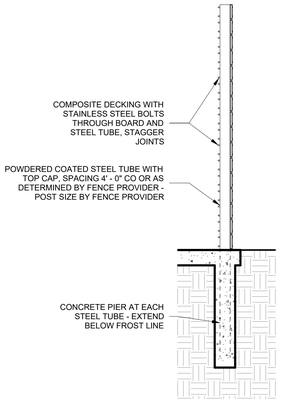


1 TYP. BOLLARD DETAIL SECTION
3/4" = 1'-0"

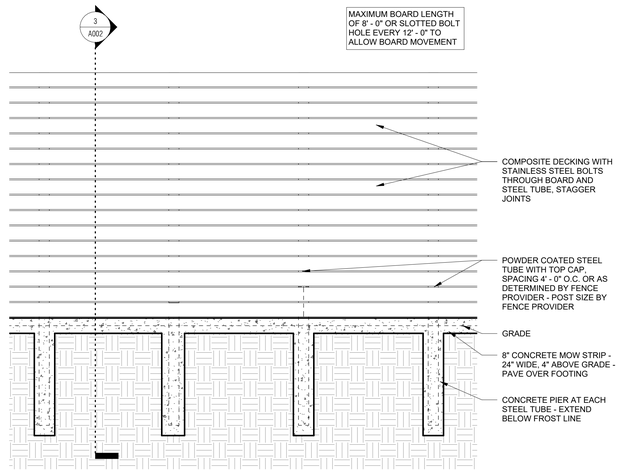


2 GENERATOR AND TRASH ENCLOSURE
1/8" = 1'-0"

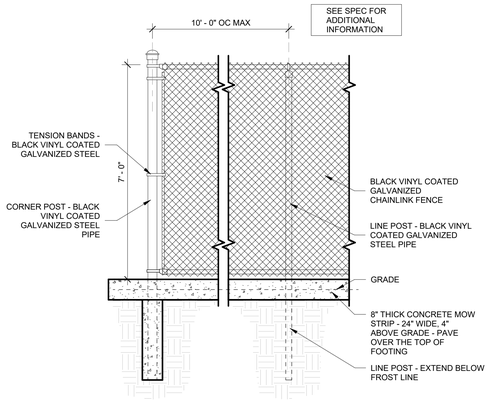
NORTH



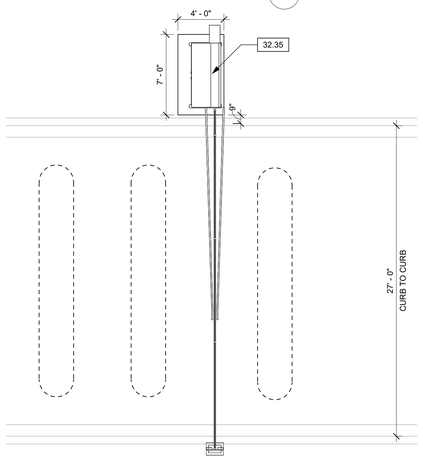
3 DECORATIVE FENCE SECTION
1/2" = 1'-0"



4 DECORATIVE FENCE ELEVATION
1/2" = 1'-0"

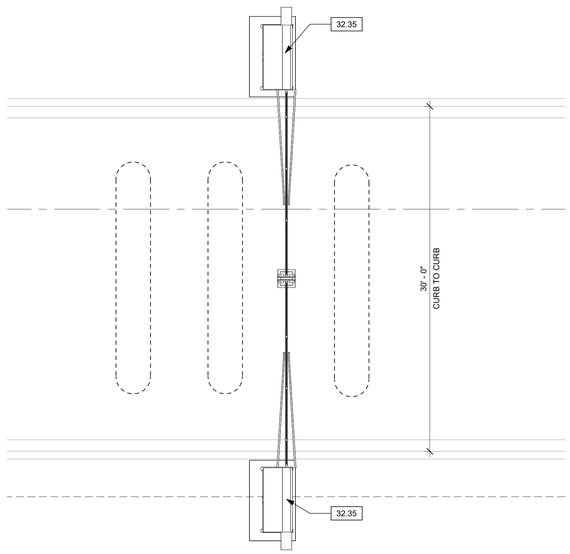


5 CHAIN LINK FENCE DETAIL
1/2" = 1'-0"



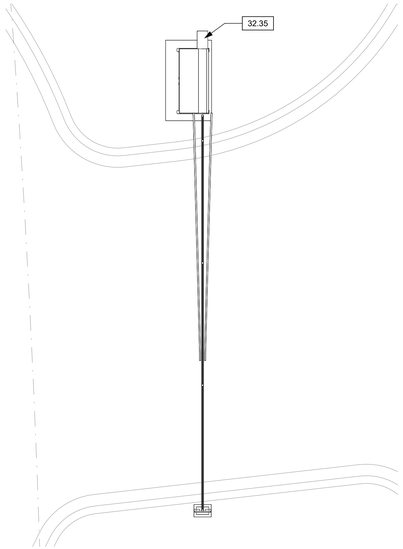
6 ENLARGED SITE PLAN
SIDE GATE
3/16" = 1'-0"

NORTH



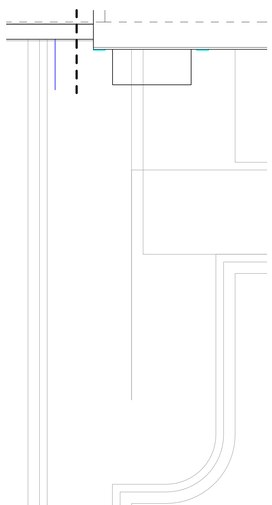
7 ENLARGED SITE PLAN
MAIN GATE
3/16" = 1'-0"

NORTH



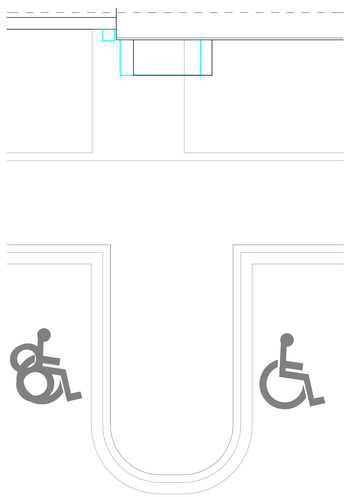
8 ENLARGED SITE PLAN
3/16" = 1'-0"

NORTH



9 ENLARGED SITE PLAN
3/16" = 1'-0"

NORTH



10 ENLARGED SITE PLAN
3/16" = 1'-0"

NORTH

KEYNOTES

23.04	MECHANICAL EQUIPMENT - SEE MECHANICAL FOR DETAILS/NOTES
32.06	TRASH ENCLOSURE - SCREEN WALL WITH SWING GATES, SEE DRAWINGS ON A002
32.35	PIVOT GATE - SEE SPECS

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

NOTES:
12/04/2025 FINAL SITE PLAN SUBMITTAL

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN 55318

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: ANDREW COOPER

46485 LICENSE #

12/04/2025 DATE

SHEET NAME:

ENLARGED SITE PLAN

REVISIONS:

No.	Date	Description

25-07 PROJECT NUMBER

12/04/2025 DATE

Author DRAWN BY

Checker CHECKED BY

SHEET NO:

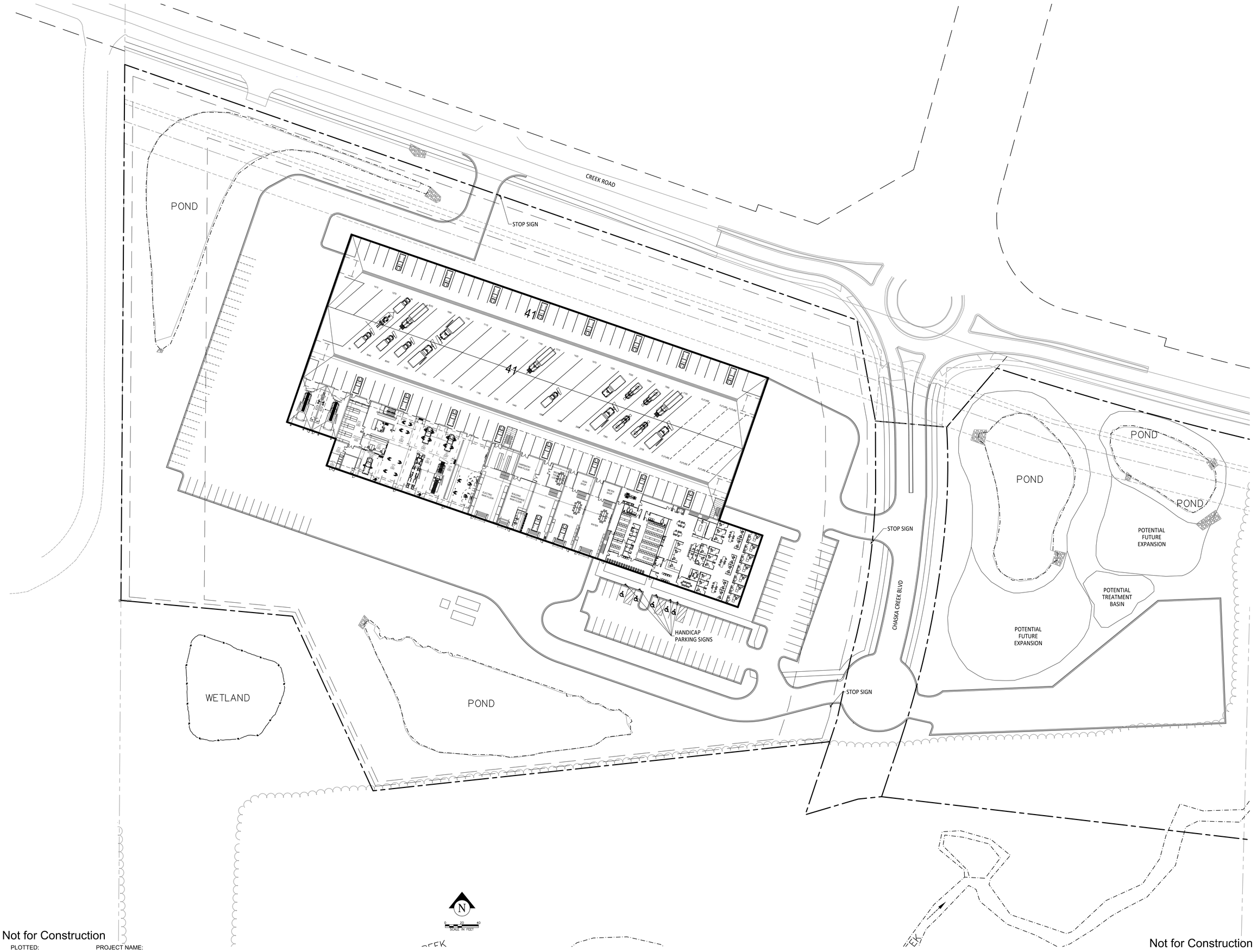
A002

© 2026 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

Not for Construction

Not for Construction

Not for Construction



Not for Construction

PLOTTED:

PROJECT NAME:

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:

SIGN PLAN

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

DRAWN BY CHECKED BY

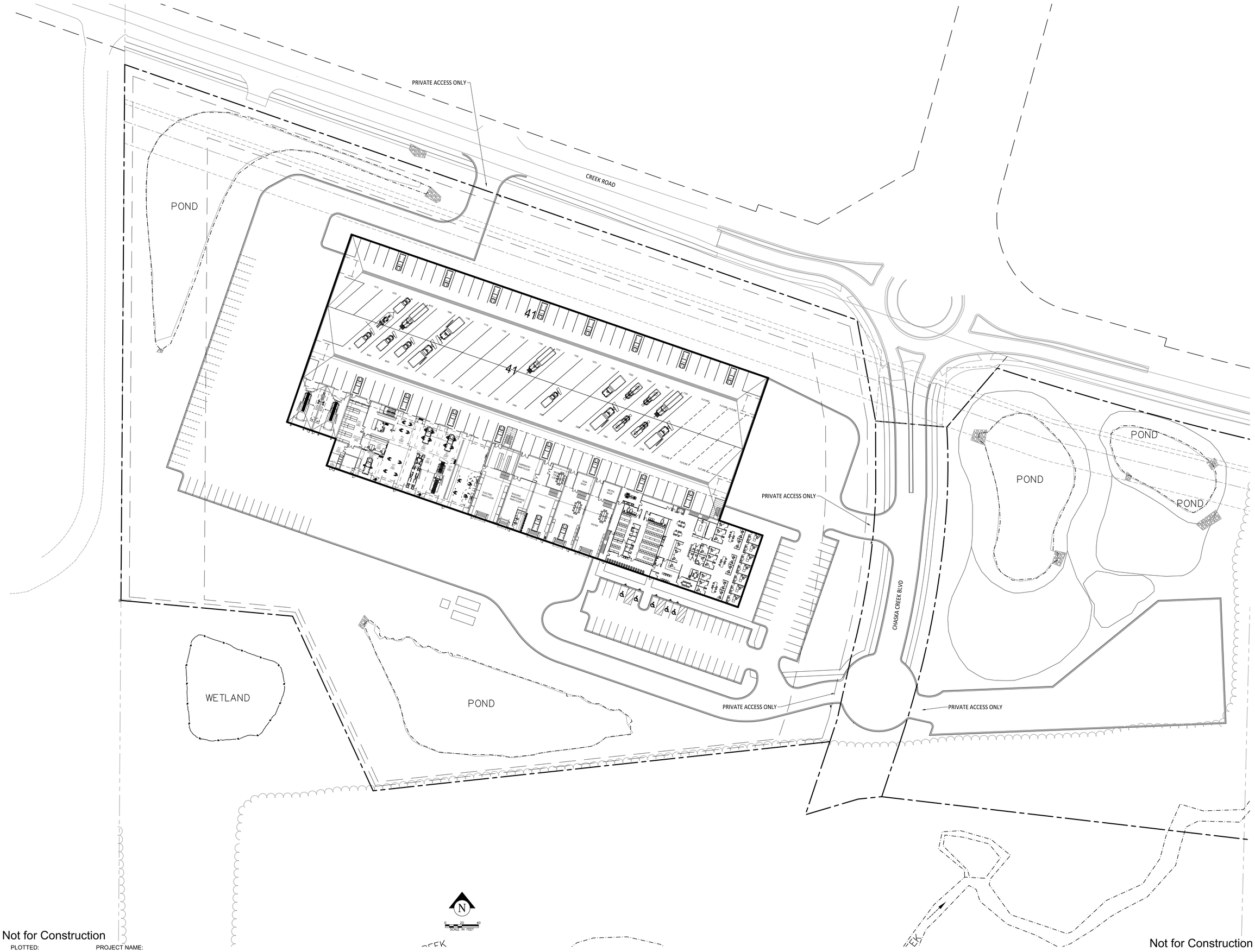
SHEET NO:

C201

© 2020 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

Not for Construction

Not for Construction



Not for Construction

PLOTTED:

PROJECT NAME:

Not for Construction

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:

STREET SIGNAGE & TRAFFIC CONTROL PLAN

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

DRAWN BY CHECKED BY

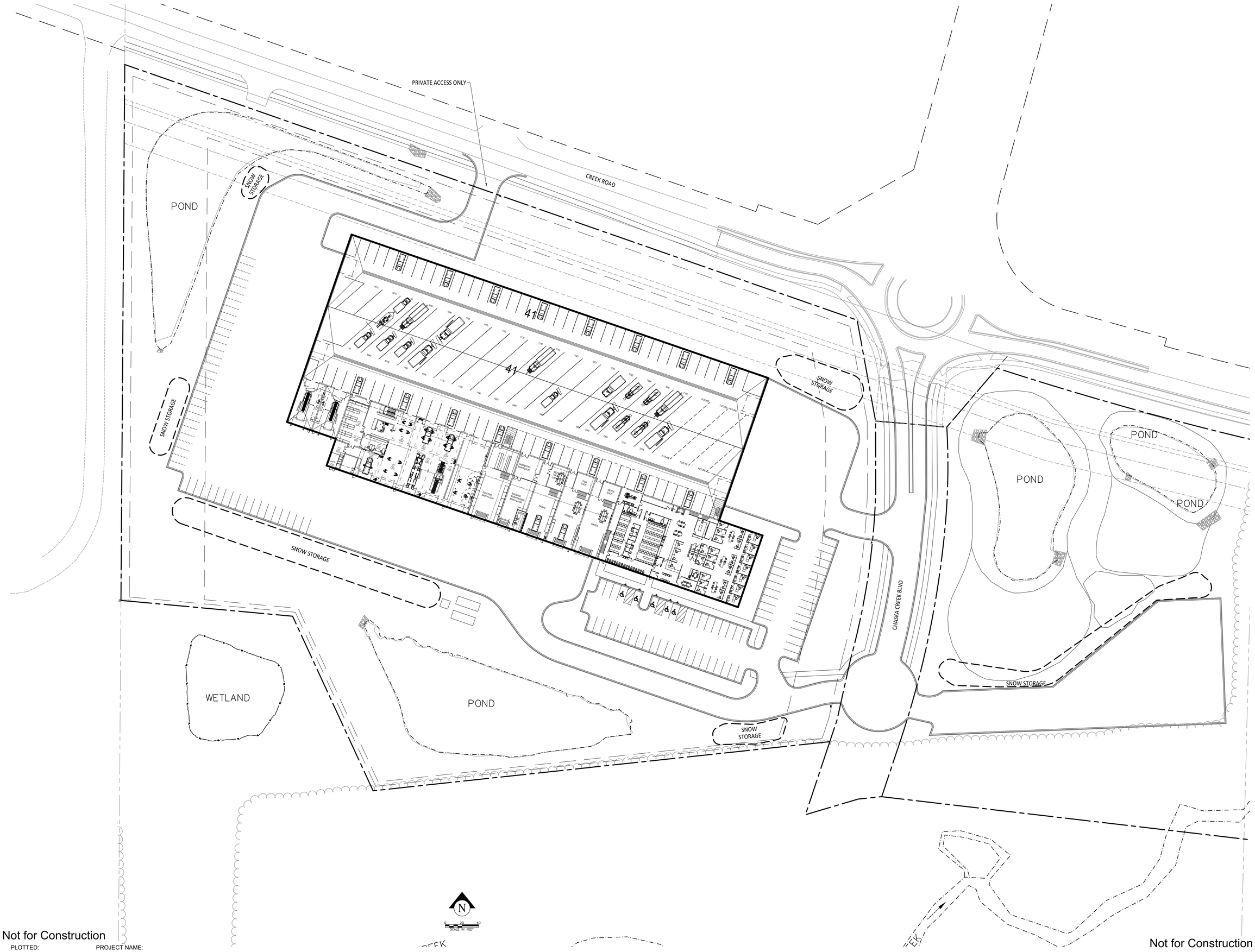
SHEET NO:

C202

© 2020 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

Not for Construction

Not for Construction



Not for Construction

PLOTTED:

PROJECT NAME:

Not for Construction

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:

SNOW STORAGE PLAN

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

DRAWN BY CHECKED BY

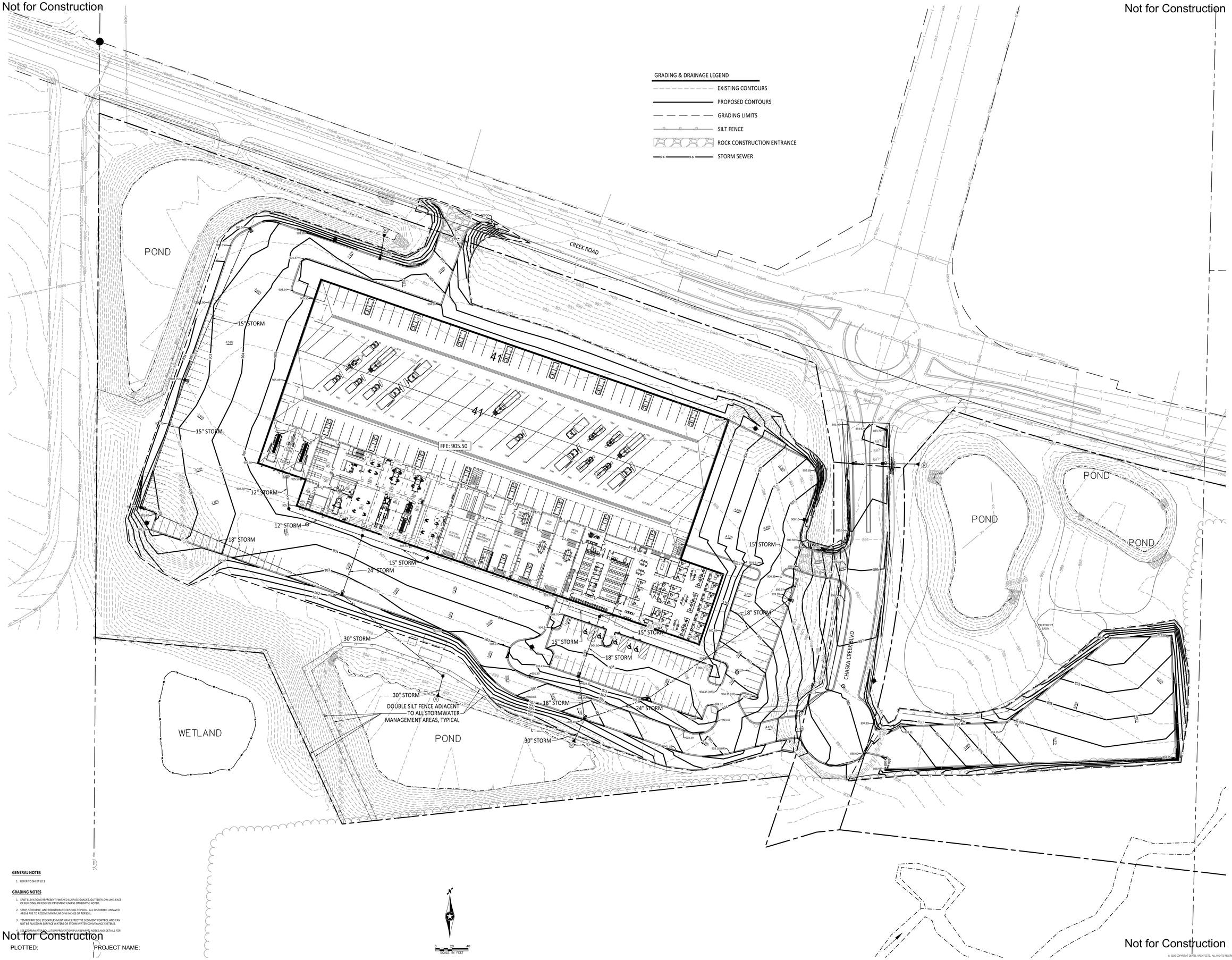
SHEET NO:

C203

© 2020 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

Not for Construction

Not for Construction



GENERAL NOTES

1. REFER TO SHEET L0.1

GRADING NOTES

1. SPOT ELEVATIONS REPRESENT FINISHED SURFACE GRADES, GUTTER/FLOW LINE, FACE OF BUILDING, OR EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.
2. STRIP, STOCKPILE, AND REDISTRIBUTE EXISTING TOPSOIL. ALL DISTURBED UNPAVED AREAS ARE TO RECEIVE MINIMUM OF 6 INCHES OF TOPSOIL.
3. TEMPORARY SOIL STOCKPILES MUST HAVE EFFECTIVE SEDIMENT CONTROL AND CAN NOT BE PLACED IN SURFACE WATERS OR STORM WATER CONVEYANCE SYSTEMS.
4. SEE STORMWATER POLLUTION PREVENTION PLAN (SWPPP) NOTES AND DETAILS FOR ADDITIONAL INFORMATION.

Not for Construction

PLOTTED:

PROJECT NAME:

Not for Construction

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:

GRADING PLAN

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

DRAWN BY CHECKED BY

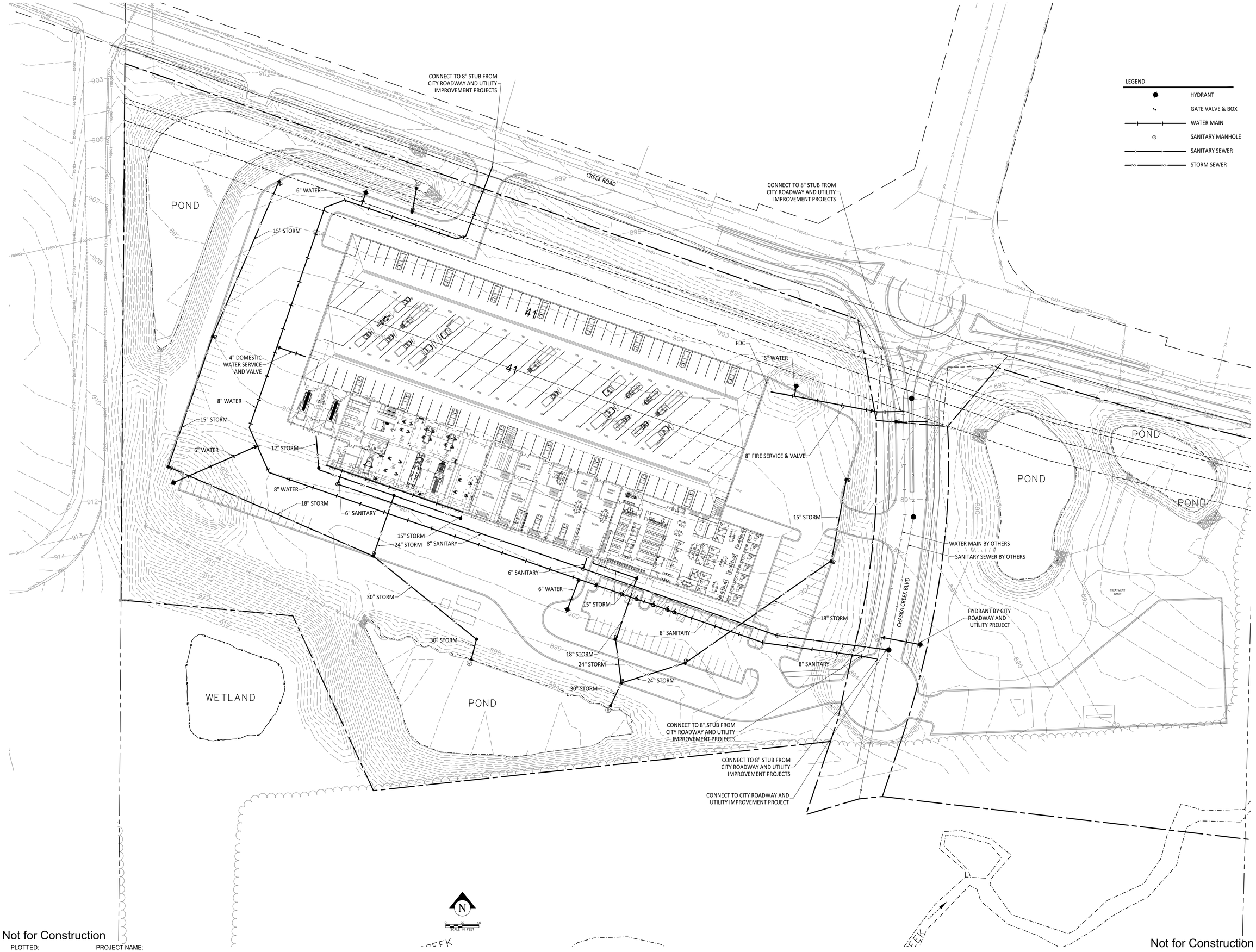
SHEET NO:

C300

© 2020 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

Not for Construction

Not for Construction



Not for Construction

PLOTTED:

PROJECT NAME:

Not for Construction

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:

UTILITY PLAN

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

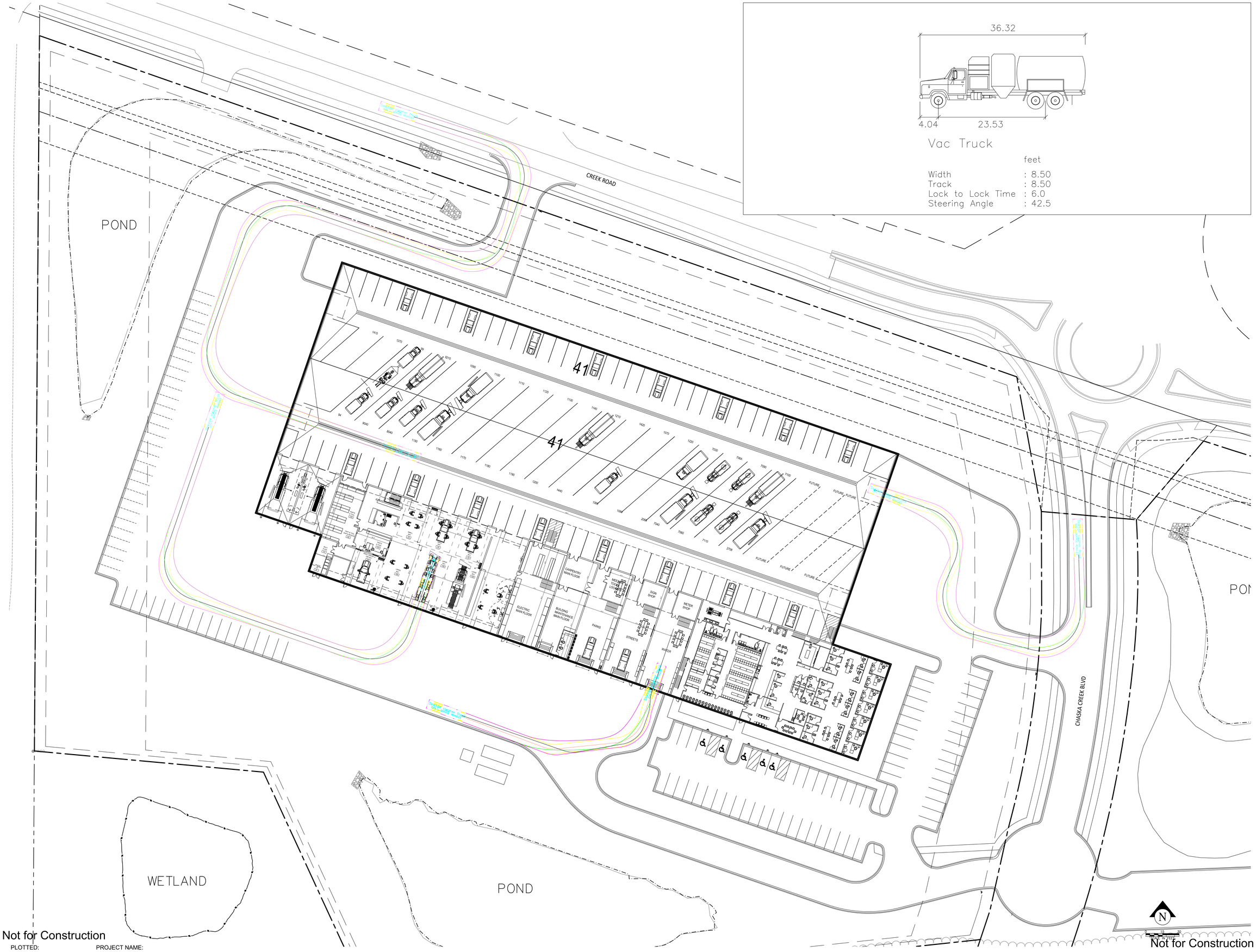
DRAWN BY CHECKED BY

SHEET NO:

C400

© 2020 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

Not for Construction



CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:

VAC TRUCK TURNING MOVEMENTS

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

DRAWN BY CHECKED BY

SHEET NO:

TM1

© 2020 COPYRIGHT OERTEL ARCHITECTS, ALL RIGHTS RESERVED.

Not for Construction

PLOTTED: PROJECT NAME:

Not for Construction

Not for Construction

Not for Construction

Not for Construction

PLOTTED:

PROJECT NAME:

Not for Construction

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:

VAC TRUCK EXIT TURNING MOVEMENTS

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

DRAWN BY CHECKED BY

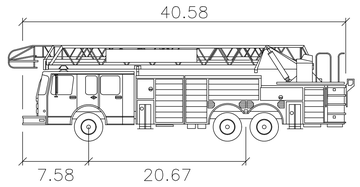
SHEET NO:

TM2

© 2020 COPYRIGHT OERTEL ARCHITECTS, ALL RIGHTS RESERVED

Not for Construction

Not for Construction



Chaska FireTruck

	feet
Width	: 10.50
Track	: 7.61
Lock to Lock Time	: 6.0
Steering Angle	: 36.0

POND

CREEK ROAD

41

41

CHASKA CREEK BLVD

WETLAND

POND

POND

Not for Construction

PLOTTED:

PROJECT NAME:

Not for Construction

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:
CHASKA FIRE TRUCK TURNING MOVEMENTS

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

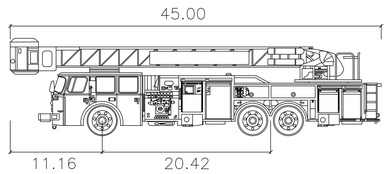
DRAWN BY CHECKED BY

SHEET NO:
TM3

© 2020 COPYRIGHT OERTEL ARCHITECTS, ALL RIGHTS RESERVED.

Not for Construction

Not for Construction



E-One Cyclone II 95 HP

	feet
Width	: 9.50
Track	: 9.35
Lock to Lock Time	: 6.0
Steering Angle	: 43.4

POND

CREEK ROAD

41

41

FUTURE

FUTURE

FUTURE

FUTURE

FUTURE

FUTURE

CARPENTRY MAIN FLOOR

WELDING LOCKERS

SIGN SHOP

METER SHOP

ELECTRIC MAIN FLOOR

BUILDING MAINTENANCE MAIN FLOOR

PARKS

STREETS

CHASKA CREEK BLVD

POND

WETLAND

POND

N

0 15 30

SCALE: 1" = 30'-0"

Not for Construction

Not for Construction

PLOTTED:

PROJECT NAME:

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:
45' FIRE TRUCK TURNING MOVEMENTS

REVISIONS:

No.	Date	Description

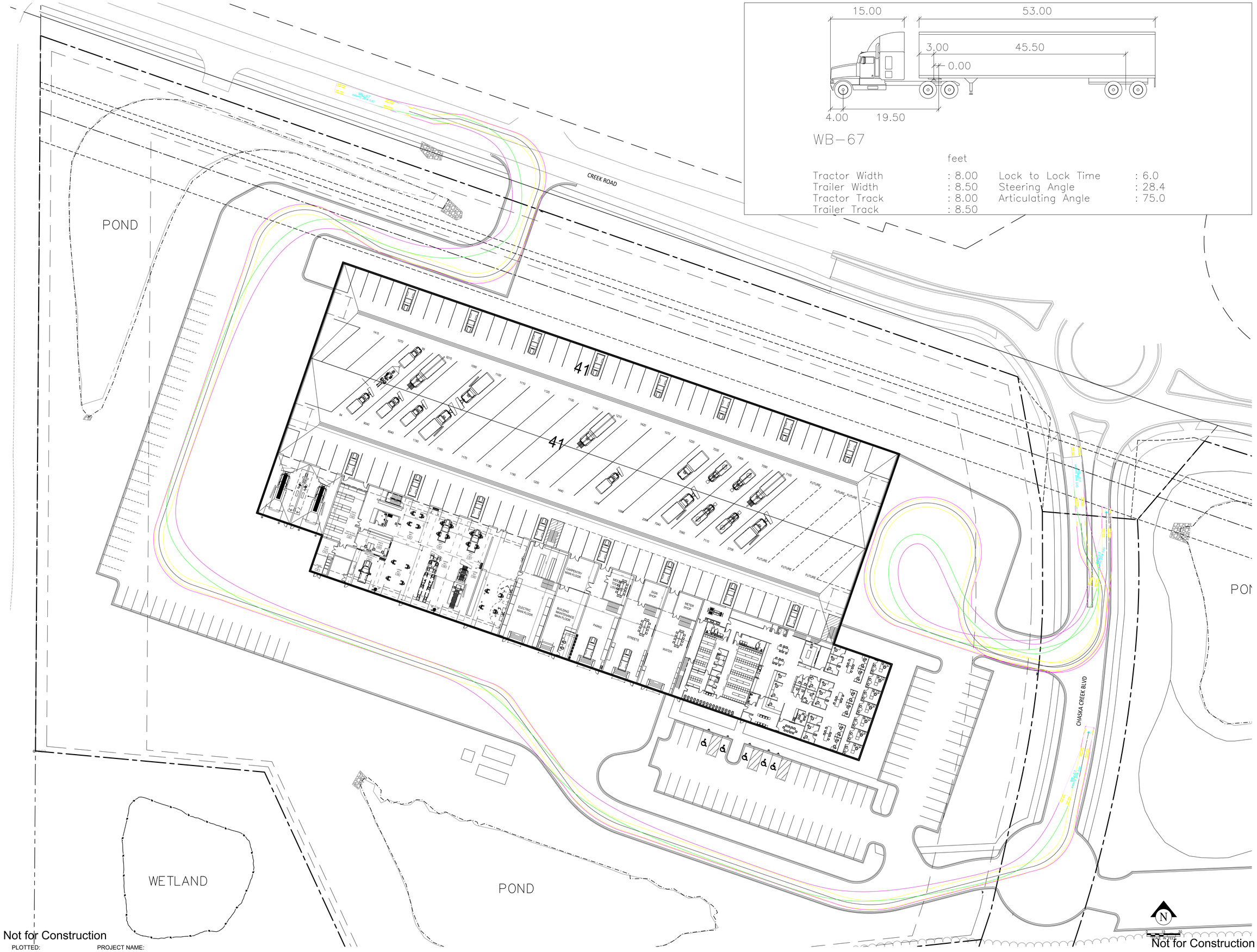
PROJECT NUMBER DATE

DRAWN BY CHECKED BY

SHEET NO:
TM4

© 2020 COPYRIGHT OERTEL ARCHITECTS, ALL RIGHTS RESERVED.

Not for Construction



Not for Construction

Not for Construction

PLOTTED:

PROJECT NAME:

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:

WB-67
TURNING
MOVEMENTS

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

DRAWN BY CHECKED BY

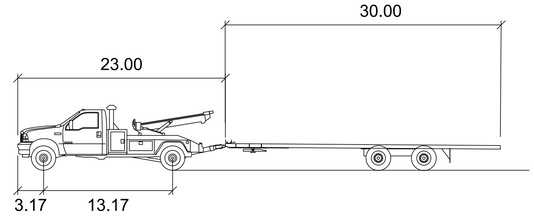
SHEET NO:

TM5

© 2020 COPYRIGHT OERTEL ARCHITECTS, ALL RIGHTS RESERVED.

Not for Construction

Not for Construction



F550 WITH TRAILER

	feet
Width	: 8.00
Track	: 7.22
Lock to Lock Time	: 6.0
Steering Angle	: 33.4

POND

CREEK ROAD

41

41

FUTURE

FUTURE

FUTURE

FUTURE

FUTURE

FUTURE

CARPENTRY MAIN FLOOR

WELDING LOCKER

SIGN SHOP

METER SHOP

ELECTRIC MAIN FLOOR

BUILDING MAINTENANCE MAIN FLOOR

PARKS

STREETS

CHASKA CREEK BLVD

WETLAND

POND

N

0 15 30

SCALE: 1" = 15'-0"

Not for Construction

PLOTTED:

PROJECT NAME:

Not for Construction

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:
F-550 WITH TRAILER TURNING MOVEMENTS

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

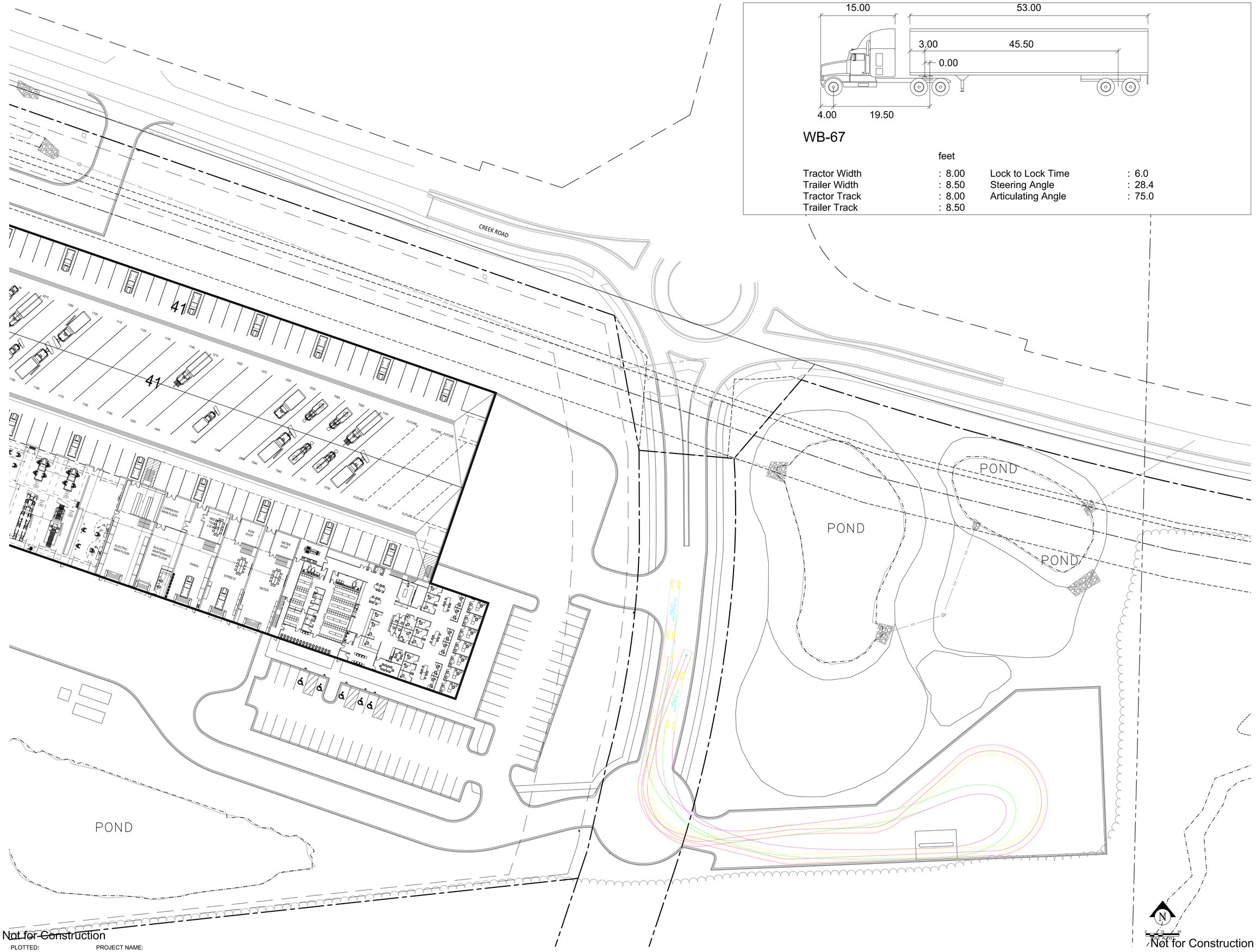
DRAWN BY CHECKED BY

SHEET NO:
TM6

© 2020 COPYRIGHT OERTEL ARCHITECTS, ALL RIGHTS RESERVED.

Not for Construction

Not for Construction



WB-67

feet

Tractor Width	: 8.00	Lock to Lock Time	: 6.0
Trailer Width	: 8.50	Steering Angle	: 28.4
Tractor Track	: 8.00	Articulating Angle	: 75.0
Trailer Track	: 8.50		

Not for Construction

PLOTTED:

PROJECT NAME:

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:
WB-67 FUEL ISLAND TURNING MOVEMENTS

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

DRAWN BY CHECKED BY

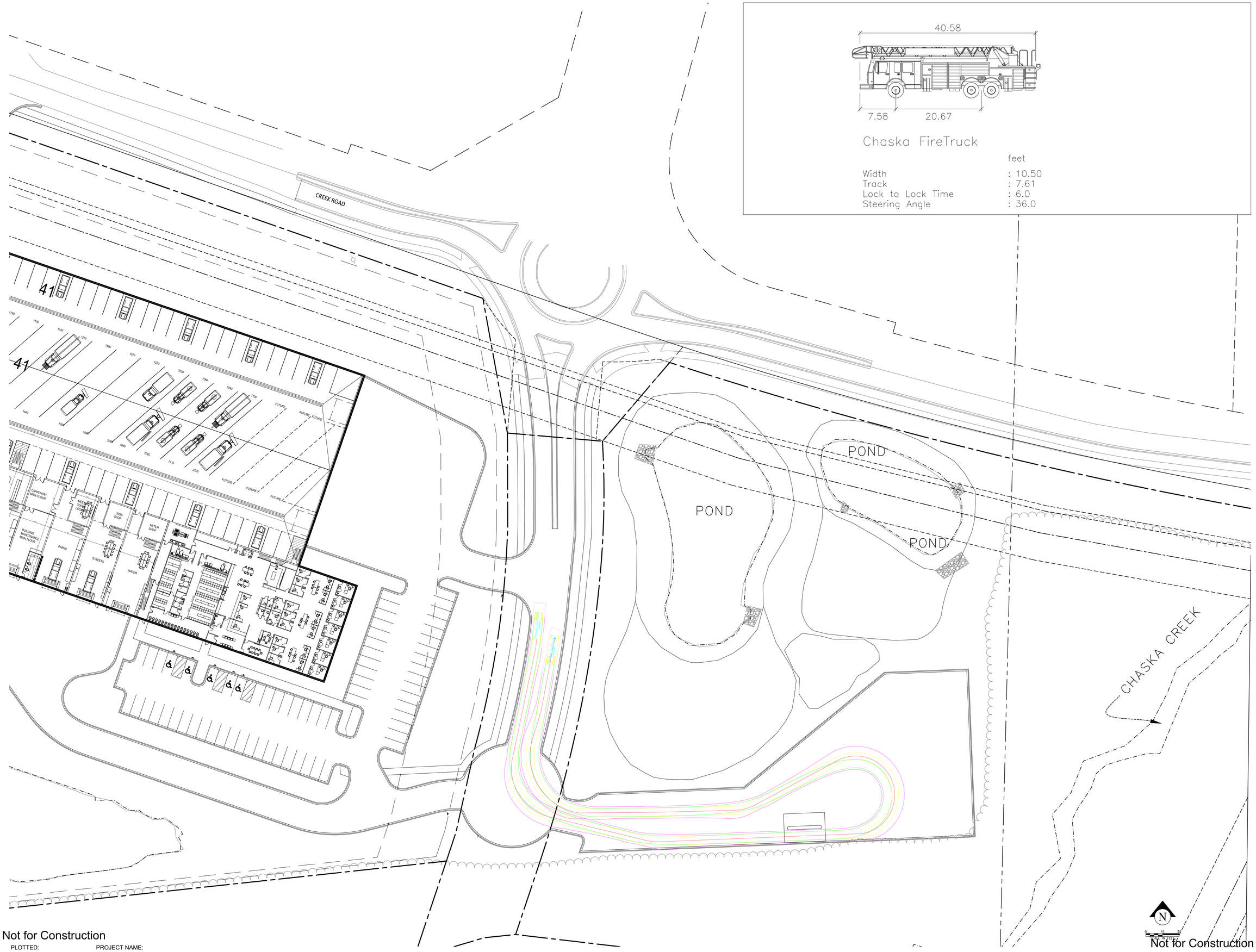
SHEET NO:
TM7

Not for Construction

© 2020 COPYRIGHT OERTEL ARCHITECTS, ALL RIGHTS RESERVED.

Not for Construction

Not for Construction



Chaska FireTruck

	feet
Width	: 10.50
Track	: 7.61
Lock to Lock Time	: 6.0
Steering Angle	: 36.0

Not for Construction

PLOTTED:

PROJECT NAME:

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:
CHASKA FIRE TRUCK FUEL ISLAND TURNING MOVEMENTS

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

DRAWN BY CHECKED BY

SHEET NO:
TM8

© 2020 COPYRIGHT OERTEL ARCHITECTS, ALL RIGHTS RESERVED.

Not for Construction

Not for Construction

NO TREES 6" OR LARGER IN DIAMETER WILL BE IMPACTED BY THE PROJECT

BM#1
FOUND PROPERTY CORNER
N 158543.646
E 533564.583
ELEV: 912.56

ROADWAY EASEMENT PER DOC. NO. 596291 AND ROADWAY, DRAINAGE, AND UTILITY EASEMENT PER DOC. NO. 732872

ROADWAY, DRAINAGE, AND UTILITY EASEMENT PER DOC. NO. 732872

TRANSMISSION LINE EASEMENT PER DOC. NO. 670500

ACCESS EASEMENT PER DOC. NO. 670500

CREEK ROAD

CHASKA CREEK BLVD

POND

WETLAND

CHASKA CREEK

TREATMENT BASIN

N00°24'21"E 1331.88

643.51

N84°44'03"W 206.91

N24°45'00"W 230.83

S83°51'34"W 551.37

S70°45'23"E 1030.78

931.19

927.34

N70°46'28"W 365.01

N70°58'29"W 1174.30

N71°10'40"W 386.13

S10°19'55"E 123.16

N04°53'56"E 84.52

N88°06'04"W 30.00

S00°11'10"E 83.93

N85°06'04"W 85.81

N40°30'05"E 93.09

R=215.50
L=47.26
Δ=12°33'58"
C.Brg=N38°24'51"W

R=315.50
L=50.84
Δ=9°14'00"
C.Brg=S87°15'27"W

C.Brg=S75°16'34"E C=617.74
R=3919.50 L=618.38 Δ=9°02'22"

L=540.01 Δ=7°51'35"

N76°05'54"W 227.19

N76°05'54"W 278.73

N79°47'58"W 188.67

N79°47'58"W 192.66

R=859.50
L=203.37
Δ=13°33'24"
C.Brg=S8°29'07"W

R=1140.00 L=266.86 Δ=13°24'44"

S12°33'51"W 76.35

S18°26'52"W 119.79

N18°26'52"E 70.28

N83°19'33"W 660.61

R=794.95
L=116.55
Δ=8°24'02"
C.Brg=N0°50'07"E

S00°43'15"W 477.23

N26°27'17"E 92.78

N26°27'17"E 90.22

N73°29'21"E 66.11

N84°12'20"E 28.31

27.33

17.96

46.92

68.02

25

35.63

55.91

46.55

98.74

N25°07'32"E 397.50

N25°07'32"E 395.29

S00°06'40"W 393.14

ACCESS EASEMENT PER DOC. NO. 670500

TRANSMISSION LINE EASEMENT PER DOC. NO. 670500

SCALE IN FEET

Not for Construction

PLOTTED:

PROJECT NAME:

Not for Construction

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

SRF

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN

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.

SIGNATURE: MICHAEL C. AARON

LICENSE # DATE

SHEET NAME:

TREE PRESERVATION PLAN

REVISIONS:

No.	Date	Description

PROJECT NUMBER DATE

DRAWN BY CHECKED BY

SHEET NO:

C101

© 2020 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED.

PLANT SCHEDULE

SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	CONTAINER
DEC TREE 3.0" CAL					
	AA3	6	Acer rubrum 'Armstrong' / Armstrong Red Maple	3" Cal.	B&B
	AS3	5	Acer x freemanii `Sienna` / Sienna Glen Maple	3" Cal.	B&B
		11	SUBTOTAL:		
DEC TREE 3.5" CAL					
	AR3.5	4	Acer rubrum 'Red Rocket' / Red Rocket Maple	3.5" Cal.	B&B
		4	SUBTOTAL:		
DEC TREE 4.0" CAL					
	QB4	3	Quercus bicolor / Swamp White Oak	4" Cal.	B&B
	UE4	6	Ulmus davidiana japonica 'Morton' / Accolade® Elm	4" Cal.	B&B
		9	SUBTOTAL:		
DECIDUOUS ORNAMENTAL TREES					
	AB	13	Amelanchier x grandiflora 'Autumn Brilliance' / Autumn Brilliance Serviceberry	2" Cal.	B&B
	CA7	9	Carpinus caroliniana 'J.N. upright,' / American Hornbeam Firespire	2" Cal.	B&B
	CC2	6	Cercis canadensis / Eastern Redbud	2" Cal.	B&B
	PP	4	Populus tremuloides 'NE Arb' / Prairie Gold Quaking Aspen	2" Cal.	B&B
	PA	14	Prunus americana / American Plum	2" Cal.	
		46	SUBTOTAL:		
DECIDUOUS TREES					
	BN	11	Betula nigra / River Birch 3 STEMS OF 2.5 CAL	6` Ht.	B&B
	CO	6	Celtis occidentalis / Common Hackberry	2.5" Cal.	B&B
	GI	5	Gleditsia triacanthos inermis `Suncole` / Sunburst Honey Locust	2.5" Cal.	B&B
	QB	6	Quercus bicolor / Swamp White Oak	2.5" Cal.	B&B
	UA	15	Ulmus americana 'Princeton' / Princeton American Elm	2.5" Cal.	B&B
		43	SUBTOTAL:		
EVERGREEN TREES					
	PB6	34	Picea glauca densata / Black Hills Spruce	6` Ht.	B&B
	PB8	8	Picea glauca densata / Black Hills Spruce	8` Ht.	B&B
	PN	14	Pinus nigra / Austrian Pine	6` Ht.	B&B
	PS2	3	Pinus strobus / White Pine	6` Ht.	
	PS	18	Pinus sylvestris / Scotch Pine	6` Ht.	B&B
	PD2	6	Pseudotsuga menziesii / Douglas Fir	6` Ht.	
	TO2	18	Thuja occidentalis / American Arborvitae "White Cedar"	6` Ht.	
	TP	14	Thuja occidentalis 'Pyramidalis' / Pyramidal Arborvitae	6` Ht.	B&B
		115	SUBTOTAL:		
DECIDUOUS SHRUBS					
	AM	16	Aronia melanocarpa 'Morton' / Iroquois Beauty™ Black Chokeberry	#5	Cont.
	CA	68	Cornus sericea 'Alleman's Compact' / Dwarf Red Twig Dogwood	#5	
	DL	87	Diervilla lonicera / Bush Honeysuckle	#5	Cont.
	HA	78	Hydrangea arborescens 'Annabelle' / Annabelle Hydrangea	#5	
	PD3	42	Physocarpus opulifolius 'Donna May' / Little Devil™ Dwarf Ninebark	#5	Cont.
	RH	187	Rhus aromatica 'Gro-Low' / Gro-Low Fragrant Sumac	#5	Cont.
	SJ	33	Spiraea japonica 'Walbuma' / Magic Carpet Japanese Spirea	#5	Cont.
		511	SUBTOTAL:		
EVERGREEN SHRUBS					
	TX	24	Taxus x media 'Tauntonii' / Taunton's Anglo-Japanese Yew	#5	Cont.
		24	SUBTOTAL:		
GRASSES					
	PV	56	Panicum virgatum 'Shenandoah' / Shenandoah Switch Grass	#1	Cont.
	SH	87	Sporobolus heterolepis / Prairie Dropseed	#1	Cont.
		143	SUBTOTAL:		

TOTAL GROSS BLD SF = 148,000 SF / 320 = 462.5 CAL INCHES REQUIRED
OR DEFINED AS NEEDING 185 OVERSTORY TREES (2.5" CALIPER)

PLAN SHOWS
2.5" CALIPER SHADE TREE – QTY 42 = 105 CAL INCH
3.0" CALIPER SHADE TREE – QTY 9 = 27 CAL INCH
3.5" CALIPER SHADE TREE – QTY 8 = 28 CAL INCH
4.0" CALIPER SHADE TREE – QTY 9 = 36 CAL INCH

CODE REQUIRED UPSIZING BASES ON SINGLE STORY :
10% 3.0" CALIPER SHADE TREE – QTY +7 = 21 CAL INCH
10% 3.5" CALIPER SHADE TREE – QTY +7 = 24.5 CAL INCH
10% 4.0" CALIPER SHADE TREE – QTY +7 = 28 CAL INCH

6FT HT EVERGREEN TREE (2.5) – QTY 107 = 267.5 CAL INCH
8FT HT EVERGREEN TREE (3.33) – QTY 8 = 26.64 CAL INCH

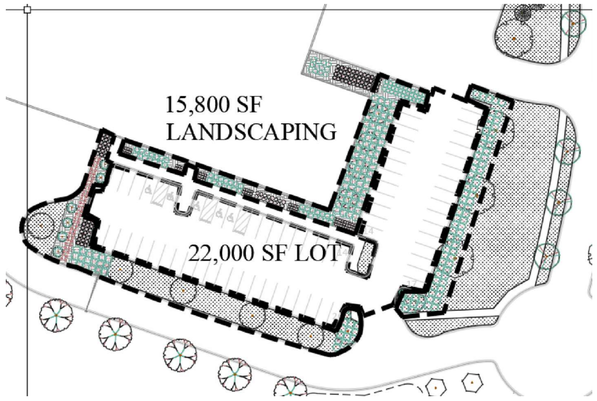
TOTAL PLAN CALIPER IS 490.14 CAL INCH.

2.0" CALIPER ORNAMENTAL TREE – 0.25% OF REQUIRED OVERSTORY TREES – DEFINED AS NEEDING 46 UNDERSTORY TREES – 46 UNDERSTORY TREES SHOWN

493.3 SHRUBS REQUIRED (1 PER 300 SF OF BLD FOOTPRINT) – 535 shown

143 PERENNIALS

PARKING LOT LANDSCAPING AREA IS GREATER THAN 10% OF SURFACE: SEE EXHIBIT



LANDSCAPE NOTES:

1. REFER TO DEMO PLAN FOR TREE REMOVALS
2. REFER TO CIVIL FOR EROSION CONTROL TOPSOIL SALVAGE AND GRADING.
3. ALL PLANTING AREAS SHALL BE STRIPED OF VEGETATION/TURF/EXISTING MULCH, AND HAVE AMENDED PREPARED SOILS, AND PLANTED ACCORDING TO PLANS AND SPECIFICATIONS. CONTRACTOR TO INCLUDE PREPARING AREAS OUTSIDE GRADING LIMITS IN BID.
4. REFER TO CIVIL FOR CURB, UTILITY, AND STORM WATER INFORMATION .
5. REFER TO ARCHITECTURE FOR BUILDING INFORMATION.
6. PLANTING BEDS TO RECEIVE 18 INCH DEPTH TOPSOIL AND MULCH AS PER PLAN. PROVIDE SAMPLE OF ROCK MULCH /WOOD MULCH/ FABRIC TO BE APPROVED BY OWNER.
7. INCLUDE SHREDDED HARDWOOD MULCH 3FT RINGS AROUND ALL TREES AND SHRUBS, 5FT RING AROUND EVERGREEN TREES IN NON MASS MULCH AREAS.
8. STEEL LANDSCAPE EDGER WHERE PLANTING BED MEETS SOD AND SEEDED AREAS.
9. STAKE AND VERIFY LAYOUT IN FIELD FOR OWNER APPROVAL PRIOR TO BRINGING PLANT MATERIAL TO SITE.
10. RESTORE TURF AREAS WITH 6 INCHES TOPSOIL AND SEED . PLANS SHOWS ESTIMATED RESTORATION AREAS, CONTRACTOR RESPONSIBLE FOR RESTORATION OF ALL DISTURBED AREAS AS INCIDENTAL.
11. RESTORE ALL AREAS IMPACTED BY CONSTRUCTION AS DIRECTED BY ENGINEER

CLIENT:
City of Chaska

CONSULTANT:
OERTEL ARCHITECTS
HKGi
Planning | Landscape Architecture | Urban Design

NOTES:
12/04/2025 FINAL SITE PLAN SUBMITTAL

PROJECT NAME:

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 LANDSCAPE ARCHITECT IN THE STATE OF MINNESOTA.

SIGNATURE: BRYAN HARJES

42954
LICENSE #

DATE

SHEET NAME:

REVISIONS:

No.	Date	Description

HKGI 025-023
PROJECT NUMBER

DEC 04, 2025
DATE

AJB
DRAWN BY

BJ
CHECKED BY

SHEET NO:

Not for Construction

NO PLANTINGS IN UTILITY EASEMENT

POTENTIAL FUTURE TRAIL AND STREET TREES BY CITY

OVERHEAD HIGH LINES

OVERHEAD HIGH LINES

POND SEE CIVIL

SNOW STORAGE

3 - UA
Princeton American Elm

5 - TO2
American Arborvitae "White Cedar"

26 - HA
Annabelle Hydrangea

LARGE RIP RAP ROCK MULCH AND FABRIC

1 - PB6
Black Hills Spruce

IRRIGATION POC WILL STUB OUT THIS WALL, SEE MECHANICAL

4 - TP
Pyramidal Arborvitae

26 - HA
Annabelle Hydrangea

20 - CA
Dwarf Red Twig Dogwood

4 - TP
Pyramidal Arborvitae

26 - HA
Annabelle Hydrangea

8 - CA
Dwarf Red Twig Dogwood

8 - CA
Dwarf Red Twig Dogwood

20 - CA
Dwarf Red Twig Dogwood

9 - TO2
American Arborvitae "White Cedar"

8 - TX
Taunton's Anglo-Japanese Yew

8 - TX
Taunton's Anglo-Japanese Yew

8 - TX
Taunton's Anglo-Japanese Yew

SNOW STORAGE

POTENTIAL FUTURE TRAIL AND STREET TREES BY CITY

5 - GI
Sunburst Honey Locust

5 - AS3
Sienna Glen Maple

2 - BN
River Birch

3 - PD2
Douglas Fir

3 - PA
American Plum

6 - PB6
Black Hills Spruce

LOT 1

BLOCK

5 - UA
Princeton American Elm

5 - PB6
Black Hills Spruce

12 - CA
Dwarf Red Twig Dogwood

3 - PN
Austrian Pine

2 - CA7
American Hornbeam Firespire

3 - PB8
Black Hills Spruce

POND SEE CIVIL

2 - BN
River Birch

3 - CC2
Eastern Redbud

2 - PN
Austrian Pine

3 - PS
Scotch Pine

5 - PS
Scotch Pine

HOLD AREA FOR FUTURE STORM PONDING

2 - BN
River Birch

3 - PS2
White Pine

1 - UA
Princeton American Elm

2 - PB8
Black Hills Spruce

HOLD AREA FOR FUTURE STORM PONDING

SNOW STORAGE

2 - PN
Austrian Pine

1 - UA
Princeton American Elm

1 - UA
Princeton American Elm

5 - CA7
American Hornbeam Firespire

3 - PA
American Plum

3 - CC2
Eastern Redbud

6 - CO
Common Hackberry

2 - AB
Autumn Brilliance Serviceberry

4 - TO2
American Arborvitae "White Cedar"

Swamp White Oak

2 - BN
River Birch

1 - AB
Autumn Brilliance Serviceberry

1 - PB8
Black Hills Spruce

5 - PB6
Black Hills Spruce

3 - AB
Autumn Brilliance Serviceberry

5 - PA
American Plum

3 - PN
Austrian Pine

3 - AB
Autumn Brilliance Serviceberry

4 - PP
Prairie Gold Quaking Aspen

3 - PS
Scotch Pine

6 - PB6
Black Hills Spruce

2 - PN
Austrian Pine

3 - BN
River Birch

6 - PB6
Black Hills Spruce

EXISTING WETLAND

2 - PN
Austrian Pine

3 - PD2
Douglas Fir

4 - UA
Princeton American Elm

PROPERTY LINE

SNOW STORAGE

3 - QB4
Swamp White Oak

4 - QB
Swamp White Oak

TRASH ENCLOSURE

UTILITY CABINETS

2 - PB8
Black Hills Spruce

18 - RH
Gro-Low Fragrant Sumac

4 - TP
Pyramidal Arborvitae

1 - AA3
Armstrong Red Maple

18 - DL
Bush Honeysuckle

56 - PV
Shenandoah Switch Grass

12 - SH
Prairie Dropseed

14 - PD3
Little Devil™ Dwarf Ninebark

12 - SH
Prairie Dropseed

12 - SH
Prairie Dropseed

2 - TP
Pyramidal Arborvitae

1 - AR3.5
Red Rocket Maple

21 - DL
Bush Honeysuckle

14 - PD3
Little Devil™ Dwarf Ninebark

12 - SH
Prairie Dropseed

13 - RH
Gro-Low Fragrant Sumac

12 - SH
Prairie Dropseed

14 - PD3
Little Devil™ Dwarf Ninebark

76 - RH
Gro-Low Fragrant Sumac

16 - AM
Iroquois Beauty™ Black Chokeberry

4 - AB
Autumn Brilliance Serviceberry

33 - SJ
Magic Carpet Japanese Spirea

2 - PB6
Black Hills Spruce

48 - DL
Bush Honeysuckle

2 - CA7
American Hornbeam Firespire

12 - SH
Prairie Dropseed

27 - SH
Prairie Dropseed

80 - RH
Gro-Low Fragrant Sumac

5 - AA3
Armstrong Red Maple

3 - PB6
Black Hills Spruce

3 - AR3.5
Red Rocket Maple

6 - UE4
Accolade® Elm

SNOW STORAGE

POND SEE CIVIL

SNOW STORAGE

2 - PB8
Black Hills Spruce

HOLD AREA FOR FUTURE STORM PONDING

3 - PA
American Plum

7 - PS
Scotch Pine

SLOPE

TOP OF BERM

SLOPE

0 40' 80'

NORTH

LANDSCAPE SURFACE KEY

PLANTING BEDS (WOOD OR ROCK TBD)

SOD AREAS AROUND BLD

SEE CIVIL FOR NATIVE SEED MIX AS NEEDED FOR RESTORATION

SEE CIVIL STORM BASIN SEED MIX

IRRIGATION LIMITS – DRIP IN PLANTING BEDS, SPRAY IN TURF

Not for Construction

M:\Oertel architects\025-023 Oertel Chaska MSB\06 Autocad\02 DD Phase\025-023-L-BASE-DD100.dwg, 12/4/2025 1:37:30 PM, _AutoCAD PDF (General Documentation).pc3

CLIENT:

City of Chaska

OERTEL ARCHITECTS

CONSULTANT:

HKGi
Planning | Landscape Architecture | Urban Design

NOTES:
12/04/2025 FINAL SITE PLAN SUBMITTAL

PROJECT NAME:

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 LANDSCAPE ARCHITECT IN THE STATE OF MINNESOTA.

SIGNATURE: BRYAN HARJES

42054
LICENSE #

DATE

SHEET NAME:

REVISIONS:

No.	Date	Description

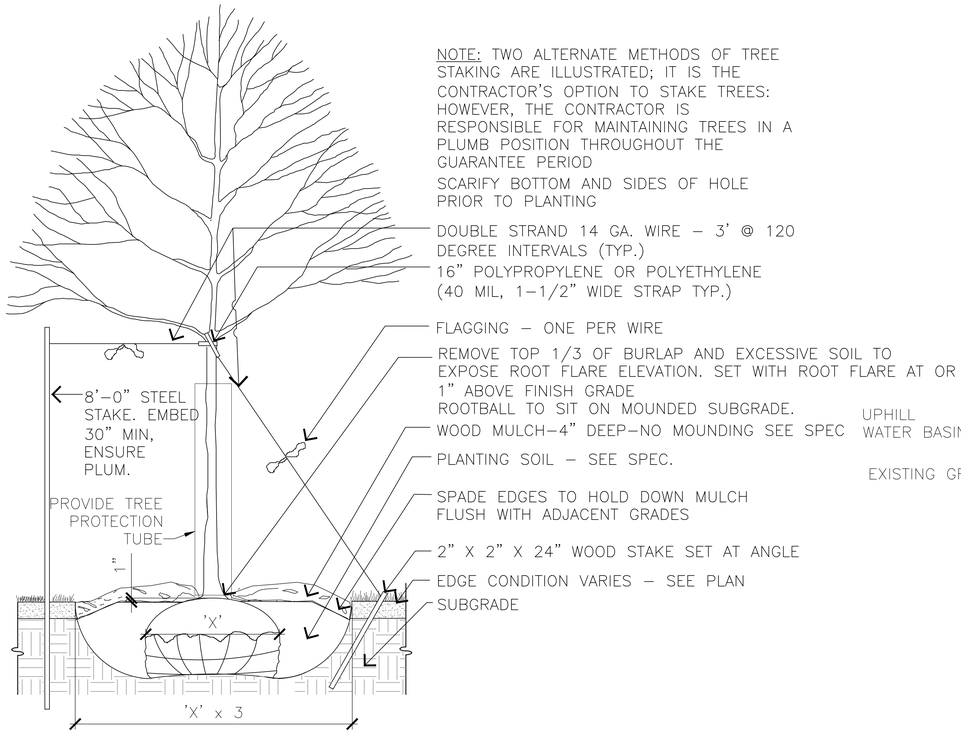
HKGI 025-023
PROJECT NUMBER

DEC 04, 2025
DATE

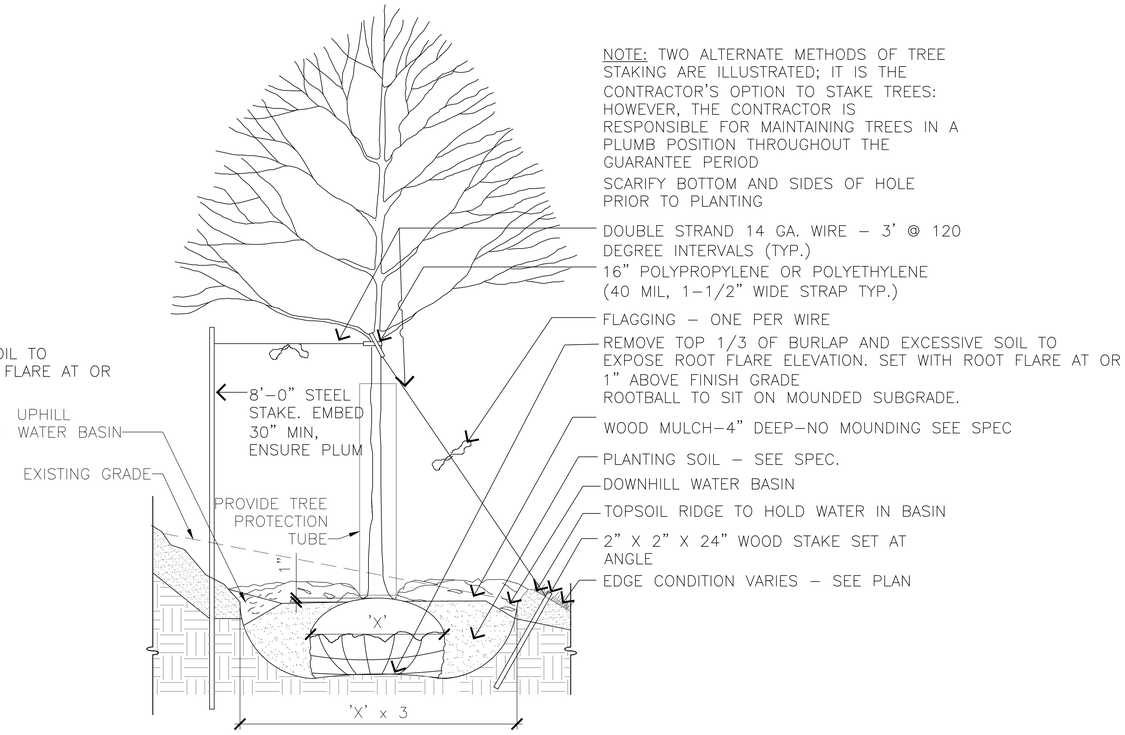
AJB
DRAWN BY

BJ
CHECKED BY

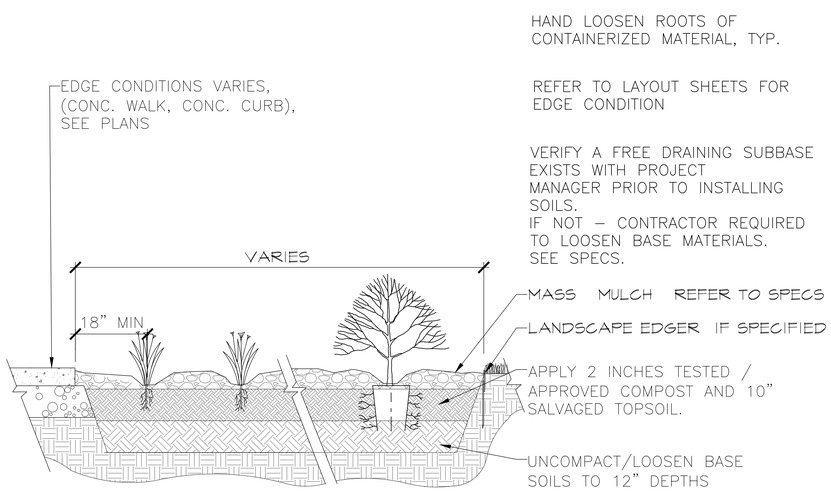
SHEET NO:



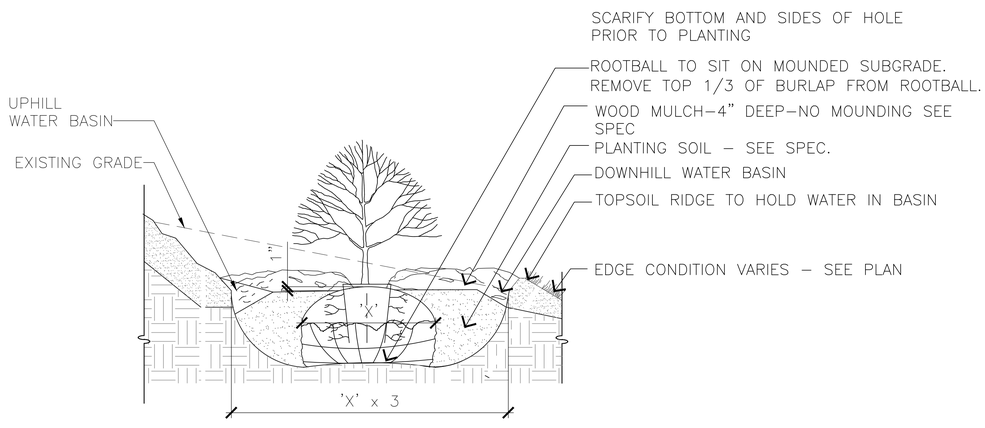
1 L201 TREE PLANTING DETAIL



2 L201 TREE PLANTING ON SLOPE DETAIL



3 L201 PLANTING BED



4 L201 SHRUB PLANTING ON SLOPE DETAIL

Not for Construction

CLIENT: City of Chaska

OERTEL ARCHITECTS

CONSULTANT: HKGi Planning | Landscape Architecture | Urban Design

NOTES:
12/04/2025 FINAL SITE PLAN SUBMITTAL

PROJECT NAME:

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 LANDSCAPE ARCHITECT IN THE STATE OF MINNESOTA.

SIGNATURE: BRYAN HARJES

42954 LICENSE #

DATE

SHEET NAME:

REVISIONS:

No.	Date	Description

HKGI 025-023 PROJECT NUMBER

DEC 04, 2025 DATE

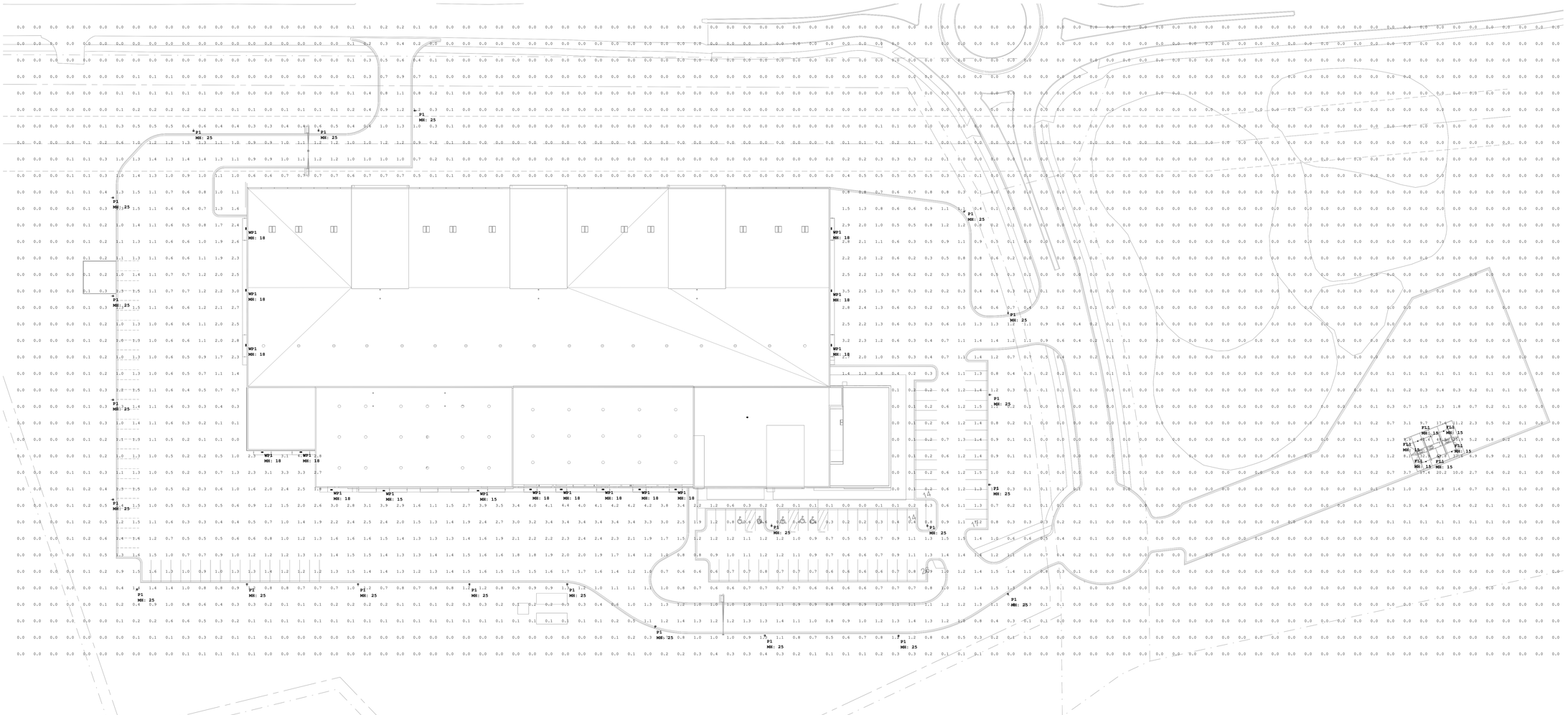
AJB DRAWN BY

BJ CHECKED BY

SHEET NO:

Not for Construction

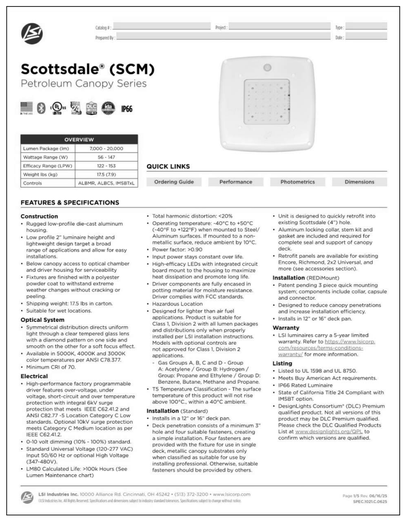
Not for Construction



Luminaire Schedule					
Symbol	Tag	Label	Description	LLF	Luminaire Lumens
	FL1	SCM-LED-15L-SC-50	SCM-LED-15L-SC-50	0.855	15630
	P1	DSX1 LED P2 35K 80CRI T2M HS	DSX1 LED P2 35K 80CRI T2M HS	0.855	7532
	WP1	DSXW2 P6 40K 80CRI T4M	DSXW2 P6 40K 80CRI T4M	0.855	9301

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
SITE PLANE_Top_1	Illuminance	Fc	0.46	49.8	0.0	N.A.	N.A.

1 ELECTRICAL SITE PLAN PHOTOMETRIC
SCALE: 1" = 40'-0"



Scottsdale® (SCM)
Petroleum Canopy Series

IP66

OVERVIEW	
Lumen Package (lm)	7,000 - 20,000
Wattage Range (W)	56 - 147
Efficacy Range (LPW)	122 - 163
Weight lbs (kg)	17.5 (7.9)
Controls	ALBMR, ALBCS, IMSBTWL

QUICK LINKS
Ordering Guide | Performance | Photometrics | Dimensions

FEATURES & SPECIFICATIONS

Construction
- Rugged low-profile die-cast aluminum housing.
- Low profile 2" luminaire height and lightweight design target a broad range of applications and allow for easy installations.
- Below canopy access to optical chamber and driver housing for serviceability
- Fixtures are finished with a polyester powder coat to withstand extreme weather changes without cracking or peeling.
- Shipping weight: 17.5 lbs in carton.
- Suitable for wet locations.

Optical System
- Symmetrical distribution directs uniform light through a clear tempered glass lens with a diamond pattern on one side and smooth on the other for a soft focus effect.
- Available in 5000K, 4000K and 3000K color temperatures per ANSI C78.377.
- Minimum CRI of 70.

Electrical
- High-performance factory programmable driver features over-voltage, under voltage, short-circuit and over temperature protection with integral 6kV surge protection that meets IEEE C62.41.2 and ANSI C62.77 -5 Location Category C Low standards. Optional 10kV surge protection meets Category C Medium location as per IEEE C62.41.2.
- 0-10 volt dimming (10% - 100%) standard.
- Standard Universal Voltage (120-277 VAC) or High Voltage (347-480VAC) or optional High Voltage (347-480V).
- L70(6) Calculated Life: >100k Hours (See Lumen Maintenance chart)
- Total harmonic distortion: <20%.
- Power Factor: >0.90
- Input power stays constant over life.
- High-efficacy LEDs with integrated circuit board mount to the housing to maximize heat dissipation and promote long life.
- Driver components are fully encased in potting material for moisture resistance. Driver complies with FCC standards.
- Hazardous Location
- Designed for lighter than air fuel applications. Product is suitable for Class 1, Division 2 with all lumen packages and color temperatures when properly installed per LJS installation instructions. Models with optional controls are not approved for Class 1, Division 2 applications.
  - Gas Groups A, B, C and D - Group A: Acetylene / Group B: Hydrogen / Group: Propane and Ethylene / Group D: Benzene, Butane, Methane and Propane.
- T3: Temperature Classification - The surface temperature of this product will not rise above 100°C, within a 40°C ambient.

Installation (Standard)
- Installs in a 12" or 16" deck pan.
- Deck penetration consists of a minimum 3" hole and four suitable fasteners, creating a simple installation. Four fasteners are provided with the fixture for use in single deck, metallic canopy substrates only when classified as suitable for use by installing professional. Otherwise, suitable fasteners should be provided by others.
- Unit is designed to quickly retrofit into existing Scottsdale (4") hole.
- Aluminum locking collar, stem kit and gasket are included and required for complete seal and support of canopy deck.
- Retrofit panels are available for existing Encore, Richmond, 2x2 Universal, and more (see accessories section).

Installation (RED/Mount)
- Patent pending 3 piece quick mounting system, components include collar, capsule and connector.
- Designed to reduce canopy penetrations and increase installation efficiency.
- Installs in 12" or 16" deck pan.

Warranty
- LJ luminaires carry a 5-year limited warranty. Refer to https://www.lsicorp.com/resources/terms-conditions-warranty/ for more information.

Listing
- Listed to UL 1598 and UL 8750.
- Meets Buy American Act requirements.
- IP66 Rated Luminaire
- State of California Title 24 Compliant with IMSBT option.
- DesignLights Consortium® (DLC) Premium qualified product. Not all versions of this product may be DLC Premium qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL, to confirm which versions are qualified.

LSI Industries Inc. 10000 Alliance Rd. Cincinnati, OH 45242 • (513) 372-3200 • www.lsicorp.com
©LSIIndustries Inc. All Rights Reserved. Specifications and dimensions subject to industry standard tolerances. Specifications subject to change without notice.
Page 1/5 Rev: 06/16/25
SPEC.SSDSC.0416US

Scottsdale® (SCM) Petroleum Canopy Series

Have questions? Call us at (800) 426-7800

Type:

ORDERING GUIDE

Back to: Quick Links

TYPICAL ORDER EXAMPLE: SCM LED 13L SC UNV DIM 50 WHT ALBCS1 RESH

Prefix	Light Source	Lumen Package	Distribution	Voltage	Driver	Color Temperature	Finish	Options	Mounting
SCM - Petroleum Canopy Series	LED	8L - 8,000 lm 13L - 13,000 lm 21L - 21,000 lm 28L - 28,000 lm	SC - Standard Symmetric	UNV - Universal Voltage (120-277VAC) HV - High Voltage (347-480VAC)	DIM - 0-10V, Dimming	50 - 5000K 40 - 4000K 30 - 3000K	WHT - White BLK - Black BRZ - Bronze	Blank - None ALBMR2 - Azzoria Blue Multi Range Motion and Photo Sensor (8-22' mounting height) ALBMR3 - Azzoria Blue Multi Range Motion and Photo Sensor (16-40' mounting height) IMSBTEL - Integral Bluetooth™ Motion and Photocell Sensor (8-24' mounting height)* IMSBTLL - Integral Bluetooth™ Motion and Photocell Sensor (25-40' mounting height)* SPD - Surge Protection 20kV HL - Hazardous Location Class 1 Div 2 For a our wash solution see SCM SC Car Wash Series spec sheet	Blank - None RESH - RED/Mount integrated junction box system*

Need more information? Check Design Tips' User Interference.

Have additional questions? Call us at: (800) 436-7800

ACCESSORY ORDERING INFORMATION

Part Number	Description
733078	Retrofit Panel Kit - 8 / 13L / SCM, for 30" Deck Panel with tamper openings*
733080	Retrofit Panel Kit - 21 / 28L / SCM, for 52" Deck Panel with tamper openings*
733045	Retrofit Panel Kit - ARCO Richmond, for SCM
733042	Retrofit Panel Kit - 30W Universal 2x2 in SCM
757352	Retrofit DLC Cover Panel Blanks (no holes)
754702	Retrofit RE DLC Cover Panel Blanks (no holes)

Part Number	Description
687463	Junction Box
1320548	4X - Hole Plugs and Gasket (enough for 25 retrofits)
5641609097	26" X 52" Beauty Plate Kit (width x 4" Center hole)
5172519097	26" X 26" Beauty Plate Kit (width x 4" Center hole)
7132610097	Rectangular Hole Kit (Includes top plate and gasket)
733045	Surface Mount Box

PERFORMANCE

Back to: Quick Links

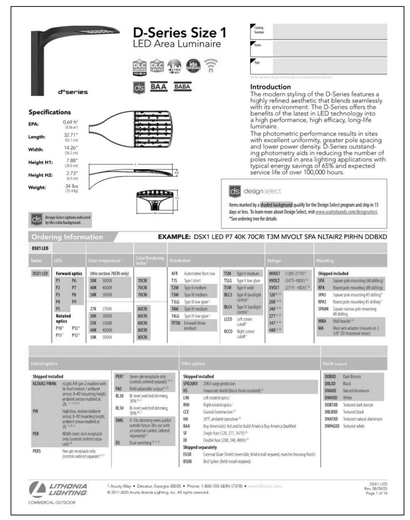
Delivered Lumens*											
Lumen Package	Distribution	5000K				4000K			3000K			Wattage
		Delivered Lumens	Efficacy	BUG Rating	Delivered Lumens	Efficacy	BUG Rating	Delivered Lumens	Efficacy	BUG Rating	
8L	SC	7,810	125	B2-U0-G1	7,983	145	B3-U0-G1	7,983	145	B3-U0-G1	56
13L	SC	11,758	137	B3-U0-G1	13,059	153	B3-U0-G1	13,059	153	B3-U0-G1	86
15L	SC	13,927	125	B3-U0-G1	15,630	141	B3-U0-G1	15,630	140	B3-U0-G1	113
21L	SC	17,868	122	B4-U0-G1	19,989	137	B4-U0-G1	19,989	137	B4-U0-G1	147

Electrical Data - Current Draw 480V*											
Lumen Package	Wattage	120V	208V	240V	277V	347V	480V	Recommended Lumen Maintenance - SCM 2ST			
8L	56	0.47	0.27	0.23	0.20	0.16	0.12	Ambient Temperature	Initial**	25K hrs.*	50K hrs.*	75K hrs.*	100K hrs.*
13L	86	0.72	0.41	0.36	0.31	0.25	0.18	25	100%	95%	90%	85%	80%
15L	111	0.93	0.53	0.46	0.40	0.32	0.23	30	100%	94%	89%	83%	78%
21L	147	1.25	0.71	0.61	0.53	0.42	0.31	40	100%	94%	88%	82%	77%
								45	100%	94%	87%	82%	76%
								50	100%	93%	87%	81%	75%

† - Kit not compatible with 8L/13L, MSBT, 5000K, or 4000Kmin.
‡ - 8 Kit low voltage wood skirting not available with IMSBTWL.
* - MSBT is field configurable via the LS app that can be downloaded from your smartphone's native app store. MSBT not available in Hazardous Locations.
§ - Light Failure when Stop will 400Mhood attached.
** - 25°C (77°F) ambient.
Wired for 0-10 wiring.

*** - 100 Days per Ireland's published therefore values are nominal.
§ - Electrical data at 25°C (77°F). Actual wattage may differ by +/-10%.
§ - Lumen maintenance values at 25 °C are calculated per TM-21based on LM-80 data and in-situ luminaire testing.
§ - In accordance with ESNA TM-21-11, Projected Values represent interpolated values based on time durations that are within six times (6X) the ESNA LM-80-08 tested duration (in hours) for the device under testing (DUT) or the packaged LED chip.
§ - Per ESNA TM-21-11, Recommended Maximum TM-21 based on LM-80 data and in-situ testing times for ESNA LM-80-08 total test duration for the device under testing.

LSI Industries Inc. 10000 Alliance Rd. Cincinnati, OH 45242 • (513) 372-3200 • www.lsicorp.com
©LSIIndustries Inc. All Rights Reserved. Specifications and dimensions subject to industry standard tolerances. Specifications subject to change without notice.
Page 2/5 Rev: 06/16/25
SPEC.SSDSC.0416US



D-Series Size 1
LED Area Luminaire

d*series

Specifications
EPA: 0.69 ft² (0.06 m²)
Length: 32.71" (83.1 cm)
Width: 14.26" (36.2 cm)
Height H1: 7.88" (20.0 cm)
Height H2: 2.73" (6.9 cm)
Weight: 34 lbs (15.9 kg)

Introduction
The modern styling of the D-Series features a highly refined aesthetic that blends seamlessly with its environment. The D-Series offers the benefits of the latest in LED technology into a family of performance, high efficacy, long-life luminaires.
The photometric performance results in sites with excellent uniformity, greater pole spacing and lower power density. D-Series outstanding photometry aids in reducing the number of poles required in area lighting applications with typical energy savings of 65% and expected service life of over 100,000 hours.

design|select
Items marked by a shaded background qualify for the Design Select program and ship in 15 days or less. To learn more about Design Select, visit www.acuitybrands.com/designselect.
**See ordering tree for details.

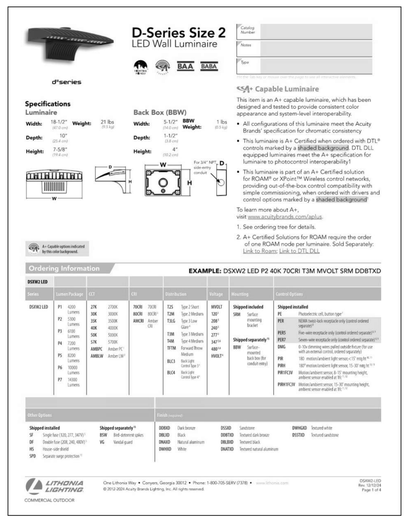
Ordering Information
EXAMPLE: DSX1 LED P7 40K 70CRI T3M MVOLT SPA NLTAIR2 PIRHN DDBXD

DSX1 LED									
Series	LEDs	Color temperature*	Color Rendering Index	Distribution	Voltage	Mounting			
DSX1 LED	Forward optics P1 P1 P2 P2 P3 P3 P4 P4 P5 P5 Rotated optics P6** P6** P7** P7**	30K 3000K 40K 4000K 50K 5000K	70CRI 70CRI 80CRI 80CRI	T1S Type I short T2S Type II short T2M Type II medium T3S Type III short T3M Type III medium T4FT Type IV Forward Throw T4W Type IV Wide TFTM Forward Throw Medium BLC Backlight Control LCCO Left corner cutoff RCCO Right corner cutoff	AFR Automotive front row TLS Type I short TLM Type I medium TRS Type I Right TLCS Type II short TLCM Type II medium TRCS Type III short TRCM Type III medium	120 120V* 208 208V* 240 240V* 277 277V* 347 347V* 480 480V*	Shipped included SPA Square pole mounting (HA drilling) RPA Round pole mounting (HA drilling) SPA1 Square pole mounting (4" drilling) RPA1 Round pole mounting (4" drilling) SPA36 Square narrow pole mounting (3.6" drilling) WBA Wall bracket AA Mast arm adapter (mounts on 2 3/8" OD horizontal tenon)

Control options	Other options	Finish (required)
Shipped installed NLTAIR2 PIRHN nLight AIR gen 2 enabled with bi-level motion + ambient sensor, 8-40' mounting height, ambient sensor enabled at 5fc***	PE/E7 Shorts per one photocell, only controls ordered separately.***	DDBXD Dark Bronze DBLXD Black DNAXD Natural Aluminum DWHXD White DSSTXD Textured dark bronze DBLBXD Textured black DNATXD Textured natural aluminum DWHGXD Textured white
PIR Bi-level motion sensor for high/low, motion/ambient sensor, 8-40' mounting height, ambient sensor enabled at 5fc***	PER/E7 Shorts per one photocell, only controls ordered separately.***	
PIR1FC3V Motion sensor for 8-15' mounting height, ambient sensor enabled at 3fc***	PER7 Five-pin receptacle only (controls ordered separately)***	
PIRH1FC3V Motion sensor for 15-30' mounting height, ambient sensor enabled at 3fc***	PIR1 Bi-level motion sensor for high/low, motion/ambient sensor, 8-40' mounting height, ambient sensor enabled at 1fc***	
PIRHN Bi-level motion sensor for high/low, motion/ambient sensor, 15-30' mounting height, ambient sensor enabled at 5fc***	PIR1FC3V Motion sensor for 8-15' mounting height, ambient sensor enabled at 3fc***	
PIRH1FC3V Motion sensor for 15-30' mounting height, ambient sensor enabled at 3fc***	PIRH1FC3V Motion sensor for 15-30' mounting height, ambient sensor enabled at 3fc***	
PBBW Surface mounted back box (required for PIR, PIRH, PER, PER7, PIR1FC3V, PIRH1FC3V)	PBBW Surface mounted back box (required for PIR, PIRH, PER, PER7, PIR1FC3V, PIRH1FC3V)	
DS Dark shield	DS Dark shield	
FAO Field adjustable output****	FAO Field adjustable output****	
HS House-side shield****	HS House-side shield****	
SPD Separate surge protector****	SPD Separate surge protector****	

Shipped installed	Shipped separately*	Finish (required)
SF Single fuse (120, 277, 347V)*	BSW Bird-deterrent spikes	DDBXD Dark bronze
DF Double fuse (208, 240, 480V)*	WG Vandal guard	DBLXD Black
HS House-side shield		DNAXD Natural aluminum
SPD Separate surge protector*		DWHXD White
		DSSTXD Textured dark bronze
		DBLBXD Textured black
		DNATXD Textured natural aluminum
		DWHGXD Textured white
		DSSTDD Textured sandstone

LITHONIA LIGHTING
COMMERCIAL OUTDOOR
1 Acuity Way • Decatur, Georgia 30035 • Phone: 1-800-705-SERV (7378) • www.lithonia.com
©2025 Acuity Brands Lighting, Inc. All rights reserved.
DSX1 LED Rev. 06/09/25
Page 1 of 10



D-Series Size 2
LED Wall Luminaire

d*series

Specifications
Luminaire
Width: 19-1/2" (49.5 cm) Weight: 21 lbs (9.5 kg)
Depth: 7" (17.8 cm)
Height: 7-5/8" (19.4 cm)

Back Box (BBW)
Width: 5-1/2" (14.0 cm) BBW Weight: 1 lbs (0.5 kg)
Depth: 5-1/2" (14.0 cm)
Height: 3" (7.6 cm)

For 3/4" NPT conduit entry

A+ Capable Luminaire
This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and system-level interoperability.
- All configurations of this luminaire meet the Acuity Brands' specification for chromatic consistency
- This luminaire is A+ Certified when ordered with DTL® controls marked by a shaded background. DTL DLL equipped luminaires meet the A+ specification for luminaire to photocontrol interoperability.†
- This luminaire is part of an A+ Certified solution for ROAM® or XPoint™ Wireless control networks, providing out-of-the-box control compatibility with simple commissioning, when ordered with drivers and control options marked by a shaded background

To learn more about A+, visit www.acuitybrands.com/aplus.
1. See ordering tree for details.
2. A+ Certified Solutions for ROAM require the order of one ROAM node per luminaire. Sold Separately: Link to Roam; Link to DTL DLL

A+ Capable options indicated by this color background.

Ordering Information
EXAMPLE: DSXW2 LED P2 40K 70CRI T3M MVOLT SRM DDBTXD

DSXW2 LED								
Lumen Package	CCT	CRI	Distribution	Voltage	Mounting	Control Options	Other Options	Finish (required)
DSXW2 LED P1 4,000 Lumens P2 7,000 Lumens P3 10,000 Lumens P4 7,000 Lumens P5 9,000 Lumens P6 10000 Lumens P7 14,000 Lumens	27K 2700K 30K 3000K 40K 4000K 50K 5000K 57K 5700K AMBER Amber (4)*	70CRI 70CRI 80CRI 80CRI	T2S Type 2 Short T2M Type 2 Medium T3S Type 3 Short T3M Type 3 Medium T4M Type 4 Medium TFTM Forward Throw Medium BLC3 Backlight Control Type 3 BLC4 Backlight Control Type 4*	MVOLT 120V-277V* HVOLT 347V-480V* XVOLT 277V - 480V*†	Shipped included SRM Surface mounting bracket Shipped separately* RPM Round pole mounting WBA Wall bracket AWM Wall arm mount adapter	Shipped included PE Photoelectric cell, button type* PER NEMA twist-lock receptacle only (control ordered separately)* PER5 Five-pin receptacle only (control ordered separately)* PIR1 Sensor, wide view/quick-only, for 8-15' mounting height, ambient sensor enabled at 1fc*,**,*** PIR1FC3V Motion/ambient sensor, for 8-15' mounting height, ambient sensor enabled at 3fc*,**,***	Shipped installed DDBTXD Dark Bronze DBLXD Black DNATXD Natural Aluminum DWHXD White DSSTXD Textured dark bronze DBLBXD Textured black DNATXD Textured natural aluminum DWHGXD Textured white DSSTDD Textured sandstone

Other Options	Finish (required)
Shipped installed SF Single fuse (120, 277, 347V)* DF Double fuse (208, 240, 480V)* HS House-side shield* SPD Separate surge protector*	Shipped separately* BSW Bird-deterrent spikes WG Vandal guard

LITHONIA LIGHTING
COMMERCIAL OUTDOOR
One Lithonia Way • Conyers, Georgia 30012 • Phone: 1-800-705-SERV (7378) • www.lithonia.com
©2025 Acuity Brands Lighting, Inc. All rights reserved.
DSXW2 LED Rev. 10/10/24
Page 1 of 4

CLIENT:
City of Chaska

OERTEL ARCHITECTS

CONSULTANT:
emanuelson-podas
consulting engineers
Emanuelson-Podas, Inc.
7705 Bush Lake Road
Edina, MN 55439
(952) 930-0050 | www.epinc.com

NOTES:
10/08/2025 DESIGN DEVELOPMENT SET

PROJECT NAME:
MUNICIPAL SERVICES BUILDING
CITY OF CHASKA
4501 CREEK ROAD CHASKA, MN 55318

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.

SIGNATURE:

LICENSE # DATE

SHEET NAME:
ELECTRICAL SITE PLAN PHOTOMETRIC

REVISIONS:

No.	Date	Description

5200.0000 Designer
PROJECT NUMBER DATE
Author Checker
DRAWN BY CHECKED BY

SHEET NO:
E002

Not for Construction

© 2020 COPYRIGHT OERTEL ARCHITECTS. ALL RIGHTS RESERVED

CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

SE Office Entry

OERTEL ARCHITECTS

CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

SW Vehicle Maintenance

OERTEL ARCHITECTS

CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

SW Vehicle Maintenance

OERTEL ARCHITECTS

CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

NW Vehicle Maintenance

OERTEL ARCHITECTS

CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

Creek Road View

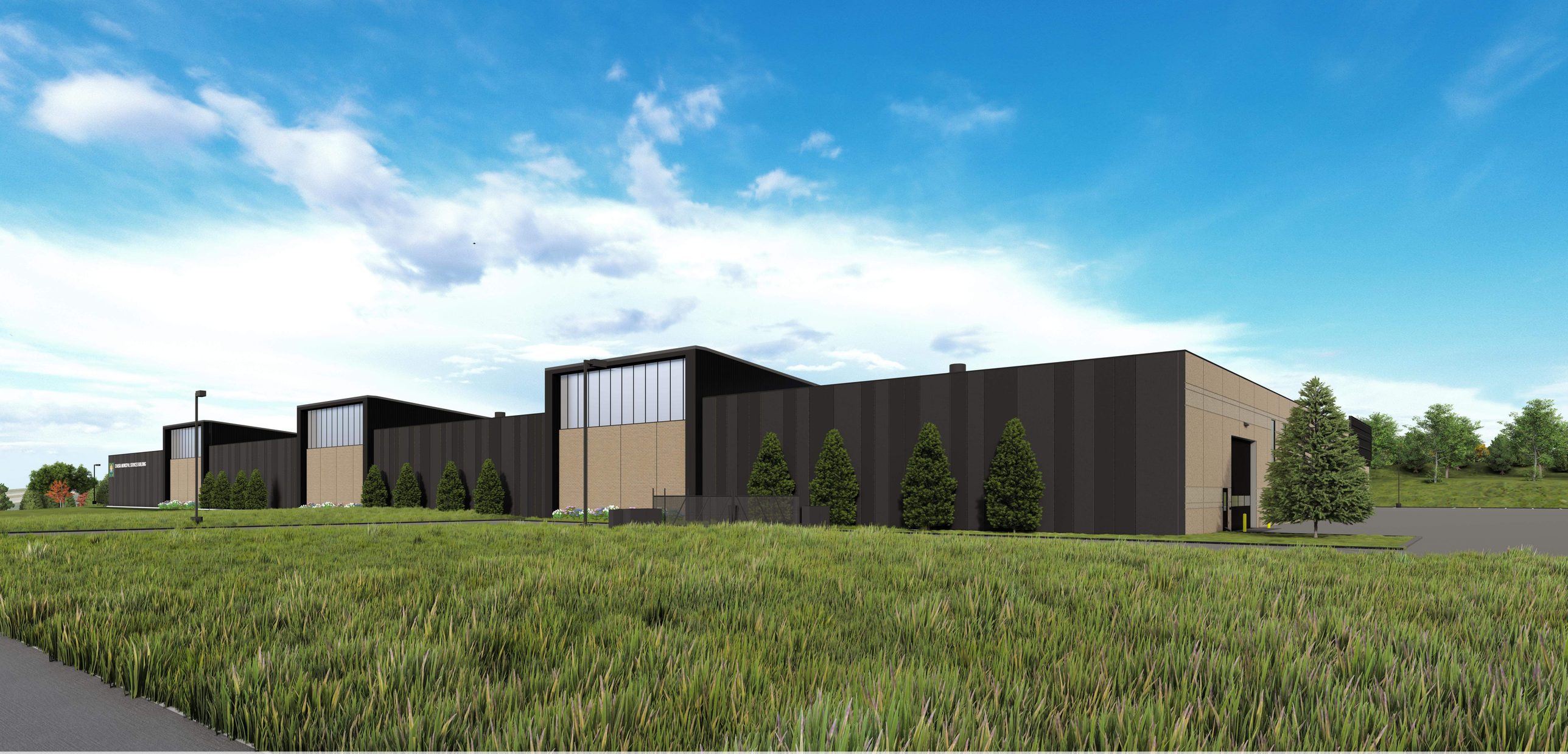
OERTEL ARCHITECTS

CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

Creek Road View

OERTEL ARCHITECTS

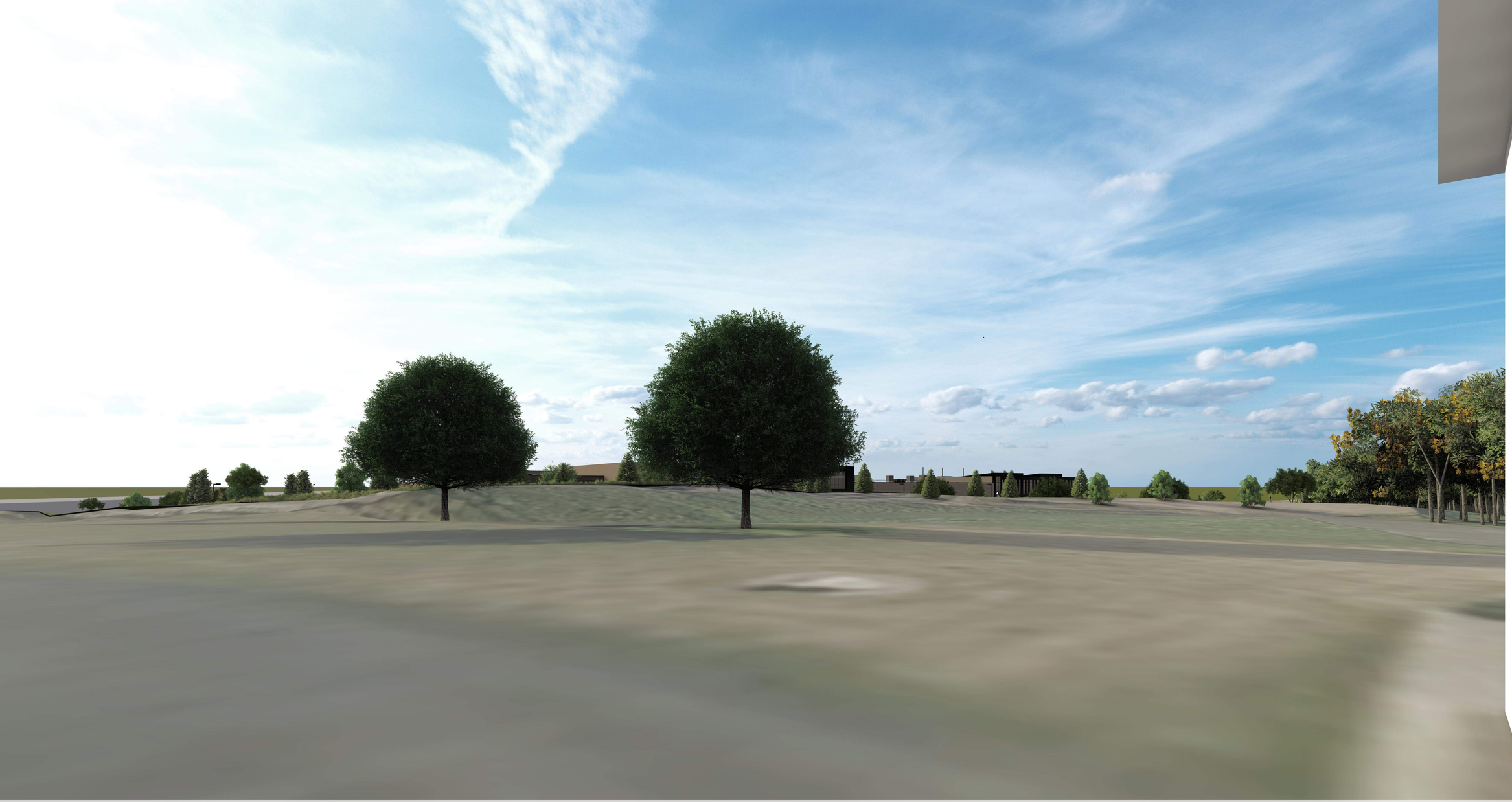


CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

Creek Road View

OERTEL ARCHITECTS

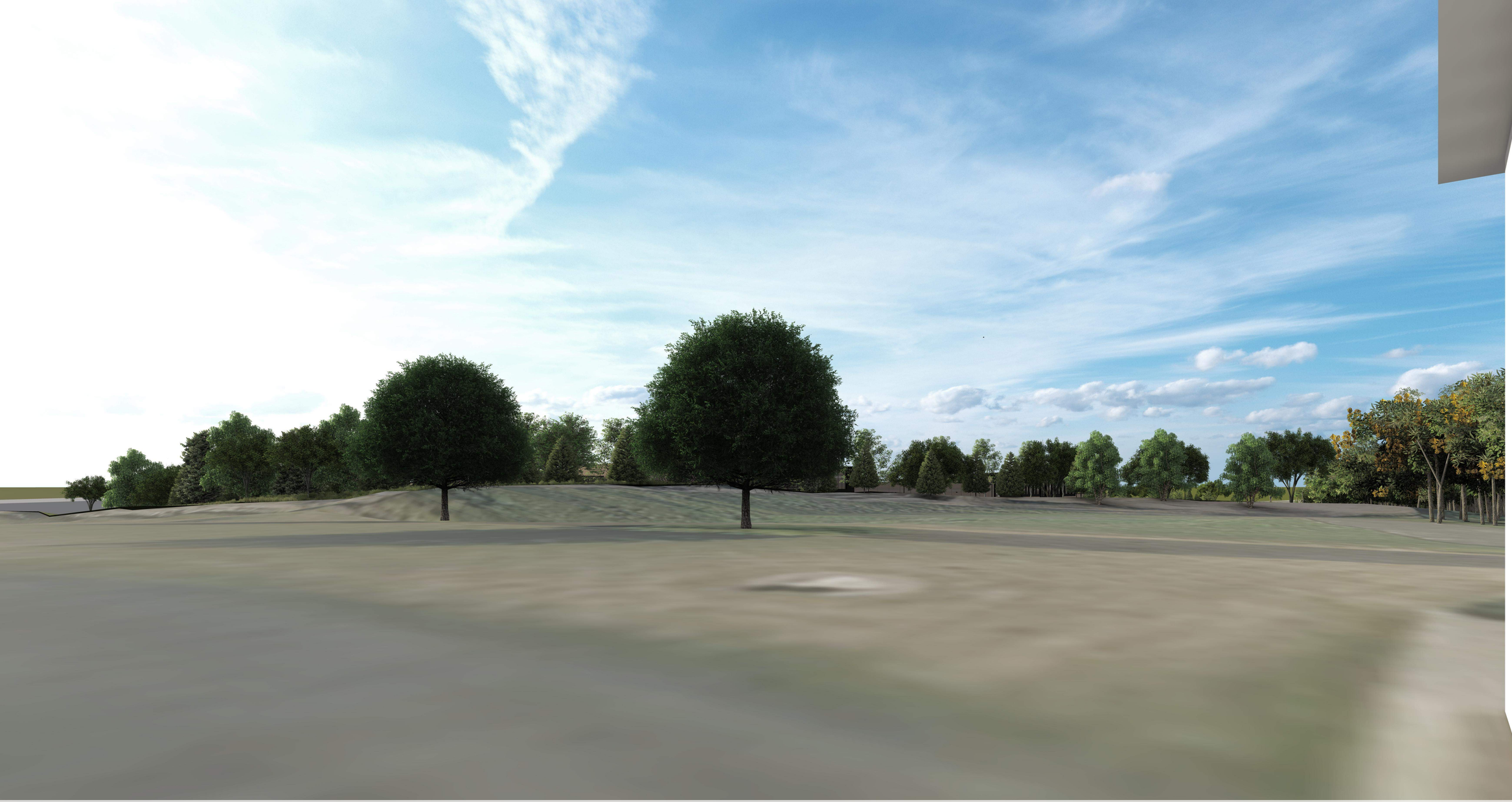


CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

Neighbor View 1 - New Trees

OERTEL ARCHITECTS



CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

Neighbor View 1 - 20-Year Growth Trees

OERTEL ARCHITECTS

CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

Neighbor View 2 - New Trees

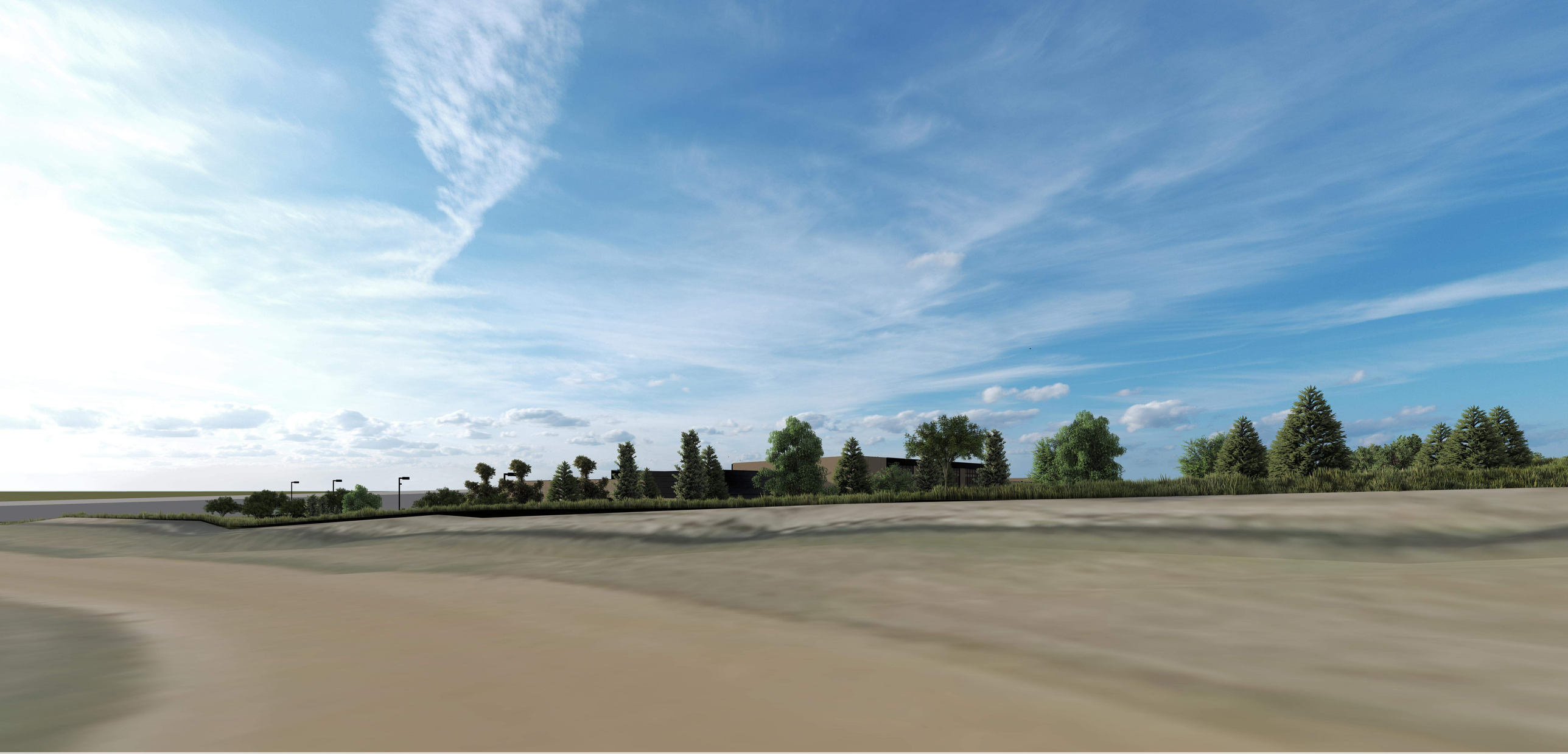
OERTEL ARCHITECTS

CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

Neighbor View 2 - 20-Year Growth Trees

OERTEL ARCHITECTS

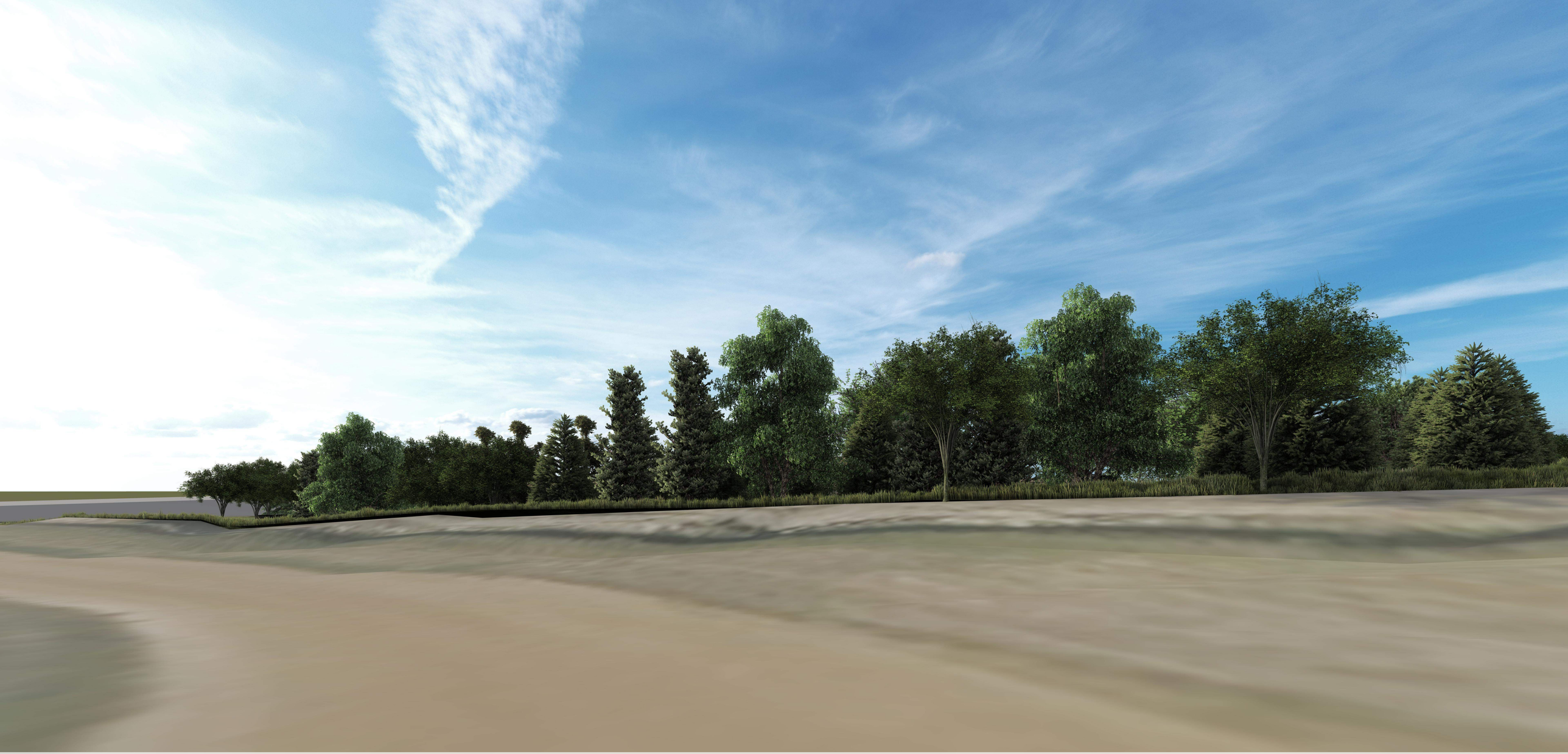


CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

Wetzel Lane - New Trees

OERTEL ARCHITECTS



CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

Wetzel Lane - 20-Year Growth Trees

OERTEL ARCHITECTS

CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

Neighbor View 3 - New Trees

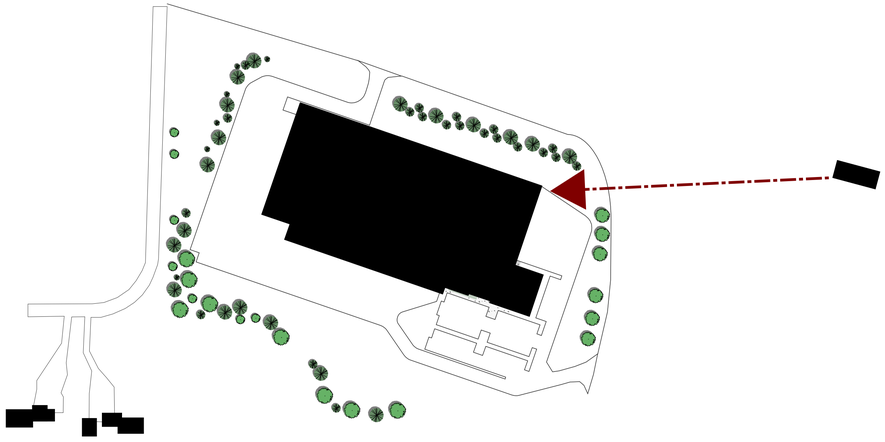
OERTEL ARCHITECTS

CITY OF Chaska MINNESOTA

Chaska Municipal Services Building

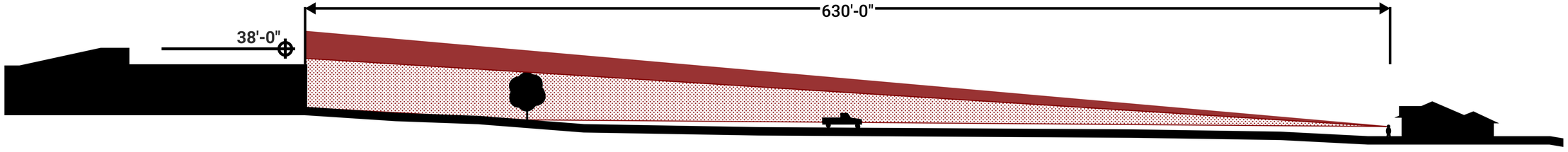
Neighbor View 3 - 20-Year Growth Trees

OERTEL ARCHITECTS



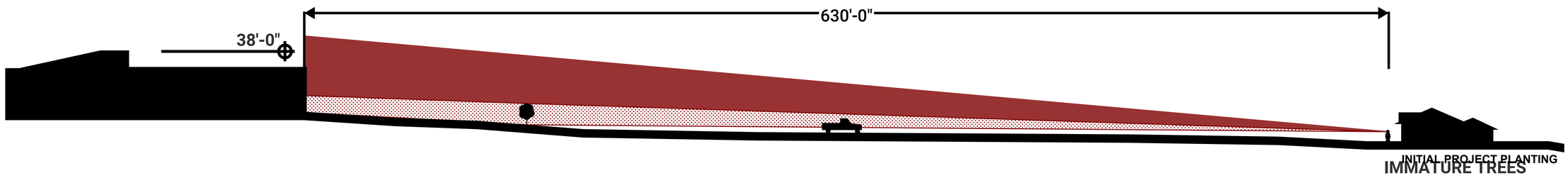
- UNOBSTRUCTED VIEW

- SCREENED VIEW



MATURE TREES

20 YEAR PROJECTED GROWTH



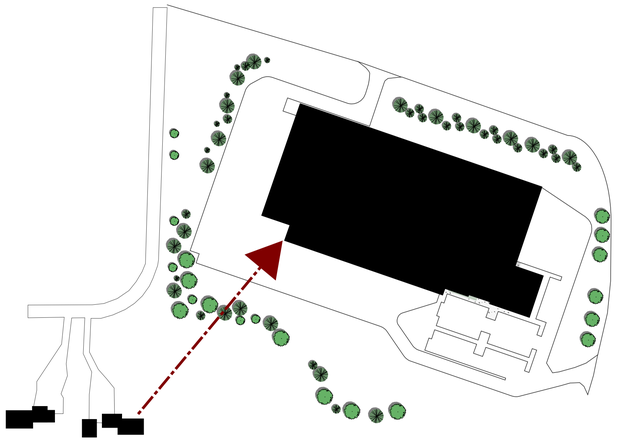
INITIAL PROJECT PLANTING

IMMATURE TREES

OERTEL ARCHITECTS

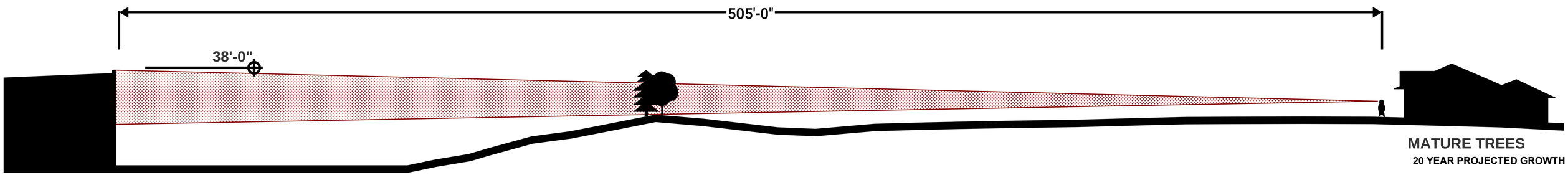
Chaska Municipal Services

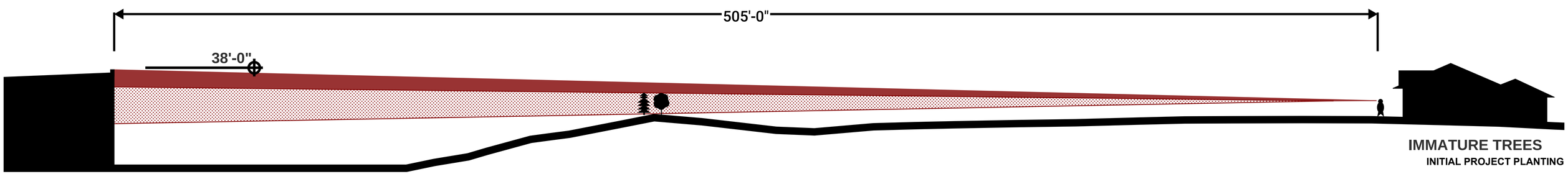
Neighbor Three - Creek Road

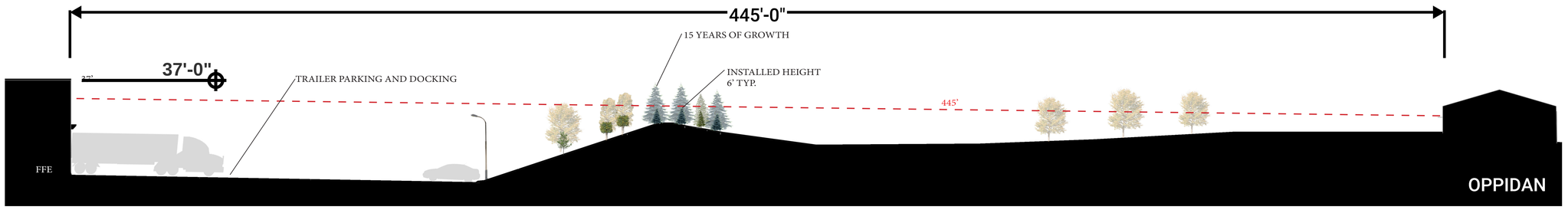


- UNOBSTRUCTED VIEW

- SCREENED VIEW



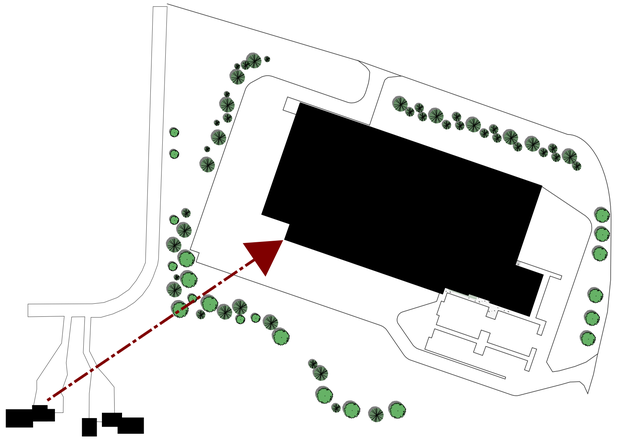




OERTEL ARCHITECTS

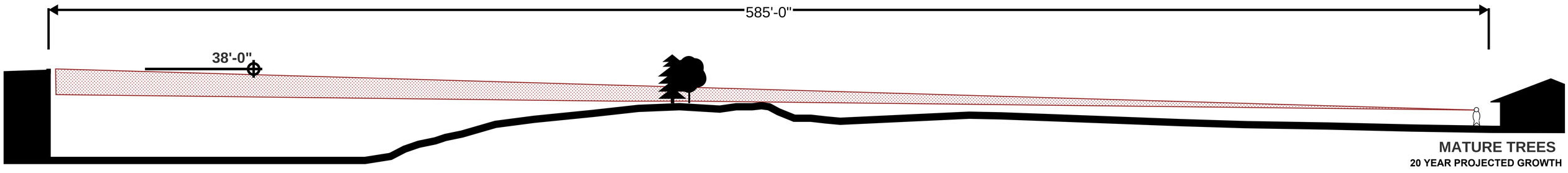
Chaska Municipal Services

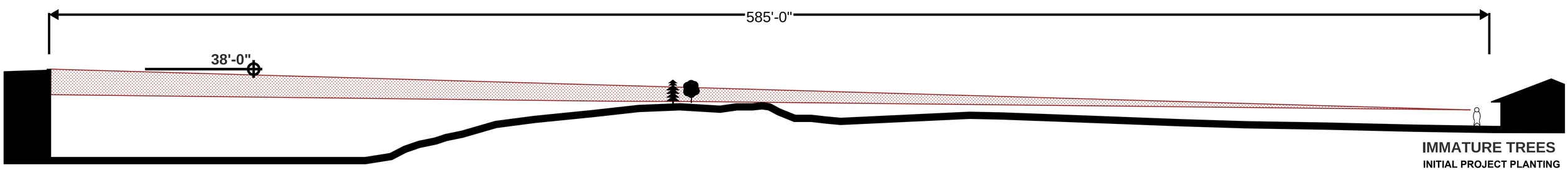
NEIGHBOR ONE - OPPIDAN COMPARISON

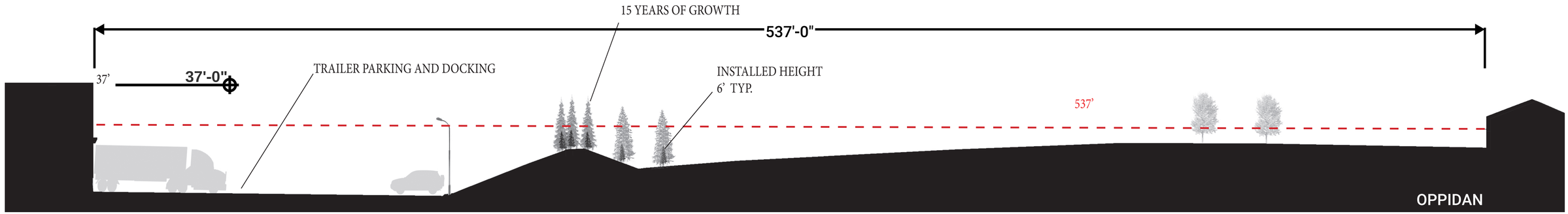


- UNOBSTRUCTED VIEW

- SCREENED VIEW



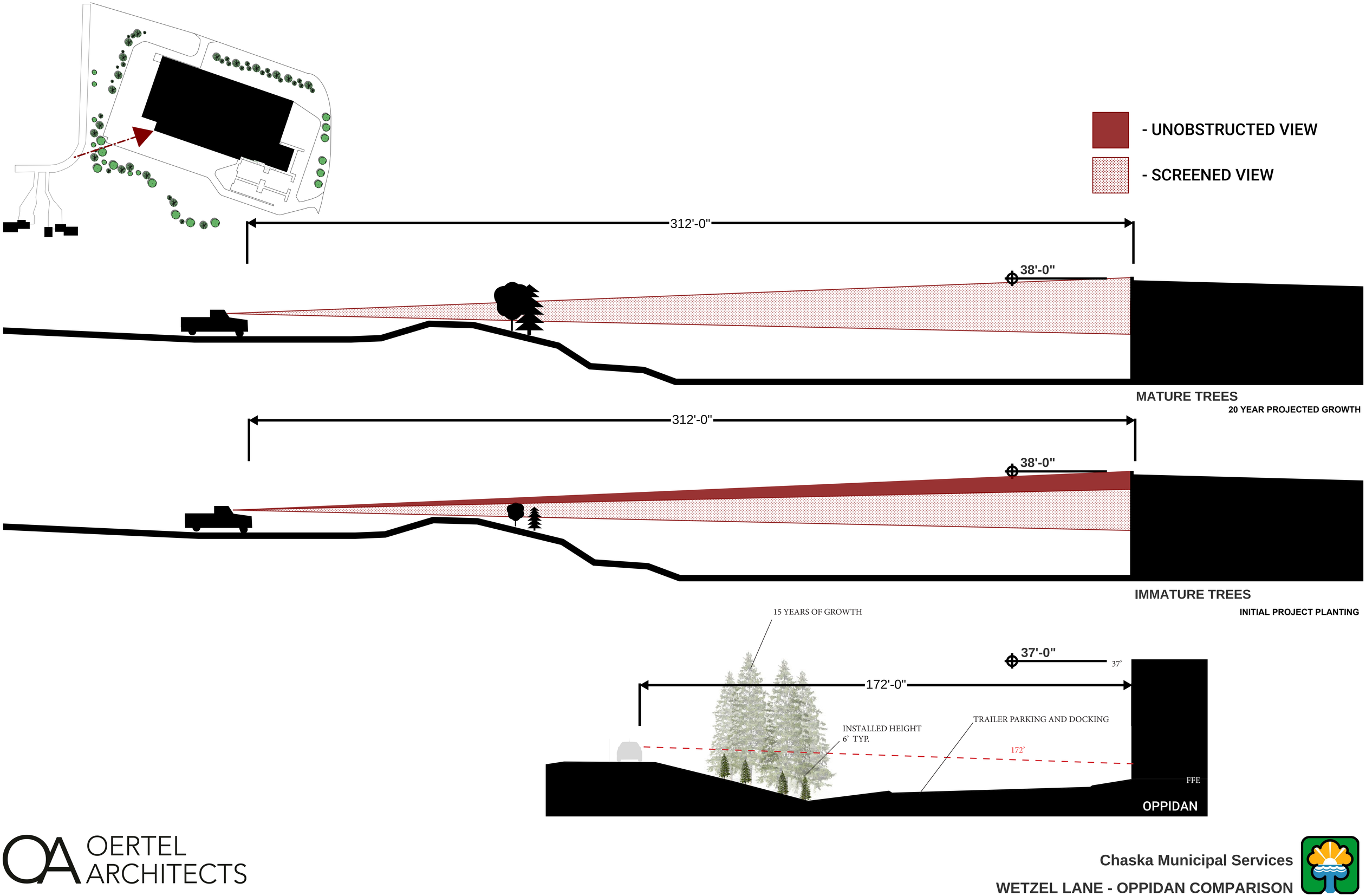




OERTEL ARCHITECTS

Chaska Municipal Services

NEIGHBOR TWO - OPPIDAN COMPARISON



OERTEL ARCHITECTS

Chaska Municipal Services

WETZEL LANE - OPPIDAN COMPARISON

REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: Paid Family Medical Leave Memorandum of Agreements with Unions.

Prepared By: Beth Wacholz, HR Manager

The State of Minnesota enacted Paid Family Medical Leave (PFML) legislation in 2023, which will go into effect on January 1, 2026. Minnesota's PFML program provides employees with up to 20 weeks of paid leave per year. Employees can take up to 12 weeks for family leave and may take 12 weeks for medical leave, not to exceed 20 weeks of paid leave per year.

The program requires all employers to provide PFML benefits to employees either through the state-administered plan or through a private plan that meets or exceeds the statutory requirements. The City of Chaska has elected to utilize a private plan with The Hartford. Hartford is a current benefit partner for the City of Chaska and has a proven track record administering PFML benefits in other states that have previously enacted PFML plans.

Beginning on January 1, 2026, the unions and the city have agreed to share the cost of premiums for PFML. Employees will be responsible for paying up to 50% of the premium set by the Department of Employment and Economic Development (DEED) for the program and will be payable through payroll deductions. This will be .44% in 2026. The city will be responsible for the remaining portion of the premium .467%. This is slightly higher than the State's plan because it includes the FICA match on the benefit payments to employees.

The city is in the process of full contract negotiations with each of the four unions, and because PFML is effective 1/1/2026 and it impacts wages, a Memorandum of Agreement was negotiated to implement this benefit effective 1/1/2026.

Attached to this staff report is a copy of the Employee Notice for Minnesota Paid Family Medical Leave and the Memorandum of Agreement from each of city's unions: Teamsters Local #320. LELS Local #210 Police Officers, LELS Local #385 Sergeants, and LELS #447 Lieutenants. Staff is recommending adoption of the Memorandums of Agreement which would officially go into place as of January 1, 2026.

CITY COUNCIL ACTION REQUESTED

Motion to approve Memorandum of Agreement for PFML between the City of Chaska and Teamsters Local 320, LELS Local #210 Police Officers, LELS Local #385 Sergeants, and LELS #447 Lieutenants, with these agreements effective January 1, 2026.

Docusign Envelope ID: 5787C893-00CE-49D0-9E7F-D03519681BDC

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding sets forth a mutual agreement between the City of Chaska (hereafter "Employer") and Law Enforcement Labor Services, Inc. Local No 210 (hereafter "Union").

WHEREAS, the Employer and the Union are subject to a Labor Agreement effective January 1, 2024 until December 31, 2025 (hereafter "Labor Agreement") representing the Police Officers bargaining unit; and

WHEREAS, new Minnesota state laws regarding Paid Family and Medical Leave ("PFML") have been enacted during the term of the Labor Agreement; and

NOW THEREFORE, the Employer and the Union agree as follows:

1. Beginning January 1, 2026 the Employer and employee shall share the cost of premiums for Minnesota Paid Family and Medical Leave, or an equivalent plan.

2. Employees shall be responsible for paying up to fifty percent (50%) of the premium set by Department of Employment and Economic Development (DEED) for the State of Minnesota Paid Family Medical Leave program, payable through payroll deductions (i.e., 0.44% in 2026). The Employer shall be responsible for the remaining portion of the premium.

3. Employees approved for benefits under the PFML program may elect to use their accrued paid leave to supplement their PFML benefits for the purpose of bringing their total compensation up to, but not exceeding, their regular base pay rate.

4. This MOU shall remain in effect unless modified by mutual written agreement of the parties or superseded by a successor labor agreement.

Docusign Envelope ID: 5787C893-00CE-49D0-9E7F-D03519681BDC

IN WITNESS WHEREOF, the parties have caused the Memorandum of Understanding to be executed on the dates set forth by their respective signatures.

FOR (THE CITY OF CHASKA)

Matt Podhradsky

City Administrator, Matt Podhradsky

12/10/2025

Date

For (UNION)

Union Steward, Joe Kavlie

12/10/2025

Date

Eric Wolf

Union Steward, Eric Wolf

12/8/2025

Date

Hunter Panning

Union Steward, Hunter Panning

12/10/2025

Date

Chad Worden

Business Agent, Chad Worden

12/8/2025

Date

Docusign Envelope ID: 900F11F5-27F2-4F63-B3A6-8745D477D156

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding sets forth a mutual agreement between the City of Chaska (hereafter "Employer") and Law Enforcement Labor Services, Inc. Local No 385 (hereafter "Union").

WHEREAS, the Employer and the Union are subject to a Labor Agreement effective January 1, 2024 until December 31, 2025 (hereafter "Labor Agreement") representing the Police Officers bargaining unit; and

WHEREAS, new Minnesota state laws regarding Paid Family and Medical Leave ("PFML") have been enacted during the term of the Labor Agreement; and

NOW THEREFORE, the Employer and the Union agree as follows:

1. Beginning January 1, 2026 the Employer and employee shall share the cost of premiums for Minnesota Paid Family and Medical Leave, or an equivalent plan.

2. Employees shall be responsible for paying up to fifty percent (50%) of the premium set by Department of Employment and Economic Development (DEED) for the State of Minnesota Paid Family Medical Leave program, payable through payroll deductions (i.e., 0.44% in 2026). The Employer shall be responsible for the remaining portion of the premium.

3. Employees approved for benefits under the PFML program may elect to use their accrued paid leave to supplement their PFML benefits for the purpose of bringing their total compensation up to, but not exceeding, their regular base pay rate.

4. This MOU shall remain in effect unless modified by mutual written agreement of the parties or superseded by a successor labor agreement.

Docusign Envelope ID: 900F11F5-27F2-4F63-B3A6-8745D477D156

IN WITNESS WHEREOF, the parties have caused the Memorandum of Understanding to be executed on the dates set forth by their respective signatures.

FOR (THE CITY OF CHASKA)

Matt Podhradsky

City Administrator, Matt Podhradsky

12/10/2025

Date

For (UNION)

Kyle Gibbons

Union Steward, Kyle Gibbons

12/9/2025

Date

Kyle Hance

Union Steward, Kyle Hance

12/10/2025

Date

Business Agent, Sean McKnight

12/9/2025

Date

Docusign Envelope ID: 08C8131E-4399-48B7-A08C-D1504213408D

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding sets forth a mutual agreement between the City of Chaska (hereafter "Employer") and Law Enforcement Labor Services, Inc. Local No 447 (hereafter "Union").

WHEREAS, the Employer and the Union are subject to a Labor Agreement effective January 1, 2024 until December 31, 2025 (hereafter "Labor Agreement") representing the Police Officers bargaining unit; and

WHEREAS, new Minnesota state laws regarding Paid Family and Medical Leave ("PFML") have been enacted during the term of the Labor Agreement; and

NOW THEREFORE, the Employer and the Union agree as follows:

1. Beginning January 1, 2026 the Employer and employee shall share the cost of premiums for Minnesota Paid Family and Medical Leave, or an equivalent plan.

2. Employees shall be responsible for paying up to fifty percent (50%) of the premium set by Department of Employment and Economic Development (DEED) for the State of Minnesota Paid Family Medical Leave program, payable through payroll deductions (i.e., 0.44% in 2026). The Employer shall be responsible for the remaining portion of the premium.

3. Employees approved for benefits under the PFML program may elect to use their accrued paid leave to supplement their PFML benefits for the purpose of bringing their total compensation up to, but not exceeding, their regular base pay rate.

4. This MOU shall remain in effect unless modified by mutual written agreement of the parties or superseded by a successor labor agreement.

Docusign Envelope ID: 08C8131E-4399-48B7-A08C-D1504213408D

IN WITNESS WHEREOF, the parties have caused the Memorandum of Understanding to be executed on the dates set forth by their respective signatures.

FOR (THE CITY OF CHASKA)

Matt Podhradsky

City Administrator, Matt Podhradsky

12/10/2025

Date

For (UNION)

Tony Kjorstad

Union Steward, Tony Kjorstad

12/10/2025

Date

Jeff Giles

Business Agent, Jeffrey Giles

12/5/2025

Date

Docusign Envelope ID: 194CA577-8750-4144-8FEE-E9F475CC29F8

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding sets forth a mutual agreement between the City of Chaska (hereafter "Employer") and Minnesota Teamsters and Law Enforcement Employees Union, Local No 320 (hereafter "Union").

WHEREAS, the Employer and the Union are subject to a Labor Agreement effective January 1, 2024 until December 31, 2025 (hereafter "Labor Agreement") representing the Teamsters bargaining unit; and

WHEREAS, new Minnesota state laws regarding Paid Family and Medical Leave ("PFML") have been enacted during the term of the Labor Agreement; and

NOW THEREFORE, the Employer and the Union agree as follows:

1. Beginning January 1, 2026 the Employer and employee shall share the cost of premiums for Minnesota Paid Family and Medical Leave, or an equivalent plan.

2. Employees shall be responsible for paying up to fifty percent (50%) of the premium set by Department of Employment and Economic Development (DEED) for the State of Minnesota Paid Family Medical Leave program, payable through payroll deductions (i.e., 0.44% in 2026). The Employer shall be responsible for the remaining portion of the premium.

3. Employees approved for benefits under the PFML program may elect to use their accrued paid leave to supplement their PFML benefits for the purpose of bringing their total compensation up to, but not exceeding, their regular base pay rate.

4. This MOU shall remain in effect unless modified by mutual written agreement of the parties or superseded by a successor labor agreement.

Docusign Envelope ID: 194CA577-8750-4144-8FEE-E9F475CC29F8

IN WITNESS WHEREOF, the parties have caused the Memorandum of Understanding to be executed on the dates set forth by their respective signatures.

FOR (THE CITY OF CHASKA)

Matt Podhradsky

City Administrator, Matt Podhradsky

12/10/2025

Date

For (UNION)

Mike Engelen

Union Steward, Michael Engelen

12/10/2025

Date

Union Steward, Selmer Olson

12/10/2025

Date

Steve Munkelwitz

Union Steward, Steve Munkelwitz

12/10/2025

Date

Business Agent, Shawn Williams

12/10/2025

Date

Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

The City of Chaska provides Paid Leave through an approved equivalent plan administered by The Hartford instead of through the State of Minnesota. This plan provides time off, payments, and job protections that are equal to those offered under Minnesota Paid Leave.

Equivalent plan information:

Insurer Name:	The Hartford Life and Accident Insurance Company
Equivalent Plan Covers:	[ ] Family Leave [ ] Medical Leave [X] Both
Effective Date:	January 1st, 2026
Website:	www.thehartford.com
Phone:	(800) 523-2233

What leave is covered?

You can take leave for the following qualifying events:

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. An equivalent plan must offer coverage that is equal to or greater than what is offered under the state plan. Under the state plan, you may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year ($3,900 for the start of Paid Leave in 2026).

Your Equivalent Plan Coverage

Coverage is consistent with the state plan.

How long can I take leave?

An equivalent plan must offer leave time that is equal to or greater than what is offered under the state plan. Under the state plan, you may qualify to take up to 12 weeks of family or medical leave per benefit year. If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total under the state plan.

Your Equivalent Plan Leave Time

Leave time is equivalent to the state plan.

How much will I get paid?

An equivalent plan must offer payments that are equal to or greater than what is offered under the state plan. Under the state plan, you will be paid up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state's average weekly wage. This amount changes each year and is $1,423 for the start of Paid Leave in 2026.

Your Equivalent Plan Payments

Payments are equivalent to the state plan.

Who pays for the equivalent plan?

The City of Chaska's equivalent plan will be funded by employer contributions and employee payroll deductions. **In accordance with State law, the City of Chaska cannot charge you more than 0.44% of your wages** to fund your portion of the equivalent plan premium.

Your premium contributions are 0.44% of your wages and will be taken as a payroll deduction.

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.
- **Equivalent plans:** Equivalent plans cannot impose any additional costs, conditions, or restrictions on Paid Leave beyond those in the state plan.

If you are concerned that your employer may be violating these protections, contact Paid Leave.

How do I take Paid Leave?

Employees who are covered by an equivalent plan do not apply with the state. Instead:

1. Notify a member of the City of Chaska's Human Resources team of your intent to take paid leave.
2. Apply for benefits with The Hartford.

The City of Chaska provides instructions on how to apply for paid leave benefits. Please consult a member of the Human Resources team or visit the City of Chaska Benefits Sharepoint website for detailed instructions on how to apply. You may need to provide documentation, such as a medical certification, to The Hartford.

Can I appeal if I am denied?

Workers covered by equivalent plans have the same right to appeal as those covered by the state plan. If your application for leave is denied or you disagree with the amount of your payment, you have 30 calendar days to ask that The Hartford review their decision. If their decision does not change, you can appeal with the Paid Leave Division within the legal deadline, 30 calendar days from when you received the review decision from The Hartford. Contact Paid Leave or visit their website for more information on appeals.

Learn more

Visit **paidleave.mn.gov** for more information about Paid Leave.

Other ways to reach Paid Leave

Phone: (651) 556-7777 or toll free at (844) 556-0444

E-mail: paidleave@state.mn.us

Mail: Department of Employment and Economic Development, Paid Leave Division
180 E 5th Street, 12th Floor, Saint Paul, MN

Information is available in alternative formats for people with disabilities by using the contact information listed above.

Employer Information:

Employer Name:	City of Chaska
Mailing Address:	One City Hall Plaza Chaska, MN 55318
Employer Identification Number (FEIN):	41-6005041

Employee Acknowledgement:

□	**I acknowledge receipt of this notification**
Name	
Signature	
Date	

REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: **Consider 2026 Employee Pay Classification Plan, Salary Adjustment Rate Chart**

Prepared By: Beth Wacholz, HR Manager

Background
Since 1980, the city has had a Performance Pay Plan for its non-union employees. Under this plan, employees are compensated based on their individual performance within an established salary range for their positions. Implementation of the Plan requires an annual review and update of the compensation ranges for the non-union positions.

One of two elements of the Performance Pay Plan is the Pay Classification Plan, which was adopted in 2017 primarily to comply with State-mandated comparable worth.

The adopted Pay Classification Plan is based on the following elements:

A. All positions are classified based on an internal comparison study. Based on this study, compensation ranges were established.

B. The compensation ranges for each position were compared to the average pay rate of each position in other metropolitan communities of similar size to Chaska. The City policy is that individual position rates would not be twenty percent (20%) higher or twenty percent (20%) lower than the average of the comparison cities.

C. An inflation factor adjusts compensation ranges annually to reflect the cost of living and other market adjustments.

D. Compensation ranges are adjusted to ensure compliance with pay equity standards set by MN Statute 471.991-999 and MN Rules Chapter 3920.

Non-Union Salaries
Pay Classification COLA Information (Non-Union)

Every year, staff adjusts the Pay Classification Plan with the inflation factor and then compares the plan with other metro cities of similar size. To adjust for market changes from 2025 to 2026, staff recommends a 3.0% cost of living increase in the compensation ranges. The 3% COLA is consistent with what is being proposed in negotiations with the Police and Teamsters for the upcoming (tentatively 2026-2027) union contracts.

Salary Adjustment Rate Chart

Implementation of the non-union Pay Classification Plan also requires the Council to adopt the attached Salary Adjustment Rate Chart. This chart aims to identify salary adjustments for individual employees based on their relative location within the salary ranges and annual performance. This Salary Adjustment Rate Chart defines the potential range of salary increases through the Performance Pay Plan. The highest performing employees are incentivized by earning higher pay increases, while those performing at lower levels earn lower pay increases. Notably, this plan makes salary adjustments throughout the year on anniversary dates based on performance evaluations. They are not made across the board on January 1 of the calendar year.

The proposed 2026 Salary Adjustment Rate is identical to previous years, with potential performance-based increases ranging from 0% to 5.0%. Except for employees already at the maximum pay level according to their pay grade. The range reflected in the recommended plan will allow employees exceeding expectations to move forward in the Pay Classification Plan, similar to unionized employees who receive step/longevity increases in addition to the cost of living. Conversely, employees who are not performing at satisfactory levels will not progress as quickly through the pay range within the pay grade.

Recommendation

Staff recommends adopting the 2026 Pay Classification Plan and the attached 2026 Salary Adjustment Rate Chart.

CITY COUNCIL ACTION REQUESTED

Motion to approve the 2026 Pay Classification Plan and 2026 Salary Adjustment Chart.

CITY OF CHASKA

2026 SALARY ADJUSTMENT GUIDE

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 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.

CITY OF CHASKA 2026 FT PAY STRUCTURE

Grade	Job Title	HOURLY						
		Zone C		Zone B			Zone A	
		Minimum			Midpoint			Maximum
5	Administrative Assistant I	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Greenskeeper I	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
6	Customer Service Representative	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Facility Specialist I	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
7	Administration Clerk I	$21.54	$24.23	$24.24	$26.92	$29.62	$29.63	$32.31
7	Facility Specialist II	$21.54	$24.23	$24.24	$26.92	$29.62	$29.63	$32.31
8	Administrative Assistant II	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	AOA Specialist	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Building Maintenance I	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Permit Technician	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Public Works Maintenance I	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Utility Account Clerk	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Water & Sewer Maintenance Apprentice	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Water & Sewer Maintenance I	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
9	Accounting Clerk	$25.12	$28.26	$28.27	$31.40	$34.54	$34.55	$37.68
9	Accounts Payable Clerk	$25.12	$28.26	$28.27	$31.40	$34.54	$34.55	$37.68
9	Administration Clerk II	$25.12	$28.26	$28.27	$31.40	$34.54	$34.55	$37.68
9	Cable Communications Coordinator	$25.12	$28.26	$28.27	$31.40	$34.54	$34.55	$37.68
9	Guest Services Coordinator	$25.12	$28.26	$28.27	$31.40	$34.54	$34.55	$37.68
9	Police Records Technician	$25.12	$28.26	$28.27	$31.40	$34.54	$34.55	$37.68
9	Senior Permit Technician	$25.12	$28.26	$28.27	$31.40	$34.54	$34.55	$37.68
10	Assistant Programmer	$27.01	$30.39	$30.40	$33.76	$37.14	$37.15	$40.52
10	Facility Maintenance Coordinator	$27.01	$30.39	$30.40	$33.76	$37.14	$37.15	$40.52
10	Facility Specialist III	$27.01	$30.39	$30.40	$33.76	$37.14	$37.15	$40.52
10	Municipal Services Inventory/Accounting Clerk	$27.01	$30.39	$30.40	$33.76	$37.14	$37.15	$40.52
10	Police Records Technician II	$27.01	$30.39	$30.40	$33.76	$37.14	$37.15	$40.52
10	Senior Accounting Clerk	$27.01	$30.39	$30.40	$33.76	$37.14	$37.15	$40.52
11	Assistant to the Director	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
11	Building Inspector I/ Sump Pump Inspector	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
11	Building Maintenance II	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
11	Communications Coordinator	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
11	Fitness & Operations Coordinator	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
12	Investigative Analyst-Assistant	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
11	IT Technician	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
11	Municipal Service Senior Clerk	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
11	Public Works Maintenance II	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
11	Recreation Coordinator	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
11	Utility Billing Clerk	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
11	Water & Sewer Maintenance II	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
11	Recreation Coordinator- AOA & Adaptive Recreation	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
12	Aquatics & Operations Coordinator	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Building Inspector I	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Community Service Officer	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Youth Recreation Coordinator	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Curling & Event Center Coordinator	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Firefighter/Administrative Assistant	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Firefighter-Inspector	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Greenskeeper III	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Ice Arena and Operations Coordinator	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Mechanic	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Public Works Maintenance III	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Resource & Event Services Supervisor	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Water & Sewer Maintenance III	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Water and Sewer Technician	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
13	Accountant I	$33.24	$37.40	$37.41	$41.55	$45.71	$45.72	$49.86
13	Assistant Utility Billing Coordinator	$33.24	$37.40	$37.41	$41.55	$45.71	$45.72	$49.86
13	Building Inspector	$33.24	$37.40	$37.41	$41.55	$45.71	$45.72	$49.86
13	Building Maintenance III	$33.24	$37.40	$37.41	$41.55	$45.71	$45.72	$49.86
13	Curling & Event Center Supervisor	$33.24	$37.40	$37.41	$41.55	$45.71	$45.72	$49.86
13	Event Center Supervisor	$33.24	$37.40	$37.41	$41.55	$45.71	$45.72	$49.86
14	Accountant II	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Apprentice Line Worker	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
13	Assistant Golf Professional	$33.24	$37.40	$37.41	$41.55	$45.71	$45.72	$49.86
14	Building Inspector II	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Building Maintenance Lead	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Desktop Support Analyst	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Facility Maintenance Supervisor	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36

CITY OF CHASKA 2026 FT PAY STRUCTURE

Grade	Job Title	HOURLY						
		Zone C		Zone B			Zone A	
		Minimum			Midpoint			Maximum
14	Fitness Supervisor	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
15	Customer Service Supervisor	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
14	Head Ice Maker/Facility Supervisor	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Human Resources Generalist	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Ice Arena Supervisor	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Municipal Services Office Manager	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Office Manager - Police	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Park Lead	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Payroll Professional	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Recreation Supervisor	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Recreation Supervisor-AOA	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Recreation Supervisor-Athletics	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Recreation Supervisor-Community Events	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Recreation Supervisor-Youth	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Software System Supervisor	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
14	Street Lead	$35.57	$40.02	$40.03	$44.46	$48.91	$48.92	$53.36
15	City Planner	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	Community Partnership Specialist	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	Community Service Manager	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	Economic Development Coordinator	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	Journeyman Line Worker	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	Marketing Manager	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	Network Systems Administrator	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	Patrol Officer	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	Police Detective	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	School Resource Officer	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	Senior Accountant	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	Senior Engineering Technician	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	Urban Designer	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	Utility Billing Coordinator	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
15	Water and Sewer Lead	$38.06	$42.82	$42.83	$47.57	$52.33	$52.34	$57.09
16	Aquatics Supervisor	$40.72	$45.81	$45.82	$50.90	$55.99	$56.00	$61.08
16	Assistant Building Official	$40.72	$45.81	$45.82	$50.90	$55.99	$56.00	$61.08
16	Customer Relations Supervisor	$40.72	$45.81	$45.82	$50.90	$55.99	$56.00	$61.08
16	Golf Course Superintendent	$40.72	$45.81	$45.82	$50.90	$55.99	$56.00	$61.08
16	Park Foreman	$40.72	$45.81	$45.82	$50.90	$55.99	$56.00	$61.08
16	Street Foreman	$40.72	$45.81	$45.82	$50.90	$55.99	$56.00	$61.08
16	Water Resources Coordinator	$40.72	$45.81	$45.82	$50.90	$55.99	$56.00	$61.08
17	Accounting Supervisor	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Assistant City Engineer	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Assistant Public Works Director	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Building Maintenance Foreman	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Community Center Manager	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Curling & Event Center Manager	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Detective Sergeant	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Electric Operations Coordinator	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Executive Officer-Patrol Division	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Executive Officer-Support Services	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Lead Line Worker	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Patrol Sergeant	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Recreation Program Manager	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Senior Administration Clerk	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
17	Water and Sewer Foreman	$43.47	$48.91	$48.92	$54.34	$59.78	$59.79	$65.21
18	Assistant Fire Chief of Training	$46.41	$52.21	$52.22	$58.01	$63.82	$63.83	$69.62
18	Assistant Controller	$46.41	$52.21	$52.22	$58.01	$63.82	$63.83	$69.62
18	Assistant Fire Chief of Operations	$46.41	$52.21	$52.22	$58.01	$63.82	$63.83	$69.62
18	Building Official	$46.41	$52.21	$52.22	$58.01	$63.82	$63.83	$69.62
18	Fire Marshal/Assistant Chief	$46.41	$52.21	$52.22	$58.01	$63.82	$63.83	$69.62
18	Lieutenant	$46.41	$52.21	$52.22	$58.01	$63.82	$63.83	$69.62
18	Mechanic Foreman	$46.41	$52.21	$52.22	$58.01	$63.82	$63.83	$69.62
19	Controller	$49.54	$55.74	$55.75	$61.93	$68.12	$68.13	$74.31
19	Line Worker Foreman	$49.54	$55.74	$55.75	$61.93	$68.12	$68.13	$74.31
20	Assistant Electric Director	$52.89	$59.50	$59.51	$66.11	$72.73	$72.74	$79.34
20	Community Engagement Manager	$52.89	$59.50	$59.51	$66.11	$72.73	$72.74	$79.34
19	Deputy Fire Chief	$49.54	$55.74	$55.75	$61.93	$68.12	$68.13	$74.31
19	Deputy Police Chief	$49.54	$55.74	$55.75	$61.93	$68.12	$68.13	$74.31
20	Finance Division Director	$52.89	$59.50	$59.51	$66.11	$72.73	$72.74	$79.34
20	Head Golf Professional	$52.89	$59.50	$59.51	$66.11	$72.73	$72.74	$79.34

CITY OF CHASKA 2026 FT PAY STRUCTURE

Grade	Job Title	HOURLY						
		Zone C			Zone B		Zone A	
		Minimum			Midpoint			Maximum
20	Human Resources Manager	$52.89	$59.50	$59.51	$66.11	$72.73	$72.74	$79.34
20	Information Technology Manager	$52.89	$59.50	$59.51	$66.11	$72.73	$72.74	$79.34
20	Line Superintendent	$52.89	$59.50	$59.51	$66.11	$72.73	$72.74	$79.34
21	Assistant City Administrator	$56.06	$63.07	$63.08	$70.08	$77.09	$77.10	$84.09
21	Community Development Director	$56.06	$63.07	$63.08	$70.08	$77.09	$77.10	$84.09
21	Fire Chief	$56.06	$63.07	$63.08	$70.08	$77.09	$77.10	$84.09
21	Parks & Recreation Director	$56.06	$63.07	$63.08	$70.08	$77.09	$77.10	$84.09
21	Public Works Director	$56.06	$63.07	$63.08	$70.08	$77.09	$77.10	$84.09
21	Water and Sewer Director	$56.06	$63.07	$63.08	$70.08	$77.09	$77.10	$84.09
22	Chief of Police	$59.42	$66.85	$66.86	$74.28	$81.71	$81.72	$89.13
22	City Engineer	$59.42	$66.85	$66.86	$74.28	$81.71	$81.72	$89.13
22	Electric Director	$59.42	$66.85	$66.86	$74.28	$81.71	$81.72	$89.13
23	Administrative Services Director	$62.99	$70.87	$70.88	$78.74	$86.62	$86.63	$94.49
26	City Administrator	$75.02	$84.40	$84.41	$93.78	$103.16	$103.17	$112.53

CITY OF CHASKA 2026 PAY STRUCTURE - PART TIME JOBS

Grade	Job Title	HOURLY						
		Zone C		Zone B			Zone A	
		Minimum			Midpoint			Maximum
2	Indoor Rink Attendant	$14.13	$15.90	$15.91	$17.66	$19.43	$19.44	$21.20
2	Outdoor Rink Attendant	$14.13	$15.90	$15.91	$17.66	$19.43	$19.44	$21.20
2	Special Events Assistant	$14.13	$15.90	$15.91	$17.66	$19.43	$19.44	$21.20
3	Concession Stand Attendant	$15.40	$17.33	$17.34	$19.25	$21.18	$21.19	$23.10
3	Custodian - Town Course	$15.40	$17.33	$17.34	$19.25	$21.18	$21.19	$23.10
3	Office Support - Curling Center	$15.40	$17.33	$17.34	$19.25	$21.18	$21.19	$23.10
4	Adventure Camp Counselor	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	AOA Lodge Assistant	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Concession Stand Lead	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Data Entry Clerk	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Day Care Assistant	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Extreme Kids Summer Staff	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Facility Attendant	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Golf Cart Attendant	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Guest Services Representative	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Lifeguard - Beach/Pool	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Preschool Sports Instructor	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	PT Custodial Maintenance - Curling Center	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Recreation Assistant	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Seasonal Electric Worker	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Seasonal Golf Course Laborer I	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Seasonal Public Works I	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Starter/ Ranger	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Swim Instructor Aide/ WSI-A	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Treks & Trails Preschool Aide	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
4	Vending Staff	$16.78	$18.88	$18.89	$20.98	$23.08	$23.09	$25.17
5	Adaptive Activity Assistant	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Art Instructor	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Assistant Ice Maker	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Curling Instructor Assistant	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Daytime Lifeguard	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Event Attendant	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Golf Intern	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Golf Shop Attendant	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Greenskeeper I	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Gymnastics Coach	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Head Lifeguard Beach/Pool	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Seasonal Golf Course Laborer II	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Seasonal Public Works II	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Tot Time Lead	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
5	Treks & Trails Preschool Assistant	$18.30	$20.59	$20.60	$22.87	$25.16	$25.17	$27.45
6	Events Intern	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	American Red Cross Instructor	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Aquatics Lead	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Beach Lead	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Curling Instructor	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Customer Service Representative	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Extreme Kids Activity Leader	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Junior Curling Instructor	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Lead Golf Cart Attendant	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Lifeguard Instructor	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Seasonal Equipment Operator	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Seasonal Public Works III	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Swim Instructor	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Themed Birthday Party Coordinator	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Treks & Trails Music Teacher	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Treks & Trails Spanish Teacher	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
6	Video Production Assistant	$19.94	$22.44	$22.45	$24.93	$27.42	$27.43	$29.91
7	Firefighter (Paid On-Call/Volunteer)	$21.54	$24.23	$24.24	$26.92	$29.62	$29.63	$32.31
7	Gymnastics Coordinator	$21.54	$24.23	$24.24	$26.92	$29.62	$29.63	$32.31
7	Lead Ice Assistant - Curling	$21.54	$24.23	$24.24	$26.92	$29.62	$29.63	$32.31
7	Preschool Sports Coordinator	$21.54	$24.23	$24.24	$26.92	$29.62	$29.63	$32.31
7	Recreation Assistant - AOA	$21.54	$24.23	$24.24	$26.92	$29.62	$29.63	$32.31
8	CSO Intern	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Evidence Clerk	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89

Grade	Job Title	HOURLY						
		Zone C		Zone B			Zone A	
		Minimum			Midpoint			Maximum
8	Facility Attendant Lead	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Firefighter - FAO	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Groundworker	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Group Fitness Instructor	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Guest Services Lead - Community Center	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Guest Services Lead - Curling & Events	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Recreation Lead - Adaptive Programs	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Seasonal Public Works Lead	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
8	Water Fitness Instructor	$23.26	$26.17	$26.18	$29.07	$31.98	$31.99	$34.89
9	Day Care Coordinator	$25.12	$28.26	$28.27	$31.40	$34.54	$34.55	$37.68
9	Firefighter - FAO - Right Front Seat	$25.12	$28.26	$28.27	$31.40	$34.54	$34.55	$37.68
9	Police Records Technician	$25.12	$28.26	$28.27	$31.40	$34.54	$34.55	$37.68
9	Specialty Group Fitness Instructor	$25.12	$28.26	$28.27	$31.40	$34.54	$34.55	$37.68
9	Treks & Trails Lead Teacher	$25.12	$28.26	$28.27	$31.40	$34.54	$34.55	$37.68
10	Health & Wellness Coach	$27.01	$30.39	$30.40	$33.76	$37.14	$37.15	$40.52
10	Personal Trainer	$27.01	$30.39	$30.40	$33.76	$37.14	$37.15	$40.52
11	Personal Training Coordinator	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
11	Sports Official-Ice Hockey	$29.03	$32.66	$32.67	$36.29	$39.92	$39.93	$43.55
12	Fire Captain (Paid On-Call/Volunteer)	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59
12	Treks & Trails Coordinator	$31.06	$34.95	$34.96	$38.83	$42.71	$42.72	$46.59

REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: **Consider Employee Handbook Updates**

Prepared By: Beth Wacholz, HR Manager

Background
The City of Chaska's Employee Handbook was most recently updated and approved by Council in 2024. Since that time, several changes and a few minor updates have been added. Paid Family Medical Leave, Breaks and Meal Periods, Harassment, Domestic Abuse, Crime Victim's leave, Military Events Leave, and Political Activities were added to comply with State law. The remaining changes were enhancements to current city policies that are explained under each heading below.

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 benefit 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.

Handbook Updates:

EMPLOYMENT STATUS AND RECORDS section:
Introductory Period
Employees will be subject to a ninety (90) day introductory period to demonstrate their ability to achieve a satisfactory level of performance and determine if the new position meets their expectations. The city will use this period to evaluate the employees' capabilities, work habits, and overall performance. This policy does not impact the at-will nature of employment.

EMPLOYEE BENEFITS AND LEAVE OF ABSENCE PROGRAMS section:
Paid Family Medical Leave
Beginning in 2026, this state mandated leave provides eligible employees with job-protected, paid time off for medical leave (employee's own serious health condition) or family leave. Employees may take up to twelve (12) weeks for each type of leave, and a maximum of twenty (20) weeks per year. The premium for the leave will be split between the employee and the city, per state statues, and the city will allow employees to PPL and other leave benefits to 'top off' their PFML benefits. PFML will also impact several other leaves and state and federally mandated leaves. Those policies have also been updated referencing PFML. Other policies that may reference PFML:

- Paid Personal Leave
- City Paid Parental Leave
- Impact of Leaves of Absence of Employee Benefits
- Family and Medical Leave (FMLA)
- Salary Continuation
- Pregnancy and Parental Leave

Bereavement Leave
Updated to allow for up to five (5) workdays of paid leave for the death of an immediate family member. This is defined as: spouse, child, step child, child-in-law, parent, stepparent, parent-in-law, sibling, step-sibling, sibling-in-law, grandparent, step-grandparent, grandparent-in-law. Additionally, the city will allow up to three (3) workdays for the death of an extended family member. This is defined as: great-grandparent, great-grandparent in-law, aunt, uncle, niece, nephew, cousin.

Harassment, Domestic Abuse, and Crime Victim's Leave
Provides time away from work for employees related to harassment, domestic abuse, and being the victim of a crime. The time away can be unpaid, or employees may use available paid leave to cover these absences.

Military Events Leave
Provides time for employees to attend readiness training or attending events as part of official military reintegration programs related to miliary service for the employee's parent, spouse or child. This time is unpaid, and employees may use available paid leave to cover these absences.

Political Activity Leave
Provides unpaid time away for employees who are part of state or executive committees to attend meetings of these committees.

Training Assistance and Tuition Reimbursement
Employees seeking a Commercial Driver's License (CDL) no longer have a minimum waiting period. The city will pay the associated costs directly when possible for approved programs. For employees who resign or terminate employment within one year after completing training, the repayment schedule has been calibrated to 12 months after training.

WORK CONDITIONS AND HOURS Section
Breaks and Meal Periods
Updated to reflect changes in state law that allow non-exempt employees working six or more consecutive hours to be provided with a meal break of at least 30 minutes. Additionally, employees are provided fifteen (15) minute paid breaks once during every four (4) hours of consecutive hours of work. To the extent possible, rest and meal breaks should be provided in the middle of work periods.

Computer, Internet and Email Usage
Use of Artificial Intelligence (AI) and Large Language Models (LLMs)
This policy provides guidelines for using AI in daily activities and appropriate uses for AI, along with the prohibited uses to ensure city employees are using this supplemental tool in the appropriate way. This is a rapidly evolving technology. The city will continue to monitor and update this policy accordingly.

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION Section
Resignation and Retirement
Employees who retire may purchase city insurance, until age 65, subject to applicable state and federal continuation laws. This policy update aligns with the city's union contracts. Additionally the language regarding a two (2) week notice of separation and the payout of unused PPL, vacation, and sick has been modified to allow discretion on when the payout can be made to employees

EXPENDITURE OF CITY FUNDS
This policy authorizes the use of city funds for employee-related expenses when such expense supports the effective operation of the city, enhance employee well-being and engagement, or promote employee recognition. Full details in Addendum 4 of the Employee Handbook.

Minor Updates to Policies:

Emergency Sick and Safe Time (ESST) – If ESST time is taken before or after a holiday, the employee is still paid for the holiday.

Family and Medical Leave (FMLA) – Changed to a rolling forward measurement period. Additional hours worked are no longer allowed to offset FMLA absences.

Employer Sponsored Meetings or Communications – Employees not required to attend employer sponsored meetings or listen to communications for the purpose of communication and opinion on religious or political matters.

Diversity & Inclusion – Adjustment of language to make the policy more concise.

Paid Parental Leave – Clarified that this benefit is available after the first day of employment.

Personal Appearance – Provides a flexible approach for employees to dress for the specific needs of their workday while adhering to workplace decorum.

Holidays – Added the Christmas Eve and New Year's Eve half day holidays and how to track the time worked on those days.

Business Expenses and Reimbursements – Clarified that documentation of event itinerary is required for reimbursement requests.

Recommendation
Staff is recommending the adoption of the City of Chaska Employee Handbook and 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

2026 EMPLOYEE HANDBOOK

Effective January 1, 2026

TABLE OF CONTENTS

POLICY TITLE PAGE

INTRODUCTION

Welcome....1
The History of Chaska....2
Organizational Values....3
Mission Statement....4

EMPLOYMENT

About the Handbook....5
Respectful Workplace....6
At Will Employment....7
Equal Employment Opportunity....7
Accommodations in the Workplace....7
Lactating Employees and Pregnancy Accommodations Law Notice....9
Diversity & Inclusion....10
Equal Pay Policy....11
Personal Relationships in the Workplace....11
Employee Medical Examinations....11
Immigration Law Compliance....12
Conflicts of Interest....12
Whistleblower Protections....13
Employer Sponsored Meetings or Communications....14
Outside Employment....15
Media Requests....15
Job Postings, Promotions, Advancement....16
Wage Disclosure Protection....16

EMPLOYMENT STATUS AND RECORDS

Employment Categories....18
Access to Personnel Files....19
Background and Employment Reference Checks....20
Personnel Data Changes....20
Introductory Period....21
Performance Evaluation....21

TABLE OF CONTENTS

#	POLICY TITLE	PAGE #

EMPLOYEE BENEFITS AND LEAVE OF ABSENCE PROGRAMS

Employee Benefits 23
Holidays 23
Vacation & Sick (Grandfathered Full-Time Employees) 24
Vacation (Grandfathered Part-Time Employees) 24
Paid Personal Leave (Full-Time Employees) 25
Earned Sick and Safe Time (Part-Time Employees) 27
City Paid Parental Leave 28
Impact of Leaves of Absence on Employee Benefits 30
Family and Medical Leave 30
Pregnancy and Parental Leave 34
Paid Family and Medical Leave 35
Personal Leave of Absence 38
Salary Continuation Program 38
Bereavement Leave 42
Jury Duty 42
Witness Duty 43
Military Leave 43
Harassment, Domestic Abuse, and Crime Victim's Leave 44
Civil Air Patrol Leave 45
Military Personnel Injured / Killed in Service Leave 45
Military Ceremony Leave 45
Military Events Leave 45
Time Off to Vote 46
Election Judge Leave 46
Political Activity Leave 47
School Conference and Activities Leave 47
Donor Leave 47
Workers' Compensation Insurance 47
Training Assistance and Tuition Reimbursement 48
Licensing 49
Employee Assistance Program 49
Workout on Duty 50
Timekeeping 51
Paydays & Pay Corrections 51
Deductions from Pay 52

TABLE OF CONTENTS

POLICY TITLE PAGE

WORK CONDITIONS AND HOURS

Safety 53
Access to Gender-Segregated Activities and Areas 54
Work Schedules 54
Flexible Work Schedules 54
Working Remote 55
Emergency Closings and Business Shut-Downs 56
Breaks and Meal Periods 57
Smoking and Tobacco Use/Breaks 58
Breaks for Nursing Mothers 58
Overtime 58
Compensatory Time 59
Weekend Duty and Emergency Call-Out 59
City-Sponsored Events 59
Use of Vehicles, Equipment and City Property 59
Business Expenses and Reimbursements 63
Compensable vs Non-Compensable Time While Traveling for Work 64
Phones and Electronic Devices 66
Computer, Internet and Email Usage 66
Social Networking Websites and Online Communications 69
Workplace Monitoring 71
Recording Devices in the Workplace 71
Transmissible Illness 71

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

Unsatisfactory Performance, Inappropriate Conduct and Work Rules 72
Drugs and Alcohol 75
Drug, Marijuana and Alcohol Testing 75
Harassment, Bullying & Offensive Behavior 77
Workplace Violence 80
Weapons in the Workplace 81
Political Activity 81
Attendance and Punctuality 81
Uniform Allowance 82
Personal Appearance 82
Personal Property in the Workplace 83
Security Inspections 83
Solicitation 83
Employment Resignation and Termination 84
Resignation and Retirement 85
Return of Property 85
Employee Concerns and Suggestions 85

TABLE OF CONTENTS

POLICY TITLE PAGE

ADDENDUMS

Addendum 1 Vacation & Sick (Grandfathered Full-Time Employees) 87
Addendum 2 Vacation (Grandfathered Part-Time Employees) 90
Addendum 3 Drug and Alcohol Testing for Commercial Drivers 92
Addendum 4: Expenditure of City Funds Policy.....108

FORMS

2026 EMPLOYEE HANDBOOK ACKNOWLEDGEMENT.....122

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,

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 flowing 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.

About the Handbook

The purpose of these policies is to establish a uniform and equitable system of personnel administration for the employees of the City of Chaska ("City"). 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 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 may find a separate DOT drug and alcohol testing policy addendum at the end of the employee handbook, which should be read in conjunction with the main handbook, but to the extent this handbook conflicts, DOT employees should follow the DOT drug and alcohol testing policy.

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

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.

Respectful Workplace

The City promotes 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.

The City will do its 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 its philosophies
- Welcome employee input, ideas and constructive criticisms at all times
- Develop people who understand and meet the City's objectives, and who accept with open minds the ideas, suggestions, and constructive criticisms of fellow workers
- Strive for excellence and identify areas for improvement
- Respect individual rights, and treat all employees with courtesy and consideration
- Maintain mutual respect in all working relationships and
- Do all these things in a spirit of friendliness and cooperation

Our employees are responsible for:

- Regular and punctual attendance
- Reporting 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 by contributing your individual ideas in opportunities as they 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 supervisor.

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.

At Will Employment

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

Equal Employment Opportunity

The City provides employment opportunities to all employees and applicants for employment without regard to race (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 (including mental health), 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, use of lawful consumable product, 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.

The City 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 absence, 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.

Accommodations in the Workplace

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. This commitment extends to all aspects of employment, including, but not limited to, hiring, promotion, discharge, compensation, benefits, and training.

Right to accommodation

The City will provide reasonable accommodations to:

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

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 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 several 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 determinate whether the City can provide you with an accommodation, and without it we may 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 beliefs 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.

Lactating Employees and Pregnancy Accommodations Law Notice

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. The City

will 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.

Diversity & Inclusion

The City believes we cannot be successful without a work environment, and community, that is diverse, inclusive, and equitable. Each of our individual perspectives and contributions make us uniquely capable of overcoming challenges, driving innovation, and ultimately strengthening our organization.

Therefore, it is our pledge to:

- Find ways for employees of all backgrounds and experiences to collaborate, regardless of status, position or location.
- Provide training, developmental, and promotional opportunities to all qualified employees equally.
- Be responsive to employee needs and ideas regarding inclusivity and maintaining a welcoming environment for everyone.

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.
- 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 handbook: Organizational Values, Respectful Workplace, Equal Employment Opportunity, and Equal Pay Policy.

Equal Pay Policy

The City is committed to fairness, tackling discrimination, and ensuring equal pay for equivalent work to employees regardless of any 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 any 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.

Personal Relationships in the Workplace

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. 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. Prompt action will be taken which can include reassignment or, if necessary, termination of employment. Any supervisors or managers who enter into a relationship with someone who directly or indirectly reports to them must provide notice of the relationship to HR.

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.

Employee Medical Examinations

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.

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 *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.

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.

Immigration Law Compliance

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

As a condition of employment, you must complete Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three (3) business days of your start date. If you were previously employed with us, you must complete a new form if your last start date was more than three (3) years ago or if your last termination date was more than 1 year ago, whichever occurs later. If your previous I-9 is no longer retained or valid, you may need to complete a new I-9.

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.

Conflicts of Interest

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.

Whistleblower Protections

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.

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 with 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, the Assistant City Administrator, or the 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.

Employer Sponsored Meetings or Communications

The City will not A) discharge, discipline, or otherwise penalize employees, or B) threaten employees with discharge, discipline, or penalty:

1) Because they decline to attend or participate in an employer-sponsored meeting, or decline to receive or listen to communications from us, if the purpose of the meeting or communication is to communicate our opinion about religious or political matters;
2) As a means of inducing employees to attend or participate in meetings or receive or listen to communications described in clause (1); or
3) Because employees, or a person acting on behalf of an employee, make a good-faith report, orally or in writing, of a violation or a suspected violation of this policy.

These limitations do not apply to A) communications the City may be legally required to communicate, B) meetings or communications that are required for employees to perform their job duties, or C) wholly voluntary meetings or communications.

Definitions

For purposes of this policy, “political matters” and “religious matters” are defined as follows:

- Political matters. Matters relating to elections for political office, political parties, proposals to change legislation, proposals to change regulations, proposals to change public policy, and the decision to join or support any political party or political, civic, community, fraternal, or labor organization.
- Religious matters. matters relating to religious belief, affiliation, and practice and the decision to join or support any religious organization or association.

Remedies

Employees who believe their rights under this policy have been violated should immediately notify HR for investigation and resolution. Employees may also have a right to bring a court action within 90 days after the date of the alleged violation that can include claims for job reinstatement and back pay.

Outside Employment

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 interest is 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.

Media Requests

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 Communications team.

Any employee who identifies a mistake in reporting should bring the error to the Communications team. 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 team. No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or their 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 team 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 team. 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 possible." 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 team.

Job Postings, Promotions, Advancement

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's 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 https://www.governmentjobs.com/careers/chaskamn. If the position is open to internal applicants only, please apply at https://www.governmentjobs.com/careers/chaskamn/promotionaljobs. 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.

Wage Disclosure Protection

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/.

Employment Categories

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 independent 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 regularly scheduled to work thirty (30) or more 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 regularly scheduled to work less than thirty (30) hours per week.
- **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. See the DOT addendum for further details.
- **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.
- **Interns** are those who work for a period of time to gain experience or skills.
- **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.
- **Contractors** are those who have an established independent contractor relationship with the City and who are assigned to work on an intermittent and/or unpredictable basis. Independent contractors are not employees and are ineligible for any of the City's benefit programs.

Access to Personnel Files

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 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 (7) 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 other rights and remedies set forth in Minnesota Statutes §181.960 through §181.965, including the right of employees to:

- Review their personnel records, after making a written request to do so.
- Make a written request for a copy of such records after reviewing them.
- Dispute information contained in the records.
- Be advised of the process for resolving such disputes.
- Be free from retaliation for asserting these rights.
- Have remedies available for violations of the above rights.

Employees who believe information contained within their personnel file contains inaccurate information may dispute such information and the City may agree to remove or revise the disputed information. If no such agreement is reached, the employee is entitled to submit a written statement of no more than five pages explaining their dispute. This statement will be included in the personnel file, along with the disputed information, for as long as the City maintains the record.

The City may receive medical information pertaining to employees and their families, such as when an employee applies for a benefit program or a leave of absence. All medical information is classified as confidential and is maintained in a separate file with restricted access. Such information is released only to those individuals who have a legitimate business reason to know it.

The City will not retaliate against employees for asserting their rights or remedies provided in those statutes.

Background and Employment Reference Checks

Background Checks

The City may conduct background and reference checks to ensure that individuals who work for us are well-qualified and have strong potential to be productive and successful. We conduct these checks after our initial offer of 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 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. See the DOT addendum for further details.

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

- Road test; road test certificate within the past 3 years; or CDL, or ability to obtain within required time
- Medical examiner's certificate (if not part of motor vehicle records)
- Pre-employment drug screen results
- Drug and Alcohol policy violations from prior employers in the past 3 years

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.

Personnel Data Changes

We expect you to promptly notify HR of any changes with your 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, 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 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.

Introductory Period

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. During your introductory period, you will be given the opportunity to demonstrate your ability to achieve a satisfactory level of performance and to determine whether the new position meets your expectations. We use this period to evaluate your capabilities, work habits, and overall performance. Completing an introductory period does not affect the at-will nature of employment, and either you or we may end the employment relationship at any time during or after the Introductory Period, with or without cause or advance notice.

During your initial introductory period, you will be eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. You may also be eligible for other benefits we provide, subject to the terms and conditions of each benefits program. You should read the information for each specific benefits program for the details on eligibility requirements. If you are promoted or transferred within our company, you may be required to complete a subsequent introductory period of the same length with each reassignment to a new position. If we determine that you will not be successful in your new position, you will be removed, and, may be allowed to return to your former job or to a comparable job for which you are qualified, depending on the availability of such positions and our needs.

Any significant absence will automatically extend an introductory period by the length of the absence. If we determine that the designated introductory period does not allow sufficient time to thoroughly evaluate your performance, the introductory period may be extended for a specified period.

Performance Evaluation

We expect our supervisors and employees to engage in a regular and ongoing 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.

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 or promotion to a new position, your supervisor will provide you with a formal performance evaluation. In addition, your 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, 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 HR.

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

Employee Benefits

The City 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 the City's benefits plans 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. Please note all benefits-eligible employees are required to enroll in a medical plan, Nice Healthcare, basic life insurance, and PERA. Union employees should consult the labor agreement for details on their employee benefits that may differ from this section.

Holidays

Observed Holidays

We observe the following holidays:

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

In addition to the holidays listed above, the city also recognizes 4 hours as holiday time on Christmas Eve and New Year's Eve. City facilities will close at noon on Christmas Eve and New Year's Eve. If you work in the morning on those days, you will receive 4 hours of holiday pay for the afternoon. If you do not work, you must take 8 hours of PPL time for Christmas Eve and/or New Year's Eve. At facilities that must remain open on Christmas Eve and New Year's Eve, the employees working the full day will receive 4 hours of PPL or vacation credited to their leave bank.

Eligibility for Paid Holidays

Eligible full-time employees receive holiday pay for 8 hours at your regular rate of pay for the above-mentioned holidays. This includes special forms of compensation. Regular, union, full-time (non-exempt), part-time, seasonal, temporary, and intern 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/PFML 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 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).

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

Floating holidays provide you with the flexibility to take paid time off for whatever reason or to supplement other leaves. All regular full-time employees will receive two (2) floating holidays per year in addition to our regular holidays. New hires will receive a pro-rated amount based on their start date. Eligible employees that are regularly scheduled to work less than 40 hours will receive a pro-rated amount. Employees can use floating holidays in 15-minute intervals (.25 hours). An employee can 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 supervisor's approval prior to taking a floating holiday.

Vacation & Sick (Grandfathered Full-Time Employees)

Union Employees

Union employees hired prior to 2001 may have previously elected to stay in the City's prior Vacation & Sick plan. Eligible employees can review the terms and conditions of the Vacation & Sick plan by referencing the Vacation & Sick Addendum located at the end of the handbook and any applicable collective bargaining agreement. Please note that this plan is not available to new hires.

Non-Union Full-Time Employees

For non-union full-time employees, the City will convert your accrued Vacation time to PPL on a 1:1 ratio. This means that for every day of Vacation accrued, you will receive one day of PPL.

If you were hired prior to January 1, 1986, you are eligible to receive a payout of one third (1/3) of your accumulated unused Sick time up to a maximum of 90 accumulated days or 30 payout days upon severance of employment from the City. To be eligible, you must have made an irrevocable election at the time that the PPL plan was implemented.

Vacation (Grandfathered Part-Time Employees)

Part-time employees hired before January 1, 2020, may be eligible for pro-rated Vacation benefits. Part-time employees hired or who changed to part-time status on or after January 1, 2020, will not be eligible to receive Vacation benefits. Additionally, if you were eligible for Vacation but haven't worked a shift within 6 months, you will no longer be eligible for this benefit. Details regarding Vacation can be found in the Vacation Addendum located at the end of the handbook.

Paid Personal Leave (Full-Time Employees)

Overview of Paid Personal Leave

Regular full-time employees, not eligible for a grandfathered paid leave policy in this handbook, are eligible for Paid Personal Leave (PPL) under this policy.

PPL combines what would be considered vacation, sick, or personal time into one general pool from which you can use your accrued time for any reason you may 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

Employees moving from a part-time status to a full-time status will have their Vacation or ESST/Vacation balance transferred into their PPL balance.

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. 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 a job-protected leave, 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 job-protected leave).

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 appropriate documentation confirming your need for leave, as allowable by law.

Any confirmed abuse of 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.

You may be eligible for the City's Salary Continuation Program, Minnesota Paid Family Medical Leave (PFML), 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 reasons covered by Minnesota's ESST law.

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 may 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 *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.

Earned Sick and Safe Time (Part-Time Employees)

Eligible part-time employees accrue job-protected, paid Earned Sick and Safe Time (ESST) as outlined in this policy, and in compliance with Minnesota's ESST laws.

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, nor eligible for a grandfathered paid leave policy in this handbook, 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 into the next year.

Reasons for which leave can be used

ESST may be used for any reason covered by Minnesota's ESST law.

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 workday, if possible, and follow the absence reporting procedures set forth in our *Attendance and Punctuality* policy. 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 appropriate documentation confirming your need for leave, as allowed by law.

Absences covered by both this policy and any of our other leave policies (e.g., FMLA, PFML, Parental Leave, etc.) will run concurrently under, and count against, other 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 (7) 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.

City Paid Parental Leave

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.
- This benefit will become available for the employee to use after their first complete day of employment with the City in a full-time, benefit earning capacity and is available 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. Employees are eligible for 80 hours of paid parental leave with the benefit beginning on the employee's first scheduled workday after the baby's birth or placement for adoption or foster care, regardless of shift. If the birth parent is eligible for Salary Continuation, the 80 hours will not be negatively impacted by Salary Continuation. Multiple births, adoptions, foster care placement (e.g., 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, PFML, and MN Parental Leave and does not extend the length of these leaves or programs. Paid Parental 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 allowed by this policy and PFML) is 20 weeks.

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

Employee Responsibilities

1. Eligible employees intending to use Paid Parental Leave must notify HR in writing at least thirty (30) days in advance before the anticipated birth or adoption/placement of the child.

- If applicable, FMLA and Salary Continuation and PFML paperwork should be submitted at this time.
- If a 30-day notice is not possible, please notify HR 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.

Impact of Leaves of Absence on Employee Benefits

In addition to paid absences such as holidays, Vacation, Sick, or PPL, we offer several 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 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, USERRA, or state 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 to stay on the applicable insurance plans.

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 the City. Unpaid leave time or leave periods that are being paid by third parties (such as PFML or workers' compensation) 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.

Family and Medical Leave

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 a 12-month rolling forward year, in accordance with the Family and Medical Leave Act (FMLA).

Eligibility

In order to qualify to take FMLA 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-month period immediately before the date when the leave would begin

Reasons for Leave

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*
- 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, PFML, 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 12-month rolling period measured forward from the date you first use leave under this policy to determine how much FMLA time you have available. For instance, if

you begin FMLA leave on August 1 you would be able to take no more than 12 total weeks of FMLA time between August 1st and July 31st of the following year.

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-month 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 *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. Any hours worked outside of your regular work schedule may not be used to offset FMLA hours.

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 *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 (e.g., reduced workweeks or reduced workdays) if you need 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 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 has 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. Limited exceptions to this rule may apply, such as 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 your supervisor and HR at least 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 and HR. Where the need for leave is not foreseeable, you must verbally notify your supervisor of the need for leave as soon as 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.

Pregnancy and Parental Leave

The City grants up to twelve (12) weeks of pregnancy and parental leave over a rolling forward 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 PFML, FMLA, and MPLA at the same time. As a result, PFML, FMLA, and MPLA leave will run concurrently, and the leave will be counted against your leave allowances under all three policies. Parental leave may be available if you are not otherwise eligible for FMLA leave or if you have exhausted all available FMLA time.

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
- Birth parents: in conjunction with prenatal care, incapacity due to pregnancy, childbirth, or related health conditions (time taken for prenatal medical care appointments will be provided as a pregnancy accommodation and will not be counted against an employee's 12-week pregnancy and parental leave entitlement)

Eligibility

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

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 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 *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.

Paid Family and Medical Leave

Minnesota's Paid Family and Medical Leave (PFML) program provides eligible employees with job-protected, paid time off in connection with:

1) Medical leave, which is leave taken in connection with an employee's serious health condition
2) Family leave, which is leave taken for any of the other reasons described in this policy

Eligibility, Amount of Leave, and Benefit Year

Employees are eligible to receive wage replacement benefits through the PFML program starting on their date of hire. However, the job protections and right to reinstatement provided under the law do not begin until you have successfully completed 90 calendar days of employment. PFML provides up to 12 weeks of medical leave and up to 12 weeks of family leave per benefit year. However, no more than 20 total weeks of PFML time may be taken in any single benefit year, regardless of the number of reasons for leave that you might have. So, for example, if you take 12 weeks of medical leave you will only have 8 weeks of family leave that can be taken during the benefit year.

We use a 12-month rolling period measured forward from the date you first use leave under this policy to determine how much PFML time you have available. For instance, if you begin PFML leave on August 1 you would be able to take no more than 20 total weeks of PFML time between August 1st and July 31st of the following year.

Reasons for Which Leave Can be Used

PFML may be used for the following reasons:

- Your own serious health condition
- Medical care related to your pregnancy, (including prenatal care, and recovery from childbirth, stillbirth, and miscarriage)
- Bonding with a new child (including time off in connection with adoption and foster care

placement of a child)
    - Bonding time must be taken within 12 months from the date of birth or placement, unless the newborn remains in the hospital longer than mother
- Family care for a family member's or military family member's serious health condition
- Qualifying exigencies arising from a family member's military active duty
- Safety leave for you or a family member who is the victims of domestic assault, sexual assault, or stalking

"Family members" for whom leave can be taken include:

- Spouse
- Child (includes foster child, in loco parentis, legal guardian, and "de facto" custodians)
- Parent/legal guardian (includes foster parent, in loco parentis, legal guardian, and "de facto" custodians)
- Domestic partner
- Sibling
- Grandparent (including spouse's grandparent)
- Grandchild
- Son / daughter-in-law
- Any individual who has a relationship with you that creates an expectation and reliance that you provide care for the individual, whether or not you and the individual reside together

Employee Notice of Need for Leave and Leave Approval

As a condition of taking leave and receiving benefits under this policy, you must provide at least 30 days of advance notice of your foreseeable need for leave to your supervisor and HR. Where a leave need isn't foreseeable, or where it is impossible to provide at least 30 days' notice, you must provide notice as soon as practicable of your need for leave and follow the absence reporting procedures set forth in our *Attendance and Punctuality* policy. Delayed notification to your supervisor and HR, or failure to follow proper reporting procedures, may result in disciplinary action.

You will need to provide at least 14 days' notice for changes to your leave needs to us, such as an increase in the expected duration of a leave need, or the frequency with which intermittent absences may be necessary. Where 14 days' advance notice isn't possible, notice of changes must be provided to us as soon as practicable, and you may be required to show good cause for the inability to provide sufficient notice. If you intend to end an approved leave earlier than planned, you must provide at least 2 days' advance notice to us.

If you are undergoing planned medical treatments, you are required to make a reasonable effort to schedule the treatments to minimize disruptions to our operations.

In addition to providing us with notice of the need for leave, you will have to file a claim with the City's PFML plan insurer, which is responsible for making the ultimate determination as to whether a leave request is approved, and if benefits will be payable. If we have reason to believe a claim has been approved in error, we may appeal the determination.

Wage Replacement Benefits and Coordination with Other Policies and Laws

A statutory formula is used to determine the percentage of your wages payable through the PFML program. You may be eligible to receive up to 90% of your regular weekly wages, capped at an amount equal to the State of Minnesota's average weekly wage (which is reset on October 1st of each year). With the exception of leave taken for purposes of bonding with a new child, eligibility for wage replacement benefits requires a seven-calendar day qualifying event or waiting period, after which, benefits will be paid retroactive to the first day of leave (benefits paid for bonding purposes do not require a waiting period).

Leave taken under this policy that is also covered by other leave laws or policies in this handbook will run concurrently. For instance, a non-birth parent's time off in connection with the birth of their child may be covered by PFML, the Minnesota Parental Leave Act (MPLA), and the federal Family Medical Leave Act (FMLA), in which case any leave taken under this policy will run concurrently with, and count against, leave under those laws/policies (see our MPLA and FMLA policies for more details about leave rights under those laws).

Use and Accrual of Paid and Unpaid Leave

Because wage replacement benefits through the PFML program will always be less than 100% of an your regular weekly wages, you may choose to supplement or "top off" payments received through PFML with Salary Continuation (if eligible), Paid Parental Leave (if eligible), and/or your accrued paid time off benefits (e.g. PPL, Vacation & Sick, comp time, etc.) in order to bring your weekly wages up to 100%. As a result, you may receive two payments for any given week: one from the PFML insurer and one from the City. Payments from us will be subject to the standard withholdings, including insurance premium payments. If you wish to supplement your PFML payments using paid time off benefits, you must notify HR in writing.

In general, PPL will not accrue during periods when employees are absent for PFML covered reasons. However, if you choose to supplement PFML benefits using your paid time off benefits, you will accrue PPL only for paid time off hours paid by the City.

PFML benefits will always be paid first. Any other paid leave programs you may be eligible for, such as Salary Continuation or Paid Parental Leave, will be paid secondary, if applicable. If you choose to supplement your PFML wages using paid time off benefits, they will be paid only after PFML and other paid leave programs offered by the City.

Continuation of Insurance Programs

Your insurance benefits, such as health and dental insurance, will continue for the duration of your leave under the same conditions as if you had continued to work.

If you are using paid time off benefits or other leave programs (e.g. Salary Continuation, Paid Parental Leave, etc.) to supplement your PFML payments, you will have insurance premiums deducted from your paycheck as usual. If you do not to use paid time off to supplement PFML payments, choose to supplement but run out of paid time off, or if your supplemental accrued leave payments are not enough to cover the cost of your insurance premiums, you will be subject

to our normal employee insurance payment practices as described in the *Impact of Leaves of Absence on Employee Benefits* policy.

Returning from Leave

If you take leave under this policy, you will be returned to the same jobs you held when your leave began. If that is not feasible, you will be returned to a position that entails substantially equivalent skill, effort, responsibility and authority as the position you previously held. Limited exceptions to this rule may occur, such as in the circumstances of layoffs or reorganizations, where your position would have been eliminated even if you had not been on leave.

Retaliation, Right to File Complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting PFML leave or otherwise exercising their PFML rights under the law. If you believe that you have been retaliated against or improperly denied PFML benefits, you can file a complaint with the Labor Standards Division at the Minnesota Department of Labor and Industry.

Personal Leave of Absence

We understand there may be times when you will need to take 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 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 and HR 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 a personal leave of absence, you may use available paid time off as part of the approved period of leave. 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 *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 you may be responsible for paying one hundred percent (100%) of the costs.

When your unpaid 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 unpaid personal leave period or fail to communicate with us about your possible need for additional leave, we will consider you to have resigned employment.

Salary Continuation Program

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 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.

Salary Continuation will be used to supplement your wages only if you receive less than 60% of your normal weekly wage from PFML benefits. If you receive less than 60% of your wage, Salary Continuation will provide you with additional wage replacement, 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. 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 a 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, PFML, etc. Similarly, where possible, benefits under this policy will be coordinated with any other available wage replacement or compensation programs such as PFML, Social Security, PERA, workers' 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 to your supervisor immediately and may be covered under our workers' compensation insurance.

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 are 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. This benefit will run concurrently with PFML will only apply if your earnings from PFML are less than 60% of your normal weekly wage

Salary Continuation Program Claim

The following is the procedure for how you make a claim for Salary Continuation coverage if you are eligible for this benefit.

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 the 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 FMLA, PFML and Salary Continuation, your period of absence will run concurrently with these programs.

   Note: The City reserves the right to require 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 before Salary Continuation benefits are paid. During the first three (3) days of this qualifying period, PPL, floating holiday, or comp 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. You may not take unpaid time if you have banked time available. If you are eligible for Paid Parental Leave and/or PFML, this may be used to cover the 5-day 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 must be provided to HR from your physician before you return to all normal duties at work.

Qualifying for Salary Continuation

To qualify for the use of the Salary Continuation benefit, you must first be classified as disabled for purposes of this policy. 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 working, provided 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.

Satisfying these qualifications under the Occupation and/or 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 or illness 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 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

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 disagree with the denial of benefits and want to appeal this decision, you must submit an official letter of appeal to HR. 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.

Schedule of Salary Continuation Payments

The Salary Continuation policy will pay up to 60% of your weekly earnings, but only when your PFML payments are less than 60% of your normal weekly wage. 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, PFML, paid time off benefits, or any other leave benefit equal more than 100% of your weekly pay, 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 *Paid Personal Leave, FMLA, PFML, and Minnesota Parental Leave* policies, while you receive Salary Continuation payments from the City, you will continue to receive your monthly Council Contribution toward your Flexible Benefit Plan (e.g., insurance benefits).

Miscellaneous Inclusions of Policy

You will not accrue PPL while receiving Salary Continuation payments unless you supplement your Salary Continuation with PPL, accrued Sick Time, or Paid Parental Leave, if applicable. If you supplement your pay, paid time off benefits will accrue and be pro-rated based on the amount of paid time off 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.

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.

Bereavement Leave

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

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

Up to five (5) workdays of paid leave for the death of someone in your immediate family. Immediate family is defined as:

- Spouse
- Child, stepchild, child-in-law
- Parent, stepparent, parent-in-law (e.g. mother-in-law, father-in-law)
- Sibling, stepsibling, sibling-in-law
- Grandparent, step-grandparent, grandparent-in-law

Up to three (3) days shall be granted for the death of someone in your extended family, or if asked to perform services at a funeral such as a pallbearer.

- Great-grandparent, great-grandparent in-law
- Parent’s, stepparent’s, or parent-in-law’s sibling (e.g., aunt or uncle)
- Sibling’s, stepsibling’s, or sibling-in-law’s child (e.g., niece or nephew)
- Cousin

Any additional time must be taken from Vacation, Sick, PPL, 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 your 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.

Jury Duty

You are encouraged to fulfill your civic responsibility by serving jury duty when summoned and the City 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 (2) 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. Jury duty pay 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 we may make staffing adjustments. 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 *Impact of Leaves of Absence on Employee Benefits* policy.

Witness Duty

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.

As required by law, exempt employees will be paid their full weekly salary during any week in

which they perform any work while appearing in court as a witness. Exempt employees may be placed on unpaid leave for an entire work week while serving on witness duty at the discretion of their supervisor.

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.

Military Leave

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 also 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 using your base pay rate times the number of hours you would otherwise have worked on the day of absence. The City 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 exceeding 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 *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.

Harassment, Domestic Abuse, and Crime Victim’s Leave

Employees may take reasonable unpaid time off from work to:

1. Seek or attempt to seek a restraining order, order for protection, or other relief related to sexual harassment or domestic abuse.
2. Attend court to provide testimony as a victim of, or witness to, a violent crime.
3. Attend court proceedings related to the prosecution of a violent crime of which the employee, the employee's spouse, or immediate family member is a victim.

Employees may use available paid leave to cover absences related to leave taken under this policy. Except in the case of imminent danger or impracticability, the City asks that employees provide at least 48 hours' advance notice of the need to take leave.

The City may request verification that supports the need to take leave under this policy. Any information related to an employee's leave will be kept confidential.

Civil Air Patrol Leave

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 at 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.

Military Personnel Injured / Killed in Service Leave

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.

Military Ceremony Leave

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 (e.g., 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.

Military Events Leave

The City will not discharge or take adverse action against employees for attending family or readiness training, or for attending events held as part of official military reintegration programs related to the military service of the employee's parent, spouse, or child and to which the employee is invited. Leave under this policy may not exceed two consecutive days or six days in a calendar year. This leave is not paid; however, employees may use any accrued paid time off during the leave.

Time Off to Vote

We encourage you to vote. Generally, you can vote before or after your regular work schedule, and you 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.

Election Judge Leave

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 to provide sufficient time to cover the employee's work assignments. Employees must notify the City of 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 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.

Political Activity Leave

Employees who are members of the state central committee or executive committee of a major political party are entitled to unpaid time off to attend a meeting of these committees. They are also entitled to unpaid time off to attend conventions, including meetings of official convention committees, if they are a delegate or alternate delegate to a convention of a major political party. Request for leave under this policy may be denied if the employee fails to provide us with 10 days' written notice of the need for leave.

School Conference and Activities Leave

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 non-work 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.

Donor Leave

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 needs extend 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. To take leave under this policy, you must be regularly scheduled to work at least 20 hours per week.

Workers' Compensation Insurance

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 are obligated to report it to your supervisor or Department Head immediately, even if the injury or illness seems minor. HR will contact you with information about the claim, benefits, return to work, etc. Reporting the injury or illness in a timely manner will enable an eligible employee to qualify for coverage under our workers' compensation insurance program as quickly as possible. We will not discriminate against 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-related injury. Where such work is possible, we will make sure the work provided stays within the restrictions established by your medical provider. 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.

Training Assistance and Tuition Reimbursement

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. For those seeking a Commercial Driver's License (CDL), there is no minimum waiting period. 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 *Timekeeping* policy for information regarding when attendance at training courses is considered work time.

Tuition Reimbursement

This benefit is for full-time employees only. 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 as soon as possible 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

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 a pay increase.

Licensing

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.

Employee Assistance Program

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

- Medical
- Legal
- Childcare
- Elder care
- Financial

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

Workout on Duty

The workout on duty program allows employees a maximum of one hour of time per week to work out, as part of their 40-hour work week. The purpose of this privilege is to encourage movement while at work. Employees should work with their supervisor to receive approval before utilizing this benefit.

Timekeeping

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

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 the time you spend working. Working off the clock is prohibited for non-exempt employees.

Time worked is defined as 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. 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.

Paydays & Pay Corrections

Employees are paid biweekly every other Friday (Council members and the 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 paystub 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 understanding and reviewing their paystub. Contact 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.

Deductions from Pay

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, known as 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 can be found here: www.mnpera.org.

We may be required to make deductions from your paycheck 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 you are 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 an 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
- 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 paycheck, 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.

Safety

To assist in providing a safe and healthy work environment for our employees, customers, and visitors, we have established the BeWell Committee. Supervisors and the BeWell 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. 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 when 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 BeWell 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 *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.

Access to Gender-Segregated Activities and Areas

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

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

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

Work Schedules

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.

Flexible Work Schedules

We are committed to helping you face the demands of juggling work, family and other personal obligations by offering 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 of 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. Flexible work arrangements and potential schedules must be approved with consent of HR and your supervisor 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 several 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.

Working Remote

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

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

Regardless of the circumstances for which working remote is sought, no employee is entitled to work remote. The approval to work remote is at our sole discretion, and we can revoke our approval to work remote at any time, and for any reason. If you have an approved remote work 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 remote work.

Remote work arrangements must be formally approved by both your supervisor and HR. The decision to approve a remote work 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 remotely, 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 remote, unless an alternative arrangement is formally agreed upon between you, your supervisor, and HR. The performance of employees who are working remote 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 remotely, 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 remote should not exceed the approved scheduled hours or work overtime without first obtaining advance approval from your supervisor. Working remote should not make you less efficient, so unexpected overtime shouldn't be necessary.

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

We assume no responsibility for injuries occurring in your remote 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 remote workspace and to practice the same safety habits as those followed on our premises.

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

Emergency Closings and Business Shut-Downs

On occasion, we may close City 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 *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 post social media announcements and 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, Sick, PPL or floating holiday, (c) work remote with you supervisor's approval, or (d) 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 remote, 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, Sick, PPL or floating holiday. If you do not have any time off options available, you must take the day unpaid. In the event of an employer-initiated leave of absence, e.g., we furlough you, we reserve the right to require or prohibit the use of Vacation, Sick, PPL or floating holiday.

Breaks and Meal Periods

Breaks

Once during every four (4) consecutive hours of work, non-exempt Minnesota employees will be provided with a 15-minute rest break, or enough time to utilize the nearest convenient restroom (if 15 minutes isn't sufficient time to do so). To the extent possible, breaks will be provided in the middle of work periods. However, supervisors may schedule breaks in ways to best accommodate workflows, staffing levels, and other performance considerations.

Employees are generally not allowed to combine their breaks, take them with meal periods, or use them to leave early with pay. Since break time is counted and paid as time worked, you must not be absent from your workstations beyond the allotted rest period time.

Meal Periods

Non-exempt Minnesota employees working six (6) or more consecutive hours will be provided with a meal period of at least 30 minutes in length, during which employees will not be permitted to perform work, unless specifically authorized by a supervisor.

Supervisors are responsible for scheduling meal breaks and may use discretion in determining meal periods based upon the needs of the business.

Smoking and Tobacco Use/Breaks

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, regardless of the substances utilized.

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.

Breaks for Nursing Mothers

The City provides reasonable break time to employees who need to express breast milk for their children. Break time under this policy may run concurrently with any meal and/or break times that may already be provided. If additional breaks are necessary, they will be paid in accordance with state law.

We provide a private area as well as breastfeeding kits where employees can 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.

Overtime

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 agreements and must refer to their applicable collective bargaining agreement.

Compensatory Time

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 exceeding sixty (60) hours is paid out in a lump sum.

Weekend Duty and Emergency Call-Out

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

City-Sponsored Events

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.

Use of Vehicles, Equipment and City Property

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 to 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 the responsibility of the employee to whom they are issued. Lost keys must be reported immediately to your 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.. Any tickets or traffic violations received while on official City business or while operating a City-owned 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 exempt 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 the Department Head within 24 hours of occurrence. It is the Department Head's responsibility to document the damage and report it to the Assistant City 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. See *Addendum 3 Drug and Alcohol Testing for Commercial Drivers* for further details.

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.

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-owned vehicle, equipment, or property at any time.

City-Owned Take-Home Vehicles

City-owned take-home vehicles may be used for authorized City business, including transportation to and from work, minimal travel between locations, and incidental personal use (e.g., 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-owned 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.

- Employees provided with a City-owned 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-owned vehicles.
- Employees must keep any City-owned vehicle clean that they may drive. Employees

must notify their 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 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.
- If more than one employee shares the use of the vehicle, only one person is eligible for 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. 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'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.

Business Expenses and Reimbursements

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. All employees conducting official City business are expected to show good judgment in the nature and amount of expenses incurred while conducting City business.

In addition to the documentation for each expense category below, documentation of the event itinerary from the event host is required for reimbursement requests.

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 returns 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 an 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 Head.

Expenditure of City Funds – Employee Policy Summary (Resolution 2025-30)

The City may authorize the use of City funds for employee-related expenses when such expenditures support the effective operation of the City, enhance employee well-being and engagement, or promote employee recognition. Examples include meals during work-related meetings or extended shifts, recognition awards, and participation in health and wellness programs. All expenditures must comply with applicable laws, be reasonable in cost, and receive appropriate approval as outlined in the City's financial policies. See Addendum 4 for full policy.

Compensable vs Non-Compensable Time While Traveling for Work

The provisions discussed below apply only to non-exempt employees. Union employees should refer to their 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 considered worked 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. The 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 you are unable to use a personal City purchase card, receipts are required to be submitted with the expense claim 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

Phones and Electronic Devices

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 if 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 you are 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 non-working times such as breaks or meal periods and should not interfere with your ability to effectively perform in your position or distract your coworkers.

Computer, Internet and Email Usage

We provide computers, email 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.

For the purposes of this policy, computers include computer hardware (such as PCs, phones, tablets, and laptops) and systems, documents, networks, software, remote access abilities, email and other communication tools, Internet access, etc., used by the City. The aforementioned technologies 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 all applicable laws (e.g., industry regulations, harassment laws, copyright restrictions, contractual obligations or restrictions, etc.) whenever you use our computers for any purpose, including 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.

All data that is composed, transmitted, or received via our computer system is considered part of our official records and 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.

Use of Artificial Intelligence (AI) and Large Language Models (LLMs)

The City supports the responsible use of Artificial Intelligence (AI) and Large Language Models (LLMs) to enhance workplace efficiency and service delivery.

AI systems are defined as machine-based tools capable of making predictions, recommendations, or decisions based on defined objectives.

LLMs, such as ChatGPT, Microsoft Copilot, Google Gemini, and Meta AI, are a type of AI trained to perform language-related tasks like answering questions, summarizing text, translating, and content generation.

To safeguard City data and comply with legal requirements, employees must not input or share any sensitive data—including personally identifiable information, financial records, or information classified as non-public under Minnesota state statutes—into AI or LLM platforms unless the system has been explicitly approved for such use. Integration of AI tools into City systems must be submitted for review and approval by the IT Team. This process must be initiated via an IT support ticket.

Employees intending to use AI for tasks involving City data or for content generation must complete a mandatory training session. This session will address appropriate AI usage, data security, copyright considerations, and legal compliance. Training requests should also be submitted through an IT ticket. In addition, employees should make their supervisors aware of any AI tools they are using and how those tools are incorporated into their work responsibilities.

Usage of AI systems must comply with applicable laws and industry standards, including data privacy laws and financial regulations. Employees are expected to minimize the retention of AI chat logs and adhere to the Minnesota Government Data Practices Act regarding data handling and retention.

AI tools should be viewed as supplemental aids, not as definitive sources for critical decisions or actions. Employees must use their professional judgment and verify AI-generated outputs. As AI technology rapidly evolves, the City will continue to update this policy and communicate changes via email. Employees are expected to stay informed and adapt to updates accordingly.

Violations of this policy may result in disciplinary action, up to and including termination of employment. All employees are responsible for understanding and following the AI and LLM Use Policy as part of the City's broader commitment to data security, transparency, and responsible innovation.

Prohibited Usage

Our email 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.

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 email 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 *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 a 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
- Sending anonymous email 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 the City 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 email is the property right of the employee. The use of the email system is for City business. Passwords should be periodically changed to ensure security of the email 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 report 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.

Social Networking Websites and Online Communications

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 (e.g., 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. When networking with our customers or other employees using professional networking websites, such as LinkedIn, you are required to exercise professional judgment when communicating on these professional networking websites and must comply with all policies contained in this handbook.

You cannot give an endorsement or reference for another City employee on a social networking site without prior authorization from HR. If you have any questions 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.

Workplace Monitoring

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 email usage as described in our *Computer, Internet and E-mail Usage* policy, including any personal usage to which you may put our systems, networks, or equipment. Similarly, the City may record videoconferences and other interactive team meetings for strategic or operational reasons. 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.

Recording Devices in the Workplace

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.

Transmissible Illness

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.

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 flexible working arrangements and PPL/Vacation/Sick, 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, etc.), 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.

Unsatisfactory Performance, Inappropriate Conduct and Work Rules

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

We expect each employee to perform with the highest level of integrity possible and to be honest and fair when interacting 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 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, illegal drugs, or legal drugs, including but not limited to recreational or medical use marijuana
- Possession, distribution, sale, transfer, or use of alcohol, marijuana, 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 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 the workstation 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, or being absent without notice
- 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. 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.

Drugs and Alcohol

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.

This prohibition also applies to the recreational or medicinal use of marijuana, regardless of whether such use is legal under state law.

Employee Assistance Program

The City's Employee Assistance Program (EAP) 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.

Drug, Marijuana and Alcohol Testing

Using or being under the influence of drugs, marijuana, or alcohol on the job poses serious safety and health risks. For purposes of this policy, "drug" includes cannabis and cannabis-related products. To help ensure a healthful and safe working environment, job applicants and employees may be asked to provide body substance samples (for example, 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 (5) 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 *Drug and Alcohol Testing for Commercial Drivers* addendum for further details.

Harassment, Bullying & Offensive Behavior

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
- Otherwise affects the terms and conditions of employment

Harassment because of the individual's race (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 (including mental health), 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, use of lawful consumable products, 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
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance
- 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 or class 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 characteristic or 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
- Remember that the City 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
- 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
- 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 or fact-finding process is a serious violation of City policy and grounds for disciplinary action up to and including 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 up to and including termination of employment.

If you want more information about our harassment policy or complaint process, please contact a supervisor or HR.

Workplace Violence

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, 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 the City 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
- 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.

Weapons in the Workplace

Weapons are defined as including 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

Political Activity

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.

Attendance and Punctuality

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 the City and the rest of your team. Absences protected by law will not be counted against your attendance record although, as permitted by law, 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. Notifying coworkers rather than the supervisor will not be acceptable. Similarly, notifications 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 (e.g., 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. We expect that you will make punctuality and attendance a top priority.

Uniform Allowance

In certain departments in which uniforms are required, there may be a uniform allowance available to employees. See your applicable collective bargaining agreement or talk to your direct supervisor for detailed information about any uniform allowance.

Personal Appearance

Your appearance plays a key role in the overall environment of our workplace and in the image we project to those we interact with. All employees are expected to dress in a way that is appropriate to their role, the work they are doing, and the setting in which they are performing their duties.

Dress for Your Day Approach
We believe in empowering employees to dress for the specific needs of their workday. This approach provides flexibility, allowing you to choose attire based on your daily responsibilities while maintaining a professional and respectful appearance.

- Public-Facing Roles: If your role involves interacting with the public, clients, or visitors, your attire should reflect professionalism. This ensures that the organization is represented positively in all public interactions.
- Office or Administrative Roles: For those working in an office or behind-the-scenes capacity, your attire should be suitable for a productive environment. Choose clothing that helps you focus and perform effectively, while maintaining a neat and clean appearance.
- Field or Safety Roles: Employees whose duties require specific safety attire (such as

uniforms, protective gear, or equipment) must wear the appropriate clothing to ensure safety and compliance with regulations.

Flexibility and Individual Expression
We recognize the importance of individuality and comfort while still maintaining a professional environment. Employees are encouraged to express personal style in a way that aligns with workplace decorum. If attire is appropriate for the day's responsibilities, employees are free to make choices that reflect their personal style and comfort.

Guidelines for Appropriate Attire

- Clothing should be clean, neat, and appropriate for the work being done that day
- Avoid wearing attire that is overly casual, such as ripped, frayed, or overly revealing
- Clothing with offensive or inappropriate messages is not allowed
- If your workday involves both office and public-facing tasks, make sure your attire is versatile and suitable for both settings

Supervisory and HR Support
Supervisors and HR are available to provide guidance on what constitutes appropriate attire for specific job roles or activities. If an employee's attire is deemed inappropriate for the workplace, they may be asked to adjust their clothing or leave to change into more appropriate attire. In such cases, time away from work may not be compensated.

If you are unsure about the appropriateness of your clothing for a given day, please consult with your supervisor or HR for clarification. This policy is designed to support both flexibility and professionalism while ensuring that employees are comfortable and confident in their roles.

Personal Property in the Workplace

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.

Security Inspections

To maintain a safe work environment, the following items are prohibited: non-prescribed drugs, alcohol, firearms, explosives, or other improper materials. 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.

Solicitation

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 the City is sponsoring the activity. Working time does not include lunch periods, 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.

Employment Resignation and Termination

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 consecutive scheduled workdays. Your official termination date will be the end of the last date you were actually at work.

Layoffs and callbacks 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 to use accrued benefit leave (Vacation, Sick, PPL, floating holiday, etc.) 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 thirty (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 (2) 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 City. 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.

Resignation and Retirement

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 two (2) weeks prior to your last day of employment with us. If you fail to give two (2) weeks' notice, unused Vacation, Sick, or PPL may be forfeited, and depending on the circumstances, you may be ineligible for rehire. Your written notice should include:

- An indication that the resignation is voluntary
- Your last day of actual work, excluding accrued leave
- Your signature

If you resign, HR will set up an exit interview to receive your feedback. 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.

Employees who retire from the City are governed by provisions of the Public Employees Retirement Act (PERA). Employees who retire can purchase City insurance subject to applicable state and federal continuation laws. Employees who choose to purchase City insurance will be billed by our third-party COBRA vendor.

Return of Property

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
- Computers/laptops
- Credit cards
- Customer data and information
- Equipment
- City-issued IDs
- Security passes
- Tools
- Vehicles
- Written materials
- Keys

You must return all City property immediately upon request or upon termination of employment. Failure to return our property could result in legal action.

Employee Concerns and Suggestions

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

Addendum 1 Vacation & Sick (Grandfathered Full-Time Employees)

Vacation

Vacation is an all-purpose time off policy for eligible employees to use for vacation and personal business. It is meant to function as wage replacement for times that you choose to be away from work for personal reasons and is not considered to be compensation for work you have performed.

We provide eligible employees the opportunity to accrue and use Vacation as described in this policy. Eligible employees include the following:

- Regular full-time employees hired before January 1st, 2007, and
- Did not elect to move to the PPL plan

Employees who are hired in a part-time position, or who change to part-time status after January 1, 2020, are not eligible employees under this policy.

Once you are in an eligible employment classification, you begin to accrue Vacation according to the schedule below. However, before you can request Vacation, you must complete a waiting period of six months. After that time, you can request use of accrued Vacation.

The amount of Vacation you receive each calendar year increases with the length of your employment as shown in the following schedule:

Years of Eligible Service	Vacation Time Each Year
Upon Initial Eligibility	2 weeks
After 6 Years	3 weeks
After 11 Years	3 Weeks + 1 day each year (max 4 weeks)
After 20 Years	5 weeks

At no time may accumulated leave exceed 1.5 times the annual rate at which an employee is presently earning Vacation.

Sick

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 Sick time accordingly.

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

If you are an eligible employee, you will accrue at 0.0462 per hour of worked time.

To schedule planned Sick time, you must request advance approval from your supervisor as soon as possible, but in no event less than seven (7) 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 Sick time is requested is covered by Minnesota's ESST law, Sick time 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 Sick time 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 thirty (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 three (3) days, the Department Head or supervisor may request appropriate documentation confirming your need for leave, as allowable by law.

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

To be paid for a holiday, you must work or use Sick time the day before and after the holiday.

If you are on a leave of absence and using Sick time for more than three (3) days you may be required by HR to have a doctor's certificate or other appropriate documentation, as allowable by law. If you are absent for a serious medical condition under the Family Medical Leave Act (FMLA), you may receive a notice that FMLA has begun. You must keep your Department Head and HR informed of the duration of your leave.

Reasons for Which Sick May be Used

Sick time 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:

Short Medical Appointments

If medical appointments cannot be scheduled outside of your normal work schedule, a maximum of two (2) hours of Sick leave per week may be granted for medical appointments, at the discretion of your immediate supervisor or Department Head, unless the reason for which Sick time requested is covered by Minnesota's ESST law. If additional time is needed for the medical appointment, you can have it deducted from your accrued Vacation or compensatory time, or if you are a non-exempt hourly employee, you can elect to take the time unpaid.

No Conversion to Paid Personal Leave

The City will not convert a portion of your accrued Sick time to PPL. Sick time is "banked" for use only after you have been absent from work due to an illness or injury for three (3) or more consecutive days and provide appropriate documentation, as allowable by law. In addition to the above, if you become eligible for PFML, Salary Continuation, or Long-Term Disability insurance you may continue to exhaust a portion of your Sick time to provide you with 100% of your regular pay during your disability period. Under no circumstances may employees add time to their banked Sick leave. However, when using Sick time, employees will accrue PPL.

All Existing Employees

You will not lose your Sick time since it will be banked for use only after you are absent from work due to an illness or injury for three (3) or more consecutive days and provide appropriate documentation, as allowable by law. In addition to the above, if you become eligible for PFML, Salary Continuation, or Long-Term Disability insurance, you may continue to exhaust a portion of your Sick time to provide yourself with 100% of your regular pay during your disability period. Under no circumstances may you add time to your banked Sick time. However, when using Sick time, you will accrue PPL.

Addendum 2 Vacation (Grandfathered Part-Time Employees)

Vacation is an all-purpose time off policy for eligible employees to use for vacation and personal business, including reasons covered under Minnesota's Earned Sick and Safe Time (ESST) law. It is meant to function as wage replacement for times that you choose to be away from work for personal reasons and is not considered to be compensation for work you have performed. If you decide to cash-out Vacation, it is not PERA-eligible and does not accrue more Vacation on the cashed-out hours.

Employees who are hired in a part-time position, or who change to part-time status after January 1, 2020, are not eligible employees under this policy.

If you are an eligible employee, you will accrue at 0.0846 per hour of worked time.

Part-time employees are allowed to carry a maximum of 216 Vacation hours in their bank at one time.

Our Vacation benefit year is based on the calendar year. However, the rate at which you accrue Vacation changes based on your anniversary date. For example, if you are a regular full time employee and reach your 5th anniversary date on September 9th, you will accrue Vacation at the 15 days/year rate from January 1st through September 8th, and will start accruing Vacation at the 20 days/year rate from September 9th through December 31st (and will continue to accrue at this rate until you reach your 10th anniversary).

Vacation Usage and Rollover
Vacation is paid at your base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

Use of Vacation Leave
You may only use Vacation once it is accrued. This means that you may not use Vacation in anticipation of accruing leave time in the future. Vacation may be used in minimum increments of fifteen (15) minutes. Any time off taken in excess of your accrual balance will be considered unpaid time off.

To schedule planned Vacation, you must request advance approval from your supervisor as soon as possible, but in no event less than seven (7) 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 Vacation is requested is covered by Minnesota's ESST law, 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 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).

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 appropriate documentation confirming your need for leave, as allowable by law.

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

To be paid for a holiday, you must work or use Vacation the day before and after the holiday.

You may be eligible for Family and Medical Leave (FMLA). You should review those benefit provisions within this handbook and contact HR with any questions.

Reasons for Which Vacation May be Used
Vacation 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.

Planned Vacation Use
To schedule planned Vacation, you must request advance approval from your supervisor as soon as possible, but in no event less than two weeks prior to the time requested. All departments must be appropriately staffed to meet the needs of our customers and clients. This means that 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 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).

Unplanned Vacation Use
In general, Vacation cannot be used for missed time because you are late for work. In situations involving illnesses or emergencies, you must notify your direct supervisor and follow the absence reporting procedures set forth in *Attendance and Punctuality* policy, or as required by department policies. Such notice generally should occur before the scheduled start of your workday, if possible. Delayed notification to supervisors, or failure to follow proper reporting procedures, may result in disciplinary action and/or the denial of Vacation. Proper notice will generally also be required on each additional day of unexpected absence. Exceptions may be made when the reason for leave is covered by Minnesota's ESST law.

Addendum 3 Drug and Alcohol Testing for Commercial Drivers

Purpose and Objectives
The City has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City is concerned about providing a safe workplace for its employees, and while the City does not intend to intrude into the private lives of its employees, it is the goal to provide a work environment conducive to maximum safety and optimum work standards.

Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of City property. The use, possession, manufacture, sale, transportation, or other distribution of controlled substance or controlled substance paraphernalia and the unauthorized use, possession transportation, sale, or other distribution of alcohol is contrary to this policy and jeopardizes public safety.

In response to regulations issued by United States Department of Transportation ("DOT"), the City has adopted this Policy on Alcohol and Controlled Substances for employees who hold a commercial driver's license (CDL) to perform their duties.

Given the significant dangers of alcohol and controlled substance use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment. Moreover, federal law requires the City to implement such a policy.

To ensure this policy is clearly communicated to all drivers and applicants, and in order to comply with applicable federal law, drivers and applicants are required to review this policy and sign the "Certificate of Receipt" portion.

Because changes in applicable law and the City's practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the City will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law. This policy does not in any way affect or change the status of any at-will employee.

Any revisions to the Federal Omnibus Transportation Employee Testing Act will take precedent over this policy to the extent the policy has not incorporated those revisions.

Persons Subject to Testing & Types of Tests
All employees are subject to testing who job duties include performing "safety-sensitive duties" on City vehicles that:

1. Have a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
2. Have a gross vehicle weight rating or gross vehicle weight of 26,0001 or more pounds whichever is greater; or
3. Are designed to transport 16 or more passengers, including the driver; or

4. Are of any size and are used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

The following functions are considered safety-sensitive:

- all time waiting to be dispatched to drive a commercial motor vehicle
- all time inspecting, servicing, or conditioning a commercial motor vehicle
- all time driving at the controls of the commercial motor vehicle
- all other time in or upon a commercial motor vehicle (except time spent resting in a sleeper berth)
- all time loading or unloading a commercial motor vehicle, attending the same, giving or receiving receipts for shipments being loaded or unloaded, or remaining in readiness to operate the vehicle
- all time repairing, obtaining assistance, or attending to a disable commercial motor vehicle.

The City may test any applicant to whom a conditional offer of employment has been made and any driver for controlled substance and alcohol under any of the following circumstances:

Pre-Employment Testing

All applicants, including current employees seeking a transfer, applying for a position where duties include performing safety-sensitive duties described above, will be required to take a drug test prior to the first time a driver performs a safety-sensitive function for the City. A driver may not perform safety-sensitive functions unless the driver has received a controlled substance test result from the Medical Review Officer ("MRO") indicating a verified negative test result. In addition to pre-employment controlled substance testing, applicants will be required to authorize in writing former employers to release alcohol test results of .04 or greater, positive controlled substance test results, refusals to test, other violations of drug and alcohol testing regulations, and completion of return to duty requirements within the preceding three years.

All applicants, including current employees seeking a transfer, applying for a position where duties include performing safety-sensitive duties described above, will be required to take an alcohol test prior to the first time a driver performs a safety-sensitive function for the City, but only after a conditional offer of employment has been made. No applicant, including current employees seeking a transfer, will perform safety-sensitive functions unless the driver has received an alcohol test result from the MRO indicating a test result of .02 or less Blood Alcohol Content ("BAC").

The City will contact the candidate's DOT regulated previous and current employers within the last three years for drug and alcohol test results as referenced above and review the testing history if feasible before the employee first performs safety-sensitive functions for the City. Beginning in 2020, the City will also conduct a limited query of the Federal Motor Carrier Safety Administration's Clearinghouse for all candidates. In addition, at least once a year, the City will conduct a limited query of the Clearinghouse for each currently employed CDL driver.

If the limited query reveals that the Clearinghouse has information about resolved or unresolved drug and alcohol program violations by a candidate or current employee, he or she will be asked to provide electronic consent to a full query of the Clearinghouse (unless he or she has previously

provided electronic consent). In the event a full query of the Clearinghouse reveals unresolved violation information for a candidate or current employee, the driver will not be permitted to perform safety-sensitive functions, including the operation of a Commercial Motor Vehicle and, in the case of a candidate, may have their conditional offer of employment rescinded or, in the case of a current employee, may be subject to discipline.

Post-Accident Testing
As soon as practicable following an accident involving a commercial motor vehicle operating on a public road, the City will test each surviving driver for controlled substances and alcohol when the following occurs:

- The accident involves a fatality or
- The driver receives a citation for a moving traffic violation from the accident and an injury is treated away from the accident scene or
- The driver receives a citation for a moving traffics violation from the accident and a vehicle is required to be towed from the accident scene.

The following chart summarizes when DOT post-accident testing needs to be conducted:

Type of accident involved	Citation issued to the DOT covered CDL driver?	Test must be performed by the City
i. Human fatality	YES	YES
	NO	YES
ii. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
iii. Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	NO

A driver subject to post-accident testing must remain readily available or the driver will be deemed to have refused to submit to testing. This requirement to remain ready for testing does not preclude a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary medical care.

Post – Accident Controlled Substance Testing
Drivers are required to submit a urine sample for post-accident-controlled substance testing as soon as possible. If the driver is not tested within thirty-two (32) hours after the accident, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not promptly administered.

Post- Accident Alcohol Testing
Drivers are required to submit to post-accident alcohol testing as soon as possible. After an accident, consuming alcohol is prohibited until the driver is tested. If the driver is not tested within

two (2) hours after the accident, the City will prepare and maintain on file a record stating why the test was not administered within that time. If eight hours have elapsed since the accident and the driver has not submitted to an alcohol test, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not administered.

The City may accept the results of a blood or breath test in place of an alcohol test and urine test for the use of controlled substances if:

- The tests are conducted by federal, state, or local officials having independent authority for the test, and
- The tests conform to applicable federal, state, or local testing requirements, and
- The test results can be obtained by the City.

Whenever such a test is conducted by a law enforcement officer, the driver must contact the City and immediately report the existence of the test, providing the name, badge number, and telephone number of the law enforcement officer who conducted the test.

Random Testing

Every driver will be subject to unannounced alcohol and controlled substance testing on a random selection basis. Drivers will be selected for testing by use of a scientifically valid method under which each driver has an equal chance of being selected each time selections are made. These random tests will be conducted throughout the calendar year. Each driver who is notified of selection for random testing must cease performing safety-sensitive functions and report to the designated test site immediately. It is mathematically possible drivers may be selected be picked and tested more than once, and others not at all.

If a driver is selected for a random test while he or she is absent, on leave or away from work, that driver may be required to undergo the test when he or she returns to work.

For 2014, federal law requires the City to test at a rate of at least fifty percent (50%) of its average number of drivers for controlled substance each year, and to test at a rate of at least ten percent (10%) of its average number of drivers for alcohol each year. These minimum testing rates are subject to change by the DOT.

Reasonable Suspicion Testing

When a supervisor has reasonable suspicion to believe a driver has engaged in conduct prohibited by federal law or this policy, the City will require the driver to submit to an alcohol and/or controlled substance test.

The City's determination that reasonable suspicion exists to require the driver to undergo an alcohol test will be based on "specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver." In the case of controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

The required observations for reasonable suspicion testing will be made by a supervisor or other person designated by the City who has received appropriate training in identification of actions, appearance and conduct of a driver which are indicative of the use of alcohol or controlled

substance. These observations leading to an alcohol or controlled substance test, will be reflected in writing and signed by the supervisor who made the observations. The record will be retained by the City. The person who makes the determination that reasonable suspicion exists to conduct testing, will not be the person conducting the testing, which shall instead be conducted by another qualified person.

Alcohol testing is authorized only if the observations are made during, just before, or just after the driver has ceased performing such functions. If a reasonable suspicion alcohol test is not administered within two (2) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not administered and will cease attempts to conduct the alcohol test.

Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the City permit the driver to perform or continue to perform safety-sensitive functions until (1) an alcohol test is administered and the driver's alcohol concentration is less than .02; or (2) twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

Return-to-Duty Testing
The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policy and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers for a first positive test result.

Should the City consider reinstatement of a DOT covered driver, the driver must undergo a Substance Abuse Professional ("SAP") evaluation and participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP determines if the driver has completed the education/treatment as prescribed.

The employee is responsible for paying for all costs associated with the return-to-duty test. The controlled substance test will be conducted under direct observation.

Follow-Up Testing
The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers.

Should the City reinstate a driver following a determination by a Substance Abuse Professional (SAP) that the driver is in need of assistance in resolving problems associated with alcohol use

and/or use of controlled substance, the City will ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-up testing will be directed by the SAP and will consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. Follow-up testing will not exceed sixty (60) months from the date of the driver's return to duty. The SAP may terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the SAP determines such test is no longer necessary. The employee is responsible for paying for all costs associated with follow-up tests.

Follow-up alcohol testing will be conducted only when the driver is performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions.

Cost of Required Testing
The City will pay for the cost of pre-employment, post-accident, random, and reasonable suspicion controlled substance and alcohol testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

Required Prior Controlled Substance and Alcohol Checks for Applicants
The City will conduct prior drug and alcohol checks of applicants for employment to drive a commercial motor vehicle. Applicants must execute a consent form authorizing the City to obtain the required information. The City will obtain (pursuant to the applicant's written consent) information on the applicant's alcohol test with a concentration result of 0.04 or greater, positive controlled substance test results, and refusals to be tested within the preceding three (3) years which are maintained by the applicant's previous employers. The City will obtain all information concerning the applicant which is maintained by the applicant's previous employers within the preceding three (3) years pursuant to DOT and FMCSA controlled substance and alcohol testing regulations. The City will review such records, if feasible, prior to the first time a driver performs safety-sensitive functions.

Prohibited Conduct
The following conduct is explicitly prohibited by applicable DOT and FMCSA regulations and therefore constitutes violation of City policy:

- Under the influence of alcohol when reporting for duty or while on duty: No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02, but less than 0.04, will be removed from duty for 24 hours, escorted home and placed on Vacation, PPL, compensatory time or another appropriate leave for hours missed from work.
- On-Duty Use of Alcohol: No driver may use alcohol while performing safety-sensitive functions.
- Pre-Duty Use of Alcohol: No driver may perform safety-sensitive functions within four (4) hours after using alcohol. If an employee has had alcohol within four hours, they are to notify their supervisors before performing any safety-sensitive functions.

- Alcohol Use Following an Accident: No driver required to take a post-accident alcohol test may use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
- Refusal to Submit to a Required Alcohol or Controlled Substance Test: No applicant or driver may refuse to submit to pre-employment, post-accident, random, reasonable suspicion or follow-up alcohol or controlled substance testing.

In the event an applicant or driver does in fact refuse to submit to required alcohol or controlled substance testing, no test will be conducted. Refusal by a driver to submit to controlled substance or alcohol testing will be considered a positive test result, will cause disqualification from performing safety-sensitive functions, and may appear on the driver's permanent record. Drivers who refuse to submit to testing will be subject to discipline, up to an including termination. In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements, beginning January 6, 2020, the City will report a driver's refusal to submit to a DOT test for drug or alcohol use to the Clearinghouse within three business days. If an applicant refuses to submit to pre-employment-controlled substance testing, any applicable conditional offer will be withdrawn.

For purposes of this section, a driver is considered to have refused to submit to an alcohol or controlled substance test when the driver:

- Fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing.
- Fails to provide adequate urine for controlled substance testing without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine testing.
- Fails to report for testing within a reasonable period of time, as determined by the City.
- Fails to remain at a testing site until testing is complete.
- In the case of directly observed or monitored collection, fails to permit observation or monitoring.
- Fails or declines to take a second test as required by the City and/or collector.
- Fails to undergo a medical examination as directed by the City pursuant to federal law.
- Refuses to complete and sign the alcohol testing form, to provide a breath or saliva sample, to provide an adequate amount of breath, or otherwise cooperate in any way that prevents the completion of the testing process.
- Engages in conduct that clearly obstructs the test process.

Altering or Attempting to Alter a Urine Sample or Breath Test

A driver altering or attempting to alter a urine sample or controlled substance test, or substituting or attempting to substitute a urine sample, will be subject to providing a specimen under direct observation. Both specimens will be subject to laboratory testing. In such case, the employee may be subject to immediate termination of employment and any job offer made to an applicant will be immediately withdrawn.

Controlled Substance Use

No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the

instructions of a licensed medical practitioner who has advised the driver in writing the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. Drivers must forward this information regarding therapeutic controlled substance use to the City immediately after receiving any such advice.

Having a medical marijuana card and/or a cannabis prescription from a physician does not allow anyone to use or possess that drug in the City's workplace. The federal government still classifies cannabis as an illegal drug. There is no acceptable concentration of marijuana metabolites in the urine or blood of an employee who performs safety-sensitive duties for the City. Employees are still subject to being tested under our policies, as well as for being disciplined, suspended or terminated after testing positive for cannabis while at work.

No driver may report for duty, remain on-duty or perform a safety-sensitive function if the driver tests positive for controlled substance.

In addition to the conduct prohibited by applicable DOT and FMCSA regulations, the City also maintains other applicable policies regarding drug and alcohol that are applicable to all employees. For specifics regarding those requirements, refer to the City's policy for non-DOT related drug and alcohol policy.

Collection and Testing Procedures
Drivers are required to report immediately upon notification to the collection site. For random tests conducted off site, employees may use a City vehicle to drive to the collection site. Drivers will be expected to provide a photo ID card for identification to the collection staff. All drivers will be expected to cooperate with collection site personnel request to remove any unnecessary outer garments such as coats, sweaters or jackets and will be required to empty their pockets. Collection personnel will complete a Federal Custody and Control Form ("CCF") which drivers providing a sample will sign as well.

Alcohol Testing
Employees will be tested for alcohol just before, during, or immediately following performance of a safety-sensitive function. If a driver is also taking a DOT controlled substance test, generally speaking, the alcohol test is completed before the urine collection process begins. Screening tests for alcohol concentration will be performed utilizing a non-evidential screening device included by the National Highway Traffic Safety Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device ("EBT") operated by a trained breath alcohol technician ("BAT") at a collection site. An alcohol test usually takes approximately 15 minutes if the result is negative. If a driver's first attempt is positive (with an alcohol concentration of .02 or greater), the driver will be asked to wait at least 15 minutes and then be tested again. The driver may not eat, drink or place anything in his/her mouth (e.g., cigarette, chewing gum) during this time. All confirmation tests will be conducted in a location that affords privacy to the driver being tested, unless unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident) make it impracticable to provide such privacy. Any results less than 0.02 alcohol concentration is considered a "negative" test result.

If the driver attempts and fails to provide an adequate amount of breath, he/she will be referred to a physician to determine if the driver's inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the City by the collection site staff.

Controlled Substance Testing
The City will use a "split urine specimen" collection procedure for controlled substance testing. Collection of urine specimens for controlled substance testing will be conducted by an approved collector and will be conducted in a setting and manner to ensure the driver's privacy.

Controlled substance testing generally takes about 15 minutes. At the collection site, the driver will be given a sealed container and must provide at least 45 ml of urine for testing. Once the sample is provided the collection personnel will check the temperature and color and look for signs of contamination. The urine is then split into two separate specimen containers (A, or "primary," and B, or "split") with identifying labels and security seals affixed to both. The collection facility will be responsible for maintaining a proper chain of custody for delivery of the sample to a DHHS-certified laboratory for analysis. The laboratory will retain a sufficient portion of any positive sample for testing and store that portion in a scientifically-acceptable manner for a minimum 365-day period.

If an employee fails to provide a sufficient amount of urine to permit a controlled substance test (45 milliliters of urine), the collector will discard the insufficient specimen, unless there is evidence of tampering with that specimen. The collector will urge the driver to drink up to 40 ounces of fluid, distributed reasonably over a period of up to three hours, or until the driver has provided a sufficient urine specimen, whichever occurs first. If the driver has not provided a sufficient specimen within three hours of the first unsuccessful attempt, the collector will cease efforts to attempt to obtain a specimen.

The driver must then obtain, within five calendar days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. If the licensed physician concludes the driver has a medical condition, or with a high degree of probability could have, precluded the driver from providing a sufficient amount of urine, the City will consider the test to have been canceled. If a licensed physician cannot make such a determination, the City will consider the driver to have engaged in a refusal to test, and will take appropriate disciplinary action under this policy.

The primary specimen is used for the first test. If the test is negative, it is reported to the MRO who then reports the result, following a review of the CCF Form for compliance, to the City. If the initial result is positive or non-negative, a "confirmatory retest" will be conducted on the primary specimen. If the confirmatory re-test is also positive, the result will be sent to the MRO. The MRO will contact the driver to verify the positive result. If the MRO is unable to reach the driver directly, the MRO must contact the City who will direct the driver to contact the MRO.

Review of Test Results
The MRO is a licensed physician with knowledge and clinical experience in substance abuse disorders, and is responsible for receiving and reviewing laboratory results of the controlled substances test as well as evaluating medical explanations for certain drug test results. Prior to making a final decision to verify a positive test result, the MRO will give the driver or the job

applicant an opportunity to discuss the test result, typically through a phone call. The MRO, or a staff person under the MRO's supervision, will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. If the employee or job applicant wishes to discuss the test result:

- The individual may be required to speak and/or meet with the MRO, who will review the individual's medical history, including any medical records provided.
- The individual will be afforded the opportunity to discuss the test results and to offer any additional or clarifying information which may explain the positive test result. If the employee or job applicant, believes a mistake was made at the collection site, at the labor, on a chain-of-custody form, or that the drug test results are caused by lawful substance use, the employee should tell the MRO.
- If there is some new information which may affect the original finding, the MRO may request the laboratory to perform additional testing on the original specimen in order to further clarify the results; and
- A final determination will be made by the MRO that the test is either positive or negative, and the individual will be so advised.

If the MRO upholds the positive, adulterated or substituted drug determination, that test result will be provided to the City. There is no opportunity to explain a positive alcohol test provided in the DOT regulations.

The driver can request the MRO to have the split specimen (the second "B" container) tested at the driver's expense. This includes all costs that may be associated with the re-test. There is no split specimen testing for an invalid result. The driver has 72 hours after they have been notified of the positive result to make this request.
If the employee requests an analysis of the split specimen, the MRO will direct the laboratory to send the split specimen to another certified laboratory for analysis.

If an employee has not contacted the MRO within 72 hours, the employee may present information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the employee from making timely contact. If the MRO concludes there is legitimate explanation for the employee's failure to contact within 72 hours, the MRO will direct the analysis of the split specimen.

If the results of the split specimen are negative, the City may pay for all costs associated with the rest and there will be no adverse action taken against the employee or job applicant.

Notification of Test Results
Employees
The City will notify a driver of the results of random, reasonable suspicion, and post-accident tests for controlled substance if the test results are verified positive, and will inform the driver which controlled substance or substances were verified as positive. Results of alcohol tests will be immediately available from the collection agent.

Right to Confirmatory Retest
Within seventy-two (72) hours after receiving notice of a positive controlled substance test result, an applicant or driver may request through the MRO a re-analysis (confirmatory retest) of the driver's split specimen. Action required by federal regulation as a result of a positive controlled substance test (e.g., removal from safety-sensitive functions) will not be stayed during retesting of the split specimen. If the result of the confirmatory retest fails to reconfirm the presence of the controlled substance(s) or controlled substance metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or untestable, the MRO will cancel the test.

Dilute Specimens
Dilute Negatives Creatinine concentration of specimen is equal to or greater than 2 mg/dL, but less than or equal to 5 mg/dL. If the City receives information that a driver has provided a dilute negative specimen, the City will direct a recollection, pursuant to the MRO's direction, under direct observation.

Creatinine concentration of specimen is greater than 5 mg/dL. If the MRO advises the City that the employee's dilute negative specimen contains a creatinine concentration greater than five mg/dL the City will direct the driver to take a second screening test, not under direct observation. The second screening test will be performed as soon as possible after the City receives word of the dilute negative specimen.

Consequences for Drivers Engaging in Prohibited Conduct
Job Applicants
Any applicable conditional offer of employment will be withdrawn from a job applicant or employee seeking a transfer who refuses to be tested or tests positive for controlled substance pursuant to this policy.

Employees
Drivers who are known to have engaged in prohibited behavior regarding alcohol misuse or use of controlled substance, as defined earlier in this policy, are subject to the following consequences:

- Removal from Safety-Sensitive Functions: No driver may perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by federal law. No driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 may perform or continue to perform safety-sensitive functions for the City, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty, but not less than twenty-four (24) hours following administration of the test. If a driver tests positive under this policy, or is found to have an alcohol concentration of .02 or greater but less than .04, the driver will be removed from safety sensitive duties and escorted home; the driver should not drive home, but be escorted to his or her home. The driver will then be placed on Vacation, PPL, compensatory time or another appropriate leave of absence for hours missed from work.
- Notification of Resources Available: The City will advise each driver who has engaged in conduct prohibited by federal law or who has a positive alcohol or controlled substance test of the resources available to the driver, in evaluating and resolving problems associated

with the misuse of alcohol and use of a controlled substance, including the names, addresses, and telephone numbers of Substance Abuse Professionals and counseling and treatment programs. The City will provide this SAP listing in writing at no cost to the driver.

- Discipline: The City reserves the right to impose whatever discipline the City deems appropriate in its sole discretion, up to and including termination for a first occurrence, against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers following a first positive confirmed controlled substance or alcohol test result.
- Evaluation, and Return to Duty Testing: Should the City wish to consider reinstatement of a driver who engaged in conduct prohibited by federal law and/or who had a positive alcohol or controlled substance test, the driver must undergo a SAP evaluation, participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP will determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substance use and will ensure the driver properly follows any rehabilitation program and submits to unannounced follow-up alcohol and controlled substance testing.
- Follow-Up Testing: If the driver passes the return-to-duty test, he/she will be subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency for such follow-up testing will be as directed by the SAP and will consist of at least six tests in the first twelve months. These tests will be conducted under direct observation.

Refusal to Test:
All drivers and applicants have the right to refuse to take a required alcohol and/or controlled substance test. If an employee refuses to undergo testing, the employee will be considered to have tested positive and may be subject to disciplinary action, up to and including termination. Refer to Refusing to Test provided earlier in this policy.

Responsibility for Cost of Evaluation and Rehabilitation
Drivers will be responsible for paying the cost of evaluation and rehabilitation (including services provided by a Substance Abuse Professional) recommended or required by the City or FMCSA or DOT rules, except to the extent that such expense is covered by an applicable employee benefit plan or imposed on the City pursuant to a collective bargaining agreement.

Reporting to the FMCSA's CDL Drug and Alcohol Clearinghouse
In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements beginning

January 6, 2020, the City will report the following information to the Clearinghouse within three business days:

- A DOT alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
- A negative DOT return-to-duty test result;
- The driver's refusal to submit to a DOT test for drug or alcohol use;
- An "Actual knowledge" violation; and
- A report that the driver successfully completed all DOT follow-up tests as ordered by an SAP.

Loss of CDL License for Traffic Violations in Commercial and Personal Vehicles
Effective August 1, 2005, the FMCSA established strict rules impacting when CDL license holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if the status of their CDL license changes in anyway.

Maintenance and Disclosure of Records
Except as required or authorized by law, the City will not release driver's information that is contained in records required to be maintained by this policy or FMCSA and DOT regulations. Beginning in 2020, the City will be required to query and report to the agency's Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse prior to hiring new drivers, will conduct annual checks of existing CDL-drivers, and will report certain violations of the DOT drug and alcohol testing program for holders of CDLs. In addition, a driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or a controlled substance, including any records pertaining to his or her alcohol or controlled substance tests.

Policy Contact for Additional Information
If you have any questions about this policy or the City's controlled substance and alcohol testing procedures, you may contact your immediate supervisor, or HR obtain additional information.

Definitions

- **Accident:** Means an occurrence involving a commercial motor vehicle operating on a public road which results in a fatality; bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. The term "accident" does not include an occurrence involving only boarding and alighting from a stationary motor vehicle; an occurrence involving only the loading or unloading of cargo; or an occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle unless the vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with 49 C.F.R. § 177.823; 49 C.F.R. § 382.303(a); 49 C.F.R. § 382.303(f).
- **Alcohol Concentration (or Content):** Means the alcohol on a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test. 49 C.F.R. § 382.107.

- **Alcohol Use:** Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol. 49 C.F.R. § 382.107.
- **Applicant:** Means a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107.
- **Breath Alcohol Technician or BAT:** Means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT). 49 C.F.R. § 40.3.
- **City:** Means City of Chaska.
- **City Premises:** Means all job sites, facilities, offices, buildings, structures, equipment, vehicles and parking areas, whether owned, leased, used or under the control of the City.
- **Collection Site:** Means a place designated by the City where drivers present themselves for the purpose of providing a specimen of their urine or breath to be analyzed for the presence of alcohol or controlled substances. 49 C.F.R. § 40.3.
- **Commercial Motor Vehicle:** Means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle (1) has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whoever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or (2) has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater; or (3) is designed to transport sixteen (16) or more passengers, including the driver; or (4) is of any size and is used in the transportation of materials found to be in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulation. (49 C.F.R. part 172, subpart F) § 382.107. Fire trucks and other emergency fire equipment are not considered to be commercial vehicles under this policy.
- **Confirmation (or Confirmatory) Test:** For alcohol testing means a second test, following a positive non-evidential test, following a positive non-evidential (e.g., saliva) screening test or a breath alcohol screening test with the result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substance testing, “Confirmation (or Confirmatory) Test” means a second analytical procedure to identify the presence of a specific controlled substance or metabolite which is independent of the screen test and which uses a different technique and chemical principal from that of the screen test in order to ensure reliability and accuracy. 49 C.F.R. § 382.107.
- **Controlled Substance:** Means those substances identified in 49 C.F.R. § 40.85. Marijuana, amphetamines, opioids, (including heroin), phencyclidine (PCP), cocaine, and any of their metabolites are included within this definition. 49 (C.F.R. § 382.107; 49 C.F.R. § 40.85.
- **Department of Transportation or DOT:** Means the United States Department of Transportation.
- **DHHS:** Means the Department of Health & Human Services or any designee of the Secretary, Department of Health & Human Services. 49 C.F.R. § 40.3.

- **Disabling Damage:** Means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. Disabling damage does not include damage which can be remedied temporarily at the scene of the accident without special tools or parts, tire disablement without other damage even if no spare tire is available, headlight or tail light damage or damage to turn signals, horn or windshield wipers which make them inoperative. 49 C.F.R. § 382.107.
- **Driver:** Means any person who operates a commercial motor vehicle. This includes, but is not limited to full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to the City or who operate a commercial motor vehicle at the direction of or with the consent of the City. For purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107.
- **Drug:** Has the same meaning as "controlled substance."
- **Employee seeking a transfer:** Refers to an employee who is not subject to DOT regulations seeking a transfer to a position that will subject them to DOT regulations in the sought after position.
- **Evidential Breath Testing Device or EBT:** Means a device approved by the National Highway Traffic Safety Administration ("NHTSA") for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices." 49 C.F.R. § 40.3.
- **Federal Motor Carrier Safety Administration or FMCSA:** Means the Federal Motor Carrier Safety Administration of the United States Department of Transportation.
- **Medical Review Officer or MRO:** Means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by a controlled substance testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information. 49 C.F.R. § 40.3
- **Performing (a Safety-Sensitive Function):** Means any period in which a driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. 49 C.F.R. § 382.107.
- **Positive Test Result:** Means a finding of the presence of alcohol or controlled substance, or their metabolites, in the sample tested in levels at or above the threshold detection levels established by applicable law.
- **Reasonable Suspicion:** Means a belief a driver has engaged in conduct prohibited by the FMCSA controlled substance and alcohol testing regulations, except when related solely to the possession of alcohol, based on specific contemporaneous, articulable observations made by a supervisor or City official who has received appropriate training concerning the appearance, behavior, speech or body odors of the driver. The determination of reasonable

suspicion will be made in writing on a Reasonable Suspicion Record Form during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this policy. In the case of a controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

- **Safety-Sensitive Function:** Means all time from the time a driver begins to work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work. Safety-sensitive functions include:
    - All time at a City plant, terminal, facility, or other property, or on any public property,
    - waiting to be dispatched, unless the driver has been relieved from duty by the employer;
    - All time inspecting equipment as required by 49 C.F.R. § 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
    - All time spent at the driving controls of a commercial motor vehicle in operation;
    - All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 C.F.R. § 393.76);

    - All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
    - All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. 49 C.F.R. § 382.107.
- **Screening Test (also known as Initial Test):** In alcohol testing, mean an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in her or her system. Screening tests may be conducted by utilizing a non-evidential screening device included by the National Highway Traffic Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device ("EBT") operated by a trained breath alcohol technician ("BAT"). In controlled substance testing, "Screening Test" means an immunoassay screen to eliminate "negative" urine specimens form further consideration. 49 C.F.R. § 382.107.
- **Substance Abuse Professional" or "SAP":** Means a licensed physician (medical doctor or doctor of osteopathy), licensed or certified psychologist, licensed or certified social worker, licensed or certified employee assistance professional, or licensed or certified addiction counselor (certified by the National Association of Alcoholism and Controlled Substance Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders. 49 C.F.R. § 40.281.

Addendum 4: Expenditure of City Funds Policy

EMPLOYEE APPRECIATION VALUES-BASED AWARDS POLICY

Chaska's Organizational Values and Commitments Are:

CHASKA: Chaskais 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 demonstrates 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; weare 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.

Our Employee Appreciation awards are based on these values and commitments.

Chaska Values Champion

Based on: Chaska, Community Values, Our Employees

Details/Qualifications: An individual regular full-time employee who models and promotes the values of citizenship, environmentalism, generosity, human worth and dignity, integrity, learning, respect for others, and responsibility. This person contributes to City of Chaska being "the best small town in Minnesota." This person enhances the City of Chaska as a workplace to be a respectful, exciting, challenging and fulfilling work environment.

Quality Service Award

Based on: Excellence in Public Service, Fiscally Responsible, Quality

Details/Qualifications: An individual regular full-time employee who understands and exemplifies the responsibility of working in public service. This extends from fiscal responsibility to the level of care and information delivered to citizens. Delivery the highest level of service with unmatched quality, whether it's to external or internal customers or citizens.

Achievement Award

Based on: Progressive Change, Project or Output-based work

Details/Qualifications: An individual regular full-time employee or group of regular full-time employees who are committed to further Chaska's goals and vision through change and innovation within their scope of expertise. Proactive rather than reactive in order to better serve our community and internal/external customers. This could be based on an individual's effort or team- or project-based work from the previous year.

Newcomer of the Year

Based on: Chaska, Community Values, Excellence in Public Service, Quality, Our Employees

Details/Qualifications: An individual regular full-time employee whose first day as a regular, full- time employee at Chaska falls within the last 2 years (if awards ceremony is in Feb 2023, look at start dates from 1/1/21-12/31/22). Exemplifies Chaska values. Has already demonstrated tremendous value to Chaska both as a workplace and community. Shows true dedication to their new role and team.

Part-time Employee of the Year

Based on: Chaska, Community Values, Excellence in Public Service, Quality, Our Employees

Details/Qualifications: An individual regular part-time employee (an employee who is not temporary or seasonal and who is regularly scheduled to work less than 30 hours per week, this includes paid on-call Firefighters) is eligible for this award. Exemplifies Chaska values. Contributes to City of Chaska being "the best small town in Minnesota." Enhances the City of Chaska as a workplace to be a respectful, exciting, challenging and fulfilling work environment. Demonstrates tremendous value to Chaska both as a workplace and community. Delivers a high level of service quality, whether it's to external or internal customers or citizens. This is the only award that part-time employees (including paid on-call Firefighters) are eligible for.

Outstanding Seasonal Employee

Based on: Chaska, Community Values, Excellence in Public Service, Quality, Our Employees

Details/Qualifications: An individual employee or group of employees working in a position classified as a seasonal role is eligible for this award based on their work in that seasonal position. Exemplifies Chaska values. Contributes to City of Chaska being "the best small town in Minnesota." Enhances the City of Chaska as a workplace to be a respectful, exciting, challenging and fulfilling work environment. Demonstrates tremendous value to Chaska both as a workplace and community. Delivers a high level of service quality, whether it's to external or internal customers or citizens. This is the only award that seasonal employees are eligible for.

EMPLOYEE RECOGNITION AND RETIREMENT POLICY

1. BACKGROUND

In 2007, Minnesota Cities have authority under state law to conduct employee recognition programs under Minn. Stat. Sec. 15.46.

2. DESCRIPTION

The City of Chaska is committed to recognizing and rewarding the outstanding work of all its employees through the issuance of years of service and value awards.

3. PURPOSE AND INTENT

a) This policy is intended to set forth the objectives of the City of Chaska's employee recognition program and to provide for the expenditure of public funds as necessary to achieve these objectives in a manner consistent with the law.

b) The objectives of the program are:
   1) to increase morale and employee motivation.
   2) to encourage loyalty and long-term retention of employees; and
   3) to celebrate the accomplishments and service of retiring employees,
   4) to demonstrate the appreciation of the City Council, employees and citizens of the City of Chaska for the public service provided by all Chaska employees.

c) Employees eligible for recognition under this policy are regular full-time city employees. Part-time and Seasonal employees are not eligible.

4. SERVICE ANNIVERSARY AWARDS

a) Employees shall be presented with a certificate recognizing their years of service at the completion of five (5) years of service and upon every five years of additional service thereafter. The certificate shall be signed by the Mayor and the City Administrator.

b) The certificate shall be presented by the Mayor at the City's Employee Annual Years of Service Breakfast meeting on the set date allocated.

c) An annual breakfast event may be held to recognize the public service of City staff. An amount for the annual event must be expended as necessary to achieve the objectives of the City's Employee Recognition Policies. The City may utilize additional community donations for this event.

d) The award shall be received by the employee on a payroll date as close as practical to the service anniversary date.

Years of	Gift
5 Years	$50
10 Years	$75
15 Years	$100
20 Years	$125
25 Years	$150
30 Years	$175

35 Years	$200
40 Years	$250
45 Years	$300

5. RETIREMENT RECOGNITION

a) Employees who are retiring from service that have been employed at the City of Chaska for 10 years or greater shall receive a gift commemorating their retirement. The table below shows the year requirements and gift amounts.

Years of	**Gift**
10-14 Years	**$200**
15-19 Years	**$300**
20+ Years	**$400**

b) The City will hold a retirement reception honoring the retiree. The City will contribute not more than $50.00 to the costs of refreshments, or light snacks, which will be held either in conjunction with the presentation of the award at a City Council meeting or at another date and time to be determined upon consultation with the employee.

c) Should an employee choose not to participate in a retirement reception, no compensation shall be paid to the employee in lieu of the City's contribution to the reception.

d) Retirement, for the purpose of this policy, shall be defined as meeting the qualifications for retirement under the rules of the Minnesota Public Employee Retirement Association (PERA)

Expenditure of public funds to purchase alcohol or intoxicating beverages for the annual recognition event shall not be permitted.

BeWell CHASKA WELLNESS/SAFETY PROGRAM & REIMBURSEMENT POLICY

Mission Statement

"To inspire positive lifestyles while promoting a culture of wellness and safety that extends beyond the workplace and into the lives of employees."

Objective

The City of Chaska recognizes the importance of creating a culture of wellness and safety beyond the workplace and is committed to helping employees thrive both personally and professionally. Full-time employees who participate in the program are rewarded for choosing to live a healthy and safe lifestyle.

Requirements

1. Employees must complete a real age health assessment each year.
2. Employees much complete one (1) of the following:
    a. Physical/age-appropriate health screening
    b. Annual eye exam
    c. Annual dental exam
3. Employees complete six (6) additional activities listed on the program form.

Incentives

1. $40 (taxed) per month
2. 8 wellness hours

Eligible Employees

Full-time
Completed previous year's wellness program
Minimum 40 hours in accrued leave banks

Eligible employees can cash out their accrued leave time hours to be reimbursed for the cost of wellness and safety related expenses up to $1,000 each calendar year.

Submitting a Reimbursement Request

Complete the Wellness/Safety Reimbursement request form and list the eligible expenses. The minimum reimbursement amount is $20.00. One reimbursement form may cover multiple items. Include all detailed paid sales receipts dated during the calendar year. If a used item is

purchased, a signed bill of sale by the employee and seller with contact information (name, address, phone number, and signature) for the seller must be provided.

Indicate the type of accrued leave hours (PPL, Vacation, Wellness and/or Sick) you would like to use to cover your purchase. You must have enough hours to cover the purchase and not go below 40 hours to have the expenses approved, with the exception of sick leave. Employees with an existing sick leave bank may use up to 50% of their purchase from sick leave.

The maximum amount of reimbursement may not exceed **$1,000** for each calendar year. The calendar year starts on **January 1.**

No further reimbursement requests for the year will be accepted after the last day of the first payroll pay date in December at 4:30 p.m.

Submit reimbursements and receipts electronically to bewellform@chaskamn.gov for approval. Once approved, the request is forwarded to payroll for payment on the next regularly scheduled check date.

Example

An eligible employee purchases a Fitbit at a cost of $250.00. They have a balance of 300 hours of PPL and/or Vacation leave accrued and a current hourly wage of $25.00. A reimbursement form is completed along with an itemized receipt of the purchase. Once approved, the employee is paid the necessary amount of accrued leave hours required that equal the purchase price. The employee's accrual bank will be reduced by 10 hours ($250.00 divided by
$25.00) to 290 hours. The $250.00 reimbursement is fully taxable and calculated based on the individual tax withholdings on file.

Eligible Expenses

- Items eligible for reimbursement can include any item under one of the 8 pillars of wellness:
  Physical, Emotional, Intellectual, Spiritual, Environmental, Social, Financial and Occupational
- Items will be considered reimbursable if not listed on the ineligible list.

All reimbursements are subject to a BeWell Chaska Committee review.

Any disputes regarding reimbursement claims should be submitted to your BeWell Chaska Committee department representative. The representative will bring the disputes to the BeWell Chaska Committee for review and all decisions are final. If you

have questions about a future purchase, please contact your BeWell Chaska Committee department representative.

Ineligible Expenses

- Multiple fitness/health club memberships
- Regular clothing (e.g., jackets, shirts, shorts, pants, uniforms)
- Food not purchased in conjunction with a weight loss program
- Travel and/or mileage expenses
- Medical expenses (e.g., lab tests, prescriptions, co-pays, medical equipment)
- Items reimbursable through health savings accounts (HSA)
- Gift cards
- Weapons (e.g., paint ball guns and equipment, air rifles, hunting guns, and archery equipment)
- Daycare
- Tips for services
- Chiropractic therapy
- Assembly charges, shipping fees, and maintenance contracts

Any questions regarding the program can be submitted by emailing your BeWell Chaska Committee department representative or emailing the BeWell Chaska Committee at bewell@chaskamn.gov.

Taxability

According to IRS rulings, when an employee cashes in accrued leave, it becomes taxable income. As such, reimbursements are fully taxable and are subject to Social Security, Medicare, Federal, and State income tax. The tax withholdings on Wellness/Safety related reimbursements could vary between 25% to 40%. Taxable income will be reported on your form W-2.
Wellness/Safety amounts are paid out on your regular paycheck as a separate line item and are taxed based on your W-4s on file.

Public Purpose Expenditures Policy

Purpose

The City Council recognizes that the public funds may only be spent if the expenditure meets the public purpose requirement, and the expenditure relates to the governmental purpose of which the City of Chaska was created.

The meaning of "public purpose" is constantly evolving. The Minnesota Supreme Court has followed a broad approach and has generally concluded that "public purpose" means an activity that meets ALL the following standards:

The activity will primarily benefit the community as a body.
The activity is directly related to the functions of government.
The activity does not have as its primary objective the benefit of private interest whether profit or not for profit.

This policy is intended to provide guidelines regarding which expenditures are for public purposes and authorized in accordance with the City's annual budget process, and which expenditures are not considered to fall within the public purpose definition and are therefore not allowed. There is a public benefit in ensuring high employee productivity and morale, recruitment and retention of personnel.

Responsibility

The City Administrator is the responsible authority overseeing all City expenditures and as such is the chief purchasing agent for the City. Responsibility for administering the Public Purpose Expenditure Policy has been delegated to the Finance Department. Further, all officers and employees authorized by their Department to make purchases for the benefit of their respective departments are responsible for complying with this policy and corresponding procedures.

Policy

Expenditures of public funds must comply with the public purpose standards defined above. When reviewing an expenditure to verify the standards have been met, the City Administrator, or his/her designee, should consider the time of day the event is held, the business purpose of the event, whether the event was intended to attract non-City employees, the frequency of the event, and the reasonableness of the cost. The following guidelines address specific examples of public expenditures but are not meant to be all inclusive.

The Minnesota Supreme Court further clarifies that activities that promote the following objectives for the benefit of all the City's residents further a public purpose:

- Public healthSafety
- General welfare
- Security
- Prosperity
- Contentment

These procedures are governed by the City Chapter, the City Council, and State Statute. See appendix for exact references.

1. Allowed Expenditures for Meals, Refreshments

Use of City funds in reasonable amounts for meals and/or refreshments for elected and appointed city officials and employees are permitted in the following circumstances, with Department Head approval:

a. City-sponsored events of a community-wide interest where staff are required to be present (e.g. National Night Out, Citizens Police Academy).
b. City Council, boards and commission meetings held during or adjacent to a meal hour.
c. Meetings related to City business at which the attendees include non-city representatives.
d. Professional association meetings, conferences, and training when meals are included as part of the registration or program fee, or in accordance with the travel policy.
e. Department staff or training meetings (e.g., annual department level picnic)
f. Annual employee recognition and appreciation events (e.g., service and value awards, employee recognition event, food and beverages).
g. Annual recognition events for volunteer and non-employees.
h. City-sponsored training or work-related meetings where employees are required to participate or be available during meal periods.
i. Multi-departmental meetings scheduled during or adjacent to mealtimes when no other meeting time is available.
j. Work activities requiring continuous service when it is not possible to break for meals (e.g., elections day, Christmas meal, Thanksgiving meal, water main breaks, emergency snow removal, time sensitive public safety responses).
k. Healthy food and incentives of moderate value provided to attendees of safety, health, and wellness programs for City employees. (e.g., wellness/safety kickoff luncheon)
l. Events recognizing completion of a significant work-related project (City Administrator approval required).
m. Events, meetings, programming and incentives of moderate value that are supportive of the City's strategic priorities of inclusion and equity (e.g., food for attendees of training programs; attendance at events intended to increase, broaden, and engage the participation of communities in city matters).
n. Beverages can be provided to officials, members of staff at City, commission and Council meetings.

2. Conditionally Allowed Expenditures

a. Retirement and annual service awards recognition (subject to Human Resources guidelines).

Recognition gift purchases over $25 but less than $100 per employee, such as cutting boards, pins, plaques, statues, medals, awards, ribbons, and certificates will be approved by the City Administrator or his/her designee for retirement and extraordinary individuals or item contributions.

Employee Recognition Awards:
Years of service awards for regular full-time employees as approved under the employee recognition and retirement policy.

Retirement refreshments in recognition of those retiring with over 10 years of service. This amount will not exceed $50.00

The Council will allow for the annual appropriation of funds within the Administration Department's budget to pay for such expenditures.

b. Clothing and other sundry items - Employees may receive clothing and other sundry items of nominal value when these items are made available to the general public or if these items are determined by the City Administrator to be important to the successful involvement of employees in promoting or operational values, and special city-sponsored or city supported events (i.e. National Night Out, BeWell Committee, Human Rights Commission, etc.). Employees may be supplied with clothing, boots, and other gear necessary for the performance of their job.

c. Staff time and equipment used for city sponsored employee events as approved by City Council and/or City Administrator as allowed by state statue and/or city charter/code (e.g., set-up for annual recognition breakfast and wellness/safety kickoff luncheon)

d. City Expenditures for non-profit Emergency Response Staff.

e. Refreshments and food for Emergency Response Staff.

- Emergency personnel are often called to perform duties for extended periods of time where refreshments are important to duty performance. Firefighters, Police Officers, other emergency response personnel, or other staff necessary to maintain continuity of service may be provided refreshments or food when it is deemed appropriate by the City Administrator or Department Head to assure the delivery of quality emergency response service.

f. Employee Wellness/Safety Program public funds may be expended to establish, implement and operate a preventive health and wellness/safety program for City employees. The nature and scope of the program is to include but not limited to: preventive health screening and assessments, health and wellness/safety education and programming (i.e. nutrition,

cardiovascular fitness, flexibility and core strengthening, stress management, tobacco cessation, safety, etc.) and program incentives to include but not limited to cash or wellness hour incentives as approved by the City Council and incorporated in the program. Only employees participating in the wellness/safety program are eligible for cash or wellness hour incentives. Also to promote wellness activities, employees are encouraged to use the workout on duty program. This allows full-time employees a maximum of one hour per week to work out, as part of their 40 hours.

3. Prohibited Expenditures

Use of City funds for meals and/or refreshments for elected and appointed City officials and employees are prohibited:

a. Food and refreshments for routine work meetings
b. Alcoholic beverages
c. Employee functions or celebrations that are solely social in nature (e.g., birthdays, holiday luncheon)
d. Fundraisers for non-City related events
e. Participation in optional activities unless included as part of an overall conference registration fee (e.g., optional golf rounds, sporting events, concerts).

Community Outreach

Community Events and other events that involve or invite participation by the general public: Representative staff members/Council members may participate in events that directly benefit the marketing of the City. These events and any City expenditures for them require prior specific approval by the City Council and include City expenditures for participation fee, donated gifts, door prizes, etc.

Reference Materials

Minnesota State Statues 412.111 - Departments, Boards

Minnesota State Statutes 471.382 - Credit Cards

Minnesota State Statutes 15.46 - Preventive Health Services for Public Employees League of

Minnesota Cities – Public Purpose Expenditures

State of Minnesota Office of the State Auditor - Statement of Position/Employee Recognition Programs and Events

State of Minnesota Department of Human Services - Achievement Award and Performance Recognition Policy

MNDot - Achievement Award Procedures

Minnesota Management & Budget - Employee Recognition and Achievement Award Policy City of Chaska -

Time for Wellness/Safety Policy

Cities: Eden Prairie Minneapolis Chanhassen Minnetrista Plymouth

CITY OF CHASKA
2026 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 doing so does not violate any applicable law or collective bargaining agreement.

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 on the date listed below.

Employee Printed Name	
Employee Signature	
Signature Date	

REQUEST FOR ACTION
CHASKA CITY COUNCIL
DECEMBER 15, 2025

Subject: **Establish 2025 Interfund Tax Increment Loans**

Reviewed By: Noel Graczyk, Administrative Services Director

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

Background

Each year in accordance with Minnesota State Statues, the City by resolution authorizes the use of interfund loans to fund cash deficits in various tax increment funds. The proposed resolution establishes the terms and conditions for interfund loans, from various City funds, to various tax increment funds that are expected to have a cash deficit as of December 31, 2025.

In accordance with Minnesota State Statutes, interfund loans must be established each year by resolution with a stated interest rate, annual term, and loan amount. These defined terms fix the annual cost of a loan using the maximum interest rate permitted in accordance with State Statutes.

The following Tax Increment Districts (TID) are expected to have a cash deficit as of December 31, 2025:

TID #20 (Brewery Project) has a projected cash deficit of $22,545 and will have a maximum 2025 annual interest cost of $2,199 at the permitted 8% maximum interest rate.

TID #21 (Hot Spot) has a projected cash deficit of $55,135 and will have a maximum 2025 annual interest cost of $7,078 at the permitted 8% maximum interest rate.

TID #22 (Ernst House) has a projected cash deficit of $120,250 and will have a maximum 2025 annual interest cost of $8,907 at the permitted 8% maximum interest rate.

TID #23 (City Square West) has a projected cash deficit of $1,032,707 and will have a maximum 2025 annual interest cost of $76,401 at the permitted 8% maximum interest rate.

Staff Recommendation

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

CITY COUNCIL ACTION REQUESTED

Motion to adopt Resolution 2025-95, establishing terms and conditions of interfund tax increment loans.

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE 12/15/2025 RESOLUTION NO. 2025-95

MOTION BY COUNCILMEMBER _____ SECOND BY COUNCILMEMBER _____

RESOLUTION PROVIDING 2025 INTERFUND TAX-INCREMENT PROJECT FINANCING

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

1. Recitals.

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

(b) In 2025 the maximum interfund interest rate is 8.0%, based on the 8.0% permitted rate in accordance with MSS, Section 270C.40 and the 4.0% permitted rate in accordance with MSS, Section 549.09.

2. Official Intent Declaration.

(a) The City of Chaska intends to make interfund loans from various funds of the City of Chaska to Tax Increment District No. 20, Brewery Project for the 2025 fiscal year in the amount of $22,545 for a maximum period from December 31, 2024 to December 31, 2025 (one year) at the rate of 8.0% for a 2025 total interest cost of $2,199.

(b) The City of Chaska intends to make interfund loans from various funds of the City of Chaska to Tax Increment District No. 21, Hot Spot Development for the 2025 fiscal year in the amount of $55,135 for a maximum period from December 31, 2024 to December 31, 2025 (one year) at the rate of 8.0% for a 2025 total interest cost of $7,078.

(c) The City of Chaska intends to make interfund loans from various funds of the City of Chaska to Tax Increment District No. 22, Ernst House for the 2025 fiscal year in the amount of $120,250 for a maximum period from December 31, 2024 to December 31, 2025 (one year) at the rate of 8.0% for a 2025 total interest cost of $8,907.

(d) The City of Chaska intends to make interfund loans from various funds of the City of Chaska to Tax Increment District No. 23, City Square West for the 2025 fiscal year in the amount of $1,032,707 for a maximum period from December 31, 2024 to December 31, 2025 (one year) at the rate of 8.0% for a 2025 total interest cost of $76,401.

Passed and adopted by the City Council of the City of Chaska, Minnesota this 15th day of December 2025.

Taylor Hubbard, Mayor

Attest:_____
Deputy Clerk

REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: **Amending Fund Balance Commitments**

Reviewed By: Noel Graczyk, Administrative Services Director
Prepared By: Erica Mattice, Finance Division Director
Lisa Nelson, Controller

Background
In accordance with Governmental Accounting Standards Board (GASB) Statement No. 54 "Fund Balance Reporting and Governmental Fund Type Definitions", the City Council adopted Resolution 11-111 *Approving Fund Balance Policy and Establishing Fund Balance Restrictions or Commitments* on December 5, 2011. According to the policy (attached in the included Resolution) the City Council has the authority to set aside funds for a specific purpose. However, any funds set aside as Committed Fund Balance require the passage of a resolution prior to the applicable fiscal year end.

On December 21, 2020, the City Council adopted Resolution 2020-102 *Amending General Fund Balance Commitments* to revise the formula for the General Fund Committed and Assigned Fund Balance for compensated absences.

On December 6, 2021, the City Council adopted Resolution 2021-80 *Amending General Fund Balance Commitments* for year-end 2021 whereby $300,000 of fund balance was to be classified as Committed Fund Balance for reserves for reporting and bond rating maintenance.

On December 16, 2024, the City Council also adopted Resolution 2024-100 moving $300,000 annually from 2022 and 2023 that was previously classified as an assigned fund balance into the City's Committed Fund Balance which is allocated for building General Fund reserves.

City staff recommends an additional General Fund Balance commitment for year-end 2025. For year-end 2025 consistent with the 2025 adopted General Fund budget whereby $300,000 of fund balance is to be classified as Committed Fund Balance.

Staff Recommendation
The proposed resolution would amend the commitment of General Fund Balance for year-end 2025 consistent with adopted General Fund budget from prior years. Staff recommends adoption of the resolution.

CITY COUNCIL ACTION REQUESTED
Motion to approve Resolution No. 2025-96 amending General Fund Balance commitments.

CITY OF CHASKA
CARVER COUNTY,

MINNESOTA RESOLUTION

DATE 12/15/2025 RESOLUTION NO. 2025-96

MOTION BY COUNCILMEMBER SECOND BY COUNCILMEMBER

RESOLUTION AMENDING GENERAL FUND BALANCE COMMITMENTS

Whereas, the City Council of the City of Chaska adopted Resolution 11-111 ***Approving Fund Balance Policy and Establishing Fund Balance Restrictions or Commitments*** (policy is attached) on December 5, 2011.

Whereas, the City Council has the authority to set aside funds for a specific purpose; however, any funds set aside as Committed Fund Balance requires the passage of a resolution.

Whereas, the City Council of the City of Chaska adopted Resolution 2020-102 ***Amending General Fund Balance Commitments*** to establish that for the General Fund, Committed Fund Balance at each year-end would equal the three-year average of the percent of compensated absences as determined using year-end accumulated leave balances expected to be used in the coming year.

Whereas, the City Council of the City of Chaska adopted Resolution 2021-80 ***Amending General Fund Balance Commitments*** to establish that $300,000 of fund balance would be set aside as committed fund balance for reserves for reporting purposes in order for the City to maintain its bond rating.

Whereas, starting in 2021, the General Fund Budget allocates $300,000 annually to committed fund balance for maintaining reserves in order for the City to maintain its bond rating.

Now, therefore, be it resolved, by the City Council of the City of Chaska, that the City Council hereby amends the committed fund balance of the City for fiscal year-end 2025 as follows:

Fund:	Specific Revenue Source:	Committed For:
General	2025 Adopted Budget allocates $300,000 to Committed Fund balance.	Reserves for reporting and bond rating maintenance.
General	2024 Adopted General Fund Budget allocates $300,000 to Committed Fund Balance	Reserves for reporting and bond rating maintenance

General	2023 Adopted General Fund Budget allocates $300,000 to Committed Fund Balance	Reserves for reporting and bond rating maintenance
General	2022 Adopted General Fund Budget allocates $300,000 to Committed Fund Balance	Reserves for reporting and bond rating maintenance
General	2021 Adopted General Fund Budget allocates $300,000 to Committed Fund Balance	Reserves for reporting and bond rating maintenance
Total	**$1,500,000**	**Committed Fund Balance**

Passed and adopted by the City Council of the City of Chaska, Minnesota this 15th day of December 2025.

_____
Taylor Hubbard, Mayor

Attest:_____
Deputy Clerk

REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: **Resolution 2025-98 Approving an Agreement with Carver County for 2026 Assessment Services**

Prepared By: Elise Durbin, Assistant City Administrator

Background
Under State Statute, Minnesota cities are permitted to enter into agreements with their county to provide for joint assessment services. Historically, the City has contracted to have these services provided by the Carver County Assessor's Office.

2026 Proposed Contract
The proposed, one-year contract outlines the cost and work to be performed. As in years past, the cost is divided out on a per property basis. The cost in 2026 is set to increase by 9.2%.

	2023	2024	2025	2026
Residential	$14.94	$15.91	$16.98	$18.55
Agricultural	$15.54	$16.55	$17.67	$19.30
Commercial/Industrial	$16.66	$17.74	$18.94	$20.69

As part of the agreement, the Carver County's Assessor's Office in 2026 will:

- Establish the estimated market value for all properties in the city of Chaska
- Physically inspect at least 20 percent of the parcels in the city

Recommendation
Purchasing assessment services through Carver County results in a more cost effective service than the City can provide on its own. Staff is confident that the City could not duplicate this service at a lesser cost.

Staff recommends the City Council adopt the resolution approving the agreement and authorizing the Mayor and City Administrator/City Clerk to execute the agreement.

CITY COUNCIL ACTION REQUESTED
Motion to adopt Resolution 2025-98 approving an agreement with Carver County for 2026 assessment services.

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE 12/15/2025 RESOLUTION NO. 2025-98

MOTION BY COUNCILMEMBER SECOND BY COUNCILMEMBER

RESOLUTION APPROVING AN AGREEMENT WITH CARVER COUNTY FOR 2026 ASSESSMENT SERVICES

WHEREAS, In the past it has been the City of Chaska's practice to provide property assessment services through a joint powers agreement with the Carver County Assessor's Office, and;

WHEREAS, This service can be provided more cost effectively through a joint service agreement with Carver County, rather than providing the service in-house, and:

WHEREAS, Under the contract the 2026 fees would be assessed on a per parcel basis according to the following fee schedule:

Residential:	$18.55
Agricultural	$19.30
Commercial/Industrial	$20.69

NOW THEREFORE BE IT RESOLVED, that the City Council of Chaska approves the 2026 Service Agreement for Joint Assessment and authorizes the Mayor and City Administrator to execute the agreement with Carver County.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 15th day of December 2025.

_____
Taylor Hubbard, Mayor

Attest:_____
Chaska Deputy Clerk

(2025) SERVICE AGREEMENT FOR (2026) JOINT ASSESSMENT

This Agreement is entered into by and between the County of Carver, 600 East 4th Street, Chaska, Minnesota 55318, through Carver County Assessor, (hereafter referred to as "County") and the City of Chaska, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as Town.

WHEREAS, the Town desires to enter into an agreement with the County to provide for the assessment of property in said Town by the County Assessor's Office; and

WHEREAS, Minn.Stat.§ 273.072 and Minn.Stat.§ 471.59 permit such an agreement for joint assessment;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed as follows:

1) **Term.** That the Town, which is situated in the County of Carver, and which constitutes a separate assessment district, shall have its property within Carver County assessed by the Carver County Assessor for the assessment date of January 2, 2026. All work necessary to the establishment of the estimated market value for each Carver County parcel in the Town shall be performed by the Carver County Assessor or by one or more of the licensed assessors under his/her direction and supervision.

2) **Cooperation.** It is hereby agreed that the Town and all of its officers, agents and employees shall render full cooperation and assistance to the County to facilitate the provision of the services contemplated hereby.

3) **Payment Amount**. The Town shall pay to the County for the assessment of property with Carver County the sum of Eighteen dollars and fifty five cents ($18.55) per residential valuation, Nineteen dollars and thirty cents ($19.30) per agricultural valuation, and Twenty dollars and sixty nine cents ($20.69) per commercial/industrial valuation (for the assessment of January 2, 2026) existing or created before the closing of the relative assessment year.

4) **Payment terms.** Full payment of all claims submitted by the County Assessor for relative assessment dates shall be received by the County no later than November 15th of the respective years.

5) The County agrees that in each year of this Agreement it shall, by its County Assessor or one or more of his/her deputies, view and determine the market value of at least twenty percent (20%) of the parcels within this taxing jurisdiction. It is further agreed that the County shall have on file documentation of those parcels – physically inspected for each year of this Agreement.

6) **Data Privacy.** Pursuant to Minn. Stat. Chap. 13, the parties agree to maintain and protect data received or to which they have access. No private or confidential data

developed, maintained or received by the Town under this agreement may be released to the public by the Town. The Town agrees to indemnify and hold the County, its agents and employees, harmless from any and all claims or causes of action arising from or in any manner attributable to any violation of the Minnesota Government Data Practices Act by Town or its agents, assigns, or employees, including legal fees and expenses incurred to enforce this provision of this agreement.

7) **Mutual Indemnification**. The Parties' total liability under this Agreement shall be governed by Minn. Stat. § 471.59, subd. 1a.

   Each Party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this Agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other Party and the results thereof. For purposes of determining total liability for damages, the participating governmental units are considered to be a single governmental unit, the total liability of which shall not exceed the limits for a single governmental unit as provided in Minn. Stat. § 466.04, subd. 1.

   Each Party agrees to defend, hold harmless, and indemnify the other Party, its officials, agents, and employees, from any liability, loss, or damages the other Party may suffer or incur as the result of demands, claims, judgments, or cost arising out of or caused by the indemnifying Party's negligence in the performance of its respective obligations under this Agreement. This provision shall not be construed nor operate as a waiver of any applicable limitation of liability, defenses, immunities, or exceptions by statute or common law.

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

   The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

8) **No Joint Venture.** Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the County. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to County employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Town or employees of the Town performing services under this Agreement.

9) **Records: Availability and Retention**. Pursuant to Minn. Stat. §16C.05, subd. 5, the Town agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, et., which are pertinent to the accounting practices and procedures of the Town and involve transactions relating to this Agreement. Town agrees to maintain these records for a period of six years from the date of termination of this Agreement.

10) **Merger and Modification.** It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.

    Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

11) **Default and Cancellation**. If the Town fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Town's default is excused by the County, the County may, upon written notice to the Town's representative listed herein, cancel this Agreement in its entirety as indicated in (b.) below.

    This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.

    Representatives for each of the parties to this Agreement are as listed below:

Town/City	**County/Division**
Chaska **One City Hall Plaza** **Chaska, MN 55318**	**Ryan Johnson** **Carver County Assessor** **600 E 4th Street** **Chaska MN 55318** **rjohnson@carvercountymn.gov**

12) **Subcontracting and Assignment**. Neither party shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the other party and subject to such conditions and provisions as the other party may deem necessary. The party attempting to subcontract or assign its obligations shall be responsible for the performance of all Subcontractors.

    No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other Parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement or their successors,

13) **Nondiscrimination**. During the performance of this Agreement, the Town agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

14) **Health and Safety**. Each party shall be solely responsible for the health and safety of its employees and subcontractor's employees in connection with the services performed in accordance with this Agreement. Each party shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement.

15) **No Waiver**. Nothing in this Agreement shall constitute a waiver by the either party of any statute of limitations or exceptions on liability. If the either party fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

16) **Severability**. If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.

17) **Applicable Laws**. The Laws of the State of Minnesota shall apply to this Agreement.

IN WITNESS WHEREOF, the City of Chaska, has caused this Agreement to be executed by its Chairperson/Mayor and its Town Clerk by the authority of its governing body by a duly adopted resolution on

This the _____ day of _____, 2025.

The County of Carver has caused this Agreement to be executed by its Chairperson and the County Assessor pursuant to the authority of the Board of Commissioners by resolution adopted on

This the _____day of _____, 2025

CITY OF CHASKA

By:_____
Chairperson/Mayor

By:_____
Clerk

COUNTY OF CARVER

By: _____
Board of Commissioners, Chair

Attest: _____
Dave Hemze, County Administrator

And: _____
Ryan Johnson, County Assessor

REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: Authorize Offers for Easements for Highpoint Vistas Utilities

Prepared By: Matt Clark, City Engineer

The City is in the final design phase of a project to install a new gravity sanitary sewer line for area development in SW Chaska. The project consistent with the City's comprehensive plan will extend gravity sewer to the High Point Vista Development approved earlier this year as well as future area development growth along CSAH 61. The project scope plans for extending gravity sewer from the Metropolitan Councils Sanitary Sewer line near regional trail south of CSAH 61 and east CR 40 to the new High Point Vista Development shown on the attached map. The project timeline for construction is being planned for the 2026 construction season.

To install the sewer line, new public easements have been identified over four parcels of property that lie between the future Highpoint Vistas neighborhood, and the tie-in point for the existing facilities. Permanent easements and temporary construction easements for utilities, as well as utilizing existing right-of-way corridors are necessary to facilitate installing the new sewer.

City staff along with the project team have undergone one-on-one engagement with the landowners to discuss the project impacts and easement areas. As a requirement of state statute, certain legal procedural steps that must be followed when impacts are proposed with public improvements to private property. The first step involves appraising the property being impacted by the project which is now complete. The total maximum valuation of easements needed for the project is estimated to be approximately $30,000. The developer of the Highpoint Vistas neighborhood will reimburse the City for the cost of acquiring these easements.

The next order of business is to provide offer letters for compensation to those affected property owners. The offer letters are consistent with the appraisals of the easement areas that have been prepared by the City's right-of-way consultant, Patchin Messner Valuation Counselors. Standard with all public projects requiring new easement the Council needs to authorize offers for staff to further engage with the owners.

City staff recommends authorizing offers for easements for the CSAH 61 utilities extension.

CITY COUNCIL ACTION REQUESTED

Motion to adopt Resolution No. 2025-99 to authorize city staff to send offer letters to affected property owners for the CSAH 61 utilities connection.

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE: 12/15/2025 **RESOLUTION NO.:** 2025- 99

MOTION BY: COUNCILMEMBER **SECOND BY:** COUNCILMEMBER

A RESOLUTION APPROVING THE ACQUISITION OF EASEMENTS FOR CSAH 61 SANITARY SEWER EXTENSION

WHEREAS, the City of Chaska (the "**City**") desires to construct utility infrastructure improvements lying generally along CSAH 61 within the City limits (the "**Project**"); and

WHEREAS, the Project will extend the City's sanitary sewer lines westward to new residential developments in this area such as the Highpoint Vistas development; and

WHEREAS, the nature and scope of the Project is outlined on Exhibit A, attached hereto and incorporated herein; and

WHEREAS, the City anticipates commencing work in the spring of 2026; and

WHEREAS, the City Engineer has completed the engineering review required for the Project and, as part of such work, has determined that various easements need to be acquired; and

WHEREAS, for the purposes of this resolution, the "**Lano Property**" means real property in Carver County, Minnesota, currently identified as PID 30.0087500 on attached Exhibit B.

WHEREAS, for purposes of this resolution, the "**Brakemeier Property**" means real property in Carver County, Minnesota, currently identified as PID 30.0086900 and 30.0085500 on attached Exhibit C; and

WHEREAS, for purposes of this resolution, the "**Outlot Property**" means real property in Carver County, Minnesota, currently identified as PID c-30315-A on attached Exhibit D which is encumbered by rights and covenants benefitting four properties; and

WHEREAS, the following acquisitions are needed for the Project (together the "**Utility Easement Rights**"):

Acquisition of permanent utility easements over the Brakemeier Property and the Outlot Property (the "**Permanent Easements**"); and

Acquisition of temporary construction easement, over parts of the Lano Property outside of the CSAH 61 right-of-way, the Brakemeier Property, and the Outlot Property (the "**Temporary Construction Easements**"); and

WHEREAS, the City Council has reviewed the work of the City Engineer and finds: i) acquiring the Utility Easement Rights is necessary for the Project; and ii) it is in the best interests of the City and its residents to acquire the Utility Easement Rights to facilitate the Project; and

WHEREAS, the City Council further finds the Utility Easement Rights are needed for a public purpose because they relate to the provision of sewer utility access for the new developments on the west side of the City, which is a public function of the City for the public health, safety, and welfare; and

WHEREAS, the City has received market value appraisals for the Utility Easement Rights prepared by Patchin Messner Valuation Consultants:

WHEREAS, Patchin Messner Valuation Consultants has determined that $30,400 is the maximum aggregate fair market value of the property rights sought including payments for any damages (collectively, the "**Consideration**"); and

WHEREAS, no final agreement presently exists between the City and the owners of the Utility Easement Rights.

WHEREAS, pursuant to Minnesota Statutes §462.356, subd. 2, the City Council finds that the acquisition of the Utility Easement Rights has no relationship to the City's comprehensive municipal plan and that the City may dispense with the requirements of Minnesota Statutes §462.356, subd. 2, to the extent such requirements apply;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHASKA, MINNESOTA**:**

1. The above recitals and findings are incorporated as resolutions of the City Council including, but not limited to, the finding that the City is acquiring the Utility Easement Rights for a public purpose.

2. The City Administrator and the City Engineer (or their designated representatives) are authorized, on behalf of the City, to offer the Consideration in exchange for the Utility Easement Rights in accordance with the market value appraisals City Staff has received, and to negotiate the form of any agreement for the purchase of the Trail Rights.

Passed and adopted by the City Council of the City of Chaska this 15th day of December, 2025.

[Signature and Vote Record Page Follows]

Presiding Officer

_____

Taylor Hubbard, Mayor

ATTEST: _____

Denise Beebe, City Clerk

M/_____

S/_____

Benesh	_____
Grau	_____
Hatfield	_____
Hubbard	_____
Sheveland	_____

EXHIBIT A

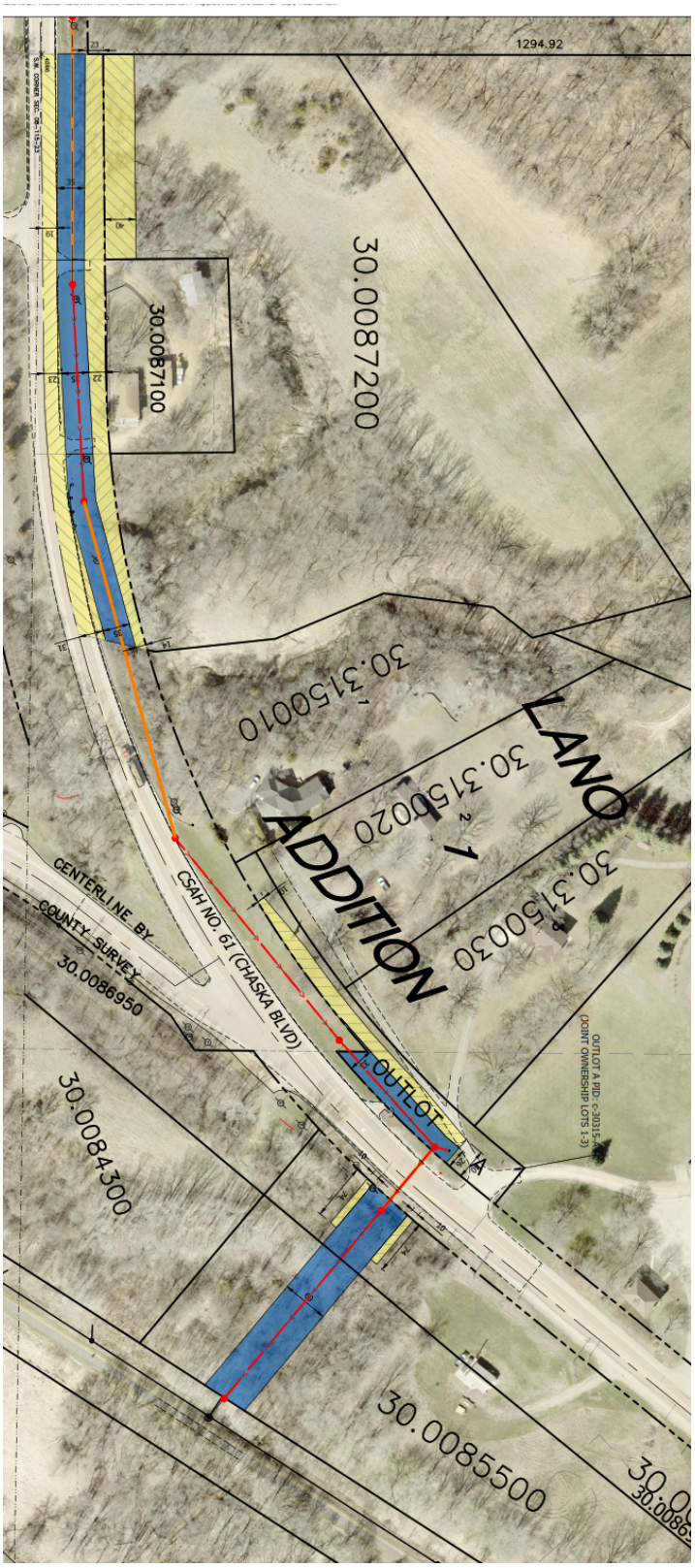
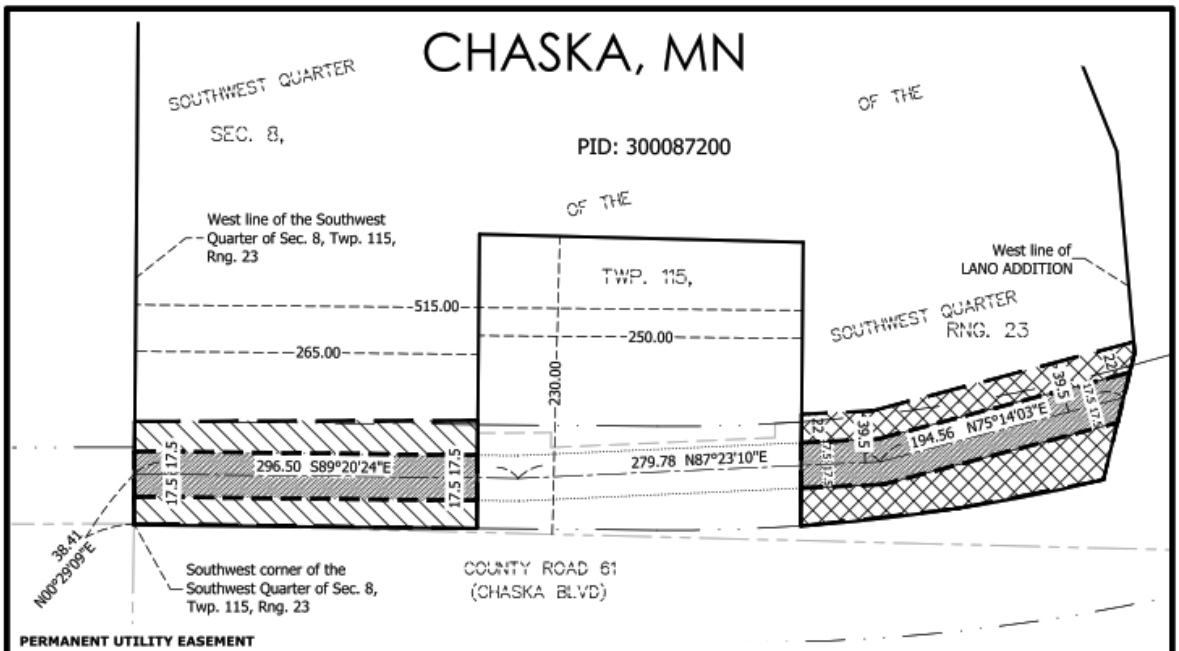

1294.92
30.0087200
30.0087100
30.3150010
30.3150020
30.3150030
LANO
ADDITION
CENTERLINE BY
COUNTY SURVEY
CSAH NO. 61 (CHASKA BLVD)
30.0086950
OUTLOT A
30.0084300
30.0085500

EXHIBIT B



PERMANENT UTILITY EASEMENT

A 35.00 foot permanent easement for utility purposes over, under, and across that part of the Southwest Quarter of the Southwest Quarter of Section 8, Township 115, Range 23, Carver County, Minnesota, the centerline is described as follows: Commencing at the southwest corner of said Southwest Quarter of the Southwest Quarter; thence North 00 degrees 29 minutes 09 seconds East, assumed bearing along the west line of said Southwest Quarter of the Southwest Quarter, a distance of 38.41 feet to the point of beginning; thence South 89 degrees 20 minutes 24 seconds East, 296.50 feet; thence North 87 degrees 23 minutes 10 seconds East, 279.78 feet; thence North 75 degrees 14 minutes 03 seconds East, 194.56 feet to the west line of LANO ADDITION, according to the recorded plat thereof, said Carver County, and said centerline there terminating.
EXCEPT the East 250.00 feet of the West 515.00 feet of the South 230.00 feet of said Southwest Quarter of the Southwest Quarter, thereof.
The sidelines of said permanent easement are prolonged or shortened to terminate on said west line of the Southwest Quarter of the Southwest Quarter and said west line of LANO ADDITION, thereof.

TEMPORARY CONSTRUCTION EASEMENT

A temporary easement for construction purposes over, under, and across that part of the Southwest Quarter of the Southwest Quarter of Section 8, Township 115, Range 23, Carver County, Minnesota described as follows:
Beginning at the southwest corner of said Southwest Quarter of the Southwest Quarter; thence North 00 degrees 29 minute 09 second East, assumed bearing along the west line of said Southwest Quarter of the Southwest Quarter, a distance of 78.90 feet; thence North 89 degrees 52 minutes 39 seconds East, 265.01 feet to the east line of the West 265.00 feet of said Southwest Quarter of the Southwest Quarter; thence South 00 degrees 29 minutes 09 seconds West along said east line of the West 265.00 feet of the Southwest Quarter of the Southwest Quarter, a distance of 83.08 feet; thence North 89 degree 13 minutes 10 seconds West, to the point of beginning.
EXCEPT that part lying 17.50 feet left and right of the following described line: Commencing at the southwest corner of said Southwest Quarter of the Southwest Quarter ; thence North 00 degrees 29 minutes 09 seconds East, assumed bearing along the west line of said Southwest Quarter of the Southwest Quarter, a distance of 38.41 feet to the point of beginning of the line to be described; thence South 89 degrees 20 minutes 24 seconds East, 296.50 feet and said line there terminating.

TOGETHER with a temporary easement for construction purposes over, under, and across that part of the Southwest Quarter of the Southwest Quarter of Section 8, Township 115, Range 23, Carver County, Minnesota. Said temporary construction lying northerly of the north right of way line of County Road 61 and southerly of a line being 39.50 feet to the left of the following described centerline:
Commencing at the southwest corner of said Southwest Quarter of the Southwest Quarter; thence North 00 degrees 29 minutes 09 seconds East, assumed bearing along the west line of said Southwest Quarter of the Southwest Quarter, a distance of 38.41 feet to the point of beginning; thence South 89 degrees 20 minutes 24 seconds East, 296.50 feet; thence North 87 degrees 23 minutes 10 second East, 279.78 feet; thence North 75 degrees 14 minutes 03 seconds East, 194.56 feet to the west line of LANO ADDITION, according to the recorded plat thereof, said Carver County, and said centerline there terminating.
The sidelines of said temporary construction easement are prolonged or shortened to terminate on said east line of the West 515.00 feet of said Southwest Quarter of the Southwest Quarter and said west line of LANO ADDITION, thereof.

Permanent Utility Easement (±18,218 sq. ft.)

Temporary Construction Easement (±25,825 sq. ft.)

N

0 60 120

SCALE IN FEET

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 LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: DANIEL J. ROEBER

SIGNATURE:

DATE OCTOBER 22, 2025 LIC. NO. 43133

Stantec
Minneapolis Office
733 Marquette Ave
Suite 1000
Minneapolis, MN 55402
Phone: 612-712-2000
Website:www.stantec.com

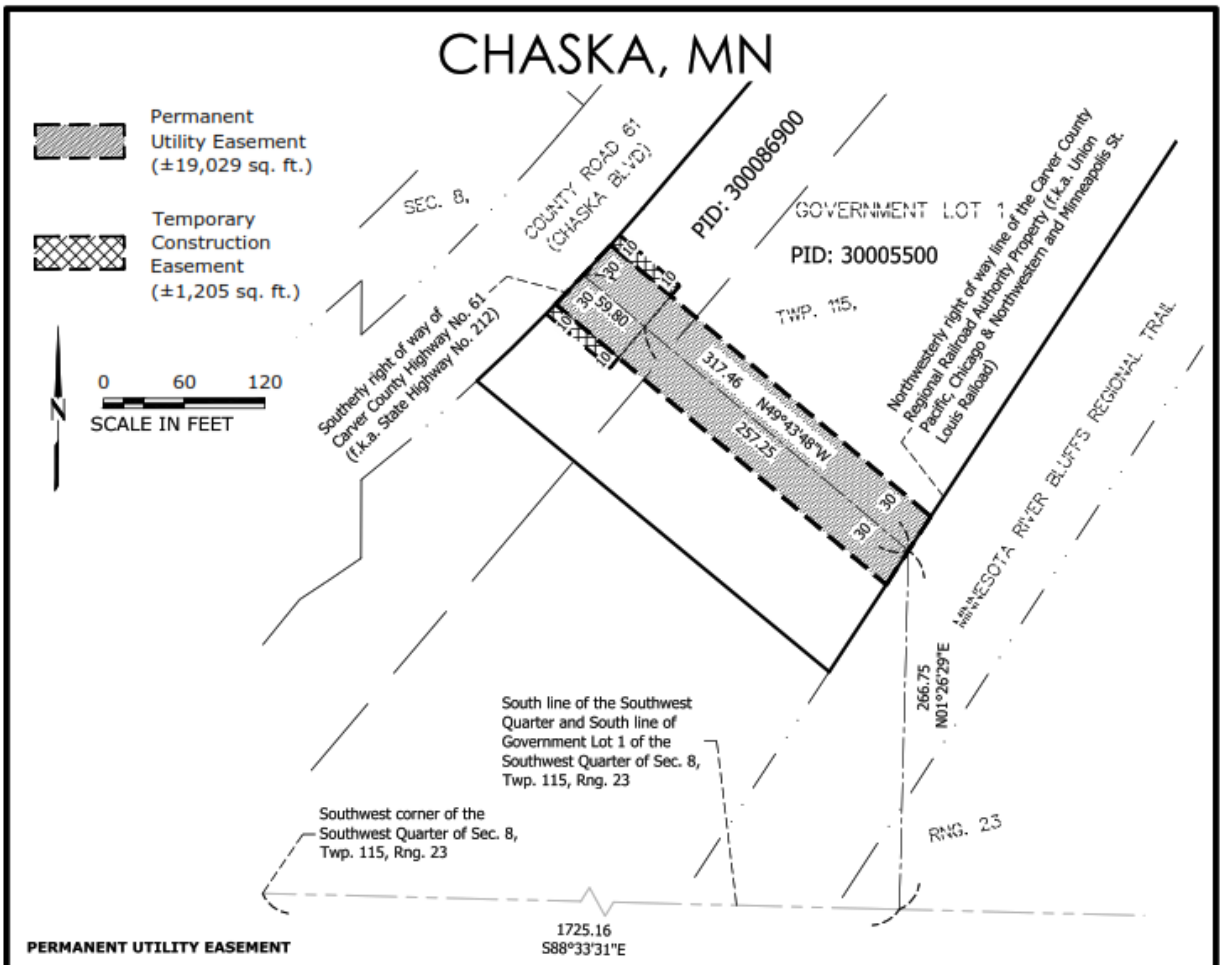
NAME 193807337_V601.dwg

DRAWN DJR

PROJ. NO. 193807337

Plot Date: 10/22/2025 - 9:17am
Drawing name: \\Us02hl.cpfs02\shared_projects\193807337\CADD\Dwg\Easements\193807337_V601.dwg
Xrefs:

EXHIBIT C



PERMANENT UTILITY EASEMENT

A 60.00 foot permanent easement for utility purposes over, under, and across of Government Lot 1, Section 8, Township 115, Range 23, Carver County, Minnesota, the centerline is described as follows:
Commencing at the southwest corner of said Southwest Quarter of the Southwest Quarter; thence South 88 degrees 33 minutes 31 seconds East, assumed bearing along the south line of the Southwest Quarter and south line of said Government Lot 1, a distance of 1725.16 feet; thence North 01 degree 26 minutes 29 seconds East, 266.75 feet to the point of beginning; thence North 49 degrees 43 minutes 48 seconds West, 317. 46 feet to the southerly right of way line of Carver County Highway No. 61 (formerly known as State Highway No. 212) and said centerline there terminating.
The sidelines of said permanent easement are prolonged or shortened to terminate on said southerly right of way line of Carver County Highway No. 61 (formerly known as State Highway No. 212) and the northwesterly right of way line of the Carver County Regional Railroad Authority Property (formerly known as the Union Pacific, Chicago & Northwestern, and Minneapolis St. Louis Railroad), as laid out and travelled.

TEMPORARY CONSTRUCTION EASEMENT

An 80.00 foot temporary easement for construction purposes over, under, and across of Government Lot 1, Section 8, Township 115, Range 23, Carver County, Minnesota, the centerline is described as follows:
Commencing at the southwest corner of said Southwest Quarter of the Southwest Quarter; thence South 88 degrees 33 minutes 31 seconds East, assumed bearing along the south line of the Southwest Quarter and south line of said Government Lot 1, a distance of 1725.16 feet; thence North 01 degree 26 minutes 29 seconds East, 266.75; thence North 49 degrees 43 minutes 48 seconds West, 257.25 feet to the point of beginning; thence continuing North 49 degrees 43 minutes 48 seconds West, 59.80 feet to the southerly right of way line of Carver County Highway No. 61 (formerly known as State Highway No. 212) and said centerline there terminating.
The sidelines of said temporary construction easement are prolonged or shortened to terminate on said southerly right of way line of Carver County Highway No. 61 (formerly known as State Highway No. 212), thereof.

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 LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: DANIEL J. ROEBER

SIGNATURE:

DATE JUNE 3, 2025 LIC. NO. 43133

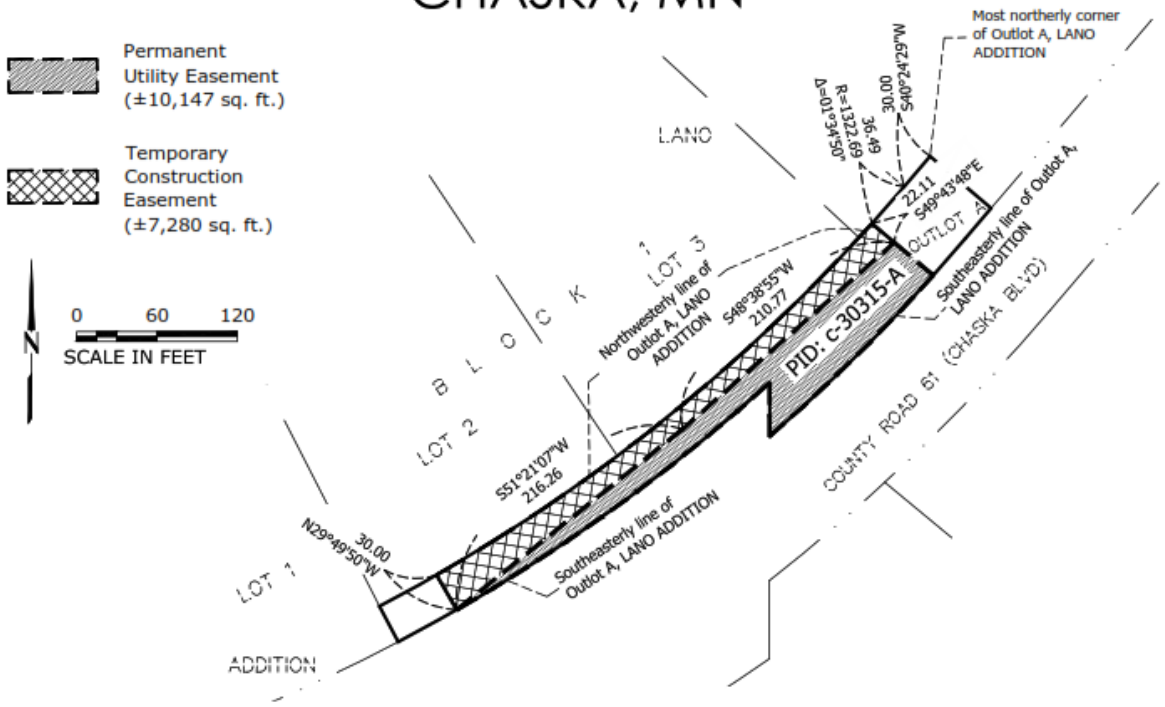
Stantec
Minneapolis Office
733 Marquette Ave
Suite 1000
Minneapolis, MN 55402
Phone: 612-712-2000
Website:www.stantec.com

NAME 193807337_V604.dwg
DRAWN DJR
PROJ. NO. 193807337

Drawing name: \\US221-cpfs01\shared_projects\193807337\CAD\Dwg\easements\193807337_V604.dwg
last:

EXHIBIT D

CHASKA, MN



PERMANENT UTILITY EASEMENT

A permanent easement for utility purposes over, under, and across that part of Outlot A, LANO ADDITION, according to the recorded plat thereof, Carver County, Minnesota. Said permanent easement is bounded as follows:

On the southeast by the southeasterly line of said Outlot A.

On the northeast by the following described line: Commencing at the most northerly corner of said Outlot A; thence South 40 degrees 24 minutes 29 seconds West, assumed bearing along the northwesterly line of said Outlot A, a distance of 30.00 feet; thence southwesterly 36.49 feet along tangential curve concave to the northwest having a radius of 1322.69 feet and central angle of 01 degree 34 minutes 50 seconds; thence South 49 degrees 43 minutes 48 seconds East, 22.11 feet to the point of beginning; thence continuing South 49 degrees 43 minute 48 seconds East, 37.92 feet to the south line of said Outlot A, and said line there terminating.

On the northwest by the following described line: Commencing at the most northerly corner of said Outlot A; thence South 40 degrees 24 minutes 29 seconds West, assumed bearing along the northwesterly line of said Outlot A, a distance of 30.00 feet; thence southwesterly 36.49 feet along tangential curve concave to the northwest having a radius of 1322.69 feet and central angle of 01 degree 34 minutes 50 seconds; thence South 49 degrees 43 minutes 48 seconds East, 22.11 feet to the point of beginning; thence South 48 degrees 38 minutes 55 seconds West, 210.77 feet; thence South 51 degrees 21 minutes 07 seconds West, 216.26 feet to said southeasterly line of Outlot A, and said line there terminating.

TEMPORARY CONSTRUCTION EASEMENT

A temporary easement for construction purposes over, under, and across that part of Outlot A, LANO ADDITION, according to the recorded plat thereof, Carver County, Minnesota. Said easement is described as follows:
Commencing at the most northerly corner of said Outlot A; thence South 40 degrees 24 minutes 29 seconds West, assumed bearing along the northwesterly line of said Outlot A, a distance of 30.00 feet; thence southwesterly 36.49 feet along tangential curve concave to the northwest having a radius of 1322.69 feet and central angle of 01 degree 34 minutes 50 seconds to the point of beginning; thence South 49 degrees 43 minutes 48 seconds East, 22.11 feet; thence South 48 degrees 38 minutes 55 seconds West, 210.77 feet; thence South 51 degrees 21 minutes 07 seconds West, 216.26 feet to said southeasterly line of Outlot A; thence North 29 degrees 49 minutes 50 seconds West, 30.00 feet to said northwesterly line of Outlot A; thence northeasterly 419.71 feet along said northwesterly line of Outlot A to the point of beginning.

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 LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: DANIEL J. ROEBER

SIGNATURE:

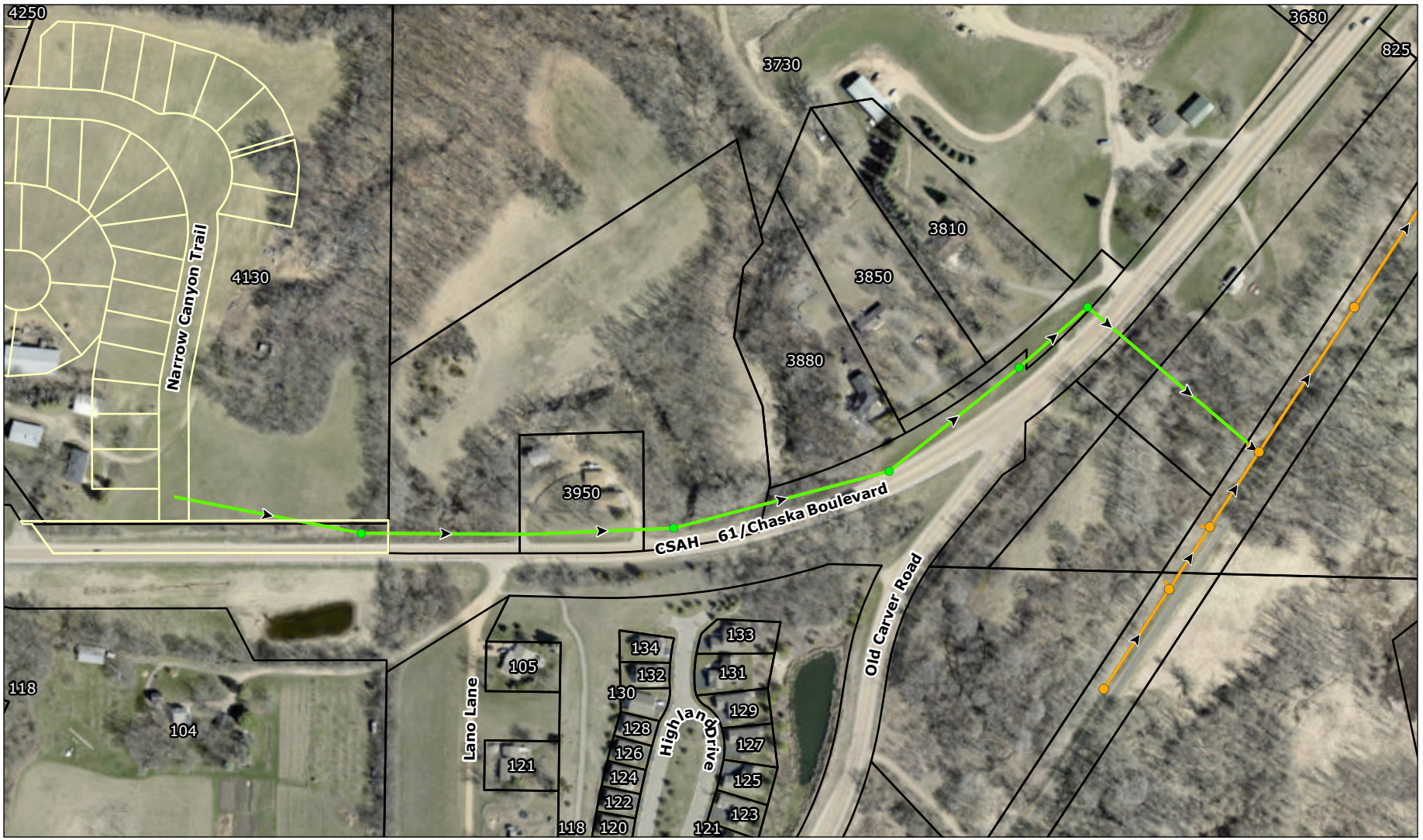
DATE JUNE 3, 2025 LIC. NO. 43133

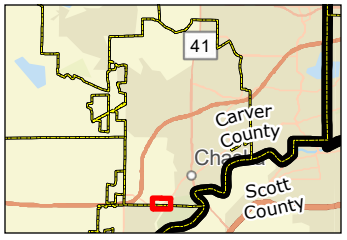
Stantec
Minneapolis Office
733 Marquette Ave
Suite 1000
Minneapolis, MN 55402
Phone: 612-712-2000
Website:www.stantec.com

NAME 193807337_V603.dwg

DRAWN DJR

PROJ. NO. 193807337





Proposed Sanitary Sewer

Existing Sanitary Sewer

Proposed Development

Parcels

N

0 150 300 Feet

(At original document size of 8.5x11)
1:3,600

Notes
1. Coordinate System: NAD 1983 HARN Adj MN Carver Feet
2. Data Sources: ESRI, Carver County
3. Background: 2024 Carver County Imagery

Stantec

Project Location
City of Chaska, Carver Co., MN

Prepared by JCS on 2025-09-24

Client/Project
City of Chaska
CSAH 61/Chaska Boulevard
Southeast Sewer Improvement

193807337

Figure No.
1

Title
CSAH 61/Chaska Boulevard Southeast Sewer Improvement

Page 1 of 1

U:\1938_proposal\193807390\03_data\gis_cad\gis\pro\CR61_Utility_Improvements\CR61_Utility_Improvements.aprx Revised: 2025-09-24 By: ishuck

Disclaimer: This document has been prepared based on information provided by others as cited in the Notes section. Stantec has not verified the accuracy and/or completeness of this information and shall not be responsible for any errors or omissions which may be incorporated herein as a result. Stantec assumes no responsibility for data supplied in electronic format, and the recipient accepts full responsibility for verifying the accuracy and completeness of the data.

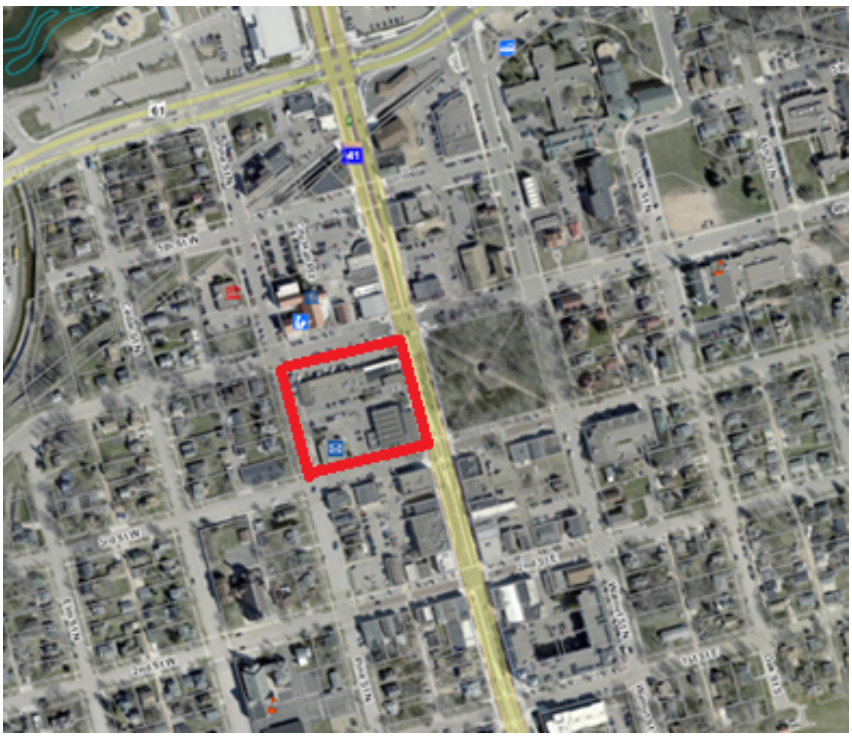
REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: **Memorandum of Understanding with Trident Development LLC for City Square West Project**

Prepared By: Nate Kabat, Community Development Director
Elise Durbin, Assistant City Administrator

Background

In 2012, a Downtown Master Plan was adopted by the City Council. As a part of that plan, the Downtown Master Plan identified three catalyst redevelopment sites in downtown—one of which is the City Square West site.



A task force was brought together in 2017 and 2018 to develop a concept plan for the City Square West site. The concept plan was approved by the City Council in December 2018.

Following the approval of the concept plan the City issued a Request for Qualifications (RFQ) in 2020 to identify a preferred developer for the City Square West project. Inland Development Partners was selected as the preferred developer. The City and Inland Development Partnership worked together to build upon the preferred concept, reviewed financial feasibility, and sought outside dollars for the project.

In October 2025, the City and Inland Development Partners decided not to continue working together on the City Square West project.

During the RFQ process, in addition to Inland Development Partners, two other developers submitted proposals—Talle & Associates and Trident Development. Given Trident Development's work in Chaska at Highland Shores, Jonathan Flats, and most recently at Hazeltine Plaza Apartments, staff reached out to them about the opportunity at City Square West. Trident Development has and continues to remain interested in developing the site.

Memorandum of Understanding

To formalize the relationship, staff and Trident Development have been preparing a Memorandum of Understanding (MOU) related to the redevelopment of City Square West between the City, EDA, and Trident. The attached MOU outlines the expectations of all parties. In summary:

- The first phase will be an evaluation phase where Trident and the City will work together to share background information and start to prepare a concept plan, review that plan with the Planning Commission and City Council, and develop preliminary cost estimates.

- If after the first phase, the project is deemed feasible by the City and Trident, then the project will move onto the pre-development phase, where the city and developer will continue to arrange financial sources for the project and city entitlements and financial assistance packages will be reviewed by the Planning Commission and City Council.

- Once the pre-development phase is complete, then the project will move onto the development phase where acquisition, relocation, and demolition will begin.

Recommendation

Given Trident's track record of delivering high quality multi-family projects in Chaska, knowledge and continued interest of the Chaska market, and preliminary discussions about how they would approach the City Square West site, staff recommends approving the MOU so that formal work on the concept can begin. The EDA will be requested to take the same action since they are also a party to the agreement.

On a separate note, the City will be taking a two-pronged approach to this project at the Legislature in 2026. Requests for inclusion in a bonding bill have already been submitted. The request of $7.825 million is in addition to the $5.425 million approved in 2023. Additionally, a bill has been drafted that would extend the Tax Increment Financing District (in place, but not yet certified) for this project from a 25-year district to 35 years. The extension of the TIF district continues to help fill the gap of the redevelopment.

CITY COUNCIL ACTION REQUESTED

Motion to approve the Memorandum of Understanding with Trident Development, L.L.C., and the Chaska Economic Development Authority, and authorize the Mayor and City Administrator to execute the MOU.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into between the **City of Chaska**, a Minnesota municipal corporation ("Chaska"), the **Chaska Economic Development Authority,** a Minnesota municipal corporation (the "EDA", and together with Chaska, the "City"), and **Trident Development, LLC**., a Minnesota limited liability company ("Trident") as of the latest date indicated below.

WHEREAS, the City desires to pursue a private/public re-development of Block 27, situated between Third Street and Fourth Street, west of Chestnut Street, City of Chaska, including Parcel ID numbers 300501800; 300501830; 300501840; consisting of approximately 90,918 Sq. Ft or 2.08 acres, known as the City Square West re-development (the "Project"); and

WHEREAS, the City desires to engage Trident as exclusive developer for project management and the overall re-development of the Project; and

WHEREAS, Trident is experienced in real estate development, project management and construction; and

WHEREAS, Trident desires to be engaged and participate as the exclusive developer for the Project; and

WHEREAS, the City has obtained, or will obtain public funding sources to be allocated and applied to the direct and indirect costs of the Project;

NOW THEREFORE, the parties agree to the following mutual understandings and expectations:

1) **INITIAL / EVALUATION PHASE – 90 Days:**
   a. The City will formally terminate, in writing, any and all agreements with all previous developers involved in the Project.
   b. Trident will conduct due diligence inspections, review and evaluation of the proposed Project, including but not limited to, review of existing market demand assessment, review of existing Phase 1 Environmental Site Assessment, review of existing ALTA survey map, review of existing geotechnical evaluation report. Any additional or updated reports will be at Trident's expense.
   c. City to provide its most recent title insurance commitment, dated as of 2017 for all parcels consisting of the Project at the City's expense.
   d. Trident will engage a Professional Surveyor at Trident's expense, to advise as to the steps necessary to correct any title defects. The cost of correcting title defects will be at the City's expense.
   e. Based on findings and recommendations in the existing market demand assessment, Trident will produce a preliminary sketch plan (parking plan, site plan, floor plans), at Trident's expense, describing the preliminary scope of construction for the Project for City's review and approval. (note: a new, or updated market study may be required. If so, such new market study will be a Trident's expense)
   f. Based on the approved sketch plan, as described in 1) e above, Trident will obtain demolition and construction cost estimates from Lyon Contracting, Inc., at Trident's expense.

g. Based on the approved sketch plan and preliminary cost estimates, Trident will prepare for the Project a financial feasibility analysis for review by the City, at Trident's expense. Such analysis will include an estimate of "financial gap" to demonstrate Trident's need for public financial assistance (i.e., "but for any public financial assistance provided, Trident would not undertake the Project.").
h. Trident will submit for concept plan approval from the Chaska Planning Commission and City Council
i. Provided the City and Trident are in agreement on the Concept Plan and the supporting data and results of the Initial/Evaluation Phase and the financial feasibility analysis, the City and Trident agree to proceed to the Pre-development Phase.

2) PRE-DEVELOPMENT PHASE – **120 Days**:
   a. Based on the 'financial gap' evidenced in the financial analysis, the City agrees to arrange, procure and contribute funds from various public and government sources for the Project, including, without limitation, review of Tridents request for Tax Increment Financing, Tax Abatement and other available public funds for the Project.
   b. Trident will undertake the re-zoning, re-platting and obtaining the necessary entitlements, governmental approvals and permits for the construction of the Project, at Trident's expense.
   c. Trident will arrange for private financing and investment capital for the Project, at Trident's expense.

3) DEVELOPMENT PHASE – **120 Days**:
   a. The City will acquire all the real property and improvement contained within the Project area (Block 27), at the City's expense.
   b. The City will relocate, or cause to vacate all occupants, tenants or users of buildings in Block 27, at the City's expense. The Parties acknowledge that site acquisition and relocation of tenants may require more than 120 days. If required, Trident will consider an extension of an additional 120 days of this phase, provided that such extension of time does not increase development costs to Trident.
   c. The City will demolish, terminate all utilities, dispose of all demolition materials and clear the Project site in preparation for re-development, at City's expense.
   d. Provided the City and Trident are in agreement with the results of the Initial/Evaluation Phase and the financial feasibility analysis, the City and Trident agree to enter into a comprehensive contract for public/private re-development/purchase agreement and agree to proceed with the Project pursuant to the terms of the agreement, as set forth in this MOU. The contract for public/private re-development/purchase agreement must meet any and all requirements of public fund sources.

4) OTHER
   a. If, prior to the execution of the comprehensive contract for public/private redevelopment, the City elects to discontinue working with Trident on the Project for any reason, the City then agrees to reimburse Trident for fifty percent (50%) of its costs incurred.
   b. Additional terms and conditions related to, but not limited to construction, timing, public improvements and surety, will be contained in the contract for private/public re-development

This MOU is intended to set forth an understanding of the more significant business terms and conditions of the subject matter and is not binding on either party.

Chaska: City of Chaska, Minnesota, a Minnesota Municipal Corporation

By: _____ Dated _____, 2025

By:_____

EDA: Economic Development Authority of Chaska, a Minnesota Municipal Corporation

By: _____ Dated _____, 2025

By:_____

TRIDENT DEVELOPMENT, LLC., a Minnesota limited liability company

By: _____ Dated _____, 2025

EXHIBIT

REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: **Adoption of 2026 Tax Levy and General/Enterprise Fund Budgets**

Prepared By: **Matthew Podhradsky, City Administrator**
Elise Durbin, Assistant City Administrator

Since late June, the City Council has been reviewing both the 2026 General Fund as well as the Enterprise Fund budgets. On September 29, the City Council adopted Preliminary Tax Levy for the General Fund, and on December 1, the Truth in Taxation Public Hearing was held. The following report will look at the current budget environment as well as the impact of the 2026 budget on residents.

Attached to this Staff Report are:
- 2026 General Fund Budget
- 2026 Enterprise Fund Budgets
- City Administrator's Budget Message

At the December 15 meeting, the Council will be asked to act on the 2026 General Fund Budget, 2026 Enterprise Fund Budgets, and the 2026 Operational Tax Levy. The EDA will act on the 2026 EDA Levy following the regular City Council meeting. In addition to establishing the tax levy and budget for all our operating funds, the Council will also be taking action to establish utility rates for 2026. The recreational funds were already set at a separate meeting.

2026 General Fund and Operating Tax Levy

Budgeting Objectives

The budgeting process for the City starts by focusing on the budgeting objectives. The following objectives have been discussed with the City Council in the establishment of the 2026 budget:

- Utilize the current Tax Levy Policy: Limit tax levy growth to capture only new growth in community and expenditure inflation. Only increase the levy beyond this point if new service levels/assets are being added
- Support budgeting programs that help Chaska strengthen its mission of being "The Best Small Town in Minnesota"
- Maintain existing high-quality service levels
- Fully fund maintenance and replacement of our vehicles, equipment, and physical assets on a regular schedule to ensure sustainability of investments already made
- Fund new programs only after existing, necessary programs are funded

- Budget utilizing a plan that avoids draw-down of the City's General Fund Reserves and builds these reserve levels to a targeted level
- Fully fund the levy needs of the Street Reconstruction Program
- Develop a budget plan that is sustainable from a resource perspective to support service levels that residents expect

Comments on the Budgeting Objectives

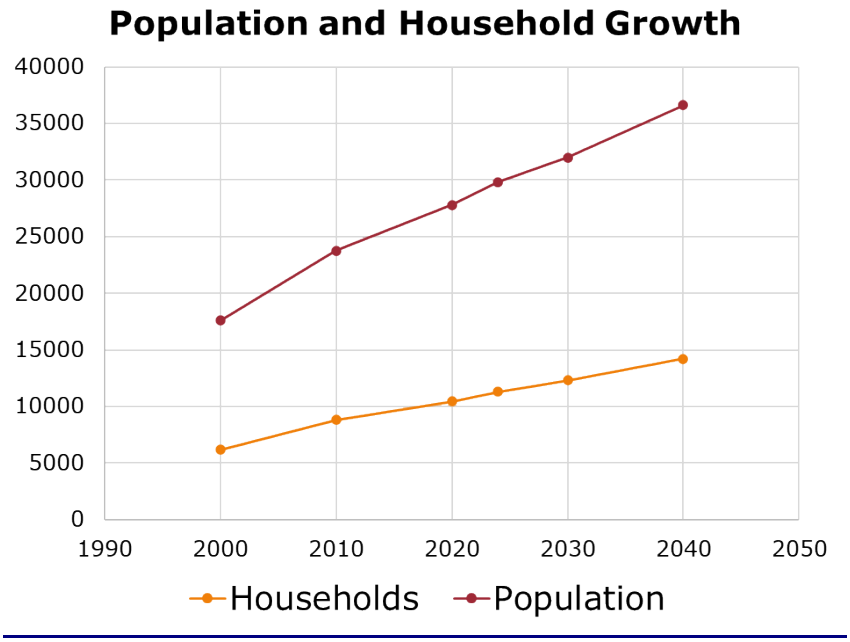
This last objective was added during the 2019 budget process and led to the completion of a Staffing Study identifying gaps in staffing resource levels and helping plan for as the community grows. The implementation of the staffing study was completed in 2024.

During the 2021 budget process, the General Fund Reserves Objective was expanded to include developing a plan to build up the General Fund Reserves balance to targeted levels that help maintain or improve the City's current bond rating. As we saw during the Auditor's report the past several years, this has been an area where great strides have been made with General Fund Reserves Balances continuing to increase as a percentage of the overall General Fund Budget. As of the end of 2024, we had increased this to $6.9 million, which represents 33% of our total General Fund Budget Target. The recommended level is to set it at 40% of the operating budget.

Budget Environment for 2026

There are many factors in the economic environment that impact the City's 2026 budget recommendations. Understanding these factors, trends, and what may be expected in 2026 is important background.

Population Growth

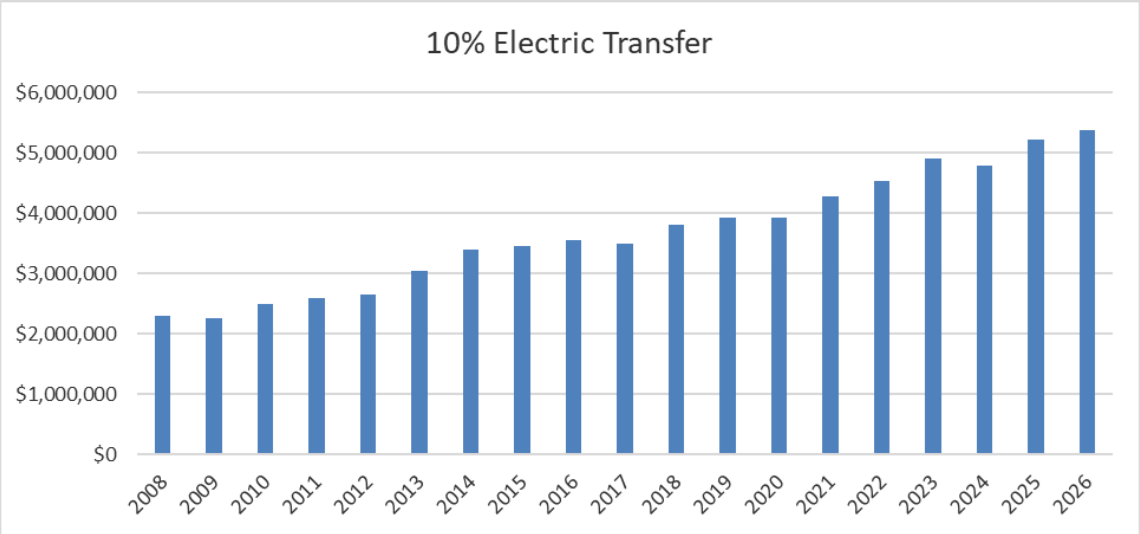


The City has and continues to see consistent population growth. The 2024 population estimate was 29,830, and it is anticipated that the city is now over 30,000. This growth is anticipated to continue through 2026 with the new housing units that are being constructed and are set to come online.

Electric Fund Transfer

Along with strong growth in building permit activity (discussed below), there has also been an increase in electric load in the community. Increases from expansions in the City's industrial businesses, as well as growth in residential usage have led to this overall increase.

Currently 10% of the City's sales revenue from the Electric Fund is established as a transfer to support General Fund activities. Of this, 5% is a right-of-way fee to the General Fund to support the Electric Fund's use of general city assets such as right of way, making it consistent with our other Franchise fees. The other 5% is a general transfer of dollars from the Electric Fund to the General Fund to help support services. This 10% total transfer has been a part of Chaska's General Fund budget for over 40 years. An additional $100,000 is also transferred and dedicated to increasing the General Fund balance.



Market Values

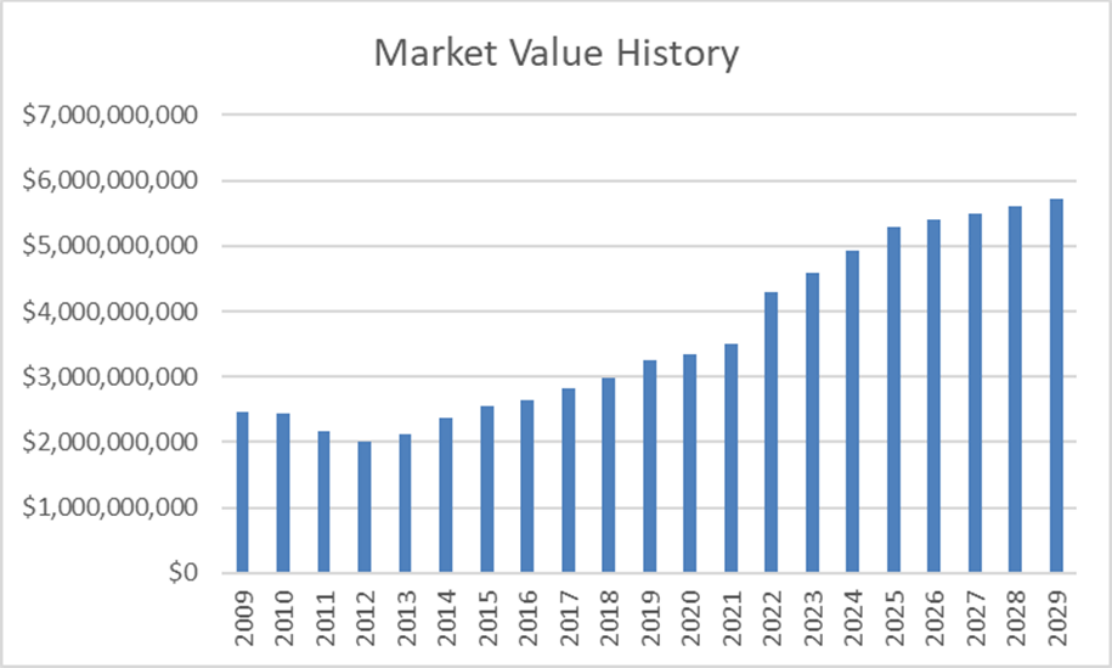
Market values in the City continue to increase, with a total increase of over 7% from 2024 to 2025.

	Residential	Commercial_Industrial	Apartment	Ag	Total
2025 EMV	**$ 3,942,020,900**	**$ 809,694,800**	**$ 447,887,200**	**$ 90,494,000**	**$5,290,096,900**
2024 EMV	**$ 3,691,789,600**	**$ 769,451,000**	**$ 373,697,500**	**$ 85,491,600**	**$4,920,429,700**
Total Value Change	$ 250,231,300	$ 40,243,800	$ 74,189,700	$ 5,002,400	$ 369,667,200
New Construction	**$ 104,545,400**	**$ 21,366,700**	**$ 76,067,100**	**$ -**	**$ 201,979,200**
Market Change	$ 145,685,900	$ 18,877,100	$ (1,877,400)	$ 5,002,400	$ 167,688,000
% New Construction	2.83%	2.78%	20.36%	0.00%	4.10%
% Market Change	3.95%	2.45%	-0.50%	5.85%	3.41%
2025 Total % Change	**6.78%**	**5.23%**	**19.85%**	**5.85%**	**7.51%**

Key points about the market values beyond the total increase:

- 55% of market growth came from new construction (53% last year). In 2023, this was only 40%. This increase shifts the tax burden away from existing properties.
- The largest growth was in the apartment sector where 600+ new units were brought online in the last year.
- The distribution of market values is still primarily residential; however, there was a shift to commercial/industrial which previously made up 9% of the distribution in 2023 but jumped to 15% of the total distribution in 2024. This percentage was held for 2025. This also shifts the tax burden away from residential units.

Below shows the historical taxable market values for the city over the last 15 years.



Building Permit Revenue

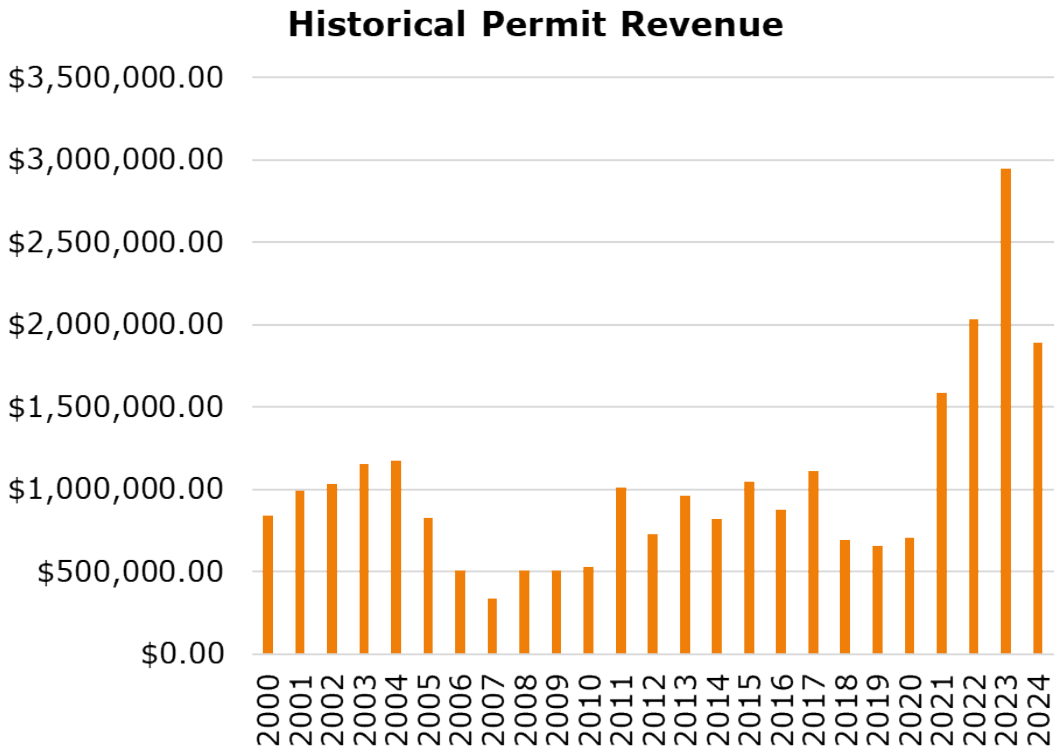
Building permits remain strong. While this is an area that can fluctuate, and therefore can be difficult to budget for, generally building permits in the city have remained relatively steady

between $800,000 to $1M annually—the exception being during the Great Recession from 2007-2010.

More recently, the City has seen a steady increase in permits since 2020. In each year since then, there have been record numbers of permit revenue from $1.5M to $2.0M to $2.8M in 2021, 2022, and 2023 respectively. While 2024 did not reach the 2023 record, the revenue budgeted collected in 2024 exceeded $1.8M. Unlike the large projects in 2023, 2024's permit revenue was largely in housing and institutional rehab projects. In 2025, we are once again looking like we are going to end the year with approximately $1.8 million in revenue from permits, making this another strong year.

While building permit numbers have been high for several years now, it is important to be cautious on revenue projections for Building Permits, as losing one expected large project can have a significant impact on achieving budgeted revenues in any given year. However, with the type of growth that we have seen in the past two summers, we fully expect that we will see a similar number of buildings move forward for construction, based on what is already being developed at this point. For that reason, we are budgeting $1.8 million for permit revenue, which would keep us consistent with what we have seen in the past two years, and a little lower than what our 5-year average has been (~$2 million has been the 5-year average).

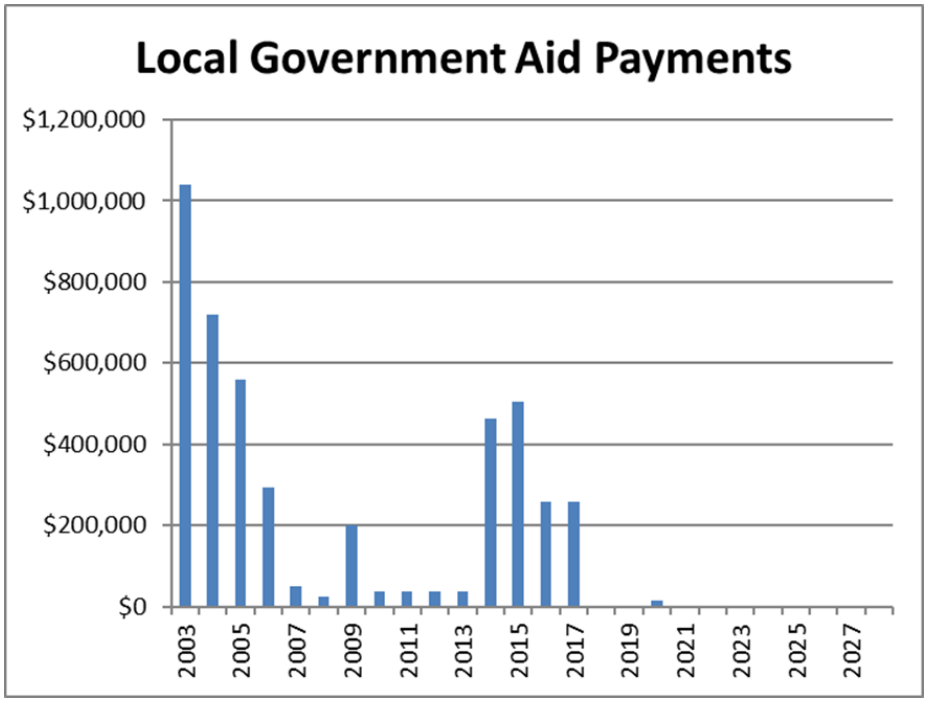
The chart below illustrates historical building permit revenues.



Local Government Aid

One area important to understand from a context perspective is the loss of Local Government Aid (LGA). Between 2003 and 2007 the city lost $1M in LGA. And while there have been some years where LGA was received, it was sporadic, and by 2020 it was gone.

It is important to note that when the $1M was lost between 2003-2007, the City did not levy to replace any of this lost aid. While increasing market values during this same period helped to mitigate some of the loss in LGA, this permanent loss in aid was never fully recouped through other revenue sources. Because the funding was never replaced initially, it created issues (example: keeping up with appropriate staffing) and has impacted annual budgeting processes since. Beginning in 2018, the City began to levy back some of this reduction in LGA. Through the implementation of the Staffing Study, this has also helped to regain the funds that were lost through LGA.



While LGA is not expected by the City into the foreseeable future, in 2023, the Minnesota Legislature passed two programs that have and will provide state dollars into cities.

First, the State provided all local governments with one-time dollars to support Public Safety Needs (Police and Fire). In late 2023, the City received $1,222,269 for use on eligible public safety needs. The funds were not required to be used all within 2024, and while some funds have been spent, the remaining dollars are being used to pay for some of the FF and E budget for the new Public Safety Center.

The second form of aid is a 1% metro sales tax created to address transportation/transit needs in the metro area, and at the same time provide dollars to support the development and preservation of affordable housing within metro area communities. Specifically, Cities receive 25% of the overall sales tax dollars collected from this new sales tax to use for affordable housing. In 2025, the city received $339,000. The 2026 amount is expected to be ~$345,000.

2026 Key Budget Items

Beginning in June, work sessions were held with the City Council to discuss the 2026 budget and set the preliminary levy. During those work sessions, there was discussion on the key budget items for 2026. The following were determined to be the key budget items for 2026, as they were in 2025.

1. Continued utilization of our tax levy policy
2. Continued implementation of our CAMP program
3. Continue implementation of our 4-year funding plan for our Building Improvement Program to address the deficiencies in our General Fund facilities, with 2026 being the fourth (final) of four years to ramp up funding necessary to support this program.

1. Establishing tax levy based on policy

For three decades, the City of Chaska had a policy in place for the establishment of the annual tax levy for the City. This policy stated that the City's objective was to have a constant tax rate, and the levy would increase annually based on the increase in tax capacity in the community over the past year. For instance, if the tax capacity (which is based on market values) increased by 5% in any given year, the levy would be recommended to be increased by 5%, which would keep our tax rate the same. Theoretically, if a resident's property stayed the same in value from one year to the next, the taxes on their property would not increase. They would only increase if there was an increase in valuation.

In 2015, the Council officially changed the policy to have the levy increase reflect the actual items that have a direct impact on the cost of services the city provides: new growth, inflation, and the addition of any new programs to the budget.

New growth: 4.10%
Inflation: 3.44%
Increase: 7.54%

The only other increase would come from any additional services/new items being introduced in the Budget for the upcoming year.

Increasing the levy by 7.54% generates resources to fund existing services in the community. The tax impact for the median-valued home in the community ($410,400) is a $7.08 per month increase to only address baseline services in the 2026 tax year.

2. Continued implementation of our full Capital Asset Maintenance Program (CAMP)

Since 2012, the City has seen the importance of reinvesting back into the assets in the community to keep them in good condition.

In 2013, a study of the city's assets was done, and it was determined that in our General Governmental Services there was an annual $1M shortfall to being able to properly fund the replacement of the city's assets, such as parks, road, and trails. To address this, the Council implemented the CAMP program over a four-year period, increasing revenues to the program

by $250,000 each year until fully implemented. In 2017, this ramp up of revenue was completed and has since provided $1M annually towards CAMP activities.

With the full $1M in CAMP fully incorporated into the baseline tax levy model (meaning there is no additional tax impact beyond the $7.08/month increase for the median valued home), the following projects are planned for in 2026:

- $1,400,000: Street Overlay for Bavaria Road (Victoria Border going south to Pioneer)
- $60,000: Trail Resurfacing (3 miles)

The CAMP program aims to properly take care of the assets that have already invested into. This existing infrastructure is critical to take care of so more money is not spent in the future replacing things that could have been preserved if properly maintained. One thing that should be noted for 2026 is that this is the first year that we increased the amount we spend each year by inflation to make sure we do not get too far behind. With this program going into its 9th year in 2026, $1 million does not go as far as it did in 2017. By increasing it by the inflationary increase we use for the tax levy, it helps us make sure we keep up with projects costs going up. The other thing to note is that this year we are spending over $1 million because we cannot break up the overlay of Bavaria into 2 projects. Because we are doing more than $1 million this year, we will be reducing the amount we spend in 2027.

3. Building Improvement Program

The past three years of budgeting have included discussion in implementing the Building Improvement Program to help address the lack of space and conditions of the City's General Fund buildings across the community, including:

- Public Safety (Police and Fire)
- Municipal Services Building (Public Works, Water/Sewer, Electric, Storm Water, Mechanics)
- New Library
- City Hall

The above facilities are all (or nearly) 30 years old with little reinvestment. These buildings have not increased in size to accommodate new employees or new equipment added as the community has grown.

To address this issue, the City hired architects at Leo A Daly and the construction management firm of RJM Construction to complete the following tasks:

- Identify the square footage needs of every General Fund Department
- Develop a Concept Plan to address each of the department's needs
- Develop conceptual pricing to accomplish implementing these building recommendations

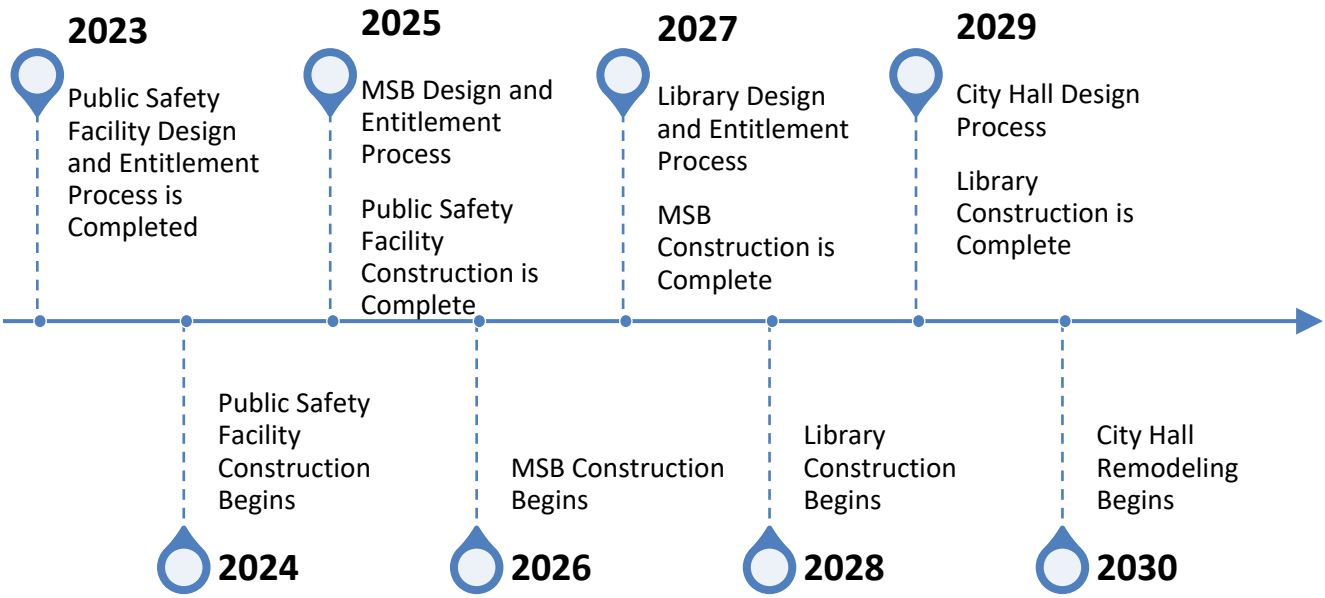
The findings of this study were presented to the Council in 2022 as this plan was being considered, along with recommendations for how to fund these facility needs. The total estimated costs to address the needs of each of these facilities was approximately $120M, which would create an annual debt service need of a little over $6.86M per year, with $4.5M attributed to General Fund costs, and $2.36M attributed to costs from Enterprise Funds (Electric, Water/Sewer, and Storm).

As discussed, investing in the facilities over time has been challenging. One reason is because the original facilities were funded with one-time dollars. Additionally, the city's tax levy has historically been very low giving us few unused resources. Hence, a new source of funds needed to be looked to in order to fund these improvements.

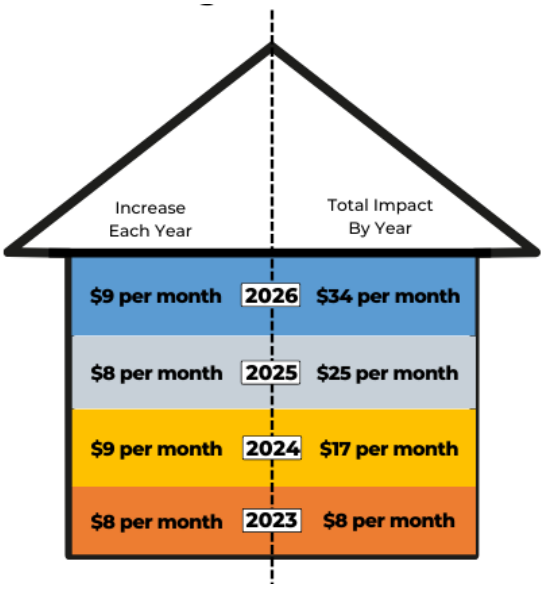
With the size of the program, it was determined that the entire impact could not come all at once. So, in 2023 the Council moved forward to fund this program over a four-year period, with the tax levy needing to increase by $1.125 million for each of the four years of the program. Increasing this over a four-year period not only helps spread this increase over time but also matches up with the pace at which the improvements could be implemented, as there is only enough capacity to take on one facility every other year.

With the 2023 budget, the Council moved forward with funding the first year of the plan. With this, staff moved forward with the design work on a new Public Safety Facility in 2023. That design work was completed, and with the Council approving the second year of the funding with the 2024 Budget, construction was able to begin. Construction of the Public Safety Facility is expected to be complete by the end of this year. We are now nearly complete with the design of the Municipal Services Building, with that building scheduled to start construction in the Spring of 2026.

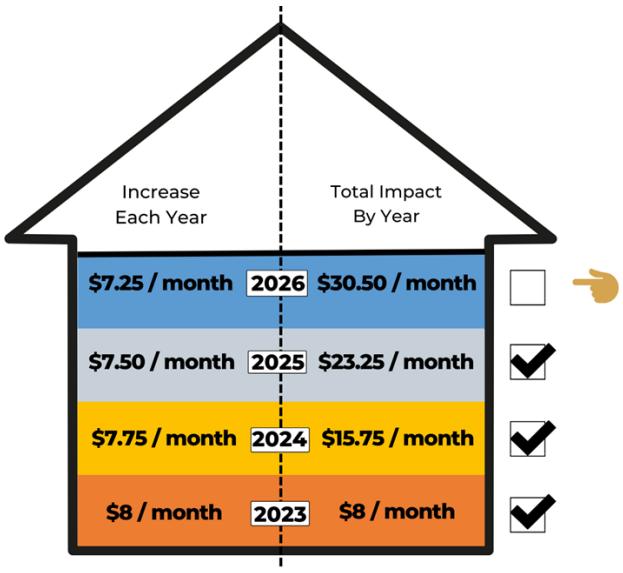
The timeline for all the facilities is shown below, assuming implementation of the fourth and final (2026) year of the tax levy increase.



Since 2022, a significant amount of public engagement has and continues to occur to educate residents on the need for the program and what they can expect from a tax impact perspective. Each year, the impact amount is adjusted, and as has been seen so far, the total impact is less than was originally planned at the start of the program. The graphics below illustrate what was estimated for 2023 when the program was started, and where we are ending in 2026. As you can see below, the final numbers will have an impact of $30.50/month for the entire program as opposed to $34 per month that we estimated when starting this program. This means that we are coming in $42 less per year than was originally projected. This reduction in impact is due to the new growth we have seen occur in the community over the past 4 years, which has provided more new tax base in which to spread the costs of the overall program.



Impacts estimated in 2023 budget



Impacts estimated in 2026 budget

Other Budget Items of Note:

Besides the major initiatives above, it is important to note a few items that are included in this year's budget to keep up with service level needs and are included in the baseline tax levy increase described above (#1):

Item	Amount
Produce and Mail 6 editions of Chaska Today	$74,000
Contract for new Website Provider	$10,000
Dollars to Implement Compensation Study Findings	$385,000
Upgrades to Neogov and Docusign Programs	$10,000
Additional Safety Training Requirements	$15,000
Addition of Management Analyst Position on July 1	$60,000
Police Officer #32 on July 1	$75,000
Police Co-Responder/Social Worker to hire July 1	$75,000
Sigma Wellness Screenings for Officers	$25,000

Train/On-board two SWAT Operators	$12,000
Increase operations for new Detention Center	$5,000
Addition of Overnight Fire Duty Crews 24/7 coverage	$280,320
Addition of Administrative Assistant in Fire (July 1)	$35,000
Additional dollars for Fire Gear (has gone up)	$25,000
Wellness Program for Fire	$7,000
Move Building Permit Tech from PT to FT	$15,000
Intern for Park and Recreation Department	$9,000

All these items are included in the budget with no additional tax levy impact. Some of these items are new expenditures to address our growing service level demand, while others are meant to address the opening of our first new building with the Public Safety Center.

2026 Revenues and Expenditures

Below are the proposed Revenues and Expenditures for the 2026 General Fund Budget

Revenues

	2024 Actual	2025 Budget	2026 Budget	Increase	%Increase
Property Tax	$13,285,534	$15,797,690	$18,618,272	$2,820,582	17.9%
Elec/GasFranchise Fees	5,404,167	5,627,000	6,361,000	$734,000	13.0%
Other Franchise Fees	261,295	280,000	275,000	($5,000)	-1.8%
License and Permits	1,977,638	1,330,422	1,800,283	$469,861	35.3%
Other Revenues	2,827,139	3,732,785	3,758,170	$25,385	0.7%
Admin Charges to Funds	5,093,000	5,438,550	5,617,325	$178,775	3.3%
Total Revenue	$28,848,773	$32,206,447	$36,430,050	$4,223,603	13.1%

Expenditures

Department	2024 Actual	2025 Budget	2026 Budget	Increase	%Increase	Notes
Council	$137,518	$200,221	$167,486	-$32,735	-16.35%	*We are trying to set budget closer to actual average*
Communication	$328,542	$356,475	$448,291	$91,816	25.76%	*We have the addition of the Chaska Today for 2026*
Administration	$1,037,314	$1,040,195	$1,212,974	$172,779	16.61%	*We have the addition of Management Analyst July 1*
Human Resources	$484,137	$620,995	$619,155	-$1,840	-0.30%	
Elections	$52,142	$0	$48,335	$48,335		
Admin Serv-Finance	$2,000,206	$2,207,636	$2,222,621	$14,985	0.68%	
Admin Serv-IS	$1,160,383	$1,481,759	$1,503,664	$21,905	1.48%	
Legal	$146,934	$145,000	$145,725	$725	0.50%	
Community Dev.	$565,164	$588,387	$725,219	$136,832	23.26%	*Update Downtown Masterplan included*
Engineering	$651,673	$739,858	$739,456	-$402	-0.05%	
City Hall Bldg	$340,969	$227,666	$242,234	$14,568	6.40%	
Building Maint Div	$756,518	$838,262	$864,179	$25,917	3.09%	
Unallocated	$300,000	$300,000	$550,000	$250,000	83.33%	*Build Fund Balance and mitigate against unkowns*
Police	$7,505,550	$7,425,948	$8,063,599	$637,651	8.59%	*New Social Work/Co-Responder and Officer #32*
Fire	$3,009,284	$3,253,537	$3,759,168	$505,631	15.54%	*We have the Addition of overnight Duty Crews*
Building Inspection	$908,100	$962,198	$933,702	-$28,496	-2.96%	
Public Works Admin	$438,054	$479,228	$497,676	$18,448	3.85%	
Streets	$2,073,397	$2,222,304	$3,159,680	$937,376	42.18%	*The overlay of Bavaria Road is built into this line item*
Snow Removal	$120,254	$382,119	$383,420	$1,301	0.34%	
MSB Building	$223,365	$410,129	$409,886	-$243	-0.06%	
Park Maintenance	$1,760,383	$1,661,780	$1,856,313	$194,533	11.71%	*There are a number of pieces of equipment to replace*
ISD 112 Maint	$26,332	$36,667	$27,501	-$9,166	-25.00%	*Actual costs have been lower than budget*
Tree Control	$103,692	$86,239	$102,289	$16,050	18.61%	*Needing to increase to deal with Emerald Ash Boer*
Parks Admin	$740,535	$804,648	$843,078	$38,430	4.78%	
Parks Special Events	$186,530	$208,789	$222,126	$13,337	6.39%	
Parks Youth	$431,387	$416,592	$464,250	$47,658	11.44%	*Shift true Park and Recreation Costs out of the CCC*
Park Senior	$234,611	$274,490	$289,844	$15,354	5.59%	
Parks Adult	$87,639	$88,911	$92,947	$4,036	4.54%	
Firemen's Park	$105,285	$110,374	$113,096	$2,722	2.47%	
Parks Skating Rink	$2,944	$5,542	$7,391	$1,849	33.36%	*Have budget match up closer to actual costs*
Misc Areas	$2,929,931	$4,630,498	$5,714,745	$1,084,247	23.42%	*Building Improvement Plan Dollars*
Total	$ 28,848,773	$ 32,206,447	$ 36,430,050	$3,357,674	11.64%	

Impact of Proposed Maximum Tax Levy for 2026

The following is an illustration of the impact of taxes in for 2025 for the Median-Valued home in Chaska compared to what is being proposed for 2026:

2025 General & EDA Levy: $23,995,562
Increase from 2025: 14.06%

Median Home Value in 2024: $390,000
City Taxes Payable in 2025: $1,533

Median Home Value in 2025: $410,400
City Taxes Payable in 2026: $1,705

Increase of $172/year ($14.33/month) or 11.22%
Baseline (tax levy policy): $85
Building Program: $87

Comparison to Other Communities

Based on what was discussed above, the proposed total tax levy for 2026 is $23,995,562. This levy amount not only includes the General Fund Levy, but also includes the Equipment Acquisition Fund Levy, the EDA levy, and the Mt. Pleasant Cemetery Levy. There is also a Tax Abatement Levy, but this is generated directly from the project that it is meant to support and does not impact what residents pay, just like tax increment financing.

Rank	City	Total 2025	Population	Total Tax Levy Per Capita
1	Golden Valley	$ 35,065,011	22,214	$ 1,579
2	Wayzata	$ 6,903,453	4,589	$ 1,504
3	Oak Park Heights	$ 7,192,930	4,782	$ 1,504
4	Minnetrista	$ 7,130,867	5,162	$ 1,381
5	Tonka Bay	$ 1,847,730	1,556	$ 1,187
50	Mahtomedi	$ 6,024,626	8,382	$ 719
51	Farmington	$ 17,248,901	24,361	$ 708
52	Shoreview	$ 17,397,628	24,616	$ 707
53	Chaska	$ 21,037,556	29,830	$ 705
54	Apple Valley	$ 39,524,000	56,361	$ 701
55	Prior Lake	$ 20,260,410	29,057	$ 697
56	Carver	$ 4,900,625	7,029	$ 697
80	St. Paul Park	$ 3,021,332	5,360	$ 564
81	East Bethel	$ 6,469,500	11,715	$ 552
82	Lauderdale	$ 1,225,700	2,427	$ 505
83	Falcon Heights	$ 2,774,759	5,581	$ 497
84	North Oaks	$ 2,794,583	5,733	$ 487

This chart above shows the comparison of 2025 levies per capita of the top five cities, the bottom five cities and the ones with similar impacts as Chaska. With the 2025 levy the City continues to be the 53rd lowest tax levy per capital in the metro area, which puts us in approximately the lowest 63% of all cities in the Metro area for our tax levy per capita.

Enterprise Fund Budgets

Throughout October and November, Council spent time reviewing each of the city's Enterprise Funds and five-year financial analyses, including:

- Chaska Community Center
- Chaska Town Course
- Chaska Curling and Event Center
- The Loop Golf Course
- Chaska Electric
- Chaska Water and Sewer
- Chaska Storm Sewer

Included in the attached City Administrator's Budget Message are the 2026 proposed Enterprise Fund Budgets. Each fund has a summary, and recommendations on any changes that are being recommended for fees/rates within each fund. It should be noted that the action taken with this item will just be to set the budgets for each of these funds. There will be separate action taken to set the rates in each of the Utility Enterprise Funds that need rate adjustments. All rate adjustments for Recreational Enterprise Funds were made in November.

Chaska Community Center (CCC)

In 2026, the CCC will be in its 35th year of operation and annually draws approximately one million visitors to the facility. Key budgeting considerations for 2026 include:

- There continues to be a gap in the operating costs of the CCC that raising rates and cutting costs alone will not solve.
- The facility is aging and there are improvements that need to and should be made.
- For many years the CCC budget subsidized Park and Recreation services that would normally be covered by the General Fund.
- Continue to address issues over a period of time so there are no dramatic impacts to users of the facility.

Memberships

Memberships at the CCC have remained steady post-pandemic with seasonal dips in membership during the summer. Habits developed during the pandemic, such as working out at home or utilizing low-cost fitness centers, have continued to stick and are likely contributing to what continues to be seen. Membership has still not rebounded to the peak in early 2020, but has at least held steady, with us seeing less seasonal fluctuation in 2025 than we have seen in recent years.

To look at different options to gain new members, a dual membership category was added in 2024. This was done to provide a membership level between a single and a family membership. With many young couples and empty nesters in the community, this gives an additional option for residents to consider. For 2026, a 3% increase in membership rates is being planned for the standard single adult rate, which is what every other rate we offer is based on. This increase will ensure that the CCC remains competitive with similar facilities but still offers good value for customers.

Facility

As the CCC continues to age, there continues to be capital improvements that need to be made. For many years, the $865,000 of annual depreciation was never properly funded, and because of this, reinvesting into the facility has lagged. There is approximately $2.1M in improvements that are overdue for replacement. For 2026, there are $270,000 of planned improvements, including:

- Roof Top HVAC Unit Above the Lodge: $150,000
- Replacement of Upper Corridor Carpeting: $45,000
- Main Entrance Automatic Door Enhancements: $40,000

- Replace Indoor Pool Deck Furniture: $25,000
- Gymnasium and Pool Painting: $10,000

Other Considerations
With the continued need for capital replacement and having General Fund Park and Recreation services in the CCC Budget, a ten-year plan was developed and began implementation in 2024. The goal is to spread the impact of properly funding the CCC over time so there is not a dramatic impact on residents. Details on this plan are included in the City Administrator's Budget Message.

Below are the proposed Revenue and Expenditure Budgets for the CCC in 2026:

	Actual	Budget	Budget		%
REVENUES	2024	2025	2026	Change	Change
Member/Admis/Rental	$1,452,366	$1,687,767	$1,721,522	$33,755	2.00%
Community Room	$60,153	$80,000	$81,600	$1,600	2.00%
Craft Rooms	$27,400	$24,000	$24,500	$500	2.08%
Fitness Programs	$31,769	$50,000	$51,000	$1,000	2.00%
Gym	$25,760	$25,500	$26,120	$620	2.43%
Ice Arena	$692,051	$956,854	$975,871	$19,017	1.99%
Maintenance	$21,298	$25,000	$25,500	$500	2.00%
Wellness-PT	$35,121	$40,000	$40,800	$800	2.00%
Play & Daycare Room	$46,932	$116,280	$118,606	$2,326	2.00%
Swimming Pool	$29,587	$36,000	$36,720	$720	2.00%
Swim Lessons	$132,794	$200,000	$240,720	$40,720	20.36%
Theater	$43,854	$57,800	$57,222	($578)	-1.00%
The Lodge	$12,819	$15,000	$15,300	$300	2.00%
Vending	$13,786	$11,000	$11,220	$220	2.00%
Misc.	$17,560	$296,355	$266,558	($29,797)	-10.05%
Total Oper Rev	$2,643,250	$3,621,556	$3,693,259	$71,703	1.98%
Non-operating		$320,446			
Self Insurance (CIP)	$389,000	$353,665	$363,254	$9,589	2.71%
Utility Funds	$814,524	$861,000	$865,000	$4,000	0.46%
Total Non oper	$1,203,524	$1,535,111	$1,228,254	($306,857)	-19.99%
TOTAL REV	$3,846,774	$5,156,667	$4,921,513	($235,154)	-4.56%

EXPENSES	Actual 2024	Budget 2025	Budget 2026	Increase	%
Admin	$ 772,221	$ 937,082	$ 958,290	$ 21,208	2.26%
Front Desk	$ 202,356	$ 231,828	$ 241,243	$ 9,415	4.06%
Well- Prog	$ 16,545	$ 16,632	$ 16,875	$ 243	1.46%
Ice Arena	$ 179,880	$ 257,425	$ 238,969	$ (18,456)	-7.17%
Maintenance	$1,365,633	$1,859,034	$1,821,376	$ (37,658)	-2.03%
Personal Train	$ 34,806	$ 41,366	$ 43,018	$ 1,652	3.99%
Wellness Add	$ 252,656	$ 315,030	$ 327,989	$ 12,959	4.11%
Play/Daycare	$ 86,614	$ 98,987	$ 102,875	$ 3,888	3.93%
Swim Pool	$ 511,247	$ 631,436	$ 655,564	$ 24,128	3.82%
Lodge	$ 411	$ 3,232	$ 3,248	$ 16	0.50%
Gen Facility	$ 249,051	$ 191,385	$ 46,616	$ (144,769)	-75.64%
Debt Service	$ 55,675	$ 573,230	$ 465,450	$ (107,780)	-18.80%
Other	$ 2,690	$ -	$ -	$ -	
Expenses	$3,729,785	$5,156,667	$4,921,513	$ (235,154)	-4.56%

Chaska Town Course (CTC)

In 2025, the CTC again saw a high number of rounds played, which continues the trend seen since 2020. The number of rounds we saw was 42,600, which was the highest number of rounds the CTC has ever seen. In addition, leagues were full once again this past year. Looking at 2026, key budgeting considerations include:

- Budgeting for 38,950 rounds (5-year average is ~40,000 rounds)
- Plan for a 50/50 split of resident and regular rounds
- Greens fees will increase $2 per regular round on the weekday and weekends, $2.50 for residents on weekends (21% discount) and $3 for residents on weekdays (29% discount)
- Cart Rental Rates unchanged for 2026
- Continued Reinvestment back into the course

Resident and Regular Rounds

One objective of the CTC is to provide an economic benefit for our residents to play a "high-end" course. When the course opened 30 percent of rounds were made by Chaska residents and the residents received a large discount. The number of resident rounds has grown to approximately 50 percent in recent years. After seeing this increase in resident rounds, and how the resident discount of 37 percent was financially unsustainable, feedback sessions were held in 2019 and recommendations developed on how to close the gap to make sure the course remained financially sustainable.

A new target was set in 2020 that by 2029 residents get to a 20 percent discount on weekends, and a 25 percent discount on weekdays. Cart rental will remain competitive with market for both residents and non-residents. 2026 will be seventh year of implementation, and there will be a resident discount of 29 percent on weekdays and 21 percent on weekends.

2025 Rates

One of the key objectives for the CTC is to maintain rates comparable to other high-end golf courses. For 2025, rates are recommended to increase by the following:

- $2 increase for regulars for both weekday and weekend
- $3 increase for residents for weekdays (29% discount)
- $2.50 increase for residents for weekends (21% discount)
- No increase for carts

When looking at how this compares with other high-end courses and local courses, the increase in rates will continue to keep the CTC competitive.

Top Public 18 Hole	WD 18 Hole GF	WE 18 Hole GF	18 Hole Cart	Twilight GF	Twilight Cart
Edinburgh	$55.00	$60.00	$20.00	$44.00	$15.00
Stoneridge	$105.00	$135.00	$20.00	$91.00	$10.00
The Wilds	$120.00	$120.00	Included	$85.00	Included
Meadows at Mystic	$125.00	$140.00	Included	$95.00	Included
Rush Creek	$135.00	$135.00	$25.00	$89.00	$25.00
Troy Burne	$115.00	$115.00	$25.00	$90.00	$20.00
Legends	$135.00	$135.00	Included	$100.00	Included
Average	$112.86	$120.00	$22.50	$84.86	$17.50
Current 2024 CTC Regular	$78.00	$84.00	$23.00	$61.00	$17.00
Proposed 2025 CTC Regular	$80.00	$86.00	$23.00	$63.00	$17.00
Current 2024 CTC Resident	$58.00	$65.50	$23.00	$51.00	$17.00
Proposed 2025 CTC Resident	$61.00	$68.00	$23.00	$55.00	$17.00
% Discount for Resident vs Non-Resident	29.07%	20.93%			

Chaska Area 18 Hole Courses	WD 18 Hole GF	WE 18 Hole GF	18 Hole Cart	Twilight GF	Twilight Cart
Ridges at Sand Creek	$46.00	$51.00	$18.00	$39.00	$8.00
Stonebrooke	$84.00	$99.00	Included	$69.00	Included
Deer Run	$70.00	$70.00	$20.00	$60.00	$20.00
Dahlgreen	$45.00	$50.00	$20.00	$52.00	$20.00
Bluff Creek	$53.00	$65.00	$20.00	$52.00	$20.00
Average	$59.60	$67.00	$19.50	$54.40	$17.00
2025 CTC Regular	$78.00	$84.00	$23.00	$61.00	$17.00
2026 CTC Regular	$80.00	$86.00	$23.00	$63.00	$17.00
2025 Resident	$58.00	$65.50	$23.00	$51.00	$17.00
2026 CTC Resident	$61.00	$68.00	$23.00	$55.00	$17.00

There are no changes to staffing for 2026, but the following capital improvements are planned:

- Irrigation satellites: $40,000
- CTC Parking lot (1/2 will be completed in 2025 and the other in 2026): $125,000
- Replacement of Garbage enclosure, Oak 19 Bar Tile, and Doors in Clubhouse

Based on the assumptions that were utilized above, below are the CTC Revenue and Expense projections for 2026.

	Actual	Budget	Budget	Change	Change
Revenues	2024	2025	2026		
Green fees	$ 1,988,380	$ 2,002,000	$ 2,079,000	$ 77,000	3.85%
Driving range	$ 177,994	$ 185,000	$ 188,700	$ 3,700	2.00%
Member fees	$ 102,093	$ 105,000	$ 107,100	$ 2,100	2.00%
Sale of supplies	$ 360,542	$ 400,000	$ 408,000	$ 8,000	2.00%
Concessions	$ 57,557	$ 60,000	$ 61,200	$ 1,200	2.00%
Cart rental	$ 374,378	$ 401,000	$ 401,000	$ -	0.00%
Misc	$ 18,138	$ 267,000	$ 61,080	$ (205,920)	-77.12%
Total revenues	$ 3,079,082	$ 3,420,000	$ 3,306,080	$ (113,920)	-3.33%

	Actual	Budget	Bugdet	Chanage	Change
Expenses	2024	2025	2026		
Course Maintenance	$1,276,122	$1,573,016	$1,355,022	-$217,994	-13.86%
Course Admin/Clubhouse	$1,237,152	$1,286,818	$1,320,625	$33,807	2.63%
Merchandise	$345,738	$250,000	$251,250	$1,250	0.50%
Debt Service (Equip)	$45,884	$310,100	$312,800	$2,700	0.87%
Transfers Out/Debt Service	$0	$0	$0	$0	
Misc	$0	$0	$0	$0	
Depreciation	$0	$0	$0	$0	
Total Expenses	$2,904,896	$3,419,934	$3,239,697	-$180,237	-5.27%

Curing and Event Center (CEC)

2025 will mark the 11-year anniversary of the CEC. Membership remains strong and it is achieving the objective of attracting visitors to downtown Chaska with large and high-profile events, high performance curlers and large other large bonspiels throughout the year. Key budgeting assumptions for 2026 include:

- Strong room rentals by the Event Center
- Stable membership at the Curling Center with a 25% resident/75% non-resident split
- Consistent performance by the Crooked Pint in the lease

Restaurant
Crooked Pint was selected as the food provider in 2015 based upon an RFP at the time. They are responsible for all operations, while the CEC is responsible for permanent fixtures. Their current lease expires in 2026, and should they decide to renew, which they have indicated they will, rent will increase to 8.5 percent of food sales (up from 7.5 percent). Staffing remains a challenge; however, they have seen recovery from COVID and road construction. The budget for the restaurant remains very similar to 2025.

Event Center

In 2025 room rentals at the Event Center remained strong. Revenue is generated from the room rental as well as food and alcohol sales in the facility. While 2025 room rates are above average for weekend times, there continues to be no issue in selling out these out. Below is a comparison of our Event Center facility compared to other similar public facilities in the Metro:

		Regular					Resident		
	M-Th	Fri	Sat	Sun	M-Th	Fri	Sat	Sun	Capacity
Maple Grove Comm. Center	$562	$661	$1,091	$661	$510	$606	$989	$606	256
Brooklyn Park Comm. Center	$450	$1,150	$1,150	$1,150	$400	$1,000	$1,000	$1,000	250
Minnetonka Comm. Center	$525	$1,175	$1,450	$1,000	$400	$850	$1,025	$825	250
Shoreview Comm. Center	$1,080	$1,585	$1,965	$1,080	$920	$1,405	$1,730	$920	300
Coon Rapids Civic Center	$1,905	$2,029	$2,408	$1,831	$1,728	$1,824	$2,222	$2,000	230
CCC Brick Room	$1,184	$1,535	$1,535	$1,184	$1,088	$1,349	$1,349	$1,088	200
Eagan Community Center	$1,903	$1,421	$1,679	$1,100	$1,903	$1,421	$1,679	$1,100	350
Heritage Center (Brk Cntr)	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	250
Plymouth Comm. Center	$1,446	$4,096	$4,096	$3,733	$1,231	$3,709	$3,709	$3,325	350
Mississippi Crossings	$1,600	$2,325	$2,713	$2,400	$1,600	$2,325	$2,713	$2,400	120
MN Landscape Arb	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	248
Chaska CURRENT Rate	$1,575	$2,275	$2,650	$1,300	$1,420	$2,000	$2,300	$1,240	300
Average Facility Rental	$2,290	$2,868	$2,998	$2,747	$2,247	$2,791	$2,920	$2,665	
Chaska % to Average	-31%	-21%	-12%	-53%	-37%	-28%	-21%	-53%	
Chaska 2026 Rates	$1,575	$2,350	$2,700	$1,425	$1,420	$2,000	$2,300	$1,290	300
Chaska 2027 Rates	$1,575	$2,350	$2,700	$1,525	$1,420	$2,000	$2,350	$1,340	300

Curling Center

The Chaska Curling Center remains one of the state's largest Curling Centers in terms of membership. There are approximately 800 members. Of these members, about 25 percent are residents of Chaska while the remaining 75 percent are non-residents. The 2026 budget for the Curling Center is set slightly more than what was budgeted in 2025 mainly due to adjustments in our fees for participation.

Capital Improvements

There are several items scheduled for capital improvements in 2026, including:

- Carpet Replacement (Event Center and Hallway): $90,000
- Chair Replacement (Event Center): $140,000
- Carpet Extractor Replacement: $20,000
- Curling Stone Reconditioning: $30,000
- Trophy Case: $14,500
- Thermastore Heat Recovery Maintenance: $7,500
- Vacuum Replacement: $8,000
- Broom/Brushes Replace in Curling: $4,000

The revenues and expenses for the CEC for 2026 are as follows

Revenues	Actual 2024	Budget 2025	Budget 2026	Change	%Change
Event Center Rental	$210,137	$171,000	$202,000	$31,000	18.13%
Curling Center Leagues/Memberships	$428,326	$441,032	$464,692	$23,660	5.36%
Corporate Curling Events	$187,332	$220,000	$205,000	-$15,000	-6.82%
Restaurant Lease	$315,759	$402,000	$326,200	-$75,800	-18.86%
Community Fund Transfer (Debt)	$1,503,474	$1,790,500	$1,627,500	-$163,000	-9.10%
Other Revenue	$1,099	$1,227	$0	-$1,227	-100.00%
Total Operating Revenues	$2,646,127	$3,025,759	$2,825,392	-$200,367	-6.62%

Expenditures	Actual 2024	Budget 2025	Budget 2026	Change	% Change
Administration/General Facilities	$944,475	$943,410	$1,008,812	$65,402	6.93%
Event Center	$45,643	$36,806	$289,112	$252,306	685.50%
Curling Center	$335,617	$355,078	$374,319	$19,241	5.42%
Crooked Pint	$54,339	$67,725	$62,135	-$5,590	-8.25%
Other	$0	$0	$0	$0	0.00%
Depreciation	$632,900	$0	$0	$0	0.00%
Debt Service	$337,915	$1,580,717	$1,082,711	-$498,006	-31.51%
Total Operating Expenses	$2,350,889	$2,983,736	$2,817,089	-$166,647	-5.59%

The Loop at Chaska (former Par 30)

On May 5, 2024, The Loop at Chaska opened to the public after a conversion of the former Par 30. The accessible course is one of the first of its kind in the country and breaks down barriers for people of all abilities to play and received national attention throughout the year. In its first year, 19,510 rounds were played on the course, with approximately 25,000 rounds in 2025. Additionally, another 3,000 rounds were played on the Minnalayas this past summer, which is an 18-hole putting course.

For 2026, the following assumptions are being made for budgeting purposes:

- 20,000 rounds at The Loop
- 3,000 rounds at The Minnalayas
- Rates will remain the same in 2026
- No planned improvements

Rates are proposed to remain the same in 2026 to continue to reintroduce the course to the public. Additionally, the course remains in line with other Executive Courses in the area.

Course	Junior	Senior	Adult
Halla Greens	$15.00	$19.00	$24.00
Braemar Executive	$12.00	$19.00	$19.00
Waters Edge	$20.00	$20.00	$20.00
Orono	$12.00	$16.00	$20.00
Glen Lake	$17.00	$17.00	$21.00
Average	$15.20	$18.20	$20.80
The Loop 2025 Rate	$18.00	$18.00	$23.00
The Loop 2026 Rate	$18.00	$18.00	$23.00

The 2026 Revenue and Expenditures are as follows:

	Actual	Budget	Budget	Dollar	Percent
	2024	2025	2026	Change	Change
Green Fees	$350,588	$489,500	$459,350	-$30,150	-6.16%
Minnalayas Fees	$5,471	$30,000	$15,000	-$15,000	-50.00%
Transfer In/Learning Link	$244,000	$244,000	$244,000	$0	0.00%
Other	$118,239	$61,500	$54,909	-$6,591	-10.72%
Total Revenue	$718,298	$825,000	$773,259	-$51,741	-6.27%
Maintenance	$300,715	$287,348	$295,843	$8,495	2.96%
Administration	$195,624	$246,161	$212,408	-$33,753	-13.71%
Merchandise	$19,871	$15,000	$15,075	$75	0.50%
Other	$45,169	$0	$0	$0	0.00%
Debt Service	$115,572	$249,800	$249,933	$133	0.05%
Total Expenses	$676,951	$798,309	$773,259	-$25,050	-3.14%
Net Income (loss)	$41,347	$26,691	$0	-$26,691	-100.00%

Utility Funds

The primary objective of the Utility Funds (Water, Sewer, Electric and Storm Water) is to provide reliable and affordable service to customers, while ensuring adequate reserves are maintained to fund any capital improvements that are necessary to the system.

For the Water, Sewer, and Electric funds a Cost-of-Service Study was completed recently to provide data for structuring rates to correctly to accomplish what is needed in each fund, to be equitable with the structure of our rates based on usage, and to make sure there is a plan in place to meet minimum cash balances in each fund for sustainability purposes and to take care of future needs.

Main findings of this Cost-of-Service Study included:

- Affirming the tiered Water Rate categories to recognize that average residential users are now using 4,000 gallons per month compared to 7,000 gallons when the tier structure was first set. The tiered structure should be set up to provide benefit/no economic disincentive to average users, and those using more than average are not being subsidized by average users.
- Making sure that Fixed Service Fees in each fund are set to capture the actual fixed costs, and the rates (which are variable costs based on use) should not be utilized to subsidize fixed costs.
- Set the Senior discount for electric for only those needing financial assistance based on income, instead of providing incentive to those that the discount may not be intending to assist.
- Set rates to encourage desired consumer behaviors to help conserve finite resources.
- Set rates to accommodate all necessary maintenance and improvement activities in the future, ensuring that a proper level of reserves available in each fund to make the system sustainable.

The recommendations of the study have been implemented over a multi-year period. 2026 will be the first year of implementation of our latest study, with the latest cost-of-service study confirming what we had already been working on since our last study.

Below shows the individual utilities, recommendations for 2026, and the impact on an average user.

Utility	Units/Month	2025 Bill	2026 Bill	$ Increase	% Increase	COS Revenue Target
Electric	750 (kWh)	$131.32	$135.08	$3.76	2.86%	3.50%
Water	4 (Gal x 1000)	$21.78	$23.92	$2.14	9.83%	8.00%
Sewer	4 (Gal X 1000)	$35.65	$39.05	$3.40	9.54%	9.50%
Storm Water	1	$12.77	$13.29	$0.52	4.07%	4.07%
TOTAL		**$201.52**	**$211.34**	**$9.82**	**4.87%**	

Although there are different levels of impact in different utilities, the overall impact to the average residential user is a 4.87 increase, or $9.82 from 2025 to 2026. Each of the utilities remains competitive with other cities as well as with Xcel for electric rates.

Water

Water	Actual	Budget	Budget	
	2024	2025	2026	% Change
Revenues				
Metered	$24,330,400	$16,123,840	$5,722,040	-64.51%
Other	$229,630	$50,500	$50,500	0.00%
Transfers In	$468,000	$408,000	$938,000	129.90%
Total	$25,028,030	$16,582,340	$6,710,540	-59.53%
Expenses				
Pumping	$381,388	$684,709	$672,611	-1.77%
Treatment	$496,271	$569,598	$584,643	2.64%
Distribution	$700,803	$12,236,271	$1,294,590	-89.42%
Administration	$884,858	$968,270	$1,026,493	6.01%
Utility Billing	$154,919	$167,375	$164,766	-1.56%
Depreciation	$1,759,100	$0	$0	0.00%
Debt Service	$152,515	$1,170,000	$2,216,000	89.40%
Tranfers Out	$339,112	$398,400	$391,900	-1.63%
Other	$795,651	$870,416	$168,093	-80.69%
Total	$5,509,698	$16,897,664	$6,354,330	-62.40%

Sewer

Sewer	Actual	Budget	Budget	
	2024	2025	2026	% Change
Revenues				
Metered Sales	$28,993,623	$8,021,250	$9,104,950	13.51%
Other Revenues	$193,054	$6,700	$61,700	820.90%
Total	$29,186,677	$8,027,950	$9,166,650	14.18%
Expenses				
Pumping	$18,100	$31,770	$33,503	5.45%
Treatment	$4,170,070	$3,973,648	$4,365,618	9.86%
Collection	$770,432	$1,504,185	$1,805,342	20.02%
Admnistration	$873,462	$948,910	$1,006,833	6.10%
Transfers Out	$399,112	$491,400	$484,900	-1.32%
Utility Billing	$149,643	$146,530	$145,017	-1.03%
Depreciation	$1,411,903	$0	$0	0.00%
Debt Service	$125,625	$577,200	$572,400	-0.83%
Other	$415,285	$846,252	$145,017	0.00%
Total	$8,183,989	$8,373,365	$8,413,613	0.48%

Electric

	Actual	Budget	Budget		
	2024	2025	2026	Change	% Change
Electric Sales	$57,945,893	$51,476,700	$56,887,550	$5,410,850	10.51%
Other Revenue	$790,631	$326,900	$31,900	-$295,000	-90.24%
Total Revenue	$58,736,524	$51,803,600	$56,919,450	$5,115,850	9.88%

	Actual	Budget	Budget		
	2024	2025	2026	Change	% Change
Purchased Power	$36,986,999	$33,304,045	$31,384,000	-$1,920,045	-5.77%
Trans/Distribution	$3,251,536	$7,727,869	$8,721,076	$993,207	12.85%
Load Conservation	$406,524	$357,146	$342,690	-$14,456	-4.05%
Admin System	$4,252,427	$4,333,638	$4,707,639	$374,001	8.63%
Admin Billing	$756,074	$837,189	$832,141	-$5,048	-0.60%
Franchise Fee	$4,892,840	$5,127,000	$5,606,000	$479,000	9.34%
Depreciation	$1,769,140	$0	$0	$0	0.00%
Debt Service	$214,573	$702,000	$702,000	$0	0.00%
Transfer Out	$2,895,700	$3,187,100	$3,852,100	$665,000	20.87%
Other (EAC)	$17,121	-$2,592,688	$19,050	$2,611,738	0.00%
Total	$55,442,934	$52,983,299	$56,166,696	$3,183,397	6.01%

Storm Water

	2024	2025	2026		
Revenues	***Actual***	***Budget***	***Budget***	***Change***	***% Change***
Storm Water Fees	$20,422,542	$2,305,000	$2,843,000	$538,000	23.34%
Other	$474,035	$257,000	$349,600	$92,600	36.03%
Total	$20,896,577	$2,562,000	$3,192,600	$630,600	24.61%
Expenditures					
Transfer Out	$327,600	$369,300	$411,000	$41,700	11.29%
Transmission/Distibution	$432,755	$936,794	$1,455,928	$519,134	55.42%
Administration	$646,051	$727,255	$759,739	$32,484	4.47%
Utility Billing	$98,387	$116,826	$116,937	$111	0.10%
Depreciation	$948,106	$0	$0	$0	0.00%
Debt Service Support	$78,670	$326,600	$394,700	$68,100	20.85%
Other	$98,806	$0	$0	$0	
Total	$2,630,375	$2,476,775	$3,138,304	$661,529	26.71%

In each of our Utilities, there are several improvements that are scheduled. The only position being added in all our Utilities is an In-House GIS Specialist that will be shared across all four of our utilities, as well as our Community Development and Engineering Departments in the General Fund. This is a position that has become necessary, with us needing to utilize more hours than what we currently contract with Carver County to provide. Below is a list of the planned improvements by department:

Electric:

Project	Cost
2 -115 kV Breakers – MRS	$225,000
Auto Pros	$75,000
Beckman Coulter Expansion	$461,000
Chavelle 19th	$90,000
Crosby Park Street Light Replacement	$80,000
Eitel Lot Split	$40,000
Fultonwood	$313,000
Fust Cabinet Replacement	$160,000
Highpoint Vistas	$335,000
Kusske Residential	$40,000
Long Range Plan	$625,000
Sandy Acres Phase II (Overhead to underground)	$150,000
Schlauderaff Residential	$90,000
Skyview Reconductoring	$40,000
Southwest Rental	$75,000
U.S. Bank Data Center	$1,000,000
Victoria Drive Feeder Extension	$200,000
Well 11 and 12	$100,000
Xcel Tie – Temp SW Feed	$80,000
TOTAL	**$4,179,000**

Water:

- Continue to contribute $70,000 annually towards our Street Reconstruction Program
- Complete normal Well Maintenance with Well #4 and #6 scheduled for 2026 for $125,000 a piece
- Replacement of Pipe in front of Crown Extrusion (pipe bursting method): $1,000,000
- Replacement of 3 Existing Trucks in our Fleet: $210,000 (shared expense with Sewer)
- Addition of an in-house GIS Specialist that would be shared in cost with the Electric, Water Sewer and Storm Water Funds
- Continued implementation of our new Meter system (AMI) with a debt service for $185,000 a year for a 10-year period starting in 2024 (Total Water cost towards this project is $1,250,000)
- Construction of the 2nd Water Treatment Plant facility (split cost with Water Trunk Fund)
- Contribution towards the Building Improvement Program, getting it up to $370,000 per year by 2028 (just like sewer) to support debt service on buildings attributable to our Utility Funds

Sewer:

- Contribution of $110,000 annually towards our Street Reconstruction Program
- Continue to put $125,000 annually towards our Inflow and Infiltration Reduction Program (help us reduce our costs over time by not allowing clean water to get into our system that needs to be treated)
- Continue $125,000 annually towards our Sewer Lining Program (helps to keep pipes in good condition without having to excavate our road/trail surfaces
- $760,000 going towards the sewer lining project in the ravine on the west side of Highway 41 (across from La Academia School).
- Replacement of 3 existing trucks for $210,000 shared with the Water Department
- Replace existing ATV and Generator for $65,000
- Contribution towards the Building Improvement Program, getting it up to $370,000 per year by 2028 (just like water) to support debt service on buildings attributable to our Utility Funds
- Replacement of our AMI Meter System with debt service being $185,000 per year for 10 years (do in conjunction with Water and Electric Departments)
- Addition of an in-house GIS specialist that will be split between all utility funds

Storm Water:

Project	Cost
Street Reconstruction Program (annual)	$246,000
Contractual Engineers (annual)	$80,000
Replacement of Pump	$125,000
Street Sweeper (replacement)	$350,000
Seminary Fen C-2 Ravine (total cost $1.3M)	$85,000
Amberg Lane Stormwater Repair	$50,000
Town Course Cattail Management	$15,000
Manuela Drive Stormwater Repair	$50,000
Update stormwater model	$50,000
McKnight Wetland	$25,000
Seminary Fen – Assumption Creek	$28,000

Recommendations

Staff is recommending the following:

- City Council establish a total operating tax levy for 2026 of $22,868,393 for the General Fund, Equipment Acquisition Fund and Mt. Pleasant Cemetery Fund.
- City Council establish a tax levy of $877,952 to support our City's Tax Abatement Projects. This will have no impact on what taxpayers will pay in 2026 as these resources come directly out of the projects they have supported.
- City Council approve the 2026 General Fund and Enterprise Fund Budgets

The EDA, after the City Council meeting, will also be considering a proposed $249,217 levy for 2026.

Together these levies total $23,995,562 which will have a total increase on the median valued home of $172 for the year, or a $14.33 increase per month, with the total taxes going from $1,533 to $1,705 for the year.

CITY COUNCIL ACTION REQUESTED

(Note, two separate motions will be needed to separately adopt each resolution.)

Motion to adopt Resolution 2025-90 Adopting Property Tax Levies for Payable 2026.

Motion to adopt Resolution 2025-91 Adopting 2026 Fund Budgets.

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE 12/15/2025 RESOLUTION NO. 2025-90

MOTION BY COUNCILMEMBER SECOND BY COUNCILMEMBER

A Resolution Adopting Property Tax Levies for Payable 2026

WHEREAS, the City has conducted a public hearing on December 1, 2025, to receive comments from the public on a proposed 2026 Budget and tax levies recommended therein; and,

WHEREAS, the City must certify to the County Auditor on or before December 29, 2025, property tax levies for Assessed 2025 Payable 2026.

NOW, THEREFORE, BE IT RESOLVED, that the following Assessed 2025 Payable 2026 property tax levies be adopted consistent with the 2026 Budget:

Fund	Levy Amount
General Fund	$ 18,618,272
Equipment Acquisition Fund	4,244,121
Mt Pleasant Cemetery Fund	6,000
Total All City Operating Levies	22,868,393
Abatement District Levy	877,952
Total All City Levies	$23,746,345
Total EDA Fund Levy, HRA Levy	$ 249,217

FURTHER BE IT RESOLVED, that the City Clerk is directed to file these approved levies with the Carver County Auditor on or before December 29, 2025.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 15th day of December 2025.

Taylor Hubbard, Mayor

Attest:

Chaska Deputy Clerk

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE 12/15/2025 RESOLUTION NO. 2025-91

MOTION BY COUNCILMEMBER SECOND BY COUNCILMEMBER

A Resolution Adopting 2026 Fund Budgets

WHEREAS, the City has conducted a public hearing on December 1, 2025, to receive comments from the public on a proposed 2026 Budget and tax levies recommended therein; and,

NOW, THEREFORE, BE IT RESOLVED, that the following levy supported and special revenue fund budgets for 2026 be adopted:

Fund	Revenue and Other Sources	Expenditures and Other Uses	Fund Balance Increase (Decrease)
General Fund	$ 36,565,050	$ 36,265,050	$ 300,000
Fund Balance - Committed	$ -	$ 300,000	$ (300,000)
Total General Fund Budget	$ 36,565,050	$ 36,565,050	$ -
Equipment Acquisition	$ 4,764,621	$ 4,764,621	$ 0
Fund Balance Planned Uses	$ -	$ -	$ -
Total Equip Acquisition Budget	$ 4,764,621	$ 4,764,621	$ -
Mt. Pleasant Cemetery Fund	$ 8,700	$ 13,500	$ (4,800)
Total Mt. Pleasant Budget	$ 8,700	$ 13,500	$ (4,800)
Local Affordable Housing Aid	$ 340,000	$ 0	$ 340,000
Total City Funds	$ 41,678,371	$ 41,343,171	$ 335,200
EDA Fund	$ 854,722	$ 784,811	$ 69,911

FURTHER BE IT RESOLVED, that the following enterprise fund budgets for 2026 be adopted:

Fund	Revenues and Other Sources	Expenses and Other Uses	Net Position Increase (Decrease)
Electric	$56,919,450	$56,166,696	$752,754
Water	$6,710,540	$6,354,330	$356,210
Sanitary Sewer	$9,166,650	$8,413,613	$753,037
Chaska Community Center	$5,169,260	$5,156,227	$13,033
The Loop at Chaska	$773,259	$773,259	$0
Chaska Town Course	$3,368,300	$3,555,731	($187,431)
Turbine	$2,590,403	$2,416,645	$173,758
Storm Water Mgmt.	$3,192,600	$3,138,304	$54,296
Curling and Event Center	$2,825,392	$2,817,089	$8,303

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 15th day of December 2025.

_____
Taylor Hubbard, Mayor

Attest:_____
Chaska Deputy Clerk

City of Chaska
2026 Budget

2026 Annual Budget

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

Submitted for your review is the proposed 2026 Annual Budget for the City of Chaska, along with a review of major issues and opportunities relating to the City's general operations. I believe the budget, as proposed, meets the needs for continuing to provide excellent municipal services, while at the same time meeting the City's objectives that we have established during the budgeting process. As we did during the 2023, 2024 and 2025 budgeting processes, we have continued to spend the better part of the budget process this year talking about our largest current challenge, which will be taking care of our existing City facilities and investing into improvements that will be needed to allow us to meet our service objectives moving into the future. While this has been a difficult discussion because of its impact on taxes, it is one that we need to address if we are going to be able to continue to provide services at the level residents have come to expect. While this has been an ongoing discussion, this is the last year that we will be having these discussions as part of the budget process, as this is the final year of funding this overall program.

As you read this budget, you will find that beyond trying to maintain our current services at levels that our residents expect, this budget seeks to continue our efforts to keep our Capital Asset Maintenance Program (CAMP) fully funded as we move into the future so that we continue to reinvest back into the assets that are aging in our community such as trails, roads, and parks. One thing different we have included with the CAMP Program in this year's budget process is the need to increase our funding level of this program by the rate of inflation each year, so we do not get behind in keeping up with the increasing costs of doing projects into the future. We also have put a high priority on making sure we are working towards keeping our General Fund Reserve balances at a sufficient level to be able to meet the requirements of our Bond Rating Agency to maintain our quality rating, which we have affirmed three times over the past two years. We have budgeted $300,000 annually to go directly to our reserves. In addition to this, we have seen higher than budgeted building permits being purchased for the past several years, giving us additional dollars to put into our General Fund Reserve Balance. We have gone from a Fund balance in our General Fund of $1.9 million in 2020 all the way up to $6.9 million after our 2024 budget. This represents about 33% of our total General Fund Budget, with our target being approximately 40% on an annual basis.

The 2026 General Fund budget is very similar to what we saw in 2025, with the only major new initiative we will be looking to fund being the 4th and final year of our Building Improvement Program. After 2026, we will now have all $4.5 million needed from tax levy to support this program, with the other $1.6 million coming from our Utility Funds.

To fund our Building Improvement Program, we decided to break the total funding needed into four years and only levy one fourth of this amount each year to try to ease our way into putting in place the necessary funding for this program. Starting in 2023

and continuing into 2024 and 2025, emphasis was placed in the budget on implementing a plan to address our City Facility needs for buildings supporting our General Fund services in Chaska. This includes our Police and Fire Services, our Municipal Services Campus, Chaska Library, and our City Hall. All these facilities are over 30 years old, with very little change or improvements occurring in these facilities as our community has grown. Not only do these facilities have deferred maintenance projects that need to occur, but none of them are large enough to handle our current staffing or equipment levels, let alone our future needs as we continue to grow. As will be described throughout this budget document, the 2026 budget will be the final of 4-years of revenue increases that will be needed to support the debt service of rehabilitating and expanding these facilities, which will take the rest of this decade to complete construction. 2024 did mark the first facility in our Building Improvement Program that moved forward to construction, with our Public Safety campus starting construction in the Spring of that year. This facility is scheduled to be completed by early 2026 and will house both our Police and Fire Departments on the property that once housed our former Fire Department. As we move into 2026, we will be going out for bids on the new Municipal Services Building, which we expect will be started in June of 2026 and should be completed by late 2027.

This budget document will talk about when we expect to see all 4 facilities completed, and the impact we expect it will have on taxpayers as this program is implemented.

2026 Revenue Discussion

As we go into 2026, we are seeing continued increases in our Market Values, with more than half of the overall market growth (55%) coming from new growth. Last year we saw 54% coming from new growth, and going back to 2023, we saw only 40% of the market value increases come from new market growth. What this means is that more of the tax burden is shifting away from existing properties.

For taxes payable 2026, we are seeing a 7.51% increase in our community's taxable market value, with 4.10% driven by new construction and the other 3.41% being driven by changes in existing properties values. For the third year in a row, the strongest growth we have seen in the City was in the category of Apartments, which saw a 19.85% overall increase in value, with all the value coming from new apartment units (there was actually a decrease of 0.50% for existing apartment buildings). Last year we saw a 20.33% increase in market values with most of that also coming from the construction of new apartment units in the community. We have seen over 600 units of apartments added in Chaska over the past three years.

Commercial/Industrial properties saw moderate growth over the past year with a 5.23% increase. Unlike last year where we saw most of the valuation increase come with existing buildings, for 2026, we are seeing 2.45% coming from increases in existing C/I properties and the remaining 2.78% coming from new construction. We do expect to see additional industrial added in 2026, both with an addition to a Beckman Coulter property, but also through the construction of the first building in the new Big Woods Industrial Park on the west side of Highway 212 at its intersection with County Road 44.

Residential saw the second largest increase in property values for 2026, with existing residential properties seeing a 3.95% increase in market values and new properties making up 2.83% of that valuation change. This increase for existing properties is about 1% higher than what we saw in 2025.

Our tax capacity for 2026 is slated to grow at a faster rate of 9.14% compared to 6.59% in 2025. The tax capacity measures the amount of value that is taxable within a community. The positive news is that there is much more growth in the tax capacity from new growth in the community over the past few years than we saw before. This translates into tax increases being spread across more properties and shifting some of the burden off existing properties in the community.

As we have seen since 2021, building activity in Chaska was again very strong during 2025. This building activity has included the completion of the several new apartment units we saw built in the community, the addition of many new single-family homes, as well as many maintenance projects happening in school buildings across the community.

There were several housing developments that started in 2024 that continued into 2025 that added the bulk of what we saw for residential growth in the community. This included continued work on 3 different development areas in Southwest Chaska, the continuation of the DR Horton neighborhood on the west side of the Clover Ridge Neighborhood, and the completion of the Adelwood Neighborhood located directly above Clayhole Lake in Firemen's Park.

As we finish out 2025, we expect that permits will be similar to the 2021, 2022 and 2024 levels of $1.5 million, but less than nearly $3 million that we saw in 2023. For 2025 we budgeted $1.3 million, meaning that we do expect that we are going to exceed our budgeted revenue once again in 2025.

For 2026, we are expecting to see a very similar market to what we saw in both 2024 and 2025, with potentially slightly more activity because of a planned Industrial expansion, our Municipal Services building, as well as new housing developments opening in Southwest Chaska. Because of this, we budgeted for $1.8 million for 2026 which brings us closer to what we have averaged in building permit revenue over the past several years. With the growth that we know will happen, and the potential for our newest industrial park to open later next year, we think this is a realistic number to budget around.

As the 2026 budget was put together, there were several major budget environmental factors we needed to consider as it related to revenues, including:

- Market Values across the community increased by 7.51% compared to the 6.73% increase we saw last year. This will bring our overall property values in the community to $5.29 billion, $369 million higher than last year. 4.10% of this change came from new construction, with the rest of the increase coming from existing properties. This 4.10% increase in new construction represents 55% of

all growth in the community compared to last year where 53% was from new growth

- Based on Legislative Changes during the 2023 session, the State did create a Metro Sales Tax, with a portion of this sales tax coming back to each Metro Area City for the purpose of supporting the creation of more affordable housing stock. The allocation in 2024 was a little over $130,000. In 2025, that number went up to $339,000. We expect this number to go up to $345,000 in 2026. So far, we have been partnering with the Carver County CDA to use these dollars to help create more houses in the Community Land Trust Program (like in the Chaska Yards Project), with this allowing us to create permanently affordable housing
- With some additional residential and industrial/public construction expected in 2026, we are budgeting for building permits to generate approximately $1.8 million, which is very close to what we have seen over the past couple of years.
- We are continuing to see an increase in population, with a steady increase in the number of residential units being built in the community. This past year we saw the Met Council estimates come in at approximately 30,000 residents. We think that it is possible to add approximately 500 new people in our community next year based on the housing inventory we have available in the City
- Our Electric Revenue has continued to increase, as we have seen a significant amount of Economic Development occurring in the last several years, including Data Centers and additions to existing industrial businesses driving up this usage. This has had a positive impact on the 5% Electric Right of Way Usage Fee coming back to our General Fund, as well as the additional 5% dedication the Electric Fund makes to the General Fund to help reduce tax burden for our residents. We expect the amount coming back to the General Fund in 2026 to be approximately $5.6 million, or $100,000 more than what we saw in 2025. In addition, we will also have the new Electric Franchise Fee Revenue coming in from Minnesota Valley Electric Cooperative's service territory in Chaska, which we anticipate will be about $255,000.

MAJOR INITIATIVES OVER PAST DECADE

During the recession (2008-2013), to navigate the financial impacts to our revenue collection that supported our budgeted activities, the City deferred many planned expenditures as a strategy to balance the budget. This was needed because we did not change the tax levy for four years during this recession period.

When the economy improved after 2013, the City was able to put more emphasis into the projects that we had to defer, which included the reinvestment back into our existing infrastructure and assets, as well as making sure that we were staffing at a level that could sustain the level of services residents have come to expect in our community.

CAMP Program

This renewed emphasis on reinvestment back into our existing infrastructure was first demonstrated through the establishment of our Capital Asset Maintenance Program (CAMP). The CAMP focused on how to properly maintain the assets which we have already invested in and have a responsibility to keep in good condition moving into the

future. In 2014 we started investment into this program, with a 4-year plan for how to fully fund these needs. This 4-year plan increased revenue in the General Fund to support a $1 million gap, with the final $250,000 of this being incorporated into the 2017 budget. With this program fully funded every year since, we have been able to move forward by making the proper reinvestment back into our existing General Fund Assets, such as roads, trails, and parks. The budget for 2026 continues with full investment into the CAMP to continue to keep up with these reinvestment needs. The one thing that we are changing in 2026 is that we are building in an increase for inflation into the $1 million annually. This is something we have not done in the past, and we are now seeing after 8 years that our revenue has not kept up with the cost of the work we need to complete. By increasing this by inflation each year, we hope to keep the "buying power" of these resources the same from one year to the next.

Staffing Gap Program

During the 2020 budget, we did turn our attention to addressing the gaps we had identified in our staffing levels across the City in past years, and what we felt was needed to sustainably meet our service level expectations in the future. Following direction from the City Council in the 2017 Council/Department Head Retreat, focus was put on having our Financial Advisors at Baker Tilly complete a Staffing Study looking not only at what staff we need to plan for going into the future to keep up with our service level demands as our community grows, but also on any gaps we currently had in being able to sustainably meet our service level expectations in the current environment.

Based on this study, we were able to determine that we were 16 employees short in being able to meet our current service level needs, but that once we filled this gap, we could expect that we would need an additional 57 employees City-wide to meet our staffing needs when our community is fully developed over the next 20 years.

To work on filling our existing gap, we divided implementation of this plan over a 4-year period to spread the costs over multiple years, so as not to have all the financial impact fall into one budget year. We were able to start this Staffing program in 2020, needing to take a break in 2021 because of COVID challenges. However, in 2022, we did re-establish this program, implementing the 2nd of the 4 years, along with addressing public safety gaps (shortage of 3 Police Officers) that were not identified in the original study. These 3 Police Officers were spread into each of the remaining 3 years of the Staffing program implementation, with 1 new position being added each year. In addition to funding the positions through this program, $500,000 was also allocated to the program to help fund the on-going maintenance of our City facilities as positions being added in this program included Building Maintenance Staff. Up until this point, Chaska did not have any dedicated Building Maintenance personnel on Staff, nor any dollars specifically dedicated towards maintaining our facilities, which created challenges with our aging buildings.

In 2024 we completed this program with all the anticipated positions now included in the budget. As we move into the future, it will now be our job to make sure we keep up with the positions we need when we need them, so we do not create a gap again.

Building Improvement Program

In 2023, a new program was added to address necessary building improvements in our General Fund facilities. As we have been discussing over the last three years both internally and through educational events with the public, there is a significant need to reinvest into our General Fund facilities that are over 30 years old. They are in poor condition, are not sized or designed properly to serve our growing community, nor have we addressed in our facilities the changes in services we have had to make to properly serve our residents.

When doing our initial needs analysis, it was identified that the following 4 buildings need reinvestment and expansion, without there being available resources to properly address these needs. The four General Fund facilities discussed, in order of their priority, include:

- Public Safety (Police and Fire)
- Municipal Services Building (Public Works, Water/Sewer, Storm Water, Electric)
- Chaska Library
- Chaska City Hall

Later in this document I will discuss the needs that we have found within these facilities, and the revenue we would need to properly address these deficiencies. As I will also discuss later, the program is one that we are laying out to have the financial resources necessary collected over a 4-year period to help spread the additional tax impact into multiple years. The first facility in this program is scheduled to be completed in late 2025 (Public Safety Facility), with the final facility being completed in late 2030 (City Hall Rehabilitation). This Building Improvement Program is where we have spent the bulk of our budget discussions over the past four years, and what we have been educating the public on since early spring of 2022.

2026 will be the fourth and final year of implementing the needed tax levy to support this program, with the City levying the first three years of this program in 2023, 2024 and 2025. 2026 will be the last year that we need to have an additional tax levy of $1.125 million to provide us with all financial resources we need for this program and marks the first year of occupation in the Public Safety Facility and the start of construction on the MSB building. The Municipal Services Building is scheduled to start in the spring of 2026 and be completed in late 2027. The last two buildings in this program would be The Library and a renovation/remodeling of City Hall.

Tax Levy Establishment Policy

This Budget Document discusses the continued use of our tax levy establishment policy, which the Council adopted during our 2014 budgeting process. Our current policy focusses on what the actual driving factors are in setting our tax levy, including actual new growth in our population and inflationary factors, instead of focusing solely on keeping a constant tax rate, which was the past policy direction the City utilized. In this respect we feel that any new increases in tax resources are directly tied to the increased costs we need to support the level of services we currently provide in the community. This policy also allows us to capture the resources of any new development in the community to make sure that all new homes and businesses are

contributing their "fair share" to support our General Fund services. Capturing this new value has no impact on the taxes paid by existing properties but instead helps make sure that we are capturing this new value to contribute to the overall service need increases in the community because of this new growth. This tax levy establishment policy goes on to say that we would only increase our tax levy above and beyond this amount if we were addressing new items in our budget. If this were the case, the levy would increase by the actual amount that is needed to support the direct cost of these new initiatives.

In this 2026 budget, the only item that would be above and beyond our base-level tax levy establishment policy, and which the Council reaffirmed was a priority goal last year in our Strategic Planning process includes the remaining tax levy dollars necessary to fully fund our Building Improvement Program. 2026 would be the last of 4 years of ramping up these tax revenues needed to support the debt service needs for this program. Specifically, the 2026 budget would:

- Commit to the fourth of 4-years of ramping up revenues for our Building Improvement Program, which has added $1.125 million of tax levy each of the 4 years of the program, along with $590,500 of Utility Funds each of these 4 years to support the ultimate $6.8 million of estimated funds needed to pay for the debt service on this program.

As we will discuss later in this budget, utilizing our base tax levy policy, and addressing the Building Improvement Program would have an impact on the Median Value Home in the community ($410,400) of $14.33 per month, or $172 over the course of the entire year. Of this amount, approximately half of the increase goes towards the building program ($7.25/month). When looking at our initial projections for this program, we are coming in $3.50 less per month for the entire program than we had originally anticipated. This decrease in impact has come because of stronger growth in the community than what we anticipated when starting this program 4 years ago.

Staff feel that this budget document continues to move forward in taking a more comprehensive look at not just our current operations, but also the future costs of properly maintaining our assets through our CAMP and Building Improvement Programs. We also think that it creates a logical nexus between how we set our tax levy and what actual changes we see in the community that cause us to increase the resources we need to meet our primary service objectives.

Budget Objectives

As with all our budgeting processes, the first place that we start is by establishing the objectives we are trying to accomplish in setting our budget for the upcoming year. Below is the list of those objectives that were used in establishing the proposed 2026 budget you see before you now:

- ***Support budgeting programs that help Chaska strengthen its mission of being "The Best Small Town in Minnesota"***
- ***Maintain existing high-quality service levels***

- ***Utilize our Existing Tax Levy policy, which limits tax levy growth to capture only new real growth in community and inflation-only increasing the levy beyond this point if new service levels/assets are being added***
- ***Fully fund maintenance and replacement of our vehicles, equipment, and physical assets on a regular schedule to ensure sustainability of investments already made***
- ***Fund new programs only after existing, necessary programs are funded***
- ***Budget utilizing a plan that avoids draw-down of City's General Fund Reserves and builds these reserve levels to a targeted level***
- ***Fully fund levy needs of Street Reconstruction Program***
- ***Develop a budget plan that is sustainable from a resource perspective to support service levels that residents expect***

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

In the past, the City of Chaska was very lean when it came to resources used to support the high level of services we provide in the community. As the community grows, and assets such as our facilities get older, these levels of resources will not be sustainable to keep our service levels constant if we do not keep up with these changes.

This is especially true when it comes to the Staffing levels throughout the organization, and the dollars allocated towards maintaining our aging facilities. We addressed one of these areas by completing the implementation of our Staffing Gap Study and are addressing the latter by finishing the funding of our Building Improvement Program. Putting these resources in place now will also help us 25-30 years down the road when our City facilities will once again need additional reinvestment and debt service from the original improvements will be complete. It will make sure we have an existing funding source available to support these future improvements.

As mentioned previously, continuing to implement our Building Improvement Program in 2026 would impact the Median-Valued home in the community ($410,400) by $14.33 per month or $172 per year. In 2025, implementing our plan put up a #53 lowest out of 84 cities. Even with the changes proposed for 2026, we would expect that we would still be better than the mid-point for tax levy per capita in the entire Twin Cities Metropolitan Area.

Tax Levy Establishment Policy

For nearly 30 years, the City of Chaska had a policy of establishing our annual tax levy based on keeping a constant tax rate. Based on this policy, the tax levy would go up by the amount of increase we saw annually in our tax capacity, which is directly related to the amount of market value growth we see in the City. For instance, if market values

(and hence tax capacity) increased in the community by 7.51% (as it will be for taxes payable 2026), the levy could also increase by 7.51% and have no impact on the tax rate in the community. This would mean that if someone's property did not change in taxable market value from one year to the next, that their City taxes would not see any increase.

While the constant tax rate policy worked very well for several years, during our last major recession (2010-2013), we did start to experience some of the practical limitations of this policy. The first practical issue experienced is that not all market value increases are associated with the construction of new buildings. Some of the market value increase also occurs on existing properties as we experience inflationary growth from one year to the next. While the tax rate would not change, a resident's taxes would change unless their market value stayed the same. This often was the practical reality, as we saw a significant amount of property value growth in existing properties from 2000-2008.

The other issue that we experienced from 2010-2013 was the impact of decreasing market values in the community. As with increasing market values, the same can be said for decreasing market values when trying to keep a constant tax rate. If the market values go down, the tax levy also needs to decrease accordingly to keep the tax rate constant. With one of our primary objectives of keeping our service levels constant, this was a significant issue the City faced when market values declined for four straight years. This led to the City temporarily modifying its tax levy policy to state that the tax levy would be set to keep the tax rate constant, unless that forced the actual levy to decrease, in which case the tax levy would stay the same. This change was made based on the notion that while property values decrease, the cost for providing these services does not decrease unless a community is willing to reduce the amount of services it provides. In fact, if the service levels are kept the same, the actual cost of providing the service in subsequent years increases because of inflationary factors. Based on this change, and the decrease in market values in 2010-2013, the City of Chaska's tax levy saw a 0% increase during each of those 4 years, with the tax levy remaining $4,880,354 for each of these 4 years.

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

Based on this premise, it was during the 2014 budgetary process that the City Council made a permanent change to our tax levy establishment policy to learn from the issues we experienced during the Great Recession. The tax levy policy established in 2014 focuses specifically on looking at the two items that create increased cost pressures on

our General Fund, if one of our primary objectives is to keep a constant level of services in the community:

- New construction in the community (4.10% for taxes payable 2026)
- Inflationary increases in the market. (3.44% for taxes payable 2026)
    - Total Base-line tax levy increase of 7.54% to keep current service levels constant
    - It should be noted above that the actual rate of inflation we have been seeing over the past several years has been over 5%. However, we brought this down for budgeting purposes because we recognize we are addressing the addition of our Building Improvement Plan again in 2026

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

The new policy goes on to state that we would only increase the levy beyond this point if we were adding new services, and that the actual cost of providing those new services would determine the amount of additional increase we would need in the tax levy. In the case of the 2026 budget, the continued new item we have in the budget is the $1.125 million towards the fourth and final year of our Building Improvement Program.

Key Factors in Revenue Forecast

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

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

During the 1990s, Chaska's population increased from 11,339 to 17,450. From 2001 to 2005, more than 2400 new living units were approved within new residential subdivisions. In addition, the type of developer shifted from local developers to large national firms. As a result of both increased demand and supply of residential

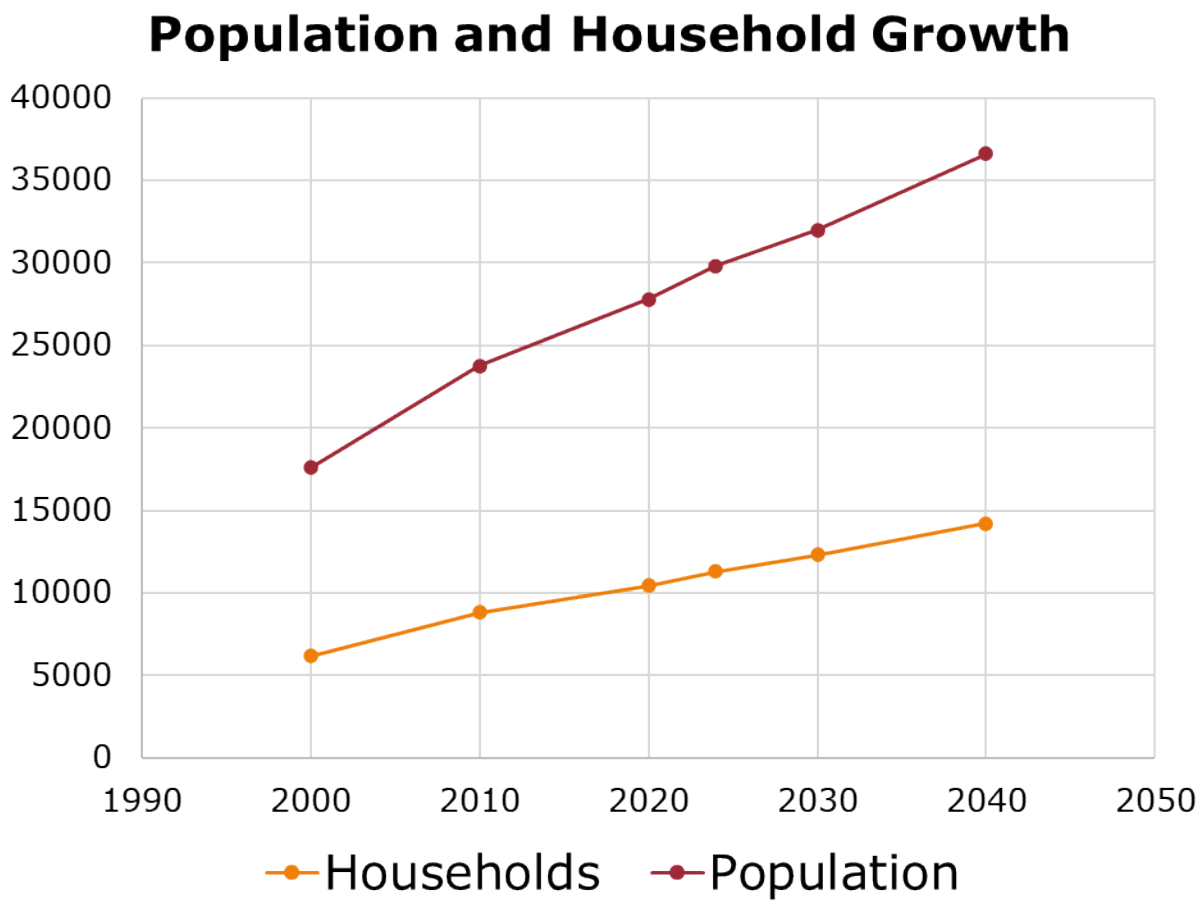
dwellings, a significant increase in new residential dwelling construction activity occurred in the 2003-2005 period. This large amount of growth resulted in a 35% increase in our population from 2000-2010, with our official population being 23,770. This compares to the 8% average increase in population that was experienced across the rest of the Twin Cities Metropolitan Area during the same period, making Chaska and the Southwest Metro Area one of the fastest growing areas in the entire Twin Cities. This growth resulted in an increased demand for services, and hence an increase in revenue necessary to provide the same level of services in the future for our residents.

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

This downward trend reversed itself in late 2012, and stabilized, with several new residential developments approved over the past decade. Starting in 2013, this included the approval for several new residential subdivisions both on the north end of Chaska, and in the Southwest quadrant of the community. We also saw very robust growth in our Commercial/Industrial properties, with the addition of the 212 Medical Center, several Data Centers, commercial additions in Hazeltine Plaza, and the expansion of buildings in our existing Industrial Parks. Over the past several years, we have seen a continued push in residential development, while also seeing a large increase in Commercial/Industrial activity. Over the past two years, we have seen robust Commercial/Industrial development, which included a new Costco, Industrial Buildings in Chaska Creek Industrial Park, the addition of the Chaska Tech Center on the old Chaska Building Center Site, and the addition of a 5th story on the south building at 212 Medical Center. We also saw additions and expansion of businesses in our North Industrial Parks. Along with this, we have seen several rental projects open over the past 2 years, including the addition of 3 apartment buildings and rental townhomes, totaling over 600 new rental units introduced into the community. Finally, we have continued to see steady building occurring with our single-family residential homes, including the expansion of the Clover Ridge Neighborhood to the west, continued building in three subdivisions in SW Chaska, and the completion of the Lennar Development located on the east side of the Autumn Woods neighborhood and the Adelwood Neighborhood just above downtown Chaska.

We have seen five years of very strong growth in 2021-2025, with building permit revenues being over $1.5 million in 2021, 2022, 2024 and 2025, and permit revenue in 2023 being close to $2.8 million. In each of these years we outperformed our budget, with us budgeting approximately $1.1 million in permit revenues each year. With several developments moving forward, and with the construction of our Municipal Services scheduled, we are budgeting approximately $1.8 million, which is close to what we have averaged in revenues over the past several years. If we do see the start of the new data center in West Creek Corporate Center or an additional Industrial Building in the Chaska Creek Corporate Center, we will likely see our building permit numbers exceed this budgeted number.

Below is a chart showing our population and household growth in the community over the past 25 years and extrapolating out to full build of our community:



***An analysis of General Fund revenues by major fund source*:**
Total revenues anticipated to fund the 2026 General Fund operating budget are $36,430,050, which is an increase of 13.1% from our 2025 General Fund Revenues of $32,206,447.

As you will find on the chart below, Licenses and Permits are the largest source of increased income going into the General Fund budget, with these representing a 35.3% increase for the 2026 budget. This is because we are trying to get our budgeted permit numbers closer to where we have actually seen permits come in at over the past several years. We expect 2026 to be similar to actual average of permits we have seen in the past several years, if not more. One other thing that should be noted in the revenue projections is that while the General Fund is seeing an 17.9% increase in property taxes, that does not mean that the overall tax levy went up that percentage That is because a portion of the property tax levy also goes into our Equipment Acquisition Fund, which is the Fund we use to support the replacement of all equipment utilized in our General Fund. The overall increase in tax levy for 2026 is 14.06%. The 17.9% just represents the increase in taxes specifically going into the General Fund, not

the General Fund and Equipment Acquisition Fund, which both take a portion of our overall levy.

As has been explained earlier, most of the increase in tax levy for 2026 is coming from the implementation of the fourth of four years of levy increase needed to support our Building Improvement Program. Of the total $2,820,582 increase in property taxes, 38% of that increase is associated with our Building Improvement Program, with the other 62% going towards new growth we have seen in the community over the last year, and inflationary increases in our expenditures. 2026 is the last year of our planned additional levy dedicated to our Building Improvement Program. After that, any levy increases will be associated solely with our new growth in the community and expenditure inflation.

One additional thing to point out is with our Building Permit revenues. As mentioned previously, we have seen actual permits in 2021, 2022, 2024 and 2025 be over $1.5 million and 2023 be close to $2.8 million. In looking at potential projects for 2026, we are planning to budget for close to what we have seen for average revenue over the past 5-years. Because of this, we are budgeting 1.8 million for building permit activity in 2026.

Finally, the other main source of income in our General Fund is our 5% Electric Payment for Right of Way usage, the operational transfer of an additional 5% from the Electric Fund, and our Gas Franchise Fees. We also will have the 5% Franchise Fee from Minnesota Valley Electric Cooperative, which we anticipate will be $255,000. Taking our internal Electric right of way fee and transfer, along with the Gas Franchise Fee and the MNVEC Franchise Fee, we are budgeting to be at $6,106,000 which is a 13% increase from what is budgeted 2026. Based on our annual increases over the past several years, we think that this is a number that is attainable with the growth of our electric load in the City, especially since we will now be seeing a franchise fee coming from the areas of our community served by Minnesota Valley Electric Cooperative as the Council established this fee several months ago.

Finally, we have our Administrative Charges to our multiple internal funds to provide administrative services to these funds, so they do not have to provide these services themselves. These administrative services that our General Fund provides include Finance, HR, Administration as well as minor areas of service from Engineering and Public Works. That fee is scheduled to be $5,617,325 in 2026.

The chart below shows a summary of revenues for the 2026 budget year:

General Fund Revenues

	2024 Actual	2025 Budget	2026 Budget	Increase	%Increase
Property Tax	$13,285,534	$15,797,690	$18,618,272	$2,820,582	17.9%
Elec/GasFranchise Fees	5,404,167	5,627,000	6,361,000	$734,000	13.0%
Other Franchise Fees	261,295	280,000	275,000	($5,000)	-1.8%
License and Permits	1,977,638	1,330,422	1,800,283	$469,861	35.3%
Other Revenues	2,827,139	3,732,785	3,758,170	$25,385	0.7%
Admin Charges to Funds	5,093,000	5,438,550	5,617,325	$178,775	3.3%
Total Revenue	$28,848,773	$32,206,447	$36,430,050	$4,223,603	13.1%

An analysis of Major Programs in our General Fund Expenditures:

Besides funding our existing general governmental services, the General Fund includes two major initiatives, including:

- Capital Asset Maintenance Program (CAMP)
- Building Improvement Plan

I will talk in greater detail about each one individually below.

1. Capital Asset Maintenance Program (CAMP)

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

As was discussed previously, between 2014-2017, the City worked to create the Capital Asset Maintenance Program (CAMP) to fund the replacement of major items in our General Fund. During this time, we raised an additional $1 million in revenue, which has remained in our budget ever since to fully fund this program on an annual basis. The types of activities that this program funds include replacing playgrounds, repaving trails, resurfacing roads, rehabbing parking lots, as well as other items that keep assets used by everyone in the community in good condition.

With the CAMP fully funded, 2026 will bring several rehabilitation projects to the table, including:

- $1,400,000-Full overlay of Bavaria Road north of Pioneer Trail and all the way to the Victoria Border. We are using dollars from our 2027 CAMP program to fund the amount of this year's plan above $1 million as this project needs to be done in one phase
- $60,000-Trail Resurfacing of 3 miles of trail

While there are not a lot of projects in the CAMP for 2026, the Bavaria Road resurfacing is a major project that is very needed given the surface conditions of that road. We will get back to park rehabilitations in 2027 and 2028.

2. Building Improvement Program

Since the City Council officially established this as a priority goal in 2021, reinvesting back into our Core Assets has been a focus of activity that the City has been working on over the past four years. This work and discussions have revolved specifically around the significant needs we have for improvements in our General Fund facilities, including:

- Public Safety (Police and Fire)
- Municipal Service Building (Public Works, Water/Sewer, Storm Water, Electric and Mechanics)
- New Library
- Remodeled City Hall

As we have discussed throughout this process, each of these facilities is over 30 years old (Fire Station was 28 years old in 2024), with little reinvestment being put back into these buildings over that time. These buildings have also not increased in size to accommodate new employees added as the community has grown, but they have not kept up from a space perspective to store all our equipment. The buildings have also not kept up with our service needs as the community has grown. Finally, these City facilities have not kept up with security measures that are now critical in public facilities to keep our employees and visitors safe.

To address this issue, the City hired architects from Leo A Daly and the construction management firm RJM Construction to complete the following tasks:

- Identify the square footage needs of every General Fund Department
- Develop a Concept Plan to address each of the department's needs
- Develop conceptual pricing to accomplish implementing these building recommendations

The findings of this study were presented to the Council in May of 2022, along with recommendations for how to fund each of these facility needs. The total estimated costs to address the needs of each of these facilities was estimated at $121,500,000, which would create an annual debt service need of a little over $6.86 million per year. In this study we identified that $4.5 million of these annual costs were attributed to General Fund costs, and $2.36 million attributed to costs of our Enterprise Funds (i.e., Electric, Water/Sewer, Storm) who happen to be housed in General Fund facilities.

As we have discussed during this process, one of the things that makes this issue difficult to address is both the fact that the original facilities were funded using one-time dollars, and our tax levy has historically been very low, giving us few unused resources to reinvest back into these facilities as needs have arisen. This has meant that to address this issue, we have needed to create new resources to avoid cutting back on our existing services levels, which for many years have also been leanly funded.

To address the funding of this program, but to not see the impact of this all come at once, Staff presented a recommendation to Council in 2022 to increase the funding over a 4-year period, with the tax levy needing to increase by $1.125 million each year over a 4-year period. Spreading this cost out over several years would also recognize that we would not have the organizational capacity to work on each of these facilities at once, only having the capacity to address one facility at a time.

With this plan, all four buildings would be completed by late 2030. The priority in the recommendation went to our Public Safety facility, since it has the greatest immediate needs. It then moved to our Municipal Services Building. Both buildings have significant issues with space, especially with the Police and Municipal Services (with many of their vehicles being left outside in the elements). We also had immediate needs in our Fire Department to be able to support living quarters to support our 24/7 Duty Crew model, which Staff feels we need to migrate to if we are going to keep a Paid-on-call base of employees in our Fire Department.

The new Library was identified as the third building to be addressed. This is because we need to move the library out of City Hall to pick up the needed space for City Hall operations without having to add onto the building. The last piece of the program would then be the remodeling of City Hall to pick up the spaces vacated by the Library and Police Department to address our current space needs, as well as address accessibility, safety, and long-time issues with the roof and HVAC in the building.

The following is the schedule that would be anticipated for each of the facilities in our current Building Improvement Plan:

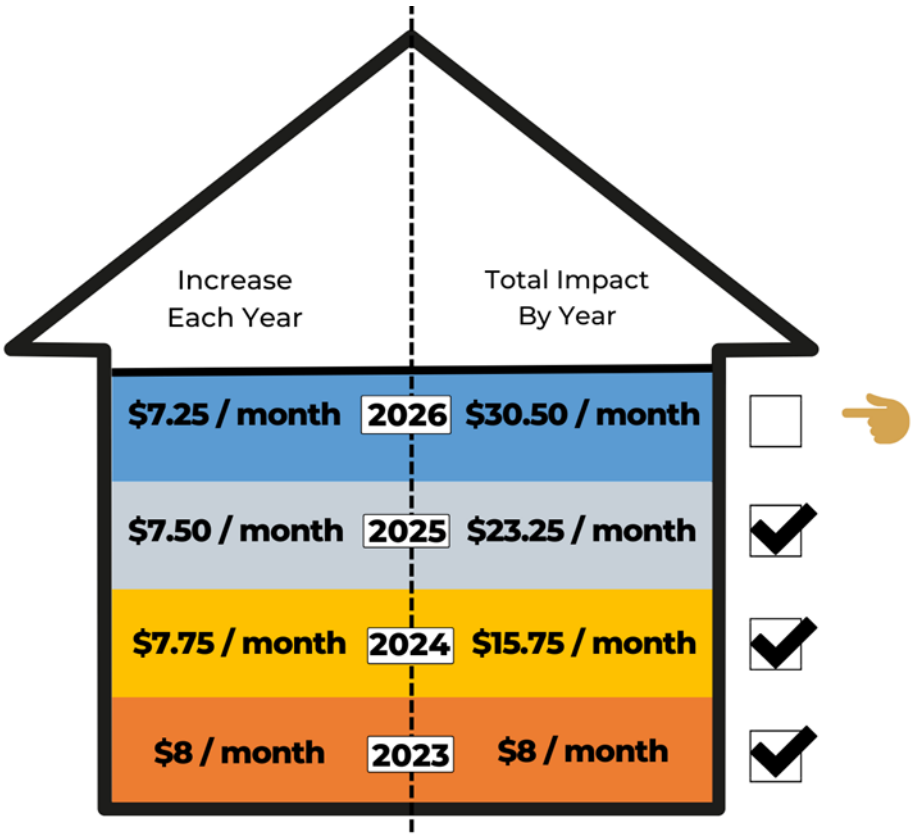
- Public Safety Building: Construction started in the Spring of 2024 and will be completed in December of 2025.
- Municipal Services Building: Start construction in spring of 2026-Complete in late Fall of 2027
- Library: Plan to start building in 2028-Complete in Fall of 2029
- City Hall Remodel: Start and Complete in 2030

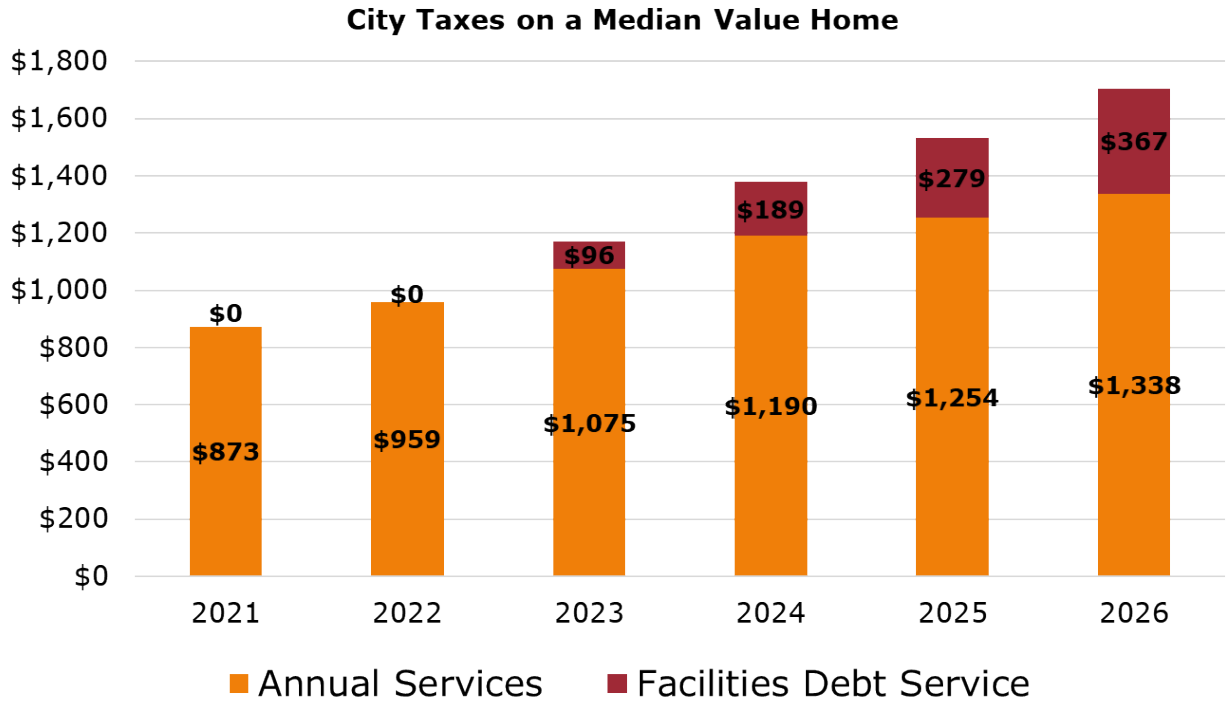
As the Council is aware, a significant amount of public outreach has been done to educate our residents not only on the need, but also the impact they could expect on taxes if we were to move forward with this plan. The plan started in 2023 with an $8 monthly impact on the median-valued home. In 2024, the impact to the median valued home added an additional $7.75 per month. For 2025, we added an additional impact of $7.50 per month for the median valued home. For 2026 the program would

add an additional $7.25 per month to the Median Valued Home. After completing the program in 2026, the cumulative monthly impact to a median-valued home will be $30.50 per month, or $366 per year (this is less than the $408 we anticipated when starting this program 4 years ago.

As we move into the final year of implementation, we can see that the addition of these dollars for this plan (along with other changes due to growth and inflationary increases) ranks us at approximately 53rd lowest out of 84 cities, meaning that we are still in the lowest 63% of cities in the Metro Area for Tax Levy Per Capita.

Below are two charts we have been showing the public illustrating the financial impact of the program:





As was mentioned previously, looking at the total impact to the Median Valued Home ($410,400) in Chaska for our Baseline General Fund Services and the Building Improvement Program would be $1,705 for the entire year. This is compared to the City tax bill for the same house last year, which was $1,533, making the increase for 2026 be $14.33 per month, or $172 for the entire year. The percentage increase for a median valued home would be 11.22% for everything included in the 2026 budget.

It is important to point out that while our total tax levy is going up by 14.06%, the actual impact on the median valued home is 11.22%. The reason for this is because we saw not only a lot of new growth in the community to spread these costs, but we have also seen Commercial/Industrial Properties go from making up 9% for the taxable market value to 15% since 2024. This came from the many new Commercial/Industrial Properties that were added to the community. We expect that trend to continue now that we have the infrastructure extended to serve the Industrial Park at County Road 44 and Highway 212 and a developer ready to start the planning process on that Industrial Park with an identified end-user for their first building. The development of all this property as industrial will help to spread the costs for our services beyond just residential property owners.

Property Taxes:
For 2026, to accomplish establishing our base-line budget, fully funding the CAMP and continuing with the third year of the Building Improvement Program, the total tax levy needed would be $23,995,562. This levy represents our entire levy, which includes General Fund, Equipment Acquisition Fund, Cemetery Fund, Tax Abatement Fund, and the EDA. This represents an increase of 14.06% from the 2025 total tax levy, and slightly lower than the increase we saw in 2025.

This levy increase would be made up of 6.07% to support the baseline levy (3.44% for inflation and 4.10% for new growth in the community). In addition, we would also need an additional $1.125 million of tax levy added for the third (of 4) year of the Building Improvement Program that would make up the remainder of the increase in our tax levy for 2026.

Besides understanding our total tax levy, it should be noted that a portion of our total levy goes towards our General Fund Operational Budget, with the remaining going towards our Equipment Acquisition Fund and debt service for our current Downtown Street Reconstruction Program.

It should also be noted that out of the total tax levy amount for 2026, $877,952 represents a levy for tax abatement assistance provided in the past. This additional amount represents the 14th year of tax abatement that is being provided to the West Creek Corporate Center Development for development of infrastructure to support this new industrial park, along with some other tax abatement projects including the 212 Medical Center Addition and the Chaska Creek Medical Building. While we are required to officially levy this assistance, the City is a "pass-through" for these funds, with the same amount coming in from this project that goes out to provide the tax abatement assistance. It does not influence other taxpayers in the community.

Within this total levy amount, the Chaska Economic Development Authority also has a $249,217 levy. Last year this levy was $231,440. The amount levied for 2026 in the EDA Fund represents the dollars supporting the operations of our Economic Development Activity and was included in the total tax levy amount of $23,995,562.

In summary, the total levy will include:

- Continuation of dollars to support the Downtown Street Reconstruction Program Debt Service
- $22,868,393 being levied to support General Fund Operations, a portion of Street Reconstruction Debt Service, Mt. Pleasant Cemetery, and existing Equipment Acquisition Fund needs
- $1,125,000 to support the second year of the Building Improvement Program (included in total above)
- $1,000,000 for our CAMP (included in total above)
- $249,217 being levied in the Economic Development Authority Fund for operations
- $877,952 in tax abatement that is generated from the new West Creek Corporate Center Development, 212 Medical Center, Chaska Creek Medical Center and Exactec.

The following table summarizes Chaska's actual tax levies (General Levy, EDA, Tax Abatement and Mount Pleasant Cemetery for 2021, 2022, 2023, 2024, 2025 along with next year's 2026 levy:

	2021	2022	2023	2024	2025	2026	Increase	%
General/EQA/EDA/Tax Abate	$ 11,406,925	$ 12,666,429	$ 15,210,147	$ 18,148,194	$ 21,031,556	$ 23,989,562	$ 2,958,006	14.06%
Mt Pleasant	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ -	0.00%
Total Operating/Special Levy	$ 11,412,925	$ 12,672,429	$ 15,216,147	$ 18,154,194	$ 21,037,556	$ 23,995,562	$ 2,958,006	14.06%

Impact of Tax Levy on Property Owners

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

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

Overall, Chaska's market values, excluding tax-exempt property, increased by $369,667,200 to $4,920,429,700-an overall increase of 7.51%. The largest percentage increase that we saw in 2025 was in apartment properties, with a 19.85% overall increase. 20.36% of that came from construction of new apartment units in the community, with there actually being a decrease of -.5% coming from decreasing values in existing residential units. That increase in value materialized through the over 600 rental properties coming on-line in the community over the past couple of years. With the decrease in the valuation of existing rental properties, this is likely to mean that we have hit a saturation point in the short term for the addition of new units, which we did see last summer with no new multi-family rental projects starting construction.

The other major area of increase we saw was in Commercial/Industrial properties, with a 5.23% increase in market values. 2.78% of that growth came from new construction, meaning that 2.45% of the increase was experienced in existing Commercial/Industrial buildings. The larger amount of growth in new C/I property valuations came from the new industrial buildings in the Chaska Creek Corporate Center now reaching full valuation for taxing purposes.

Residential properties saw a 6.78% increase in 2025, with 2.83% coming from new construction and the rest from valuation increases in existing properties. Finally, Undeveloped Agricultural land saw a 5.85% increase, which is lower than the over 9% increase we saw in these valuations last year. This could mean that there has been somewhat of a slowdown in demand for undeveloped property.

Below is a summary of the Market Values for taxes payable 2026 (assessed 2025) as established by the County Assessor's office:

	Residential	Commercial_Industrial	Apartment	Ag	Total
2025 EMV	**$ 3,942,020,900**	**$ 809,694,800**	**$ 447,887,200**	**$ 90,494,000**	**$5,290,096,900**
2024 EMV	**$ 3,691,789,600**	**$ 769,451,000**	**$ 373,697,500**	**$ 85,491,600**	**$4,920,429,700**
Total Value Change	$ 250,231,300	$ 40,243,800	$ 74,189,700	$ 5,002,400	$ 369,667,200
New Construction	**$ 104,545,400**	**$ 21,366,700**	**$ 76,067,100**	**$ -**	**$ 201,979,200**
Market Change	$ 145,685,900	$ 18,877,100	$ (1,877,400)	$ 5,002,400	$ 167,688,000
% New Construction	2.83%	2.78%	20.36%	0.00%	4.10%
% Market Change	3.95%	2.45%	-0.50%	5.85%	3.41%
2025 Total % Change	**6.78%**	**5.23%**	**19.85%**	**5.85%**	**7.51%**

Using the 2025 market values and the classification formulas established by the State, the County Auditor has calculated Chaska's 2025 (for taxes payable 2026) adjusted tax capacity to be $52,598,813, for an increase of $4,402,910 or 9.14%. To calculate this net tax capacity used for determining Chaska's tax rate, a reduction is made for captured tax increment and fiscal disparity contributions.

Based on these estimates, Carver County has estimated Chaska's 2026 General Fund tax rate to be 41.545%. This is an increase of 5.67% from 2025, where we had a tax rate of 39.316%. With the median value of homes going up from $390,000 to $410,400 in the community, this would bring the median-valued home's City taxes from $1,533 in 2025 to $1,705 in 2026, or an increase of approximately $14.33 per month or $172 for the year. As always, the actual amount of impact is completely dependent on the actual market value change experienced on that property over the past year.

As we have discussed in previous years, Chaska has been in the lowest tax levies per capita of all Metropolitan cities for several years. As we have moved forward to implement the Building Improvement Program, this has impacted Chaska's place in these rankings. However, as shown below, we still provide very good value in the Twin Cities, being in the lowest 63% of all 84 cities for Tax levy per capita.

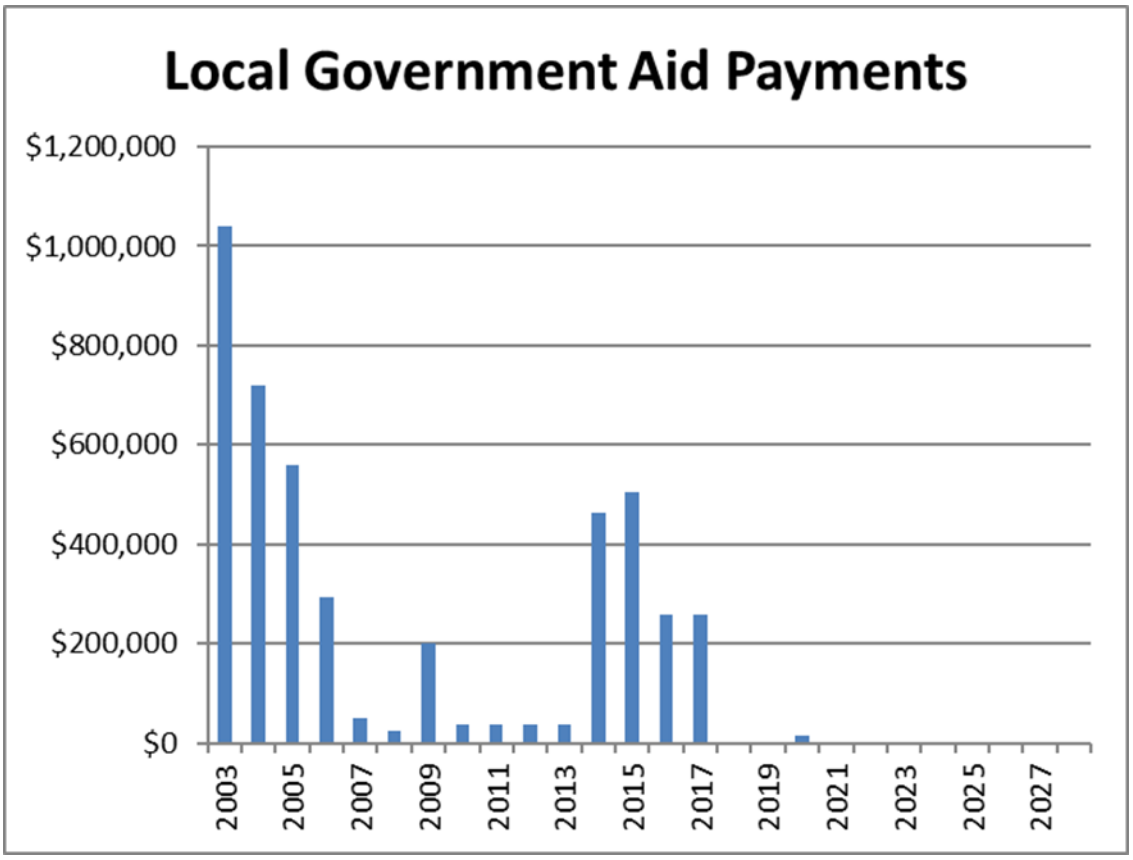
Rank	City	Total 2025	Population	Total Tax Levy Per Capita
1	Golden Valley	$ 35,065,011	22,214	$ 1,579
2	Wayzata	$ 6,903,453	4,589	$ 1,504
3	Oak Park Heights	$ 7,192,930	4,782	$ 1,504
4	Minnetrista	$ 7,130,867	5,162	$ 1,381
5	Tonka Bay	$ 1,847,730	1,556	$ 1,187
50	Mahtomedi	$ 6,024,626	8,382	$ 719
51	Farmington	$ 17,248,901	24,361	$ 708
52	Shoreview	$ 17,397,628	24,616	$ 707
53	Chaska	$ 21,037,556	29,830	$ 705
54	Apple Valley	$ 39,524,000	56,361	$ 701
55	Prior Lake	$ 20,260,410	29,057	$ 697
56	Carver	$ 4,900,625	7,029	$ 697
80	St. Paul Park	$ 3,021,332	5,360	$ 564
81	East Bethel	$ 6,469,500	11,715	$ 552
82	Lauderdale	$ 1,225,700	2,427	$ 505
83	Falcon Heights	$ 2,774,759	5,581	$ 497
84	North Oaks	$ 2,794,583	5,733	$ 487

Intergovernmental Revenues:

One significant change we experienced starting in 2018, and will continue into 2026, is the reduction of our Local Government Aid by approximately $250,000, bringing us down to $0 for the past 5 years. We expect this will continue at this level in the future. This change is due to the State's LGA formula, the increase in market values we have seen in the community over the last few years, and the decertification of our large TIF District #4 in 2014, which reincorporated a large taxable market value back into the community in that following year.

In 2003, the City of Chaska received approximately $1 million in LGA from the State on an annual basis. We now receive $0 in LGA from the State. This was a very significant hit on the City's budget, representing approximately 10% of our overall revenues. The loss of nearly $1 million in revenue every year since 2007 (totaling almost $15.5 million in lost revenue over this time) was a significant reason why we started to get behind in properly staffing our services and have had a difficult time catching back up ever since.

In 2014, the City received did see an allocation of LGA in the amount of $462,000, with it going to just over $500,000 in 2015 and $550,000 in 2016. In 2017, we once again saw this amount reduced to just under $250,000. With it now officially certified at $0, we do not expect we will see this revenue source return. Below is a chart of our experience for local government aid, and what we expect to see in LGA over the next 5-year period.



While we will not see any LGA from the State to support our General Fund Services, there is one new source of income that the State created that directly impacts cities on an annual basis.

This form of State Aid that we receive, and will continue to come on an annual basis, is from the Metro Sales Tax that was just implemented. While a portion of the Metro Sales Tax will go towards transit activities, the portion that will come to cities will go to support the building of more affordable housing within the entire Twin Cities Metropolitan Area. For the City of Chaska, we received approximately $130,000 in 2024, with that amount going up in 2025 to $339,000. We expect in 2026 to see this amount go up to $345,000. To date we have used these dollars in conjunction with the Carver County CDA to purchase Land Trust properties, to try to keep the units we do invest in to be permanently affordable. There will be opportunities in the future to look at other ways to invest these dollars to meet our affordable housing goals.

Licenses and Permits

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

predictability of this revenue stream have continued to be volatile and can be somewhat difficult to project from year to year.

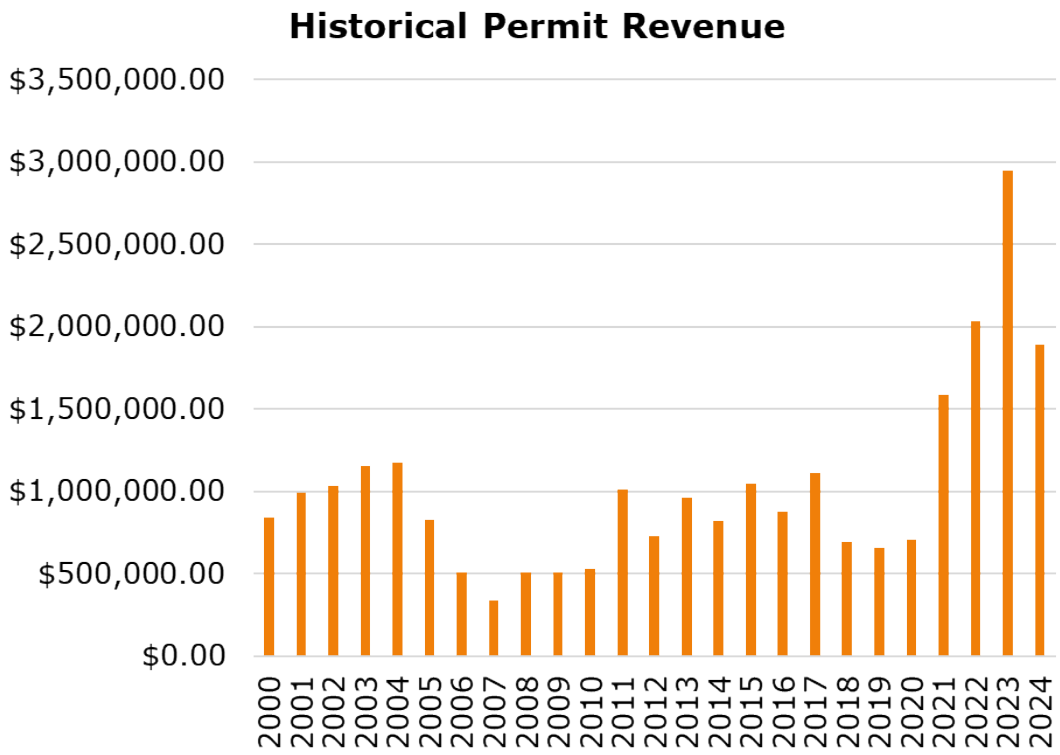
With the downturn in the economy in early 2020 due to the pandemic, we did see the permit revenue we expected to see be reduced significantly. While we continued to see relatively steady single-family residential development, we did see a big downturn in Commercial/Industrial activity, with only a few projects moving forward. In early July of 2020, we did amend our General Fund budget when we started to understand the impact it would have on our budgeted revenues, especially on building permits. As part of that action, we did adjust our budget numbers down to $600,000, a reduction of approximately $400,000 from what we had budgeted at the beginning of the year.

While we continued being conservative in our budgeting for 2021 and 2022, budgeting for approximately $1 million over the course of each year, we did see a much larger than anticipated growth in residential activity, as well as growth in the Commercial/Industrial Market in both years. Although we budgeted just under $900,000 in 2021, we ended the year with close to $1.5 million in activity. In 2022, while we budgeted $1.1 million in permit revenue, we ended up with approximately $1.5 million of activity in that year as well.

In 2023, we saw several projects move forward with construction including Costco, the residential development next to Costco, the apartment building at Hazeltine Plaza, the industrial Building on the old Chaska Building Center Site and continued work on two Apartment buildings in the Clover Ridge Neighborhood. We also saw a significant amount of single-family home development occurring throughout the year. While we had budgeted for $1.1 million in permit revenue because we had anticipated some slowdown during the year, we had permit revenue closer to $2.8 million for the entire year-almost 3 times more than what we budgeted.

While we did not see development numbers as high in 2024 as we did in 2023, it was still a very robust year, with us ending the year with approximately $1.8 million in building permits activity. We expect 2025 will end very close to this $1.8 million as well. In 2026 we expect building activity to be similar, if not more, as we continue to see steady building permit activity with our residential units, and we also expect to see additional Commercial/Industrial activity during the year, and our own Municipal Services Building as well. For budgeting purposes, we looked at what we saw on average over the past 5 years and are budgeting $1.8 million in permit revenue for 2026.

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



Electric Fund Transfers

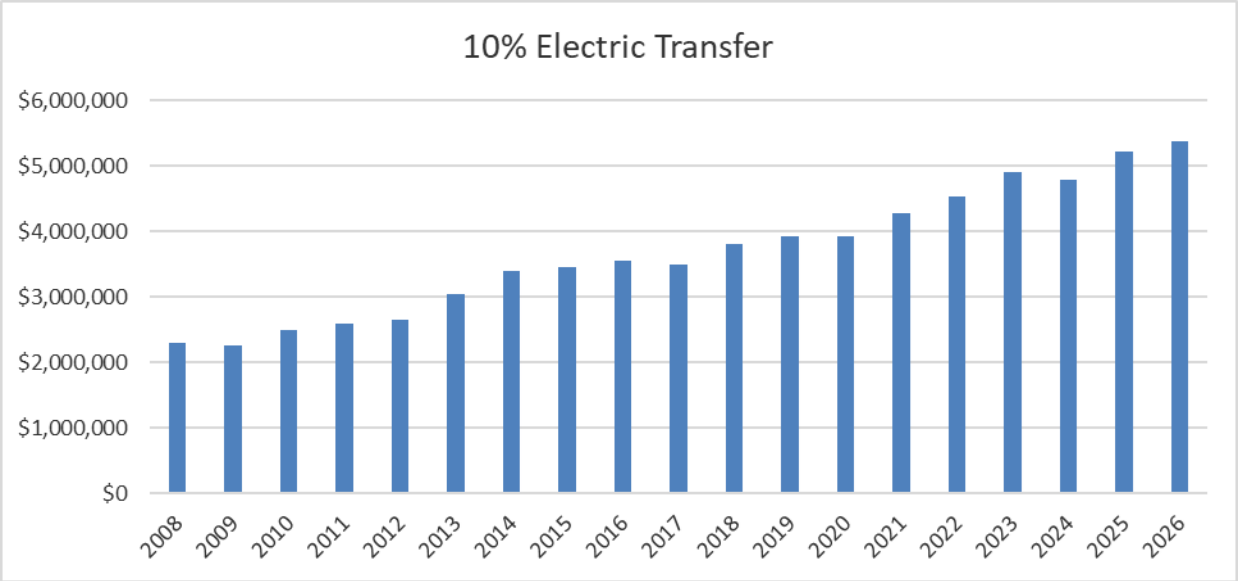
The City has a formal policy of charging ourselves a per kilowatt-hour Right of Way usage fee, which is roughly equivalent to 5% of the total electricity rate of our electric utility. In addition, we do an operational transfer from our Electric Fund to the General Fund to help support General Fund services, which is an objective of the Electric Fund. For 2026, the total amount of Right of Way fee transfer and operational transfer, as well as franchise fee that we generate from the Natural Gas provider in the community and Minnesota Valley Electric Cooperative, is budgeted to be just over $6.3 million. It should be noted that this past year the City Council did take action to make sure a Right-of-Way fee is also charged to the properties in Chaska that are in Minnesota Valley Electric Cooperative's service territory. This is another reason we are expecting continued robust growth in this area of our revenue budget.

We have seen an a dramatic increase in this portion of our revenue over the past several years, which has represented both an increase in usage by our existing customers, but also reflects the positive impacts we are seeing through the addition of large economic development projects such as Data Centers, additional commercial uses in town, and the recent expansions we have seen with existing businesses in our original Industrial Parks on the north end of the community. We continue to expect that to increase in 2026 as we start to see the loads come from large projects we have added in the community over the past year, including the addition to Beckman Coultier, which is currently under construction.

Over time we will see a significant amount of industrial growth occur in the territory that now belongs to Minnesota Valley Electric Cooperative. While that currently is in their territory, the right for them to maintain these future users in their service territory ends in 2040. At that time the City of Chaska would then move to acquire this territory,

something that State Statue allows us to do. So, while these users will not initially be in our territory, they eventually will be, which will allow us to increase the amount of support from our Electric Utility into our General Fund significantly.

The chart below represents just the transfers that we make from our own Chaska Electric into the General Fund through both our 5% right-of-way fee, and our 5% general transfer to illustrate the changes we have seen in this transfer over the past 2 decades.



Charges for Services

Charges for services are those revenues that support the City derived from charges to individual users for services, other governmental agencies, or inter-fund charges for administrative services. These would include payroll, finance, administration, and Human Resources costs to our Enterprise Funds (i.e. Electric, Sewer, Water, Storm Water, etc…). For 2026, charges for services are programmed to be $5,617,325 as compared to $5,438,550 in 2025, or an increase of $178,775. This increase in charges for services is occurring to help us keep up with the actual cost of service the General Fund is providing to our other Enterprise Funds.

As part of our Staffing Study, we did have the addition of a Building Maintenance Division, as well as funding $500,000 annually to be proactive in taking care of our facilities. This is something that did not previously exist and we felt it was critical to have in place as we are now going through reinvestment in our General Fund facilities. It should be noted that dollars supporting this Building Maintenance function are also part of the Charges for Services from the General Fund to our other Enterprise Funds, as the Building Maintenance Department supports all the Funds in the City.

Finally, it should also be noted that there is an additional $590,000 that will be brought into the General Fund from the Utility Funds to support the 3rd year of the Building Improvement Program, bringing the total to $2,360,000 over the total 4-year period we have been building up this program. These funds are needed to support the Utility

Fund's fair share of the overall program and the buildings they will be utilizing after this program is complete. After 4 years of the program, the Utility Funds are planned to contribute $2.36 million of the total $6.86 annual debt service needed to support our overall Building Improvement Program.

***General Fund Expenditures*:**

General fund operating expenditures are budgeted to be $36,430,050 in 2026, which is an increase of 11.64% over the 2025 Operating Budget of $32,206,447.

In preparing the 2026 budget the following general assumptions were used for the operating budget:

- *Utilize budgeting objectives developed*
- *Increase in the tax levy by 4.10% due to new growth and 3.44% for inflation for a total baseline increase in the operational levy of 7.54%*
- *Implement the fourth year (of 4 years) of the Building Improvement Program, adding $1.125 million to the tax levy, and $590,000 from the Utility Funds to support the fourth and final phase of funding for this program.*
- *Continuing with the implementation of our CAMP, with $1 million allocated to improvements to our existing General Fund Assets in the City. For 2026 and moving forward, we will be increasing this amount each year by the rate of inflation to keep up with rising costs*
- *Personnel salaries up 3%, with employer benefit contribution seeing a 6% increase in 2026 (These have been numbers used in current contract negotiations.*
- *Assume continuation of our Street Reconstruction Program and debt service payments associated with it*
- *Continuing to contract with City of Carver for shared recreational services, bringing in close to $90,000 to support our recreational services*
- *Continue with $12,000 expense in 2025 for "Scholarships" to support large community activities utilizing our banquet facility ($1,000 per month)*
- *Fully fund the Equipment Replacement Schedule for 2026*
- *Assume we are building up our General Fund reserves by dedicating $300,000 in the budget specifically for this purpose*
- *All other items in the budget remain unchanged*

Based on this, and the other changes that were listed above, the level of expenditure we are recommending to the budget would allow us to meet our budget and service objectives set forth in the 2026 budget process, while also providing good value for our residents who receive our services in the community.

Department	2024 Actual	2025 Budget	2026 Budget	Increase	%Increase	Notes
Council	$137,518	$200,221	$167,486	-$32,735	-16.35%	*We are trying to set budget closer to actual average*
Communication	$328,542	$356,475	$448,291	$91,816	25.76%	*We have the addition of the Chaska Today for 2026*
Administration	$1,037,314	$1,040,195	$1,212,974	$172,779	16.61%	*We have the addition of Management Analyst July 1*
Human Resources	$484,137	$620,995	$619,155	-$1,840	-0.30%	
Elections	$52,142	$0	$48,335	$48,335		
Admin Serv-Finance	$2,000,206	$2,207,636	$2,222,621	$14,985	0.68%	
Admin Serv-IS	$1,160,383	$1,481,759	$1,503,664	$21,905	1.48%	
Legal	$146,934	$145,000	$145,725	$725	0.50%	
Community Dev.	$565,164	$588,387	$725,219	$136,832	23.26%	*Update Downtown Masterplan included*
Engineering	$651,673	$739,858	$739,456	-$402	-0.05%	
City Hall Bldg	$340,969	$227,666	$242,234	$14,568	6.40%	
Building Maint Div	$756,518	$838,262	$864,179	$25,917	3.09%	
Unallocated	$300,000	$300,000	$550,000	$250,000	83.33%	*Build Fund Balance and mitigate against unkowns*
Police	$7,505,550	$7,425,948	$8,063,599	$637,651	8.59%	*New Social Work/Co-Responder and Officer #32*
Fire	$3,009,284	$3,253,537	$3,759,168	$505,631	15.54%	*We have the Addition of overnight Duty Crews*
Building Inspection	$908,100	$962,198	$933,702	-$28,496	-2.96%	
Public Works Admin	$438,054	$479,228	$497,676	$18,448	3.85%	
Streets	$2,073,397	$2,222,304	$3,159,680	$937,376	42.18%	*The overlay of Bavaria Road is built into this line item*
Snow Removal	$120,254	$382,119	$383,420	$1,301	0.34%	
MSB Building	$223,365	$410,129	$409,886	-$243	-0.06%	
Park Maintenance	$1,760,383	$1,661,780	$1,856,313	$194,533	11.71%	*There are a number of pieces of equipment to replace*
ISD 112 Maint	$26,332	$36,667	$27,501	-$9,166	-25.00%	*Actual costs have been lower than budget*
Tree Control	$103,692	$86,239	$102,289	$16,050	18.61%	*Needing to increase to deal with Emerald Ash Boer*
Parks Admin	$740,535	$804,648	$843,078	$38,430	4.78%	
Parks Special Events	$186,530	$208,789	$222,126	$13,337	6.39%	
Parks Youth	$431,387	$416,592	$464,250	$47,658	11.44%	*Shift true Park and Recreation Costs out of the CCC*
Park Senior	$234,611	$274,490	$289,844	$15,354	5.59%	
Parks Adult	$87,639	$88,911	$92,947	$4,036	4.54%	
Firemen's Park	$105,285	$110,374	$113,096	$2,722	2.47%	
Parks Skating Rink	$2,944	$5,542	$7,391	$1,849	33.36%	*Have budget match up closer to actual costs*
Misc Areas	$2,929,931	$4,630,498	$5,714,745	$1,084,247	23.42%	*Building Improvement Plan Dollars*
Total	$ 28,848,773	$ 32,206,447	$ 36,430,050	$3,357,674	11.64%	

Specific Department 2026 Activities

Administration

For 2026, the Administration Department plans to add a Management Analyst position on July 1st. This position would be in place to support the higher-level activities in Administration, Community Development and Engineering. A large portion of this position would be supported by other funds, including the Utility Funds, through Administration Fees, as this position would support the organization in areas outside of just Administration. Other than this, in 2026 we have budgeted $74,000 to go towards the production and mailing of 6 editions of Chaska Today, and we have also budgeted $10,000 for an update that we need to make to our Website in 2026.

Administrative Services

In 2026 we have not planned for the addition of any new Staff members but instead filling any positions that remain vacant. Within Human Resources, we have budgeted $385,000 to implement the expected recommendations we will have from our latest Compensation Study that we are completing. We have also built in $10,000 in upgrades that we will need on our Neogov and Docusign programs next year to continue our movement away from paper transactions. We also have additional Safety Training we will need to provide next year. We contract that through Safe Assure, with an additional cost of $15,000 budgeted.

Community Development

For 2026, the only change that we have scheduled is to move our current Building Technician position from part-time to a full-time position. This move will cost about $15,000 for the year and fill a current need we have. Next year will be a good time to make this move as our current Tech is planning to retire.

Police

Within the Police Department, we have two new positions that we are planning for. The first is the next Police Officer position (#32) that we need just because of the increase in growth in our community. The second position being added is one to address the level of service we provide in our Department and recognizing some of the challenges our officers have with mental health calls in the community. The position being added would be a Co-Responder/Social worker that would specialize in being able to respond to these calls. This is a direction most metro Police Departments are moving to. We would add these positions on July 1st, with a cost in 2026 of $75,000 for each position. Besides this, we are budgeting $25,000 for Sigma Wellness Screenings for all Officers, $12,000 to train/onboard two additional SWAT operators and $5,000 for increased operations in our new Detention Center at the Public Safety Campus.

Fire Department

One of the most significant changes that we will see in the General Fund in 2026 is in our Fire Department. With the addition of our new Public Safety Center, and living quarters that are included in the facility, this will now allow us to move to a 24/7/365 Duty Crew Model. Currently we are only able to Staff from 6 am-10pm, with the overnights uncovered. This will be a significant increase in the level of service that our residents will be able to expect from our Fire Department and will consistently allow us to get to calls faster. We would expect that we would be able to start these Duty Crews 24/7 by the end of the 1st quarter when we are completely moved into our new facility. This will add a cost of about $200,000 for this additional coverage. In addition to this, we also have $35,000 budgeted for an Administrative Assistant Position that would staff the front desk of our new Fire Department. We will not staff that until July 1, but it will be something we anticipate will be needed with more people likely visiting our station compared to before. Finally, we have an additional $25,000 in supply costs for our new firefighters just to the increasing costs of this equipment, and we have $7,000 that is being planned for a more robust Wellness Program.

Public Works

There are no new positions for Public Works in 2026. There are several vehicles that need to be replaced under our normal vehicle replacement schedule. The biggest new project for next year is included in our CAMP. The project is the repaving of Bavaria Road north of Pioneer Trail up to the Victoria border. This has a cost of $1.4 million, with the additional $400,000 coming from a reduced CAMP program in 2027.

Recreation

Although functionally the Recreation Department, Community Center, and Curling/Event Center are in essence combined, Recreation Administration and Programming are budgeted as separate General Fund activities. Having them functionally work together does create efficiencies, which has kept our Park and Recreation expenditures significantly below the State average for communities our size. In 2026, we plan to continue to have our Park and Recreation Director, our Recreation Manager, our Recreation Coordinator, the Recreation/Special Events Coordinator and Athletics Supervisor all funded fully out of the General Fund, with a portion of other support positions allocated to the General Fund. We are also continuing to budget dollars in the General Fund to pay for use of the Community Center when General Fund Recreational Programs are held in that facility. This is something we started last year to make sure we are charging program costs to the correct place.

As we discussed during the Community Center Budget process, moving the General Fund Park and Recreation activities out of the Community Center Fund and into the General Fund where they belong is critical if we are going to have the Community Center be able to be financially self-supporting. It cannot continue to subsidize General Fund Parks and Recreation activities and expect to be financially solvent.

For 2026, the only position that is being added to the budget is a Recreation Intern position for $6,000. This position is able to act as a higher-level support position with the many programs we have in the summer and would be cheaper than bringing this on as a part-time employee, as our highest demand needs end at the end of the summer. It also gives us the ability to work with students to see their skills and fit for the organization should a position open in the future. We have had multiple interns turn into full-time staff over the years.

Community Center Budget

For the Chaska Community Center, 2026 will be its 35th year of operation. As the Center has evolved, we are confident that it has addressed its mission *of being Chaska's community gathering place, while providing an opportunity to run into people you know*. The objectives of the Community Center are:

1. *To promote community gathering and interaction.*
2. *To provide family and individual recreation with an emphasis on fun and providing a variety of program opportunities.*
3. *To enhance Chaska's pride and identity.*
4. *To be operationally self-supporting with no property tax support.*
5. *To reinvest back into the facility to keep it quality for future generations*
6. *To build a cash balance in the CCC Fund to be able to accommodate all the maintenance and improvement needs of this aging facility*

Historically, the Community Center has done a good job of accomplishing the first four objectives listed above. Not only has it served as a central gathering place in the community, providing opportunities for family and individual recreation in Chaska, but has also been able to manage the center's day-to-day operations in a financially self-supporting way. In this respect, it is one of the few community centers in the State of this size that can offer the services it does that has not utilized tax levy to support its operations.

As we have found through our Master Planning process that we completed in 2023, most city-owned community centers/recreation facilities have some level of tax levy support, with a common split being 60% coming from revenue generated from the facility and 40% being supported by a property tax levy. While not having tax levy support the Chaska Community Center has helped to keep our property taxes down, it has led to us not having the proper resources to put back into the facility, leaving our facility with many differed maintenance items that have not been addressed.

This especially became apparent during COVID. While the facility in the past was able to meet our first four objectives successfully from an operational standpoint, this changed with COVID, as our membership is still at levels lower than pre-pandemic. This level of membership has become our "new normal" as many people found alternatives during the pandemic and is something we feel we must plan around from this point going forward. And while the facility was able to meet the first four objectives through most of its years from a day-to-day standpoint, it has never been able to effectively build sufficient cash balances to reinvest back into the facility, with it having never been able to sufficiently fund its depreciation on an annual basis. Depreciation on the facility is a little under $ 1 million per year. Later in this report I will discuss a plan we put in place in 2024 for how we are planning to address this and make sure that the CCC is not only operationally self-supporting, but that it can also cover its depreciation/deferred maintenance costs on an annual basis so we can properly reinvest back into this facility and preserve for future users.

Community Center's Support of General Fund

Because the Chaska Community Center has not relied on tax levy for support, it has had the effect of being a factor in what has kept our General Fund tax levy low in the past. This has occurred primarily because the CCC has taken on many of the City's general recreational services that would normally be covered in other communities by tax levy support. For example, in most cities Special Events (i.e. Fire and Ice Festival, Latin Food and Music Festival, Touch a Truck) are organized and staffed by employees that are paid out of the General Fund, which is tax-levy supported Fund. In Chaska, we have always had these events and programs staffed by our Community Center Staff, which are paid for through our Community Center fund and the revenues it generates.

This is especially true for the expense of Recreation Staff members who are providing programming in many different venues outside of our Community Center. While this has provided many efficiencies that have kept our overall City tax contribution to recreation low, over the past few years this has become a major limiting factor in the Community Center as the facility has aged, and we have not had the cash flow to be able to accommodate all the needed upkeep work on the facility. Since 2018, when we had some major infrastructure equipment in the Community Center fail, the replacement of these necessary items has caused the CCC Enterprise Fund to run deficits. We anticipate this issue will only build if we do not identify a plan to properly fund the Community Center as well as the General Fund Park and Recreation Services independently.

This has become a major issue within the Community Center, as this facility has in essence subsidized General Fund Park and Recreation services, while at the same time trying to account for all the current and future costs for owning and operating this facility itself. A key indicator of this has been the fact that the Community Center depreciates by approximately $865,000 annually without us being able to fund this depreciation. This means that as our asset have been consumed, we have not been able to properly reinvest back into the facility to deal with replacing and maintaining key elements of the facility. Instead, we have been much more reactive to failing equipment and systems in the building, which can be much more expensive to address instead of planning for this maintenance.

Also, as mentioned previously, most City-owned recreational facilities are supported through some other source of funds, with 40% being a common number that most communities will use. While that does not need to be tax dollars that support a facility like a Community Center, most communities will fund at least a portion of their recreational facilities through tax dollars.

In Chaska, this has been an issue that has existed from the initial construction of this facility with only $100,000 annually dedicated from the Electric Fund coming into the CCC Fund to support capital replacements. This represents only 2% of the overall Community Center budget. This was not an issue when the facility was new and equipment still in good condition but has especially become an issue as the Community Center has aged. We have been forced to use sources like the Electric Fund to take on

some of these necessary improvements above and beyond the $100,000 we have dedicated to this facility annually. It has also not allowed us to replace things within the facility when they are needed but instead replace items when it becomes an emergency and we have no other alternative but to replace the equipment because it has failed.

This is a key factor that was taken into consideration when putting together this budget, and the ten-year financial plan for this facility.

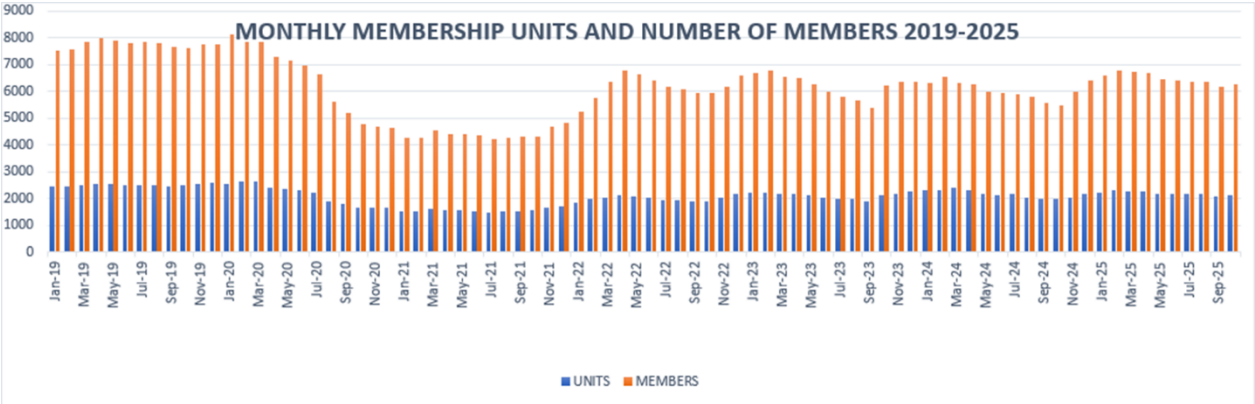
Continued Impact of COVID 19 on Community Center

Of all our facilities within the City of Chaska, the Community Center was hit the hardest financially from the impacts of the pandemic. This was both because we were forced to close our facility twice through Executive Orders coming from the State (totaled 4.5 months of closure through 2020 and 2021), but also because we were limited to 25% capacity in the facility in the months going through 2021. In fact, operations did not get back to normal until the Spring of 2022 when we removed our fitness equipment from the large lower gym and moved this equipment back into the Fitness Center.

This especially had an impact on being able to program the facility, as a lot of our programs rely on big spaces, such as the gym, to be able to function properly. These spaces being closed, along with patrons not feeling comfortable working out in a group setting, led to many patrons dropping memberships, with it being difficult to get them to come back. One trend that we saw increase in popularity during the pandemic was people utilizing low-cost Fitness Centers (i.e. Snap Fitness, Anytime Fitness, etc…) if they were only interested in utilizing fitness and weight equipment but were not interested in the other amenities a full community center offers such as a pool, ice rinks and gymnasium space. While we have made some progress towards gaining back some of our lost membership, we are still about 1,000 memberships short of the 8,100-member peak we saw just 2 months before the pandemic.

As we moved through 2025, we did see a higher number of members than we saw in 2024 and did not see as large of a dip in our memberships during the summer months as we would normally see. However, while memberships have rebounded from their lowest point in February of 2021, we have still not seen memberships rebound back to where they were right before the pandemic started in January of 2020.

As you will see from the chart below, in January of 2020, we have approximately 8,100 members. At our lowest point during the pandemic, our memberships dropped to approximately 4,100, or nearly a 50% decrease. Since that time, we have seen memberships get up to close to 7,000 members in both the winter months of 2022, 2023, 2024, and 2025, but have never reached that 8,100 mark that existed prior to the pandemic. As mentioned previously, one positive that we did see this year that we have not seen since the pandemic was retaining more of our members during the summer months and not seeing as much of a dramatic drop off from winter membership numbers. As expected, this drop in membership has created financial challenges for the Community Center as a facility over the past 5 years, especially as the facility has aged and more dollars have had to be put into capital replacements.



While the pandemic certainly started the decline in memberships that we have seen at the CCC, there are other circumstances that Staff believes have also contributed to us not fully recovering in our membership numbers. As mentioned above, one thing that has changed has been in the ways people exercised during the pandemic that has continued until now. We have seen many more people who complete workouts in their homes or outside. There has also been a rise in lower cost options such as Snap Fitness and Anytime Fitness that have filled a niche of people who only go to a recreational facility for the fitness equipment. Since Fitness is a major reason that patrons get memberships at our facility, this has had a negative impact.

A second issue that we have seen at the CCC has been in the age and condition of the building and equipment we provide. With an aging facility it becomes important to be able to continuously reinvest back into the facility to keep people interested in becoming a member. We made big strides in our 2024 budget as we replaced our Selecterized Weight Equipment and our Free Weights, and in 2025 by replacing things like our indoor playground space. All these items were dated and had not kept up with equipment that patrons could get at other fitness facilities. Anecdotally we have had very good reviews from patrons on the new cardio and weight equipment and the new indoor playground. Consequently, we have seen memberships increase slightly more in 2025 than we have in the past few years.

We will be keeping a close eye on memberships to see what type of impact improvements we make will have on our membership numbers. It will also give us data to understand what will attract people to come to the Community Center in lieu of going to low-cost options who only offer fitness equipment.

Membership Comparisons to Other Municipal Facilities

As mentioned previously, the Chaska Community Center is one of the few City-owned community centers/recreational facilities that does not have any tax levy support and relies solely on memberships and other user fees to support its annual operations. This is true even though a good portion of our Community Center (entire first floor and upper track) does not require a membership or daily admission for entrance.

With its reliance on memberships and daily admissions for support of our operations and reinvestment, it is critical that we price our memberships to be able to meet our current and future needs. At the same time, we need to be cognizant of how our

competition (other municipal facilities) are priced so that we do not have our membership pricing get too far out of the market.

In 2022, we did make some larger adjustments to our membership rates because we had become very low compared to other City facilities in the Twin Cities. As we move into 2026, we want to make sure that we keep up with the average of facilities we compare to in the market, so as not to lose ground on the changes we made two years ago. However, we also want to make sure that we are providing our patrons with competitive rates. We also have worked over the past couple of years to introduce a Dual Rate, instead of just a family rate, to give people options if they only have two individuals in their household. To price that right, we did need to increase our Family Rate to make sure we keep the price separation between them significant enough to encourage people to utilize this new rate structure.

Based on that objective, we are recommending that the rates for standard single membership go up by 3% for 2026. From that base point we then increase the rest of our categories based on the split from a standard single that is already in place. To set our resident rate, we then apply a 15% discount on our standard rate. This is a method we have utilized at our Chaska Town Course for pricing between residents and non-residents, which has created a standard formula while also creating a significant benefit for those who are Chaska Residents. Also as mentioned before, we have been offering our Dual Rate since 2024, which now provides opportunities for those who may be "empty nesters" and only have two people within their household. This gives them the option of having both become a member without having to purchase a full Family Membership. Below are charts showing what rate changes we are recommending for 2026, along with a comparison of where we will fall in our market compared to other municipal facilities:

Proposed 2026 Rates:

	2025 CURRENT						2026 PROPOSED					
	STANDARD			RESIDENT			STANDARD			RESIDENT		
MONTHLY												
Auto Withdrawal	**RATE**	**+ TAX**	**TOTAL**	**RATE**	**+ TAX**	**TOTAL**	**RATE**	**+ TAX**	**TOTAL**	**RATE**	**+ TAX**	**TOTAL**
Single-Adult	$48.50	$4.06	**$52.56**	$40.25	$3.37	**$43.62**	$50.00	$4.19	**$54.19**	$42.50	$3.56	**$46.06**
Single: Y/S/M	$36.00	$3.02	**$39.02**	$30.00	$2.51	**$32.51**	$40.00	$3.35	**$43.35**	$34.00	$2.85	**$36.85**
Dual	$82.00	$6.87	**$88.87**	$68.00	$5.69	**$73.70**	$87.50	$7.33	**$94.83**	$74.38	$6.23	**$80.61**
Dual: S/M	$61.00	$5.11	**$66.11**	$51.00	$4.27	**$55.27**	$70.00	$5.86	**$75.86**	$59.50	$4.98	**$64.48**
Household	$90.00	$7.54	**$97.54**	$74.25	$6.22	**$80.47**	$112.50	$9.42	**$121.92**	$95.63	$8.01	**$103.64**
Household: M	$67.50	$5.65	**$73.15**	$55.75	$4.67	**$60.42**	$90.00	$7.54	**$97.54**	$76.50	$6.41	**$82.91**
PRE-PAID												
Annual												
Single-Adult	$533.50	$44.68	**$578.18**	$442.25	$37.04	**$479.29**	$550.00	$46.06	**$596.06**	$467.50	$39.15	**$506.65**
Single: Y/S/M	$396.00	$33.17	**$429.17**	$330.00	$27.64	**$357.64**	$440.00	$36.85	**$476.85**	$374.00	$31.32	**$405.32**
Dual	$902.00	$75.54	**$977.54**	$748.00	$62.65	**$810.65**	$962.50	$80.61	**$1,043.11**	$818.13	$68.52	**$886.65**
Dual: S/M	$671.00	$56.20	**$727.20**	$561.00	$46.98	**$607.98**	$770.00	$64.49	**$834.49**	$654.50	$54.81	**$709.31**
Household	$990.00	$82.91	**$1,072.91**	$816.25	$68.36	**$884.61**	$1,237.50	$103.64	**$1,341.14**	$1,051.88	$88.09	**$1,139.97**
Household: M	$742.50	$62.18	**$804.68**	$613.25	$51.36	**$664.61**	$990.00	$82.91	**$1,072.91**	$841.50	$70.48	**$911.98**
Single Day			**$12.00**			**$10.00**			**$7.00**			**$5.00**
30-Day	$54.00	$4.52	**$58.52**	$45.00	$3.77	**$48.77**	$62.50	$5.23	**$67.73**	$53.13	$4.45	**$57.58**
60-Day	$100.00	$8.38	**$108.38**	$84.00	$7.04	**$91.04**	$109.25	$9.15	**$118.40**	$92.86	$7.78	**$100.64**
90-Day	$151.00	$12.65	**$163.65**	$127.00	$10.64	**$137.64**	$156.25	$13.09	**$169.34**	$132.81	$11.12	**$143.93**
11 Visit Punch Pass									**$70.00**			**$50.00**
21 Visit Punch Pass									**$133.00**			**$95.00**

Comparison of Rates to Other Municipal Facilities:

MONTHLY *Automatic Withdrawal*	**Enrl.Fee**	**SINGLE-ADULT**		**SINGLE-Y/S/M**		**DUAL**		**DUAL-S/M**		**FAMILY**		**FAMILY-M**	
		Resident	*Standard*	*Resident*	*Standard*	*Resident*	*Standard*	*Resident*	*Standard*	*Resident*	*Standard*	*Resident*	*Standard*
Eden Praire	$30.00	$53.57	$62.49	$44.00	$62.00	$91.50	$107.11	$72.54	$107.11	$122.74	$146.18		
Shakopee	$30.00	$44.00	$56.00	$34.00	$45.00	$53.00	$70.00			$63.00	$81.00		
Williston	$0.00	$52.00	$68.00	$41.00	$54.00	$72.00	$93.00	$52.00	$68.00	$83.00	$108.00		
Waconia	$35.00	$43.00	$50.00	$33.00	$40.00	$53.00	$60.00	$43.00	$50.00	$65.00	$72.00	$49.00	$54.00
Maplewood	$50.00		$77.00		$43.00		$130.00				$141.00		
Shoreview	$0.00	$44.00	$57.00	$41.50	$52.00	$65.75	$81.00	$61.75	$74.00	$74.50	$95.50	$69.75	$87.00
Eagan	$25.00	$40.00	$45.00	$33.00	$37.00	$71.00	$81.00	$56.00	$63.00	$89.00	$101.00		
Chaska CURRENT	**$39.00**	**$40.25**	**$48.50**	**$30.00**	**$36.00**	**$68.00**	**$82.00**	**$51.00**	**$61.00**	**$74.25**	**$90.00**	**$55.75**	**$67.50**
Chaska 2026 PROPOSED	**$39.00**	**$42.50**	**$50.00**	**$34.00**	**$40.00**	**$74.38**	**$87.50**	**$59.50**	**$70.00**	**$95.63**	**$112.50**	**$76.50**	**$90.00**
Average		$46.10	$59.36	$37.75	$47.57	$67.71	$88.87	$57.06	$72.42	$82.87	$106.38	$59.38	$70.50
Current Rate % Below Avg		13%	18%	21%	24%	0%	8%	11%	16%	10%	15%	6%	4%
Proposed % Below Avg		8%	16%	10%	16%	-10%	2%	-4%	3%	-15%	-6%	-29%	-28%

As you will see from the charts above, our current rates are generally about 1-24% lower depending on the type of rate. We have been trying to get our rates much closer to where the market is, especially since we provide a higher level of service than many of the comparison facilities. Our proposed rates would be 16% below market for Single Standard rates, with many categories moving between 2%-8% lower than the market. The one area that we did keep higher than market is our Family Rates, as we are still trying to create enough differentiation between the Family Rates and the new Dual Rates to make the Dual Rate attractive to people who have never been members at the Community Center before because we did not offer that rate. This is mainly the empty

nester households, which we have seen a significant increase in the number of units in the community over the past 5 years.

For any of our membership options, one thing that should be noted is that many of the facilities we compare to have tax levy support (usually around 40% of the total budget). While we do not have that current financial support from outside of the facility, our memberships have remained very competitive.

One thing to note about our memberships, as we look at our current operational needs for the facility, and the Capital Improvements that we are going to need to make over the next several years, we will have to keep in mind that only relying on membership revenue and other fees will not be significant enough to keep up with our capital replacement needs. If we make our fees higher than what the market will sustain, we will be uncompetitive with other municipal facilities. The solution to addressing our long-term capital needs will need to come from outside of the facility if it is to be successful, as simply raising rates to cover our costs may have the opposite effect by decreasing our memberships and users if membership rates and user fees are too high.

CCC Master Plan: Addressing Aging Facility Creates Additional Needs

While the effects of the COVID pandemic continue to be a concern, there are more systemic issues that we need to consider helping properly plan for the future of this facility.

Starting in 2023, and culminating in a final report in 2024, we have been looking at these issues through our Community Center Masterplan Process. The focus of these discussions has been both around what we envision the Community Center to be as we move into the future, but also how we structurally fix the financial issues that have kept the CCC from being financially sound in the past. While it is easy to focus on the vision for what we would like the facility to become, it is important that we address the current financial needs first to make sure we have a solid foundation on which to build our community center of the future when we reach that point.

To address this first issue of creating a sound financial foundation for the facility, we need to be able to understand what we have not been able to address just through revenue derived from the Community Center itself. As we have mentioned previously, one number that we know we need to be able to fund annually is the depreciation of the facility. At this point in time, depreciation is approximately $850,000 per year. The other number we need to understand is the average amount of the deficits we have had in the Fund to be able to balance the budget on an annual basis. This number has run around $500,000, with a good portion of that funding equipment repair and replacement we cannot avoid and needs to be completed.

It should be noted that the Chaska Community Center originally cost us $22.5 million to construct in 1991. With all the additions we have put onto the facility, our Master Plan process determined it would be over $145,000,000 to replace if we were to start from scratch. Again, we currently depreciate $865,000 of this facility annually but have never had a mechanism to properly reinvest back into this asset with dollars generated from the facility itself. This has become a major issue, as a facility this age has

significant issues arise every year if they are not able to be addressed in a proactive manner.

To illustrate this issue, below is a list of the improvements in the facility that are overdue for replacement. As you will see, this list totals close to $2.1 million.

Capital Assets Currently Passed Estimated Useful Life	
RTU St Francis 3	$31,250.00
RTU St Francis 4	$31,250.00
Dasher Boards Arena 2	$300,000.00
Dry Sauna Heater	$13,000.00
Steam Room Boiler	$19,500.00
Plate Loaded Weight Equipment	$36,280.00
Plates and free weights	$17,250.00
Selecterize weight equipment	$308,000.00
Leisure Pool Heat Exchanger	$15,600.00
Tire Curtain - Theater	$24,000.00
Theater Lighting	$66,000.00
Brick City Banquet Room Audio/Visual	$26,400.00
Brick City Banquet room divider	$30,000.00
Multipurpose Chairs	$15,000.00
Multipurpose Tables	$20,000.00
Forklift	$45,000.00
Red Maple Cupboards	$18,000.00
White Oak cupboards	$18,000.00
Lower gym divider	$60,000.00
Lower gym basketball hoops	$57,500.00
Upper gym basketball hoops	$55,200.00
Play tunnel/climbing wall	$84,500.00
Upper corridor carpet	$31,030.00
Fitness Center Flooring	$32,100.00
Lower gym flooring	$312,500.00
Dance Studio Flooring	$50,000.00
Arena 1 painting	$63,600.00
Arena 2 painting	$63,600.00
Theater Painting	$10,600.00
Lower Gym Painting	$47,700.00
Arena 1 sounds system	$166,000.00
Spin Bikes	$16,640.00
Water Softeners Arena	$20,000.00
Current Asset Liability	**$2,105,500.00**

While some of the items on this list we have been able to address over the past few years, none have been able to be repaired/replaced on a proactive basis, but instead of been dealt with when critical issues arise. Ideally, we would not be approaching the items on this list for replacement on an emergency basis but instead it would be wise to replace them now before they become an emergency. While there are many more improvements that we would like to be able to attend to in this upcoming year, below is

a list of the priorities we need to address in 2026 and are a priority to keeping our operations running smoothly next year:

- Roof Top HVAC Unit Above the Lodge: $150,000
- Replacement of Upper Corridor Carpeting: $45,000
- Main Entrance Automatic Door Enhancements: $40,000
- Replace Indoor Pool Deck Furniture: $25,000
- Gymnasium and Pool Painting: $10,000

As you will see, there are $270,000 of improvements that we need to be able to make this year to make sure that they do not fail. If we allow any of these to completely fail, it could make operations in certain components of the facility very difficult and could take a long time to replace with long lead times that we are seeing.

Strategy for Addressing Financial Issues Moving Forward

Knowing that this will continue to be an issue unless we develop a long-term strategy to address these needs, Staff has been exploring strategies for not only how to fill this financial gap, but how to spread it out over time so as not to have a dramatic impact on our residents and patrons in any given year. Specifically, the plan that we identified during the 2024 budget process was to address this deficit over a 10-year period, with the goal of trying to create at least $1.5 million in annual income that can accumulate in the fund to support both operations and capital reinvestment.

In the short term we defined the years 2024, 2025 and 2026 as utilizing Self Insurance Funds to fill the budget gap, as many of the issues we are currently facing are largely due to the COVID Pandemic. While we are utilizing these funds in the short term, we would not see this as a long-term solution. Instead, it would serve to cover gaps until we replace this with permanent funding solutions.

As we move into 2026, we are also starting to add Utility dollars from the Electric, Water and Sewer Funds. Specifically, we recommend adding $100,000 per year through each of these four years until we reach an amount of $400,000, at which point the Utility dollars would be capped. We would continue increasing these contributions up through 2029.

In addition to this, we have debt service coming off in the Community Center after 2027 when The Lodge Addition is fully paid. This debt service totals $220,000 per year. Instead of these dollars that currently come into the Community Center from our Electric Fund going away, we would keep this $220,000 coming into the Community Center Fund into the future. However, now instead of supporting debt, it would go to help annually fund our depreciation. The second debt service in the Community Center is $240,000 for the Pool and Ice Arena Improvements we completed approximately 10 years ago, which comes off after 2032. Again, we would keep these dollars coming into the Community Center from the Electric Fund into the future but use it to fund depreciation instead of debt service like it was funding before.

The last part of the strategy would be implemented over the period from 2027-2034. During this period, we would be moving forward each of those years to remove the

portions of the Community Center budget that should be funded through our General Fund Parks and Recreation Services. We would do this by increasing our Tax Levy in the General Fund by $100,000 per year in each of these years to allow us to move over $100,000 of expenses that should be associated with the General Fund Park and Recreation services instead of Community Center functions. This would have an impact of approximately 0.5% or less each year to the tax levy, while making sure that we get our General Fund recreation services moved to the correct fund, so our Community Center does not continue subsidizing this cost. This would have the effect of removing $800,000 of expenses from the CCC over this time period, while making sure it funded in the proper Fund.

At the end of this 10-year plan, we would have approximately $1.7 million of annual impact (either expenses getting reclassified in the proper location or new revenues) to the Community Center Fund, providing it with the proper amount of dollars to be able to keep the facility we have in as good of shape as possible. It will also create a good financial foundation on which to reinvest back into the CCC when we tackle the other part of the Community Center Master Plan, which is implementing our vision for where we want this facility to go into the future.

2026 Community Center Revenues

For 2026, we hope to continue to build on the membership gains we saw during 2025. We will continue to market our new offering of Dual Memberships in the community, as we do think with the addition of more housing for AOAs in the community that this could be an attractive option for them to join compared to when we just had a Family Plan option.

The other option that we are offering for the first time in 2026 will be pre-paid punch passes. We will have these available with 11 or 21 visit options. These will be unique from our Pre-Paid Passes that we currently offer, in that those options were 30, 60, or 90 days, and were tied to one individual. This new punch pass option will give people the opportunity to purchase these and use them among many people. This will be a good option for people having children coming home for holiday breaks, or to allow visitors to be able to utilize our facility without having to commit to longer periods of time or having to commit to utilize them with just one individual. We will continue to follow these trends in other fitness and community centers to provide as many options as possible for people to utilize our facility.

Our revenue projections for the 2026 Budget include:

- Increasing our base single membership rates by 3% with all other rates going up based on the percentage increases already established in previous budget cycles
- Continue to increase Family Memberships at a higher percentage to create more separation between Family and Dual Memberships
- Base all resident rates on a 15% discount on the Standard (non resident) rates
- Increasing our Ice rental rates by $5/hour
- No increase in Standard Rental rates in the building except for increases in the Brick City Room and Gym where we have a high demand for this space
- Decrease in our daily rates by $5 for both Standard and Resident Rates

- Continue expansion of our After School Extended Say offering similar to Club Care at the School District. This has been a very popular offering for our residents, with spaces selling out on the first day this year

Besides the specific areas mentioned above, we do plan to continue other operations like what we saw in 2025. As you will see from the chart below, we would recommend adopting a budgeted revenue number of $4,921,513 for 2026. This number includes the addition of $363,254 from the Self Insurance Fund to help fill the gap we are projecting for 2026, especially with the $270,000 in Capital Improvements we are planning for 2026 that was listed above in this report. Below is a chart listing the expected revenues by area expected in 2026. The overall change in revenue for the Community Center is a 4.56% decrease in revenue. This decrease is mainly coming from us readjusting our revenue projections to what we think is reasonable to attain in the upcoming budget year.

	Actual	*Budget*	*Budget*		*%*
REVENUES	2024	2025	2026	Change	Change
Member/Admis/Rental	$1,452,366	$1,687,767	$1,721,522	$33,755	2.00%
Community Room	$60,153	$80,000	$81,600	$1,600	2.00%
Craft Rooms	$27,400	$24,000	$24,500	$500	2.08%
Fitness Programs	$31,769	$50,000	$51,000	$1,000	2.00%
Gym	$25,760	$25,500	$26,120	$620	2.43%
Ice Arena	$692,051	$956,854	$975,871	$19,017	1.99%
Maintenance	$21,298	$25,000	$25,500	$500	2.00%
Wellness-PT	$35,121	$40,000	$40,800	$800	2.00%
Play & Daycare Room	$46,932	$116,280	$118,606	$2,326	2.00%
Swimming Pool	$29,587	$36,000	$36,720	$720	2.00%
Swim Lessons	$132,794	$200,000	$240,720	$40,720	20.36%
Theater	$43,854	$57,800	$57,222	($578)	-1.00%
The Lodge	$12,819	$15,000	$15,300	$300	2.00%
Vending	$13,786	$11,000	$11,220	$220	2.00%
Misc.	$17,560	$296,355	$266,558	($29,797)	-10.05%
Total Oper Rev	$2,643,250	$3,621,556	$3,693,259	$71,703	1.98%
Non-operating		$320,446			
Self Insurance (CIP)	$389,000	$353,665	$363,254	$9,589	2.71%
Utility Funds	$814,524	$861,000	$865,000	$4,000	0.46%
Total Non oper	$1,203,524	$1,535,111	$1,228,254	($306,857)	-19.99%
TOTAL REV	$3,846,774	$5,156,667	$4,921,513	($235,154)	-4.56%

While memberships and admissions make up a large percentage of the overall revenue that we see coming into the Community Center Fund, I think it is important to recognize some other significant sources of revenue that help support the Community Center Fund, which fortunately have seen little impact from COVID due to them being dollars generated through leases/agreements for space in the facility, or are annual contributions made through the Utility Funds. Below is a listing of the other key revenues that support the Community Center Facility:

- St. Francis/Capable Kids-Receive approximately $211,404 annually to lease space on the north end of the building-continues through August 2028
- Breakaway Academy: $79,125 annually to lease space in the lower level of the building-continues through 2029
- ISD #112: Makes payments to the City of Chaska in the amount of $45,000 annually to support the debt service for adding onto the building to make Girls Locker Rooms for the Chaska/Chanhassen Girls Hockey Program. This continues for 15 years or until the loan is repaid

- Utility Fund Transfers to the Community Center to support the following:
    - $100,000 annually from Electric Fund since the facility opened in 1991 to help offset the costs of improvements in the building
    - $220,000 annually from Electric Fund supporting the Debt Service for The Lodge-debt is retired in 2027.
    - $240,000 annually from Electric Fund to support the Debt Service for the Pool/Ice Renovations-debt is retired in 2033
    - $363,254 from Self Insurance Fund to support the Capital Improvements being made in facility in 2026, along with some operational support

Other than these major sources of income, our memberships and admissions, the remainder of our revenue for the facility comes from user fees paid to participate in programs, classes, and purchases from our vending machines.

Expenditures

From an expenditure perspective, we are approaching the budget in 2026 from the perspective of being strategic on where we spend dollars to keep our costs as low as possible, but to also make sure that we are investing into those areas that have the greatest return. As we have also discussed previously, while there are several capital reinvestment items that are due for replacement, we are focusing our efforts on addressing both the items in our facility that absolutely need replacement and repair in areas that the public will see the improvements (i.e. replacement of carpet on main floor).

If we look at the expenditure chart below, you can see that we are budgeting to have our expenditures in 2026 be $4,921,513. This would represent a 4.56% decrease in our expenditures from our 2025 budget, or a decrease of $235,154. As was mentioned in the revenue discussion above, we are trying to be more realistic in what we believe we can generate in revenue for 2026, which did result in a 4.56% reduction in budgeted revenue. We worked with the expenditure budget to make sure that we reduced this accordingly to fall within these budgeted revenues.

To assist the Community Center as we try to build back up our membership to pre-pandemic levels, we are also looking to reduce expenditures to the Fund that other funds can help support. Specifically, we are planning to support the payment of the Administrative Fee to the General Fund to relieve this cost for the Community Center. We have done this the past three years.

Below is a list of the Expenditures budgeted for 2026:

EXPENSES	Actual 2024	Budget 2025	Budget 2026	Increase	%
Admin	$ 772,221	$ 937,082	$ 958,290	$ 21,208	2.26%
Front Desk	$ 202,356	$ 231,828	$ 241,243	$ 9,415	4.06%
Well- Prog	$ 16,545	$ 16,632	$ 16,875	$ 243	1.46%
Ice Arena	$ 179,880	$ 257,425	$ 238,969	$ (18,456)	-7.17%
Maintenance	$1,365,633	$1,859,034	$1,821,376	$ (37,658)	-2.03%
Personal Train	$ 34,806	$ 41,366	$ 43,018	$ 1,652	3.99%
Wellness Add	$ 252,656	$ 315,030	$ 327,989	$ 12,959	4.11%
Play/Daycare	$ 86,614	$ 98,987	$ 102,875	$ 3,888	3.93%
Swim Pool	$ 511,247	$ 631,436	$ 655,564	$ 24,128	3.82%
Lodge	$ 411	$ 3,232	$ 3,248	$ 16	0.50%
Gen Facility	$ 249,051	$ 191,385	$ 46,616	$ (144,769)	-75.64%
Debt Service	$ 55,675	$ 573,230	$ 465,450	$ (107,780)	-18.80%
Other	$ 2,690	$ -	$ -	$ -	
Expenses	$3,729,785	$5,156,667	$4,921,513	$ (235,154)	-4.56%

Based on our forecasted Revenues and Expenditures, we are estimating that the facility will break even in 2026.

As was discussed in detail earlier in this section of the budget, the bigger issue that we need to focus on is not just balancing the budget for 2026 but looking at how we have a plan in place to address the larger systemic issues of funding the Community Center in the long term. As we move through the next 10 years, we will continue to use the plan that was described above as a roadmap for how to not only allow the Community Center to be able to address its annual operating needs but also address its deferred maintenance in a pro-active manner. If we follow that plan, we do think we can move the Community Center in that positive direction and get us by with condition of the facility until a point we can implement the overall Community Center Master Plan. It will also set us up well to take care of these Master Plan improvements once they are made so we do not fall behind in properly reinvesting into this facility going into the future.

Town Course Budget

The mission of the Chaska Town Course is to develop and operate a quality municipal golf course serving as a community recreational resource and as a community gathering place, that is viewed as a top public golf course facility in the Twin Cities, helping also attract visitors to our community.

In developing the course's annual budget our objective is to provide adequate resources to meet this mission by maintaining a high-quality golfing experience from both a maintenance and customer service perspective. An objective during our budgeting process has also been to position the Town Course in such a way that we attempt to generate enough profit to build up reserves sufficient to keep up with our capital replacement needs so we can keep it running as a high-end facility into the future, while still providing good value to our patrons.

As we look into the future, keeping up with capital reinvestment will be the largest single challenge of the course, as it has historically been able to be self-sufficient from an operational standpoint, but has had more difficulty being able to generate a sufficient amount of reserves to cover all future depreciation costs. This has been changing over the past few years as we have put more focus into making this a financially sustainable facility and have started to generate cash balances that have allowed us to reinvest back into the course. This will be explored in greater detail as we discuss both the impact COVID has had on the golfing market, but also the work we have been doing to better target what the resident discounts should be on the course as we move into future years.

COVID's Impact on the Golf Market

In 2018 and 2019, the Chaska Town Course had just over 29,000 rounds per year. While these were not great weather years, which did impact the number of rounds played, it also signified a greater trend we were seeing where the number of golfers was declining in general. This was true not only at the Town course, but was true industry wide, as the number of U.S. golfers peaked in 2003 at 30.6 million and dropped to 24.3 million in 2019, according to the National Golf Foundation. This number dropped approximately 1.9 million golfers between 2012 and 2017 but increased slightly by 500,000 between 2017-2019.

While the COVID pandemic negatively impacted our other recreational facilities in the City, one positive trend that we and other golf courses saw during the pandemic was the increase in golfers coming back to the game, as well as some picking it up for the first time. In just 2020, the number of golfers nationwide increased by 500,000 players in just one year, getting the total up to 24.8 million. Since 2020, this number has continued to increase, with an additional 3.2 million golfers coming to the game, bringing the total number of golfers in the U.S. up to 28 million at the end of 2024.

While the Chaska Town Course has always been a popular facility for golfers across the Twin Cities, the Town Course also benefited from this increase of golfers, seeing our rounds go from an average of about 32,000 rounds per year to our 5-year average being 40,615, up from the 39,805 round average just last year. Since 2020 our rounds have been over 38,000 rounds per year with the rounds being close or above 40,000 rounds for four of those years, including our last season in 2025 where we saw approximately 40,600. The number of rounds we saw in 2025 was the largest number of rounds we have seen at the Town Course since it opened in 1997. Industry-wide, it appears that this is a permanent change to the number of golfers in the market, as rounds have not decreased since the pandemic ended, but have stayed relatively stable to slightly increasing each of the past 5 years. This is a positive change that has helped us in meeting our objective of generating fund balances to be able to reinvest back into our course.

Resident vs Non-Resident Rounds

The larger economic challenge the Chaska Town Course has experienced, especially over the past decade, is the shift in the demographic of patrons who golf at this facility. When the Chaska Town Course first opened in 1997, over 70% of the rounds that were played on the course were by non-resident golfers, with around 30% being made up of Chaska residents. As the community has continued to grow, and as people moving to the area have recognized the benefit of moving to Chaska as opposed to surrounding communities because of our resident Town Course discount, this patron makeup has moved to be approximately 50% resident play, with only 50% coming from outside of the community. Finishing up the 2023 golf season, we saw for the first time ever that we had more resident golfers than non-resident golfers. In 2025, we saw about 51% of our rounds being resident rounds.

While this has been great for our mission of making the Chaska Town Course a premier community gathering place for our residents, this has been a very difficult financial transition for the course as our resident discount peaked in 2019 at around a 40% discount from the regular rate that non-residents pay. This means that with every resident round being played in that year, we saw a 40% discount being provided which was beginning to make it very difficult to not only get our budget to balance but also have sufficient dollars available to make important improvements to the course to keep people wanting to come back.

While we think it is important to keep a resident discount in place as we go into the future, it will be much more important for us to look at exactly what this discount is, as having over 50% of our golfers continue to have this level of discount will not be financially sustainable. This is something that we started discussing during the 2020 budget process, and which we discussed with some of our most loyal resident patrons prior to the 2021 budget process to identify a pathway to address this issue while still providing a benefit to our resident golfers. This will be described in greater detail later in this report, as we have been going through a transition over the past 5 seasons with Resident rates and have seen success in transition into a more sustainable financial model while still providing our residents with great value.

2025 Chaska Town Course Season

2025 was the best year for the Chaska Town Course ever, as we saw 42,600 rounds throughout the season. It should be noted that we likely would have had a similar number of rounds in 2024. However, we did have to close the course for two weeks that year as we co-hosted the U.S. Amateur Tournament. In 2023 we did have 38,500 rounds, which is slightly lower than our trend. However, that year we did have to close the golf course early to be able to resurface all remaining cart paths at the facility that had not yet been resurfaced.

As mentioned previously, this has generally been the level of use we have seen at the CTC since the Pandemic started, as our 5-year average number of annual rounds went from around 32,000 to 40,615 rounds per year after the 2025 season. Again, this has not just been the experience with the Town Course but has been experienced by golf courses in general across the industry.

Besides seeing new golfers come to the Town Course, we have also been helped by great weather and turf conditions throughout the summer. While 2025 was not as hot and dry as we had seen in 2022 and 2023, we did have good weather at the right times, making our usage in 2025 higher than any other year. Based on this high usage, we do anticipate that we will continue to be able to add to the overall cash balance in the fund.

Depreciation Funding-Continued Reinvestment into Facility

With the refinancing of our TIF District #4 in 2008, we did put the Town Course in a better position to accumulate cash reserves, as it did not have to directly support the remaining years of debt service for the course anymore. In 1997, resources from TIF District #4 were the main financial resource that allowed us to construct the course and contributed towards our debt service on the course until all debt was repaid with the Closing of TIF District #4 in 2014. It was planned that the refinancing of this TIF District in 2008, and once again in 2011, would provide us with sufficient resources to pay off the initial capital construction cost debt at the Town Course from these TIF funds. What this did was to allow the Town Course to keep any annual profits and accumulate reserves in this Enterprise Fund.

While this move in 2014 took away the need for the Town Course to contribute directly towards its annual debt service from its initial construction, and while the Town Course continued to meet its annual operational needs of the course, it continued to struggle to generate significant reserves to go towards its future capital replacement needs. Specifically, the Town Course did not meet the depreciation expenses of the facility, which are just under $500,000 per year.

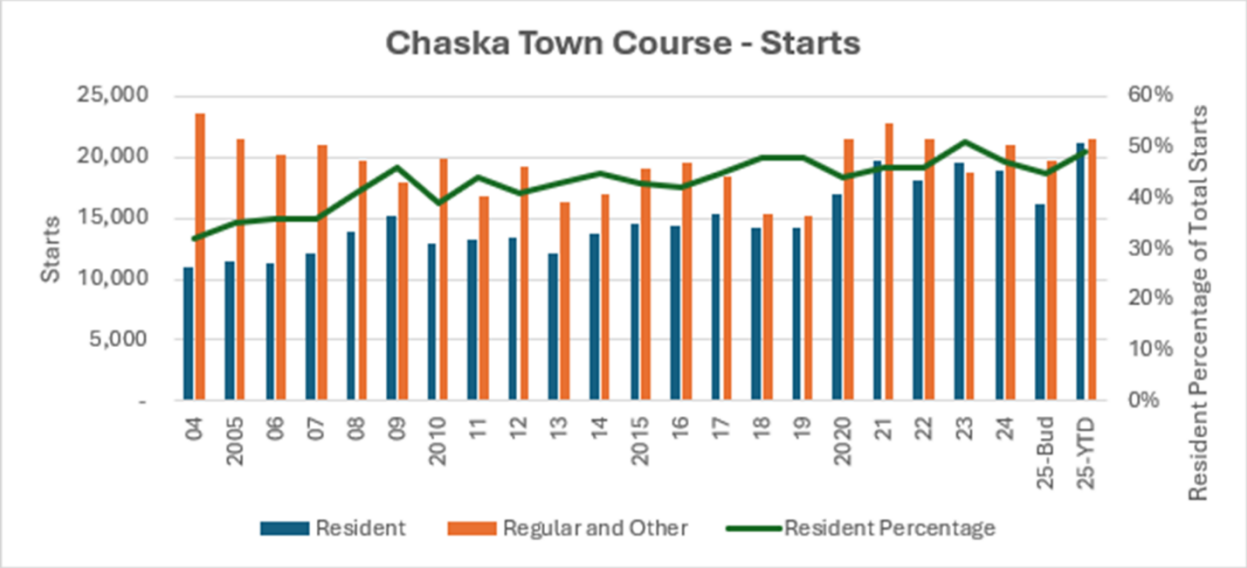
Not being able to meet its Depreciation obligations, and therefore not having the funds to properly reinvest back into the facility, was a significant reason why we started looking at the issue of resident vs regular rates. With over 50% of our patrons receiving a discount of close to 40%, we knew it would be difficult to keep the Town Course financially sustainable in the future while also reinvesting back into those things that are important to keep the high-quality reputation the course has had since its opening.

Resident vs Regular Rates

As discussed above, one of the largest items that Staff has focused on while putting together the budget for the Chaska Town Course over the past six years has been looking at the split between resident and regular play at the Course. As mentioned previously, when the Town Course first opened, approximately 70% of our rounds came from non-resident play. As our community has grown, we now see that resident play is approximately 50% of the rounds during the season.

While this has been great for meeting our mission of having this be a premier community gathering location, it has made it very difficult from a financial perspective to keep the Chaska Town Course financially sustainable with our residents seeing a very large discount on our regular rates. When we started this discussion in 2019, residents were seeing close to a 40% discount on rates. Having 50% of our patrons see this large of a discount was not something we could continue to do if we wanted to have this course be both operationally self-sustaining and be able to reinvest back into the course as it ages.

Below is a chart illustrating the changes we have seen in resident vs. non-resident play since 2004 to illustrate the changes we have seen:



In examining this issue, Staff committed to meet with resident patrons of the Chaska Town Course to both educate them on this issue, but to also get their feedback on how to structure our rates going into the future so that residents still feel they are receiving significant benefit for having this asset in their community, while also being cognizant of how changes can positively affect the financial sustainability of the Chaska Town Course going into the future.

This discussion with these resident patrons occurred in January 2020 and resulted in a significant amount of good feedback that led to the recommendations Staff ultimately made to the City Council for where to go with rates over the next few years. Some of the feedback received included:

- They understood the importance of making this a financially stable facility and understood the changes in demographics we have seen at the Town Course over the past several years
- They felt it was important that we reinvest back into this facility and understood that to do this the course needed to be financially strong
- They understood that a 37% discount was likely too much, but asked that we not let it get lower than a 20% discount
- They understood that not all Chaska residents are golfers and that it would be difficult to expect others in the community to support the course if they saw/perceived no benefit
- While they understood changes needed to be made, they asked that we give special consideration to the residents who are frequent customers of the course
- They appreciated being asked their opinion on this before we just moved forward with making any changes

Based on these discussions this did help us in developing conclusions on what we should ultimately be targeting for resident discounts when we have fully made the transition to our new rate structure. Through these conversations we were also able to recognize that there was a way to provide a better benefit to our most loyal resident patrons, while keeping our highest revenue generating times (weekends) open to maximize the revenue we generate during these times.

Specifically, what we recognized is that our most loyal resident golfers were playing during the weekdays both because they play in a league, but also because most of them play multiple times per week. At the same time, we recognized that the weekend tee times represented a time when we had no problem selling, and that we do not typically see as many residents during the weekend times because of how busy it can be.

Based on the feedback from these resident patrons, and from looking at the sales data from the Town Course's history, we were able to generate the following rate recommendations for how we structurally approach changing our rates over the next few years as we work towards economic sustainability of this facility. The following bullet points represent the main components of the recommendation that was made:

- Continue to view this change as a multi-year implementation to allow patrons to ease into this change (we started in 2020, and we are anticipating that we will complete this transition by 2028)
- With most of our regular resident patrons playing during weekday times, (i.e. Leagues and evenings), provide a greater discount to residents during these times to recognize them for their loyalty, and to financially incent them to play during these times so we can keep our higher rates on the weekends when we have no issues selling tee times
- Target that by the end of our implementation period we have resident rates set based on the following guidelines:
    - Resident discounts set at 25% of the Regular Rate for Weekdays and 20% of the Regular Rate for Weekends

- Do not allow resident rates to go below the average for local courses (i.e. Dahlgreen, Bluff Creek, Deer Run, etc…) as these are not as quality of a course as the Town Course
- Keep our cart rental competitive with the market for both residents and non-residents

Based on these guidelines, the Council did move forward with starting to implement this plan in 2020. 2026 will be the seventh year of implementation, with our rounds increasing significantly during the first six years of implementation. These increases have also been with Resident golfers, although their discount has decreased. For 2026, the changes to the rates to reflect this plan would be as follows:

- Resident Weekdays: Up $3 to $61 ($84 with Cart)-Represents 29.07% discount
- Resident Weekends: Up $2.50 to $68 ($91 with Cart)-Represents 20.93% discount
- Non-Resident Weekdays: Up $2 to $80 ($103 with Cart)
- Non-Resident Weekends: Up $2 to $86 ($109 with Cart)
- Cart Rates: No change for Cart fees as we are at about average for similar courses

Moving based on these recommendations would allow us to continue to move towards our goal of resident weekday discount being 25% and resident weekend discounts being 20%, with us still having three more years to implement this overall plan. In fact, with the changes this year, we are only about 1% away from meeting the Resident Weekend Discounts.

Based on this recommendation, below are two charts both showing our rates compared to High-End Courses as well as a second chart comparing our proposed rates to area golf courses:

Comparisons of High-End Courses

Top Public 18 Hole	WD 18 Hole GF	WE 18 Hole GF	18 Hole Cart	Twilight GF	Twilight Cart
Edinburgh	$55.00	$60.00	$20.00	$44.00	$15.00
Stoneridge	$105.00	$135.00	$20.00	$91.00	$10.00
The Wilds	$120.00	$120.00	Included	$85.00	Included
Meadows at Mystic	$125.00	$140.00	Included	$95.00	Included
Rush Creek	$135.00	$135.00	$25.00	$89.00	$25.00
Troy Burne	$115.00	$115.00	$25.00	$90.00	$20.00
Legends	$135.00	$135.00	Included	$100.00	Included
Average	$112.86	$120.00	$22.50	$84.86	$17.50
Current 2024 CTC Regular	$78.00	$84.00	$23.00	$61.00	$17.00
Proposed 2025 CTC Regular	$80.00	$86.00	$23.00	$63.00	$17.00
Current 2024 CTC Resident	$58.00	$65.50	$23.00	$51.00	$17.00
Proposed 2025 CTC Resident	$61.00	$68.00	$23.00	$55.00	$17.00
% Discount for Resident vs Non-Resident	29.07%	20.93%			

Comparisons of Area Golf Courses

Chaska Area 18 Hole Courses	WD 18 Hole GF	WE 18 Hole GF	18 Hole Cart	Twilight GF	Twilight Cart
Ridges at Sand Creek	$46.00	$51.00	$18.00	$39.00	$8.00
Stonebrooke	$84.00	$99.00	Included	$69.00	Included
Deer Run	$70.00	$70.00	$20.00	$60.00	$20.00
Dahlgreen	$45.00	$50.00	$20.00	$52.00	$20.00
Bluff Creek	$53.00	$65.00	$20.00	$52.00	$20.00
Average	$59.60	$67.00	$19.50	$54.40	$17.00
2025 CTC Regular	$78.00	$84.00	$23.00	$61.00	$17.00
2026 CTC Regular	$80.00	$86.00	$23.00	$63.00	$17.00
2025 Resident	$58.00	$65.50	$23.00	$51.00	$17.00
2026 CTC Resident	$61.00	$68.00	$23.00	$55.00	$17.00

As is illustrated above, these changes would make us very competitive with both the High-End and Local 18-hole golf courses, still making our course a very good deal for both residents and non-resident play, while at the same time meeting our financial needs. In fact, we have become a better deal compared to other courses since COVID, as other courses have been much more aggressive in increasing rates since there is such a high demand with new golfers.

Revenue Projections for 2026

Based on the changes that we are recommending for rates 2026, we are forecasting total revenues of $3,306,080. This compares to the budgeted revenues for 2025 of $3,420,000, or a decrease of 3.33%, or $113,920 less than last year. The main reason for this change is to adjust our numbers to be more realistic in specific areas to what we have actually seen over the past several years for revenue at the Town Course. We do not want to be too aggressive about what we budget for anticipated revenues.

As we discussed previously, the past 6 seasons have been very good for golf, with the 5-year average going from 32,000 to 40,615 rounds. Even though the average is at close to 40,000 rounds, we used 38,950 rounds as the number we budgeted to be conservative on our assumptions.

Based on these assumptions, the total 2026 revenues would be budgeted to come from the following sources:

	Actual	Budget	Budget	Change	Change
Revenues	2024	2025	2026		
Green fees	$ 1,988,380	$ 2,002,000	$ 2,079,000	$ 77,000	3.85%
Driving range	$ 177,994	$ 185,000	$ 188,700	$ 3,700	2.00%
Member fees	$ 102,093	$ 105,000	$ 107,100	$ 2,100	2.00%
Sale of supplies	$ 360,542	$ 400,000	$ 408,000	$ 8,000	2.00%
Concessions	$ 57,557	$ 60,000	$ 61,200	$ 1,200	2.00%
Cart rental	$ 374,378	$ 401,000	$ 401,000	$ -	0.00%
Misc	$ 18,138	$ 267,000	$ 61,080	$ (205,920)	-77.12%
Total revenues	$ 3,079,082	$ 3,420,000	$ 3,306,080	$ (113,920)	-3.33%

Components of the Chaska Town Course Revenue

A key revenue assumption for the CTC is the green fees schedule, as the greens fees do generate approximately 63% of our revenue. Our strategy has been to have green fees for non-residents consistent with the market for other high-end public courses, while at the same time offering a course for our residents of higher quality and challenge compared to any other area course, at a price that is very competitive. As mentioned previously, based on our efforts to reduce the resident discounts to a reasonable amount over a multi-year period (plan to have rate changes fully implemented by 2028), but to do this in a way that benefits our most loyal Town Course patrons by providing a greater resident discount on weekdays, we are recommending the following rates for the 2025 budget:

- Resident Weekdays: Up $3 to $61 ($84 with Cart)-Represents 29.07% discount
- Resident Weekends: Up $2.50 to $68 ($91 with Cart)-Represents 20.93% discount
- Non-Resident Weekdays: Up $2 to $80 ($103 with Cart)
- Non-Resident Weekends: Up $2 to $86 ($109 with Cart)
- Cart Rates: No change for Cart fees as we are at about average for similar courses

Based on this, the projected Green Fees revenue for 2026 would be $2,079,000, which would be an increase of 3.85% from the budgeted 2025 Greens Fee Revenue.

For the first several years the Town Course was open, we averaged cart rental revenues in the range of $150,000 to $175,000, with 22% to 24% of golfers renting carts. In 2006 we modified our cart policy to permit carts off the cart path. At that time, we purchased a new set of carts equipped with a GPS system. This system allows us to remotely control the carts so they do not go in areas that would be detrimental to the condition of the course. The system was implemented in 2006 and increased cart revenues to $212,000.

For 2026 we are once again anticipating that 40% of patrons will continue to utilize a cart, as we have seen over the past several years. We are also recommending no change in cart rental fees, which would keep our rates equal to the average of high-end courses in the Twin Cities. Based on this, the total revenue in 2026 for cart rentals would be $401,000.

Through our twenty years of operation, the driving range has been a popular element of the facility. One attribute contributing to the success of our driving range is the size of the practice facility, being one of the larger driving ranges on golf courses in the area. For projection purposes, we have assumed that 20% of golfers will use the range before playing, with an additional 40 people per day will come to the facility solely to use the practice complex. For 2025 we are proposing that we budget this number at $188,700, as that would keep it very close to what we saw in 2025. It should be noted that one of the improvements we made to the Driving Range in 2023 was the addition of mats on a concrete slab at the back of the driving range. We have used these in the

early and wet parts of the season to keep our Driving Range in good condition. We believe over time that this will increase the use of our Driving Range during the season as we can keep our tee box area in better shape throughout the entire season.

Pro Shop sales continued to be strong in 2025. In 2026 we are proposing a budget of $408,000 for Pro Shop sales. This is very similar to what we budgeted in 2025.

A key service element of the facility is the provision of a quality food and beverage operation, while at the same time assuring that this element does not become a financial drain on the operation. In 2016, we changed vendors, as Charlie's Grill had its final year of operation in 2015. Charlie's set a new bar for expectation of our food service at the Chaska Town Course, which was important for us to keep or improve with the new vendor coming into the facility.

After completing an RFP Process, the City Council did choose to go with the new vendor, Oak 19 Grill. While the Town Course did have to undergo approximately $150,000 in upgrades to the kitchen prior to the 2016 season to be able to handle a new vendor coming into the facility, and to increase offerings to our Patrons, Oak 19 has been a very positive addition to the Chaska Town Course, as we illustrated each year through their high sales and fantastic feedback from patrons.

Oak 19 did have their lease renewal in 2021, which not only increased the number of years they will be at the facility, but also changed the percentage that we charge for rent to be more responsive to market changes. The current lease has them paying 6% of total revenue based on both their alcohol and food sales. 2021 was the first year of this change, with the restaurant earning close to $80,000, which was above the $40,000 we budgeted. And even though our percentage for alcohol went down in the new lease structure, we saw the revenue be significantly greater than the $41,873 that was generated in 2020. For 2026 we are budgeting $61,200 to keep our projections conservative. It should be noted that 2026 is the last year of their current lease. They have indicated a desire to stay in this space, and we think they have been a consistent and positive service element at our Course since starting in 2016. It would be our intent to try to renew the lease to allow them to keep on operating out of our facility past 2026.

Operating Expenses

For the Chaska Town Course to be considered a high-end public facility, the turf maintenance needs to be a very high priority. During the past few Golf Seasons, we have had some of the best turf conditions since our course opened. We received very good comments from the USGA on our turf condition when the US Amateur was hosted at the CTC in 2024. This has also been confirmed in feedback we have received from golfers in our surveys and has helped us continue to drive patrons to our course during the summer of 2025.

To achieve the objective of having high-quality turf we have attempted to establish a maintenance budget that will permit adequate resources for above-average maintenance. The key to achieving this objective is attracting and retaining high quality

dedicated personnel. It is imperative that our full-time personnel not only have the technical capabilities to maintain a high-level facility, but also (and possibly more importantly) have true ownership in the course and a commitment to the facility's quality.

The budget anticipates staffing levels the same as in 2026, with five full-time Greenskeepers, plus a Superintendent who is responsible for the maintenance of the Chaska Town Course facility as well as the Loop that just opened during the summer of 2024.

As in the past these full-time positions will be supplemented by eight, 6-month and six 4-month seasonal employees. The total budgeted expenses for 2026 are $1,355,022. This is a 13.86% decrease from 2025. This does not mean that we are putting less resources towards the day-to-day maintenance of the course but simply means we have less Capital improvement and replacement projects scheduled for 2026.

The second cost component of the golf course operation is the Clubhouse and its related activities. Our objective is to differentiate the Town Course and Clubhouse operation from other courses through a noticeable difference in its commitment to customer service. Achieving this objective will be significantly affected by the quality, skill and personality of personnel hired to staff the complex. The overall responsibility of the Clubhouse operation is the responsibility of the Club Pro. For 2024 expenses were budgeted at $1,208,856, with them being budgeted at $1,286,818 in 2025. For 2026, this will go up to $1,320,625, which is a 2.63% increase from 2025.

The final cost component that is critical to maintaining a high-quality course is continuing to invest in timely replacement of our maintenance equipment and capital improvements to the facility. For 2026, the following are the improvements we would be making to the facility in the upcoming year:

Capital Improvements:

- Irrigation Satellites: $40,000
- Repaving the other half of the parking lot: $125,000
- Replacement of Garbage enclosure, Oak 19 Bar Tile and Doors in the Clubhouse Facility

The following is the proposed Expenditure Budget for 2026:

	Actual	Budget	Bugdet	Chanage	Change
Expenses	2024	2025	2026		
Course Maintenance	$1,276,122	$1,573,016	$1,355,022	-$217,994	-13.86%
Course Admin/Clubhouse	$1,237,152	$1,286,818	$1,320,625	$33,807	2.63%
Merchandise	$345,738	$250,000	$251,250	$1,250	0.50%
Debt Service (Equip)	$45,884	$310,100	$312,800	$2,700	0.87%
Transfers Out/Debt Service	$0	$0	$0	$0	
Misc	$0	$0	$0	$0	
Depreciation	$0	$0	$0	$0	
Total Expenses	$2,904,896	$3,419,934	$3,239,697	-$180,237	-5.27%

Based on the proposed expenditures, we would expect the Town Course to gain $66,383 in revenue to increase its cash balance. If the rounds of golf end up being like what we have seen over the past 5 years, we would expect to see a gain in our Fund Balance even greater than this, as we based our budgeted revenues on 38,500 rounds, when our actual 5-year average is close to 40,000 rounds.

With the Town Course making the changes in discount percentages for residents, and with the great reputation our course has for being a high-quality facility, we think that we are setting ourselves up well to continue to be successful in the future and continue to be a premier facility that can both attract people to live in our community and to encourage people from out of town to visit.

Utility Fund Overview

The Utility Fund Budgets are broken down into separate categories for the City's four utilities: water, sewer, electric and storm sewer. The total proposed budgets for these four utilities have been developed based on the following objectives:

- *Providing the necessary resources for each utility to assure continuation of quality and reliable services to our customers.*
- *Maintaining water/sewer/storm sewer rates competitive with comparable cities.*
- *Maintaining residential electric rates less than comparable rates charged by Xcel.*
- *Maintaining competitive industrial and commercial electric rates compared with Xcel, while also making sure we maintain a system that provides reliability for our customers and does not expose us to undo risk.*
- *Minimizing drastic changes in utility rates while at the same time maintaining adequate cash reserves for each enterprise.*

As I will discuss in greater detail through this section of the Budget Report, the continued focus for our utilities in 2026, as it has been in the past, is to implement of recommendations of our most recent Cost-of-Service study analysis we completed for all of our utilities, while also balancing those recommendations with the pricing objectives listed above. The purpose of completing a detailed cost of service study analysis is to identify all current and future operational needs of each fund, as well as the timely maintenance of our existing systems. We also use this study to identify new additions to our system that will be needed for future growth, so we can make sure that we have enough financial resources available to support the sustainability of our entire utility system into the future.

The results of this Cost-of-Service study provide us with data that can help accomplish the following objectives in each of our utilities:

- Accurately set our rates (variable costs)
- Accurately set our service charges (fixed costs)
- Equitably set our rate structure to assure that our users are being charged properly based on their usage
- Set rates to encourage desired consumer behaviors to help conserve our finite resources
- Set rates to be able to accommodate all necessary maintenance and improvement activities in the future, ensuring that we have a proper level of reserves available in each fund to make our systems sustainable and to meet all requirements put in place for financing the costs of these improvements

Over the past 12 months, we have completed our latest Cost-of-Service study for each of our utilities. The results of these Cost-of-service studies provide the City with a

concrete and data-driven analysis to set our rates precisely to accomplish the objectives we have in each fund. If the quantitative results of a Cost-of-Service study are used to set both our current and future rates, as well as set the work plan for when improvements or additions to our system need to occur, the results can provide confidence to our residents and businesses that we are planning for a sustainable system in the future while also keeping our rate structure as competitive as possible. It can also allow us to plan for changes over a longer period to try to avoid large changes in rates at any given time.

As you will see through the discussion of each of our Utilities in this section of the Budget Report, we did rely on our most recent Cost-of-Service study findings to drive our recommendations this year, and to know how we should look at the next 5-year period. We strive to complete a Cost-of-Service study every five years to stay current with the assumptions that we are making, and to factor in any changes that were not anticipated during previous studies. In this way, we can have more confidence with the data we are using when making decisions about what work we will need to complete in each utility, and the revenue that will be needed to support this work. As mentioned previously, we completed our most recent study within the past 12 months meaning that the assumptions we are using are very current.

I will be talking about the Cost-of-Service study as it relates to each individual Utility Fund throughout this section of the Budget Report as there are different issues and factors that affect each utility. In the end, you will see how we meshed these findings together to try to provide the average user with a reasonable overall rate increase for all utilities for 2026, although some utilities may see larger individual changes than others. Below is a chart that illustrates our total increase for all utilities in 2026 for an average residential user in each utility. As you will see, our average residential user will experience a 4.87% overall increase, which would result in an actual increase of $9.82 per month for the total utility bill.

Utility	Units/Month	2025 Bill	2026 Bill	$ Increase	% Increase	COS Revenue Target
Electric	750 (kWh)	$131.32	$135.08	$3.76	2.86%	3.50%
Water	4 (Gal x 1000)	$21.78	$23.92	$2.14	9.83%	8.00%
Sewer	4 (Gal X 1000)	$35.65	$39.05	$3.40	9.54%	9.50%
Storm Water	1	$12.77	$13.29	$0.52	4.07%	4.07%
TOTAL		**$201.52**	**$211.34**	**$9.82**	**4.87%**	

Water Fund

As will be discussed in more detail in the breakdown of the Water Fund budget, the City of Chaska did move forward with making some significant changes to the Water Utility rates starting in 2010, as it was found through a comprehensive Water Rate Analysis at that time that the City's water rates were set significantly lower than what was needed both to fund the future maintenance activities of our existing system, and to fund a portion of the debt service on the new Water Treatment Plant. The study found that over the 10-year planning period, our Water Fund would have been $7 million in debt if changes were not made to our rate structure in the short term. Over the course of 2010 and 2011 our rates were significantly changed to get the base closer to where it

should be. However, because our rates were so low to begin with, these changes were able to be made while maintaining our rates at a very competitive level compared to our neighboring communities.

Because of the large changes that were made in 2010 with our first Water Rate Cost-of-Service Study, this allowed our Water Fund to stabilize over the last fifteen years and now allows us to really focus on the fine-tune details of our fund and rate structure to make sure that we are structuring our rates correctly to meet both our future needs while also making sure that the cost of our services are equitably spread to users that have the greatest impact on our system.

As we will discuss in the Water Fund section below, the main findings we had in our Cost-of-Service study are that water usage in general has decreased and that too much of our costs in the past had been allocated to our rates instead of our service fees, which cover our fixed costs. These fixed costs are the expenses we have regardless of how much water is utilized, and reflect the costs associated with simply making sure water service is available to customers, whether they use it or not.

Consequently, although we do need to increase our overall revenue to meet our long-term financial needs, as much of this change needs to come from our fixed service charge as it does changes in our rate structure. The key to the Cost-of-Service Study findings is to make sure we have the right expenses classified as fixed or variable costs, so we know both where and how much we need to change our rates.

As you will see in the 2026 budget for the Water Fund, the revenue target established in the Cost-of-Service Study for this year is an overall increase of 8% in total revenue to the fund. Based on that target, this would have an impact on the average user by increasing their bill by 9.83% over what they were paying for the same service level in 2025. Based on the cost-of-service study findings, for an average user of water, the increase in their water rates would go up by 8%, while also increasing the service charge by 8%. Making these changes would have an actual dollar impact on the average user of $2.14 per month.

The other major change that we have continued to see over the last decade is the decrease in overall water usage that we are seeing in our community. Where the average user in the past used around 7,000 gallons per month, this has gone done to about 4,000 gallons per month as we have seen more appliances, shower fixtures and smart irrigation systems contributing to less water usage overall. Because the average monthly water usage has decreased, this has required us to change our tiered rate structure to assure both that we have it structured in a way that encourages water conservation (i.e. using 7,000 gallons now is no longer seen as conserving water), and to also put more of the burden of our water system costs on those who choose to use more than the average user in the community.

When we initially established our tiered water rate structure in 2010, the average residential user in the community utilized 7,000 gallons per month. That number has gone down to 4,000 gallons per month. As a result, in 2021 we changed the rate tiers in the Water Fund to make sure that we were not rewarding users that utilize more

than what the average user should use. I will also discuss in the Water Fund's section of the budget how the percentage increase in our variable water rates went up by a higher percentage the more water that one uses, with the lowest users seeing an 8% increase and our highest users seeing an 14% increase. In this way we are helping to meet our goal of setting our rates in such a way that it rewards and encourages the types of conservation we desire to help preserve our limited water resources.

Electric Fund

From an electric fund perspective, our total rates in 2025, including the Energy Adjustment Clause, averaged 8.2% lower than Xcel for residential customers. In 2024 we were 11.46% lower than Xcel. However, the rate that Xcel was using for 2024 was an Interim rate as they went through a rate increase case with the Minnesota Public Utilities Commission. It was determined through that process that their rates would not be allowed to be that high. Because of this, they were required to lower their rates, and to refund to their customers the difference between what they paid and what eventually was allowed for a rate. So, although we were going up against Xcel not only lowering their rates, but also refunding dollars which reduced their customer's overall cost, we still ended up 8.2% lower. Xcel is currently back in front of the MN PUC for another rate increase request which will likely take the entire year to determine what will be allowed. In the meantime, they are charging an increased interim rate on what they believe they will be allowed to charge for their rates after the PUC completes their process.

While these results have been very good for our customers, who not only experience lower rates than Xcel, but also a higher reliability of service, this will be something that we will need to continue to watch, as both Chaska Electric and Xcel are going to have to make major investments in the future to meet new electricity standards created by the State. These mandates will require us to have 80% of our energy from carbon free sources by 2030, and 100% from carbon free sources in 2040. This will clearly have a cost associated with it, as this standard is significantly higher than the standard we had before (and had already met) of having 25% of our electricity from renewable sources by 2025. Currently we average about 48% of our energy coming from renewable sources over the course of a year. This will make it critical to have our wholesale power provider (MMPA) not only focus on how we can meet the standards that have been set but do it in a way that keeps us competitive with Xcel over the long term.

As we will discuss in the Electric Fund Section of the Budget Report, our Cost-of-Service study looked at many different factors in our current rate structure. Besides making sure that we can meet all our future maintenance and development needs, and maintain an adequate cash balance in the Fund, the major finding in the Electric analysis was very similar to the Water Fund, in that it found that we are currently allocating too much of our cost to our rates, which cover variable costs, and not enough to our service charges that cover our fixed costs.

Consequently, the recommendation in the Cost-of-Service study for 2026 is to continue to increase our fixed customer service charge by a slightly higher percentage than our actual rates to properly allocate our costs. For 2026, it recommends that we increase our Service Charge by 3.6%, with our rates going up by 3.5%. As we do this, we will

have to keep an eye on our market comparisons with Xcel to make sure that our service charges do not get too high. Over the past few years, even though we would have preferred to allocate more dollars to our service fee, we ultimately did not because it would have put our service fees at a higher rate than Xcel. We did have some room to be able to increase it in 2025, although not at the levels the Cost-of-Service Study would have recommended. The same holds true now, as we would like to see our Service Charge go up more than 3.6%, but we are keeping it to that to make sure we stay competitive with Xcel.

Sewer Fund

From a sewer perspective, a major factor that drives our cost of service is our charge from the Met Council for the treatment of our sewage. This is a fee that is charged to all municipalities in the Twin Cities that are on Metro Sewer, which means that we see similarities between Metro municipalities in Sewer Rates due to the treatment being centralized within the Met Council. Our Met Council rate for 2026 is scheduled to go up by 9.86% to approximately $4,365,000 million. This compares to our charge in 2025 which was just under $4.0 million. This fee is determined by the Met Council by what other cities used in 2024 for sewer services compared to what our community used. Our community saw a 10.62% increase in our actual sewer usage in 2024, which leads to the overall cost increase we will see on our 2026 bill. This is a fixed charge that we know before the budget year has begun, and one that we have no control over.

As for our Cost-of-Service study findings in the Sewer Fund, we once again found that our focus needs to be on setting our fixed service charge correctly as we have not necessarily allocated our costs equitably in the past. We started making changes to our Sewer Service Charges eight years ago. After six years we were able to implement the ultimate service charge being recommended. As we did achieve the proper service charge level, we think our service fee continues to be properly set for 2026 and are recommending no increase for next year. As for our rates, with the Met Council rate going up for 2026, we do need to adjust our rates accordingly to make sure that we are not subsidizing our fees to the Met Council with prior year Sewer Fund balances. Based both on our Met Council costs increasing, and our internal needs to address capital improvements and maintenance we need to do to our system, we would see our rates needing to go up by 9.54% in 2026. For the average user, this would have their bill going up by $3.40 per month.

Storm Sewer

Finally, with the Storm Sewer Utility, we did not include this in our overall Cost-of-Service study, mainly because this is a relatively new utility, and we have been making many changes to this over the past several years to get this set correctly based on the additional information we collect each year we have had this utility in existence. As we have discussed in detail, the activities have continued to increase in this fund, as there are both changing mandates from the State of Minnesota to follow, and heavy rain seasons that have put pressure on our Storm Water System. In 2018, to recognize the increased activities we were having in this fund, and to recognize that the work done in a River community, such as Chaska, is significantly more than a typical community, the methodology that Staff used to compare Chaska rates changed, with us comparing

ourselves to other similar waterfront communities in the State that have similar expenses in their Storm Water Fund. We feel that this has created a more accurate base to compare ourselves. Based on our activity load and needs in the fund, as well as our comparisons to other similar communities, an increase in rates of 4% is recommended for 2026, which would equate to a $0.52 increase per month. This will keep us competitive with Cities our size and at lease cover the needs that we have in the fund for the next year. As we talked about during budget discussions, this Fund has seen the greatest percentage of increase in costs over the past decade due to increased mandates and changing weather patterns. We currently do not have our rates at a level that allows us to build up cash reserves for unexpected items that might come along, or even for doing projects that take resources greater than our annual operating budget can handle. We will have to be cognizant of this in the future and try to come up with strategies for building a cash reserve while also staying competitive with other comparable cities.

Again, based on the changes that are being recommended, which will be discussed in more detail in following sections, below is a breakdown of what a typical resident can expect for total bill in 2026 compared to 2025 for all City utilities. As you will see, based on the recommendations above, the average user would see a 4.87% increase in all their Utility Rates for 2026, which translates into an increase of $9.82 in increased costs each month for the average household in the community.

Utility	Units/Month	2025 Bill	2026 Bill	$ Increase	% Increase	COS Revenue Target
Electric	750 (kWh)	$131.32	$135.08	$3.76	2.86%	3.50%
Water	4 (Gal x 1000)	$21.78	$23.92	$2.14	9.83%	8.00%
Sewer	4 (Gal X 1000)	$35.65	$39.05	$3.40	9.54%	9.50%
Storm Water	1	$12.77	$13.29	$0.52	4.07%	4.07%
TOTAL		**$201.52**	**$211.34**	**$9.82**	**4.87%**	

Water Fund Budget

As was mentioned previously, the City of Chaska recently completed a Cost-of-Service study for our utilities. This was an update to a previous study we had completed over a decade ago and updated again 5 years ago, which included our Water Fund. The initial study we completed over a decade ago introduced an inclining block rate structure to help incent our residents to conserve more of this finite resource, and the subsequent studies have worked to get our rates to a point where we could start to build adequate cash reserves in the Fund to be able to plan for future maintenance and improvement work that will be needed within our Water System. The intent of our most recent update was to evaluate how things have worked since our initial analysis of the system, and to identify any changes we need to plan to meet all our physical and financial objectives within this fund. We are utilizing the recommendations from the study we most recently completed to develop the recommendations for where we go with rates in 2026 and what capital improvement and maintenance projects we need to plan to do over the next year.

The overall objective of the analysis we have completed is:

Identify all current and future operational needs, as well as timely maintenance of our existing system and new additions to our system needed to support future growth, making sure we have enough financial resources available to support the sustainability of our Water System, and to be able to have quantifiable data to support the accurate setting of our variable rates and service charges that support the fixed costs within our system

Findings of Water Cost of Service Study

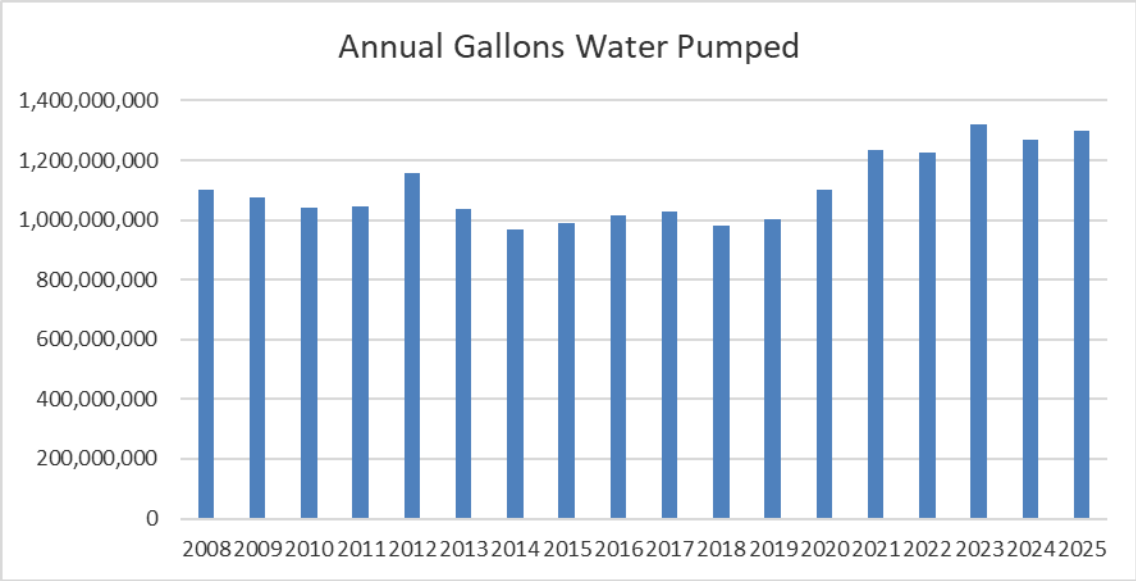
While a major reason we complete a financial analysis of our Water System on a regular basis is to give us confidence that we are generating enough financial resources to be able to ensure a sustainable system as we go into the future, another major objective that we try to achieve is making sure that not only are we collecting enough revenue to support the system, but that we are generating these revenues in an equitable way. We want to make sure that not only are we setting rates to benefit those residents and businesses that actively work to conserve our water resources, but that we also are setting our fixed charges in a way that makes sure everyone is paying their fair share of system costs whether they use the system or not. There are fixed costs that exist to ensure water is made available to a home or a business whether they use any water or not. In other words, there is a cost in just making this resource available to everyone that we need to make sure we cover through our fixed service charges.

To that end, looking at the rate structure of our Water Utility was a major focus of our latest Cost-of-Service Study. The major findings of the Water Analysis were:

1. Water consumption by typical users has decreased over the past several years and our Tiered-Rate structure has had to change to reflect decreasing water usage (i.e. we should not continue to give the lowest rates to those that are now using more water than average, although it may have been the average usage in the past).
2. Continued focus needs to be put on increasing our service charge in the Water Fund to continue to make sure that we are covering the fixed costs within our system (i.e. there are costs we incur for each home that exist whether or not someone uses any water-there is value to each home in just having water available to use)
3. Our City facilities are not currently contributing fairly to our Water System costs. We need to continue the work we have been undertaking for the past several years of slowly moving each of our facilities to paying the normal utility rate so our utilities are not subsidizing functions within other parts of our organization.

Water Usage Continues to Drop

As mentioned previously, one trend that we have seen in water usage over the past decade is the overall decrease in water usage per customer that we have in the system. As the Chart below illustrates, our water usage in 2008 was $1,100,000,000 gallons, compared to the usage in 2025, which we were approximately $1,300,000 for the year. While the number in 2025 is higher, it is not significantly higher than it was in 2008. At the same time, we have significantly more residential units and businesses in the community than we had in 2008, meaning that the usage per customer has gone down over this 17-year period.



This decrease in our customers' water usage has come mainly because of technological changes that have made water conservation much easier. This includes technology like low flow plumbing fixtures, as well as "smart" technology in lawn irrigation that only waters the lawn when it is needed.

As we completed our Cost-of-Service Study five years ago, one thing that we found is that the average usage of water per household dropped from around 7,000 gallons per month, down to 4,000 gallons per month. This was confirmed in the latest study we completed. While the latest study did indicate that we needed to increase our three lowest tiered rates by 8% to be able to keep up with the current and future costs in the fund, it did recommend that we adjust the higher tiers of water usage in our rate structure at higher rates to make sure that we are still providing a benefit to those who conserve water as opposed to those who utilize a higher-than-average amount of water. Our intent with our rate structure is that we do not penalize our average users, but that people only pay a higher rate if they are using more than what our data would show the average user would consume. In this respect, we are putting more of the burden for the cost of our system on those who consume it at a rate higher than most of our residents and businesses. For 2026, the Cost-of-Service Study indicated that beyond the 8% increase in our lowest three tiers of water usage, that we should increase the highest tiers by 10%, 12% and 14% respectively.

Below is the chart that came out of our Cost-of-Service study 5 years ago where it illustrated both what we had as our rate structures in the past, and how if we would have kept that structure, 72% of the residents in our community would be in the lowest tier of water usage. That means that our tiers were not structured properly to have the lowest tiers represent the true average of water usage in the community. The structure on the right is what we moved to, which illustrates how 50% of the water usage is now in the bottom two tiers, which means that they will get the best rate for their water for not using more than average. Again, this structure was not put in place to punish those who use more water, but to make sure that people who do not use above-average water usage are subsidizing those who use more than what our data would say is average.

Current Structure (gallons)	Percent of bills ending in block	**2021 Structure (gallons)**	Group	Percent of bills ending in block
0 to 7,000	72%	**0 to 2,000**	Small home	8%
7,001 to 20,000	23%	**2,001 to 5,000**	Average home	42%
20,001 to 30,000	3%	**5,001 to 8,000**	Large home	28%
30,001 to 40,000	1%	**8,001 to 12,000**	Some sprinkling	10%
40,000 +	1%	**12,001 to 40,000**	More sprinkling	11%
		40,000 +	High use	1%

As you can see from the chart above, if we had kept the tier structure where we had it when our first Cost-of-Service study was completed (the first tier would go up to 7,000 gallons per month) 78% of our users would fall into the first tier. This means that some would receive the benefit of a rate meant to reward consumers who use less than average water in their home. With 4,000 gallons per month being the average, we would have users using almost twice as much as the average receiving the lowest tiered rate, which would do little to incent residents to conserve their water usage.

Based on this, in 2021 we changed the tiered structure of our rates to what was recommended in our Cost-of-Service Study. It should also be noted that many Cities

ended up changing their tiered structure around the same time because of stricter requirements being put on cities by the DNR who regulates the drilling of new wells. Because of their push for Cities to adopt a different tiered rate structure, we now see that most cities have a tiered system very similar to ours.

With the rate structure now set, and the Cost-of-Service Study recommending a revenue target of 8% on our base rates for 2026, below are the rates being recommended for the upcoming year:

Rate Tiers (Gallons)	2025 Rates	2026 Rates	Percent Increase
0-2,000	$3.09	$3.34	8%
2,001-5,000	$3.32	$3.59	8%
5,001-8,000	$3.62	$3.91	8%
8,001-12,000	$4.04	$4.45	10%
12,001-40,000	$4.58	$5.13	12%
40,001 & Above	$5.87	$6.70	14%

Service Charges To Support Fixed Costs

The purpose of a service charge on a utility account is to make sure that we can capture all those fixed costs that we have, regardless if someone uses any water or not. Some of these costs include Utility Billing, our Staffing and equipment costs and the cost of our facilities (i.e. debt service costs on our Water Treatment Plant). These are costs that we have regardless of the amount of water utilized, and to make sure that when people do want to utilize our water system it is available.

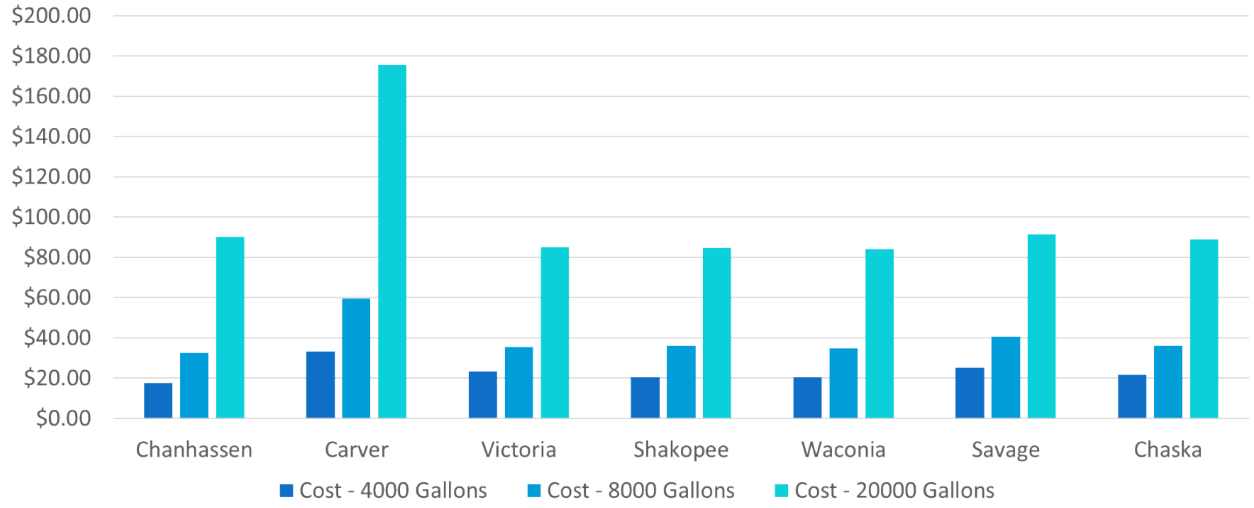
What our most current Cost-of-Service Study found was that while we have made progress on getting our fixed Service Fee up to a level that better captures our fixed costs, we still have some work to do to equitably fund our fixed costs and not have them subsidized through our water usage rates. Specifically, for 2026, the Study recommends that we increase our service fee by 8%, which would bring it from $8.15 per month up to $8.80 per month. We will continue to utilize the results of this study when we set fixed service fees in future years.

Based on looking at both our tiered rate structure and our fixed service fee, while the water bill for the average user is going to go up by 9.83%, this will occur by them seeing approximately an 8% increase in their water rates (variable cost) with another 8% being the increase to their service charge. The total increased cost for the average user would be $2.14 per month increase. The chart below helps illustrate this.

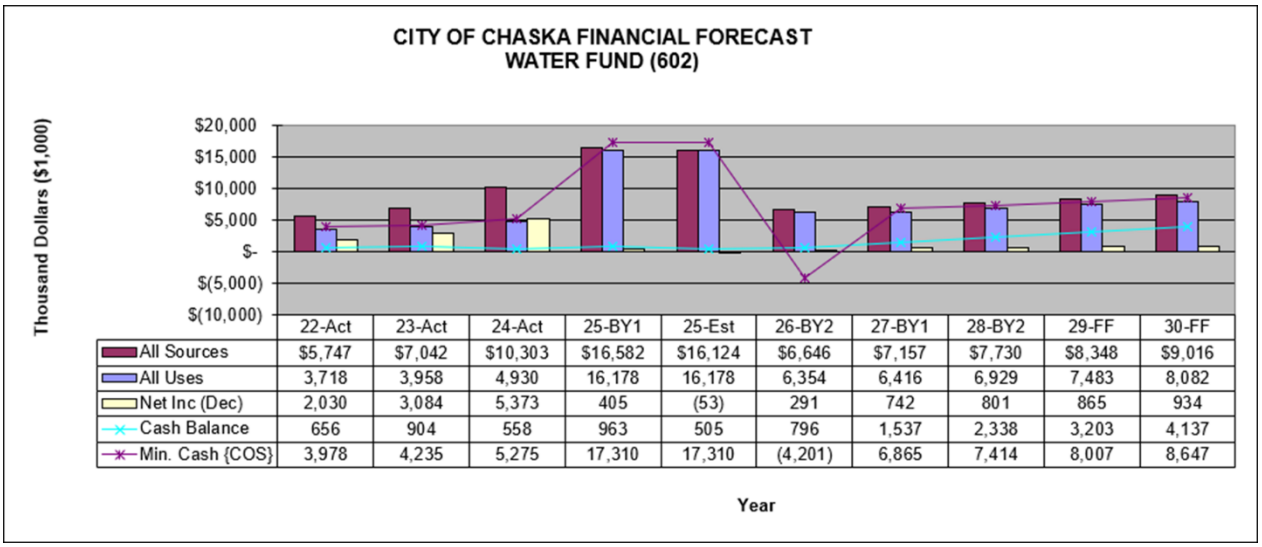
Utlility	Units/Month	2025 Bill	2026 Bill	$ Increase	% Increase
Water	4 (Gal X1000)	$21.78	$23.92	$2.14	9.83%

While the Cost-of-Service study does adjust our rates to accommodate our future needs, it does so in a way that keeps our rates competitive with surrounding

communities. Below is a chart which illustrates how we compare other cities in the area:



It should be noted that based on our last Cost-of-Service study, the recommended minimum cash reserve in our Fund at the end of 5 years should be about $5.3 million. As you will see on the following chart, while we anticipate that we will still be short of that goal within the 5 years from when the study was completed that we are heading in the right direction to meet this goal. This will continue to be a target as we look at future year's budget and rate setting.



	22-Act	23-Act	24-Act	25-BY1	25-Est	26-BY2	27-BY1	28-BY2	29-FF	30-FF
All Sources	$5,747	$7,042	$10,303	$16,582	$16,124	$6,646	$7,157	$7,730	$8,348	$9,016
All Uses	3,718	3,958	4,930	16,178	16,178	6,354	6,416	6,929	7,483	8,082
Net Inc (Dec)	2,030	3,084	5,373	405	(53)	291	742	801	865	934
Cash Balance	656	904	558	963	505	796	1,537	2,338	3,203	4,137
Min. Cash {COS}	3,978	4,235	5,275	17,310	17,310	(4,201)	6,865	7,414	8,007	8,647

2026 Budget

Based on the changes in rates described above, the Water Fund Revenues for 2026 are budgeted to be $6,710,540 compared to the 2025 budget of $16,582,340. While this represents a significant decrease in revenues from 2025 (-59.53%), it is important to note that $11,000,000 of the total revenues in 2011 was Bond Proceeds we sold to pay for the construction of 3 wells we drilled to meet our expanded demand in our community, as well as a major water trunk replacement project that went along with

the reconstruction of Engler Boulevard. The numbers in 2025 would be much closer if we had not completed those capital projects budgeted in the 2025 year. We adjusted down our estimates for water usage when we factored in weather factors. Other factors in the revenue are based on natural increases we will see in the community next year with growth.

As for expenditures in the fund, we are not planning for any major operational shifts from what we saw in 2025. We will see the start of construction on our second water treatment plant, but at least half of those revenues will come from our Water Trunk Fund, which is supported through development fees as opposed to water usage like we see in our Water Operational Fund.

The major categories of revenues and expenses in the Water Fund as compared to past years are presented below:

Water	Actual	Budget	Budget	
	2024	2025	2026	% Change
Revenues				
Metered	$24,330,400	$16,123,840	$5,722,040	-64.51%
Other	$229,630	$50,500	$50,500	0.00%
Transfers In	$468,000	$408,000	$938,000	129.90%
Total	$25,028,030	$16,582,340	$6,710,540	-59.53%
Expenses				
Pumping	$381,388	$684,709	$672,611	-1.77%
Treatment	$496,271	$569,598	$584,643	2.64%
Distribution	$700,803	$12,236,271	$1,294,590	-89.42%
Administration	$884,858	$968,270	$1,026,493	6.01%
Utility Billing	$154,919	$167,375	$164,766	-1.56%
Depreciation	$1,759,100	$0	$0	0.00%
Debt Service	$152,515	$1,170,000	$2,216,000	89.40%
Tranfers Out	$339,112	$398,400	$391,900	-1.63%
Other	$795,651	$870,416	$168,093	-80.69%
Total	$5,509,698	$16,897,664	$6,354,330	-62.40%

Total water expenses for 2026 are programmed to be $6,354,330. This compares with $16,897,664 budgeted in 2025. As with revenues, the percentage decrease in expenditures for 2026 is much higher than usual because we do not have the major capital projects included in the 2026 Operational Budget. If not for this, the change between 2025 and 2026 would be more typical.

The following are the major activities we are planning for in the year 2026:

- Continue to contribute $70,000 annually towards our Street Reconstruction Program
- Complete normal Well Maintenance with Well #4 and #6 scheduled for 2026 for $125,000 a piece

- Replacement of Pipe in front of Crown Extrusion (pipe bursting method): $1,000,000
- Replacement of 3 Existing Trucks in our Fleet: $210,000 (shared expense with Sewer)
- Addition of an in-house GIS Specialist that would be shared in cost with the Electric, Water Sewer and Storm Water Funds
- Continued implementation of our new Meter system (AMI) with a debt service for $185,000 a year for a 10-year period starting in 2024 (Total Water cost towards this project is $1,250,000)
- Construction of the 2nd Water Treatment Plant facility (split cost with Water Trunk Fund)
- Contribution towards the Building Improvement Program, getting it up to $370,000 per year by 2028 (just like sewer) to support debt service on buildings attributable to our Utility Funds

Based on this budget that is being proposed, we would see a $356,210 increase in our Fund Balance, with us continuing to strive to meet our goal of getting our cash reserves up to the amount recommended in our Cost-of-Service Study.

Sewer Fund

Cost-of-Service Study Findings

Just like in the Water Fund, the Sewer Fund was also part of the overall Cost-of-Service Study for our utilities. As the original Cost-of-Service study found, 91% of our Sewer System is depreciated, with several old sewer pipes in our community needing to be replaced (many of which we have replaced as we have completed the reconstruction of our downtown streets). Also, just like our Water Fund, the main finding of the Sewer Fund's portion of the Study found that we have not kept up with our monthly service charges to be able to properly capture the fixed costs we have in our system and make sure that they are equitably spread across our residents whether they utilize our system or not (i.e. when snowbirds go away for the winter).

Just like in the Water Fund, there are several fixed costs associated with our system that we need to pay for regardless of whether someone is using our Sewer system or not. They are costs that need to be covered just to provide access to our system when it is needed. These costs include Utility Billing, Staffing and Equipment Costs, as well as things such as our facilities and their upkeep. They do not include things like our Met Council Sewer Treatment Charge, which is a variable cost based on the amount of sewage our City has used in the past year.

Just like in the Water Fund, it is important that people contribute to these fixed costs, whether they use the system or not to make sure that there is equity in how our system is paid for, and that the users of our system are not subsidizing those who might need access to the system but may not use it.

Unlike the Water Fund, where we just started implementing our fixed service charges in 2021, we started making this change in the Sewer Fund in 2019, as we had no service charge in place in our Sewer Fund prior to that time. In fact, as you will see from the chart below, we finished the ramp up of our service charge in 2023. With our latest Cost-of-Service study, it provided recommendations for how we increase this each year to make sure that we are keeping up with growth and changes in our system over time.

COS Customer Charge			38 Meters	54 Meters
Meter Size	Residential : Class 1	Commercial : Class 2	Industrial : Class 3.1 (5/8", 3/4" & 1")	Industrial : Class 3.2 (1.5" and above)
Total Customer COS	**$ 8.23**	**$ 15.65**	**$ 26.93**	
3 Year Correction *($/year change)*	$ 1.08	$ 3.55	$ (7.69)	$ -
Current Customer Charge	$ 5.00	$ 5.00	$ 50.00	$ 50.00
Year 4 of 6 (2021)	**$ 6.08**	**$ 8.55**	**$ 26.93**	**$ 50.00**
Year 5 of 6 (2022)	**7.15**	**12.10**	26.93	50.00
Year 6 of 6 (2023)	**8.23**	**15.65**	26.93	50.00

In 2024, due to a very high increase in our Met Council Sewer Service Fee, we opted not to move forward with making an increase to our Sewer Service Charge, even though our charge was not yet set to capture all our fixed costs. We were trying to create a balance between needing to keep up with our fixed cost increases while at the same time being cognizant of the overall increase in a resident's utility bill. Last year, to make sure that we got back on track with getting our Service Fee properly set, we increased the service charge to $8.45 per month for a residential customer, compared to the $8.23 per month we had in 2023 and 2024. This represented a 2.7% increase. In 2026, our Cost-of-Service Study would recommend that we increase our service fee by 9.5%, which would bring the total monthly cost for this fixed fee to $9.25.

Just like in our Water Fund, greater emphasis was placed in the Cost-of-Service Study on getting the service charges set correctly than on our usage rates, which the Study found were not far from where they should be. However, one significant difference between the Water Fund and the Sewer Fund is that the Sewer Fund has most of its variable costs controlled by factors external to our organization. This is because the Met Council provides all treatment of our sewer through their regional plant infrastructure. So, while our Water Fund's variable rates can be relatively stable and predictable because we control the entire system, the Sewer Fund's variable rates are often much more unpredictable and volatile. It is also impacted by the way other cities utilize the sewer system-not just ours, as it is a regional service.

For 2025, we actually saw our Met Council fees go down by 4.71%, which decreased our annual cost from $4,170,070 (2024) to $3,973,648 (2025). The Met Council determines this fee by looking at the sewer usage in the community two years prior to the year that they will bill for. As we have seen significant growth in the community over the past few years, it should not be surprising that the Met Council charge for 2026 is going up. The 2026 fee will go up by 9.86%, which represents an actual dollar amount of $4,365,617. This increase comes from a 10.62% increase in the number of gallons of sewage treated by the Met Council from our community. The Met Council Fee represents 52% of our total costs in our Sewer Fund in 2026.

One of the objectives that we have of our Sewer Fund is that we do not subsidize any of our rate increases from reserves that we have in the Sewer Fund, as this would negatively impact our ability to utilize these reserves to continue to reinvest back into our system which in many areas of the City is very old. Based upon that objective, below is what the bill for an average user will look like in 2026:

Utlility	Units/Month	2025 Bill	2026 Bill	$ Increase	% Increase
Sewer	4 (Gal X1000)	$35.65	$39.05	$3.40	9.54%

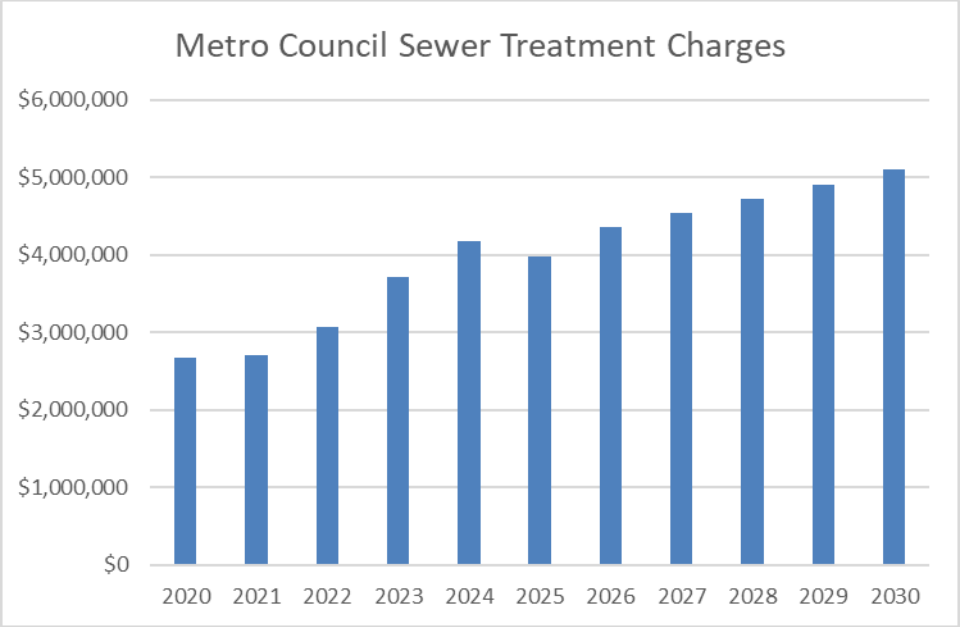
As you can see above, the increase to the average user's bill would be $3.40 per month, representing a 9.54% increase in their overall bill. Much of this cost increase is needed to be able to address the 9.86% increase in our Met Council fees.

2026 Budget

Sewer Fund revenues for 2026 are anticipated to be $9,166,650, a 14.18% increase over the budget in 2026. As mentioned previously, the main cause of this increase comes from the increase in our fee to Met Council for treatment, which is increasing by 9.86%. The additional revenue increases are coming mainly from the growth we are experiencing in the community and the work we need to complete to accommodate this growth.

Metro Waste treats all the sewage for not only Chaska, but for each of the Cities in the Twin Cities Metropolitan Service Area. It is the largest single factor of costs for our sewage service, as what we do locally is only to collect the waste that then gets transported to the Treatment Facility in Shakopee (Blue Lake Regional Treatment Plant). As mentioned previously, the Met Council's fee in 2026 will make up 52% of our overall expenditures.

The following is a chart illustrating the cost increases we have seen since 2020, and what we expect as we look out over our planning horizon:



You can see in the chart above that our rates have been trending upwards since 2020, with there being significant increases in 2023 and 2024 and somewhat leveling off to more gradual growth since then. As in the past, the treatment fee will be mainly driven by the increase in the actual gallons of sewage treated as our community grows.

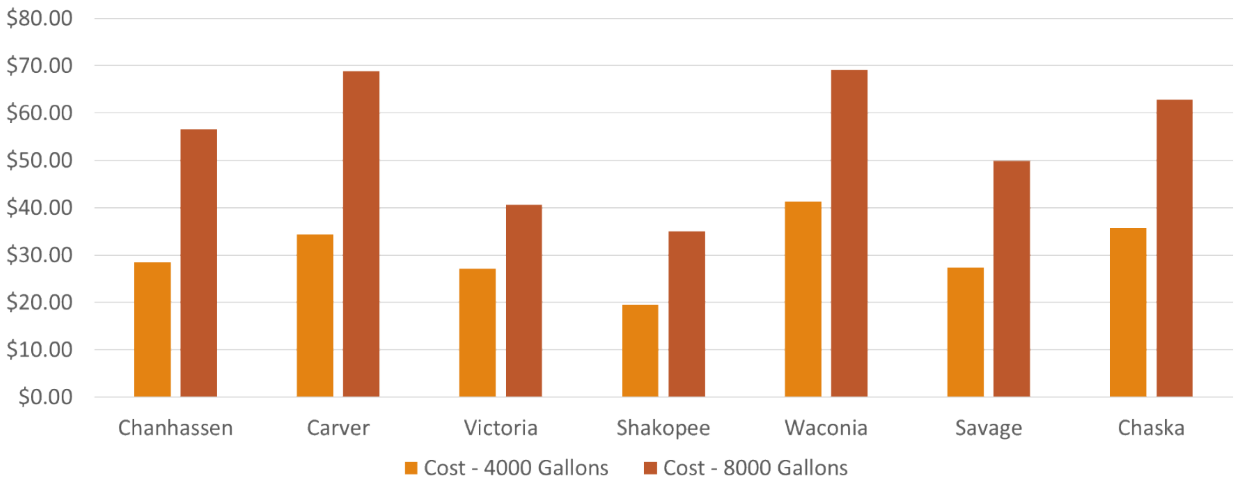
Expenses:
Sewer expenses are anticipated to be $8,413,613 for 2026, which is an increase of 0.48% compared to 2025. Most of the increase in expenditures is coming through our own Capital Improvement Projects that we need to complete in 2026, including the relining of sewer up our Ravine system on the west side of Highway 41. Besides this, the major increase again is in our treatment charges to the Met Council.

Besides our costs for treatment of our sewer through the Met Council, the major costs for 2026 revolve around our improvement schedule. Below is a list of the improvements that we have scheduled for the 2026 budget year:

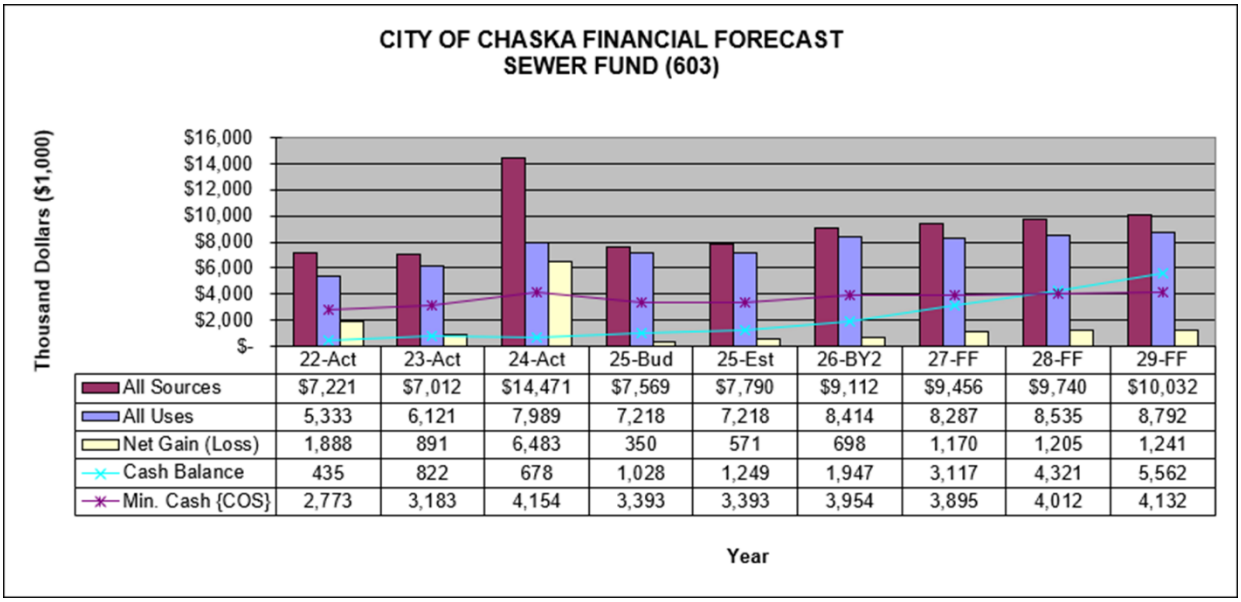
- Contribution of $110,000 annually towards our Street Reconstruction Program
- Continue to put $125,000 annually towards our Inflow and Infiltration Reduction Program (help us reduce our costs over time by not allowing clean water to get into our system that needs to be treated)
- Continue $125,000 annually towards our Sewer Lining Program (helps to keep pipes in good condition without having to excavate our road/trail surfaces
- $760,000 going towards the sewer lining project in the ravine on the west side of Highway 41 (across from La Academia School).
- Replacement of 3 existing trucks for $210,000 shared with the Water Department
- Replace existing ATV and Generator for $65,000
- Contribution towards the Building Improvement Program, getting it up to $370,000 per year by 2028 (just like water) to support debt service on buildings attributable to our Utility Funds

- Replacement of our AMI Meter System with debt service being $185,000 per year for 10 years (do in conjunction with Water and Electric Departments)
- Addition of an in-house GIS specialist that will be split between all utility funds

Currently, Chaska's sanitary sewer rates are very comparable to other cities in the metropolitan area, and in the southwest metro area in particular. Metro City sewer rates tend to be very similar from city to city since a significant portion of the monthly bill is based on the Metro Council sewer charges. Below is a comparison of Chaska sewer rates to other surrounding cities for both winter and summer usage averages:



Based on our total expenditures and revenues, we are budgeting the Sewer Fund, we would expect that we would be able to add $753,037 to our Sewer Fund Reserve Fund, which we anticipate will end the year at approximately $1.9 million. Below is a chart illustrating our projections over the next 5 years:



	22-Act	23-Act	24-Act	25-Bud	25-Est	26-BY2	27-FF	28-FF	29-FF
All Sources	$7,221	$7,012	$14,471	$7,569	$7,790	$9,112	$9,456	$9,740	$10,032
All Uses	5,333	6,121	7,989	7,218	7,218	8,414	8,287	8,535	8,792
Net Gain (Loss)	1,888	891	6,483	350	571	698	1,170	1,205	1,241
Cash Balance	435	822	678	1,028	1,249	1,947	3,117	4,321	5,562
Min. Cash {COS}	2,773	3,183	4,154	3,393	3,393	3,954	3,895	4,012	4,132

In our last Cost of Service study, we identified that we should be working to get our Fund Balance in the Sewer Fund up to approximately $3.9 million. While we will not reach that milestone in the 2025 budget year, you can see from the chart above that over our planning horizon, we do anticipate that we will get to that number by 2028. Achieving this will help us make sure that we have enough in reserves to properly reinvest back into our Sewer System and make it financially viable for the future.

Below is a chart illustrating the Revenues and Expenses for the Sewer Fund in 2026.

Sewer	Actual	Budget	Budget	
	2024	2025	2026	% Change
Revenues				
Metered Sales	$28,993,623	$8,021,250	$9,104,950	13.51%
Other Revenues	$193,054	$6,700	$61,700	820.90%
Total	$29,186,677	$8,027,950	$9,166,650	14.18%
Expenses				
Pumping	$18,100	$31,770	$33,503	5.45%
Treatment	$4,170,070	$3,973,648	$4,365,618	9.86%
Collection	$770,432	$1,504,185	$1,805,342	20.02%
Admnistration	$873,462	$948,910	$1,006,833	6.10%
Transfers Out	$399,112	$491,400	$484,900	-1.32%
Utility Billing	$149,643	$146,530	$145,017	-1.03%
Depreciation	$1,411,903	$0	$0	0.00%
Debt Service	$125,625	$577,200	$572,400	-0.83%
Other	$415,285	$846,252	$145,017	0.00%
Total	$8,183,989	$8,373,365	$8,413,613	0.48%

Electric Fund Budget

Cost-of-Service Study Findings

As with both the Water and Sewer Utilities, the City also completed a Cost-of-Service Study in the Electric Department to ensure that we are planning financially for the future, helping to make sure we continue to be a sustainable utility both from a cost and reliability perspective.

As with the other two utilities, a major finding of this department's study was that our Service Charge, supporting the fixed costs of our utility, had not been set at an adequate level to support all fixed costs associated with running our Electric Utility. We also determined that our City Facilities need to work towards paying full rates on their utilities, so these funds are not being subsidized by our Electric Department for their electricity usage. Besides making sure that we have adequate cash reserves, and that we maintain our minimum restricted cash balances in the fund to support the covenants of the bonds used to support financing activities in this Fund, a final finding of this study was that we needed to move away from having an unpredictable discount for our senior users and instead move to a predictable credit which will more equitably treat our users and provide support to those who need it most.

Service Charge

As mentioned above, it was found that our customer service charges had not been set adequately to recover the fixed costs of our utility. We had instead been putting too much emphasis on the actual rates, which should instead only be set to address the variable cost of our utility that represents the actual amount of energy a customer uses.

Below is a chart illustrating the recommendations for service charges the Cost-of-Service study recommended for our Electric Utility:

Customer Class	2017 Rates	2018 Rates	2019 Rates	2020 Rates	2018 COS	2021 COS	Difference
Residential and Water Heating Electric	$ 9.40	$ 9.75	$ 9.95	$ 10.30	$ 13.68	$ 14.74	$ 4.44
Senior Citizen Residential Electric	8.40	8.75	8.95	9.25	13.68	14.74	5.49
On & Off Peak Electric Space Heating Rate	5.70	5.90	6.00	6.20	13.68	14.74	8.54
General Service - Below 20 KW Demand	17.70	18.35	18.70	19.35	28.22	30.39	11.04
Large General Service - 20 KW Demand & Above	52.00	53.90	55.00	56.95	135.54	145.96	89.01

Customer Class	Current Rates	Annual Change	Year 1	Year 2	Year 3	Year 4	Year 5
Residential and Water Heating Electric	$ 10.30	$ 0.89	$ 11.19	$ 12.07	$ 12.96	$ 13.85	$ 14.74
On & Off Peak Electric Space Heating Rate	$ 6.20	$ 1.71	$ 7.91	$ 9.61	$ 11.32	$ 13.03	$ 14.74
General Service - Below 20 KW Demand	$ 19.35	$ 2.21	$ 21.56	$ 23.77	$ 25.98	$ 28.19	$ 30.39
Large General Service - 20 KW Demand & Above	$ 56.95	$ 17.80	$ 74.75	$ 92.55	$ 110.35	$ 128.16	$ 145.96

As can be seen from this chart, the study recommends that we need to continue to raise our service charge for residential users up to $14.74 per month if we are to capture all our fixed costs. Since 2022, we have been working to raise this service charge towards that ultimate goal of $14.74 per month. In 2025, the service charge has been $12.45 per month, meaning we still have additional changes to make before we reach our goal. However, we have been trying to make this change slowly, so as not to put ourselves in a position both that our rates are not competitive with Xcel (our industry benchmark) and so that our actual service charge itself is not out of the market for what Xcel customers are paying. For 2026, we are recommending that we increase the service charge for our customers by 3.6%, which would bring us up to $12.90 per month for residential customers. While that does not bring us up to our ultimate goal, it is the most we would recommend for this year while still trying to be conscientious about how we compare from a rate perspective to Xcel. We will continue to monitor the market comparisons over the next couple of years to see what type of change we should consider in 2027 and 2028, to see if we can accomplish getting this Service Charge up to the ultimate levels recommended in the Study.

From a usage rate perspective (variable costs), we are recommending that we increase our rates by 3.5%, which will have the effect of increasing the average user's bill by 2.86% in 2026. The major reason behind this proposed increase is because our wholesale energy provider (MMPA) has budgeted a 3% increase in rates for 2026. We need to make sure that we are not subsidizing this increase in rates from our reserves in the fund, and we need to be able to keep up with the capital investment necessary to address growth, and to properly maintain our assets to keep them in good condition going into the future. Below is a sample Electric bill for the average residential user in Chaska for 2026 based on these recommendations:

Average Home	Units/Month	2025	2026	$ Increase	% Increase
Service Charge	750	$12.45	$12.90	$0.45	3.60%
Energy kWh	750	$94.59	$97.90	$3.31	3.50%
EAC kWh	750	$24.28	$24.28	$0.00	0.00%
TOTAL		$131.32	$135.08	$3.76	2.86%

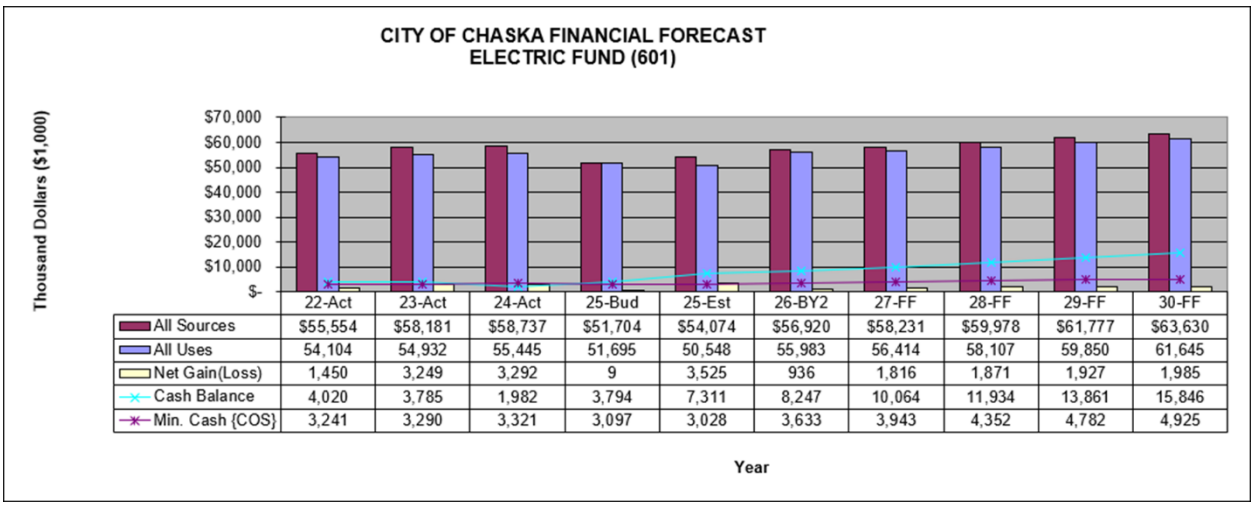
The other major finding of the Electric Cost of Service study was looking at our Senior Discount. Prior to 2021, the City had a 10% discount for seniors who say they have fixed-income needs. The intent of this program was to provide a discount to those who may not be able to afford as much because of being on a fixed income. However, in practicality, because it is difficult to verify income, we saw households that had very large usage requesting this discount, which potentially provided them with a discount that they did not need.

Instead of approaching the discount in this way, the Study recommended providing a credit equal to what a typical low-income user might see as a discount on their bill if they received our current 10% discount. In that respect, if someone requests this who may not really need this discount, they will be capped at receiving only the credit that meets the needs of our lower-income user, without seeing a 10% discount on a larger bill.

To help ease into this transition, we phased implementation of this credit over a 3-year period, with the final year being in 2022. As you will see from the chart below, seniors who apply for this credit now just receive a $6 credit on their bill instead of a 10% discount. If someone who did not need this credit now were to somehow receive it, it would cap them at a $6 credit instead of 10% of their bill, which could be a much higher number.

2020 (Current): 10% Discount, $0 credit
2021 (year 1): 5% Discount, $3 credit
2022 (year 2): 0% Discount, $6 credit

Finally, as a part of the Cost-of-Service study, it indicated that we should be working to continue to build the cash balance in the Electric Fund, with a goal of trying to get it close to $19 million. As you will see in the chart below, while we do continue to anticipate building our cash balance in the fund, and project to get close to $16 million by the end of 2030 (which is above the 35% target we set for all other funds), we will still need to continue to work at building the cash balance in this fund beyond the 5-years identified in this planning period. However, with that being said, we do anticipate building our cash balance in each of these years, which will only increase more if we are able to attract large Commercial/Industrial users and expansions to our community.



	22-Act	23-Act	24-Act	25-Bud	25-Est	26-BY2	27-FF	28-FF	29-FF	30-FF
All Sources	$55,554	$58,181	$58,737	$51,704	$54,074	$56,920	$58,231	$59,978	$61,777	$63,630
All Uses	54,104	54,932	55,445	51,695	50,548	55,983	56,414	58,107	59,850	61,645
Net Gain(Loss)	1,450	3,249	3,292	9	3,525	936	1,816	1,871	1,927	1,985
Cash Balance	4,020	3,785	1,982	3,794	7,311	8,247	10,064	11,934	13,861	15,846
Min. Cash {COS}	3,241	3,290	3,321	3,097	3,028	3,633	3,943	4,352	4,782	4,925

2026 Revenues

For 2026, Electric Fund revenues are anticipated to be $56,166,966. This compares to the $52,983,299 we had budgeted for revenue in 2025, which is an increase of 6.01%. Much of this growth in revenue is coming from the new development and expansions that we are seeing in the community that drive our overall load in the system. Also, as we look back at the actual numbers from the 2024 budget year, we were already at $55,442,934, which was well over the budget that we had adopted in 2025. This includes the over 600 new units of rental that were completed over the last year, the addition of Costco, and the additional new Industrial Buildings as they continue to lease up and utilize the space that was built. We expect that growth in load to continue into next year, as we have the expansion of Beckman Coulter currently being worked on, and the addition of several hundred new single-family homes in the community. Promoting continued strategic growth in the community will continue to help drive our

revenues up, which will help to keep the electricity we sell competitive as we move into the future.

As part of the 2026 budget process, one of the items that Staff has continued to look at is the effect that new large users in our system will have on our overall electric sales, not only for 2026, but for the years included in our 5-year forecast. Over the past several years, we have seen large growth in our electric usage not only because of the additions of large data center facilities in the community, but also because of several existing Industrial customers on the north end of the community expanding. We saw some of this expansion occur over the past 12 months, and we expect to continue to experience see users like Beckman Coulter and others expand their footprints in our existing industrial areas. At the same time, we are in discussions with an existing Data Center in the West Creek Industrial Park that could double their load, and we continue to talk with businesses that have expansion in their short-term plans.

One thing to note, however, is that our electric utility will not see growth from Industrial development on the property south of Engler Boulevard, as this area is currently within MN Valley Electric Cooperative's service territory. Based on an existing contract, we are not allowed to repurchase this territory until after 2040, which we would plan on doing and is currently allowed through State Statute. While we know that we can plan on this acquisition in 2040, we are looking at whether there may be options to acquiring this territory earlier as there are large capital improvements that Mn Valley will have to make in this area to serve our new industrial load, and they will only have about 15 years left in the territory to recoup these costs.

The other action that Chaska Electric is currently working on is acquiring the small area of territory that Xcel has within our community. While it is not a large area that we would acquire, it will allow us to work towards controlling all the territory in our community in the future. We have already taken action to serve the High Point Vista neighborhood even before we have the acquisition finalized, as Xcel agrees that this is an area that we have the right to serve. We do expect that we will have this transaction completed within the first 6 months of 2026.

As you can see below, we are budgeting for a 9.88% increase in our Electric Sales, much of which is driven by the new load in our community. As mentioned previously, much of this growth we have already experienced, as can be illustrated below with the number from 2024 which was over $57,000,000. So, we feel the projections below are conservative depending on the weather we will experience next year.

	Actual	Budget	Budget		
	2024	2025	2026	Change	% Change
Electric Sales	$57,945,893	$51,476,700	$56,887,550	$5,410,850	10.51%
Other Revenue	$790,631	$326,900	$31,900	-$295,000	-90.24%
Total Revenue	$58,736,524	$51,803,600	$56,919,450	$5,115,850	9.88%

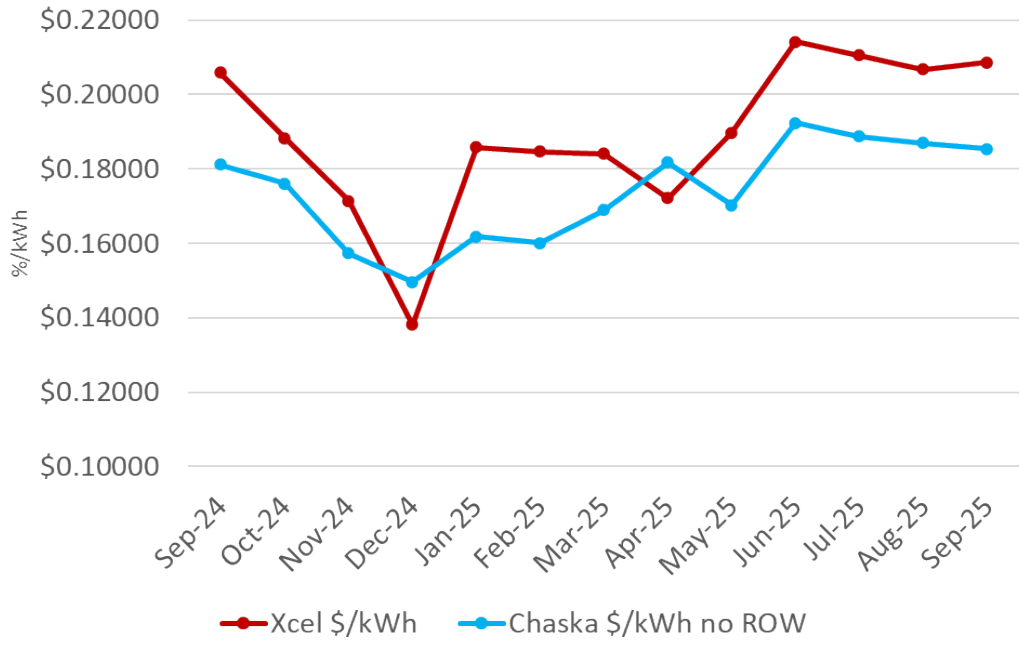
To develop our 2026 revenue budget, we did utilize the following assumptions:

- Continue implementing our Cost-of-Service Study recommendations, including increasing our Service Charge to get closer to the target set in this study
- Increase rates by 3.5%
- Total impact of retail rate changes to the average residential user of 2.86%
- Continued Economic Development activity in the upcoming year
- Single Family residential developing at similar pace to 2025
- Wholesale electric rates and demand from MMPA see 3% increase from 2025

Comparison to Xcel

The City's objective is to maintain electric rates that are competitive to Xcel Energy. As we have seen over the past 12 months, Chaska's residential rates have compared well to this market. Looking at the past 13 months, we did see total bills for residential users that averaged 8.2% lower than Xcel. This is not as large of a gap as we saw last year, where we were 11.46% lower than Xcel, but still significantly lower than Xcel. One reason for the gap getting smaller is because Xcel had their rate increase case rejected for their full request, with their interim rate being higher than what the MN Public Utilities Commission allowed. Because of that, Xcel did need to refund dollars to their customers, giving them a few months where this decreased their rates while they were refunding these dollars. For this next year, we expect to see rate increases from Xcel as they did again put in a formal request for a rate increase. We know at this time that their interim rate will keep Xcel lower for 2026, but it is uncertain what decision the PUC will make when the case is finally determined. MMPA will be watching this as we go through this next year.

Below is a graph showing our total residential bill compared to Xcel in 2025:



2026 Expenses

Electric Fund expenses for 2026 are projected to be $56,166,696 compared to the budget of $52,983,299 in 2025, for a total increase of 6.01%.

A primary factor in seeing our expenditures increase in 2026 compared to 2025 has to do with the continued Capital Improvement/Expansion projects needing to be completed in 2026 because of increased load, as illustrated below:

Project	Cost
2 -115 kV Breakers – MRS	$225,000
Auto Pros	$75,000
Beckman Coulter Expansion	$461,000
Chavelle 19th	$90,000
Crosby Park Street Light Replacement	$80,000
Eitel Lot Split	$40,000
Fultonwood	$313,000
Fust Cabinet Replacement	$160,000
Highpoint Vistas	$335,000
Kusske Residential	$40,000
Long Range Plan	$625,000
Sandy Acres Phase II (Overhead to underground)	$150,000
Schlauderaff Residential	$90,000
Skyview Reconductoring	$40,000
Southwest Rental	$75,000
U.S. Bank Data Center	$1,000,000
Victoria Drive Feeder Extension	$200,000
Well 11 and 12	$100,000
Xcel Tie – Temp SW Feed	$80,000
TOTAL	**$4,179,000**

This represents a cost of $4,179,000 in Capital Improvements in 2026. There are two things to recognize about the list above. First is that some of this work is a carry-over from 2025 project, so not all costs will be incurred in 2026. Second, the projects that are listed as Developments above have costs associated with our share of the overall costs in providing service to these new development areas. Our current policy states that we are responsible for 60% of the new service cost, with 40% being paid for by the new development. The dollars listed above represent the City's 60% of the overall cost of completing these projects.

In addition to the work listed above, we will also be continuing with the replacement of our AMI Meter Reading system in 2026. This system will be replaced in conjunction with the Sewer/Water Department and will be replacing the AMI Meter system that we installed in 2015 for all 3 departments. It should be noted that while we would not normally expect to be doing this work at this time (given it has been less than 10 years since we installed our current AMI Meter system), the system has not worked properly since the initial installation and has only gotten worse. We have tried to have the original vendor fix the issues we have experienced, with them not only failing to address the issues but the system continuing to get worse. We are currently on hold for arbitration to try to recover a good portion of the dollars that we originally invested in this system but need to move forward at the same time with installing a new system as it is critical to the functioning of our utility. We will be picking up on the arbitration process as soon as our new system is up and functioning to make sure we have no gaps in meter system. The Electric Fund has $4 million budgeted between 2024, 2025 and 2026 to complete this process, with work on this project having started during the fall of 2024. We would hope to have the entire new system up and running by the summer of 2026.

Besides these items, below is a list of the items that are budgeted for the Electric Fund in 2026:

- Continued Implementation of our new Metering System: $4 million budgeted between 2024, 2025 and 2026
- Continued contribution towards the Community Building Fund of $1.3 million (grows by 4% per year)
- Continued contribution of $240,000 towards the debt service of Community Center Ice/Pool project, $270,000 towards The Lodge debt service and $100,000 annual made to the Community Center for annual repairs
- Contribution towards the Building Improvement Program-Builds up to $960,000 contribution by Electric by 2026: $240,000 is being added in 2026
- $244,000 annual contribution that goes towards the debt service of The Loop capital improvements
- 5% Franchise Fee for use of General Fund Right of Way
- 5% General Fund contribution to support General Fund operations
- Addition of in-house GIS position shared with all Utilities in City of Chaska

Debt Service:

The Electric Fund has Debt Service payments for two projects it has completed within the past few years. The first is for the construction of the West Creek Substation, with this being financed over a 20-year period. The second was for the construction of the new North Industrial Substation as well as new switch gear at West Creek Substation. Both projects were completed to increase the capacity and reliability of our electric system, especially as we are seeing growth in usage from our existing Industrial customers on the north end of the community. This debt was sold in 2018 and goes for 20 years. The annual debt service in the Electric Fund is $702,000.

Based on this, the following would be the expenditures for 2026:

	Actual	Budget	Budget		
	2024	2025	2026	Change	% Change
Purchased Power	$36,986,999	$33,304,045	$31,384,000	-$1,920,045	-5.77%
Trans/Distribution	$3,251,536	$7,727,869	$8,721,076	$993,207	12.85%
Load Conservation	$406,524	$357,146	$342,690	-$14,456	-4.05%
Admin System	$4,252,427	$4,333,638	$4,707,639	$374,001	8.63%
Admin Billing	$756,074	$837,189	$832,141	-$5,048	-0.60%
Franchise Fee	$4,892,840	$5,127,000	$5,606,000	$479,000	9.34%
Depreciation	$1,769,140	$0	$0	$0	0.00%
Debt Service	$214,573	$702,000	$702,000	$0	0.00%
Transfer Out	$2,895,700	$3,187,100	$3,852,100	$665,000	20.87%
Other (EAC)	$17,121	-$2,592,688	$19,050	$2,611,738	0.00%
Total	$55,442,934	$52,983,299	$56,166,696	$3,183,397	6.01%

Based on the budget as proposed, the Electric Fund would increase its Fund Balance by approximately $936,000 in 2026, bringing us to a Fund Balance of $8.2 million after 2026. As mentioned earlier, we do project over the 5-year period to continue to grow our Fund Balance, with us expecting to be at just over $15 million by the end of 2030.

One final note on the Electric Fund that will impact all Electric utilities in the State over the next several years are the new mandates that the State of Minnesota put in place for renewable energy requirements. While the standards up until now were for 25% of our energy coming from renewable sources by 2025 (we are now at 48%), the new standard will require 80% of our energy to not only be renewable but come from Carbon free sources by 2030. By 2040, 100% of our energy will need to come from Carbon-free sources. This is something our power agency (MMPA) is currently working on, as well as every other utility in the State. While hitting the 2030 goals seems feasible at this time, while keeping electric costs competitive, the 2040 standards will cause a challenge for all utilities in the State. This will be a requirement that will dominate the work of what we do as a power agency at MMPA for the next several years and will undoubtedly change the way we produce energy going into the future. We will continue to discuss this in budgets going into the foreseeable future.

Storm Water Fund Budget

In 2008, the City of Chaska created, by ordinance, a Storm Water Utility Fund to address the growing requirements of managing surface water runoff throughout the community. With the implementation of new MS4 Storm Water Management requirements at both the State and Federal levels, the City of Chaska, along with other communities across the country, needed to look at their surface water management practices differently, and generate the resources to complete all requirements of the new laws. Up until the point of creating a separate Storm Water Utility Fund, any activities that the City of Chaska completed with Storm Water Management were completed by the Public Works department utilizing General Fund resources. With the new statutory requirements, it was apparent that these resources would not be sufficient to complete all necessary activities.

As the City of Chaska established our Storm Water Utility Fund, the City identified several objectives to complete in this Enterprise Fund, including:

- Provide the necessary resources for the Storm Sewer Fund to assure continuation of quality services to customers
- Maintain rates comparable to other cities, while at the same time generating adequate cash reserves for the replacement of existing capital, necessary maintenance of our system, and for emergencies
- Meet all the new MS4 requirements for Storm Water Management, addressing changes in the requirements as they occur
- Assume that major capital additions to the collection system are not financed from rate revenue (these are paid through Trunk Funds paid for through our development agreements)
- Move all Storm Water Management activities out of our General Fund, treating the management of our Storm Water System the same financially as our other Utility Enterprise Funds (i.e. Water/Sewer and Electric)

In 2008 when the Storm Water Utility Fund was created, the City identified all work that needed to be completed as part of the Storm Water management activities so we could develop an estimate of what it would cost to complete this work on an annual basis. We also estimated what future costs would likely be for the replacement of infrastructure as our system aged. From this analysis, the City developed a rate structure in 2008, charging residential property owners $3 per month based on each residential parcel that they owned, and attributed a per acre fee to those Commercial/Industrial and undeveloped properties in the City, based on what each of these parcels actually contributes to surface water runoff in our overall system. Some of the major operations that these fees helped to fund included:

- Completing certification and maintenance of Chaska's Flood Control System
- Completing maintenance of our Storm Water treatment ponds across the City
- Completing Street Cleaning to keep surface water runoff as clean as possible
- Maintaining our ravine systems throughout the City
- Completing our MS4 reporting and maintenance requirements

- Monitoring development activities to ensure Storm Water runoff and treatment requirements both during and after construction were completed

With the Minnesota River Flood Control system, and the many ravine systems around the community, Chaska's Storm Water Management activities are often more complex than communities not located next to a body of water such as the Minnesota River. This especially became apparent during the early summer of 2014, as we experienced significant rains in a short period of time that put our system to the test. While we did experience some localized issues in our Storm water system, which the 2015 budget addressed, our system has generally worked very well, demonstrating the need to have a well-maintained and properly functioning system to protect our residents from the potential hazards of uncontrolled storm water. However, it also helped to expose what work needs to be done into the future to address the increasing intensity of rain events, so we are prepared to protect the community in these situations.

2026 Revenues

When the initial fee was established in 2008, this fee was based on estimates that were developed to help complete each of the activities listed above. It was the intent that once we had the Storm Water Utility Fund fully up and running that we would come back and review our fee structure to determine if it had been set at the proper level. In 2012 it became clear that not only was our rate set too low to accommodate all the activities that needed to be completed, but that we were also very low compared to many of the surrounding cities who also have a Storm Water Utility Fund.

Based on what we were seeing for actual costs in Storm Water Management system and based on having the ability to increase these fees and still stay very competitive compared to other surrounding communities, in 2012 the Council decided to raise the fee by $1.50, bringing it to $4.50 per month, still below the area average. We increased this fee slightly each year between 2012-2018.

Based on the continued increases in the amount of Storm Water work that municipalities are now required to complete, and especially because of large projects we needed to continue to undertake to deal with the storm water issues we did experience during the large rains of 2014, we continued to realize that the activities that we thought were one-time events were becoming the norm, and that our stormwater system was not sized properly to accommodate this "new normal" for rainfall events we were experiencing. We also recognized that there were significantly more issues to address with Storm Water being a river community with a flood control system and bluffs draining into the downtown area than there would be in a non-river community.

During the budgeting process in 2018, we did begin to realize that as we compared our rates to other cities, that we were likely not comparing ourselves to the right communities to truly give an "apples to apples" comparison of the work we were needing to undertake. While we always had looked at the surrounding communities as a comparison, we realized it was probably more appropriate to compare ourselves to other Cities with similar types of Storm Water services that need to be provided if we were to truly set our rates at the proper level. We used this new comparison, along

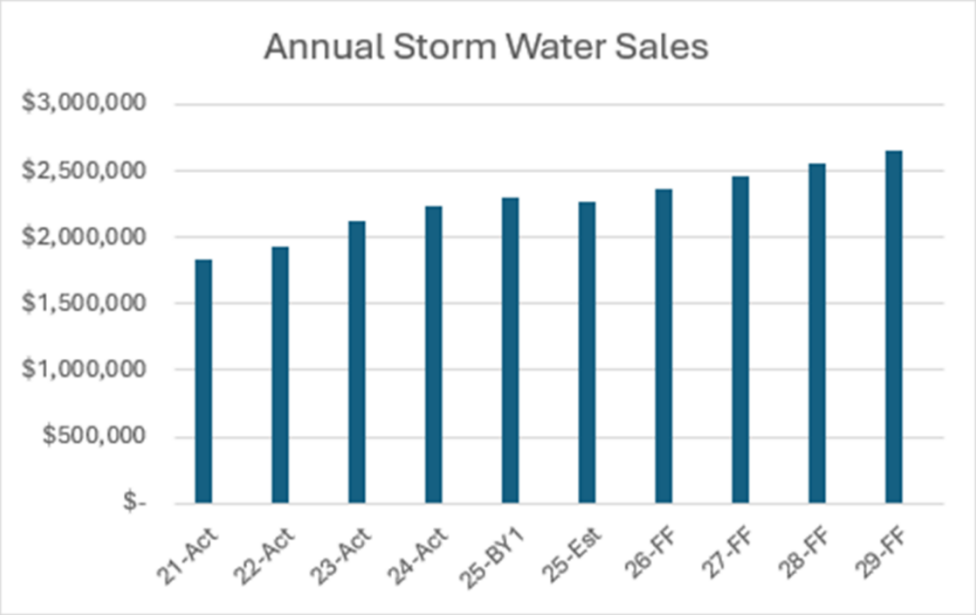
with a projection that if we did not increase our rates, we would find ourselves in a $900,000 deficit over a 5-year period with the work we knew needed to be completed. Based on that, we established our new base rate of $9.50 per month. We have adjusted off that new "base rate" with annual adjustments ever since.

Below is a survey of 2025 monthly rates for cities around the State that we feel are good comparisons based on the types of work that we need to complete, and that have similar types of systems to maintain:

Victoria	$12.83
Shakopee	$8.70
Moorhead	$10.41
Carver	$22.84
Chaska	$12.77
Edina	$13.75
Red Wing	$12.00
Waconia	$24.47
Average	$14.72

As can be seen above, the average of these communities is $14.72 per month per residential unit. Based on the needs of our system for the upcoming year, along with comparing to these other communities, Staff recommends that the rate go to $13.29 per residential unit per month, which would be a 4% increase for 2026. This rate increase meets our needs for the upcoming year and keeps us in line with the average of these other communities, even when comparing us to the 2025 average.

Based on this new rate, and assuming we would need approximately a 4% annual increase to keep up with our needs over the next 5 years, the following chart illustrates what would happen during the 5-year period with anticipated Storm Water Sales:



2026 Expenditures

Within the Storm Water system, there are really two distinct types of activities that occur. There is the day-to-day maintenance of our Storm Water system, and there is the inspection and reporting work that is required as part of the MS4 requirements. In 2015, we also added one other category to this work, which is system improvements that need to be completed to address issues that became apparent during the 2014 rain/flooding event.

From a maintenance perspective, the City of Chaska does utilize our Public Works crew to support the maintenance activities of the fund. The time that they put into Storm Water maintenance functions is charged directly back to the Storm Water Fund.

One change that we first saw in 2013, and will continue to see in coming years, is the addition of significant work for maintenance of our Flood Control Levy system. In 2012, the Army Corp of Engineers went through an inspection process to re-certify our levy. This inspection included new standards for levy maintenance that were not in effect at the time our Flood Control System was completed in the mid-1990s. One component of the work identified is the annual Rock Channel Weed/Brush control program. This is a program we will have to complete each year and adds approximately $10,000 annually to our budget.

The other major maintenance work needed is the regular maintenance schedule of the storm water ponds we have scattered throughout the community. For this, we have $50,000 allocated annually.

Another maintenance activity comes through the maintenance of our Storm Water system as part of our Street Reconstruction Program. To support these activities, the Storm Water Fund has contributed $246,000 annually to the Street Reconstruction program. These dollars go towards addressing the addition of a storm water system

into our downtown streets, something that was not included when these roads were originally built over 80 years ago. We continue to include these dollars for the Street Reconstruction Program in the budget both to support new projects addressed during a Street Reconstruction project, but also to support the debt service of projects that have already been completed.

To be able to address the ever-increasing areas that we need to address through our Storm Water system, the budget includes a $70,000 allocation toward storm water maintenance, and an additional $80,000 towards consulting engineering fees to help support the design of our future improvements in the City.

We also budget each year towards supporting capital improvements in our system. Below is a list of the projects that we expect to have completed during the 2026 budget year:

Project	Cost
Street Reconstruction Program (annual)	$246,000
Contractual Engineers (annual)	$80,000
Replacement of Pump	$125,000
Street Sweeper (replacement)	$350,000
Seminary Fen C-2 Ravine (total cost $1.3M)	$85,000
Amberg Lane Stormwater Repair	$50,000
Town Course Cattail Management	$15,000
Manuela Drive Stormwater Repair	$50,000
Update stormwater model	$50,000
McKnight Wetland	$25,000
Seminary Fen – Assumption Creek	$28,000

It should be noted that one of the larger projects that we will have next year is the Seminary Fen Ravine #2 project. While that project was over $1 million to complete, our Staff was able to receive a grant for this project, leaving our local share at only $28,000. Beyond this ravine project, we have one more ravine to restore in the Seminary Fen area that we will again seek grant dollars to support this work.

For 2026, we do not have any scheduled equipment, nor additional Staff to account for.

The functions of inspections and reporting in the past was mainly completed through contract Engineering services. We now have a Storm Water Coordinator position that resides in our Engineering Department that was added in 2019. This position not only completes much of the work our consulting engineers once did, but it also takes work off our City Engineering Department as it relates to other areas of our City. This position was responsible for the City acquiring the grant to support the Seminary Fen project.

One thing to note from a staffing perspective is that the Utility Billing Department does support the billing for the Storm Water System. Because of this, 10% of the costs of UB are allocated to the Storm Water Fund. In 2026 this cost is $116,937.

Finally, as we discussed in the Water, Sewer and Electric Funds, the Storm Water Fund is scheduled to contribute an additional $40,000 to the Building Improvement Program in 2026. This will bring the total up to $160,000, with the final amount coming from the Storm Water Fund being $160,000 when the ramp up of funding for the program is complete in 2026. These dollars will help support the overall $2.36 million that will be needed from our Utilities each year to support the debt service of this program.

Based on the changes to our rate structure and our planned projects for 2026, below is a breakdown of the revenues and expenditures for this next year:

	2024	2025	2026		
Revenues	***Actual***	***Budget***	***Budget***	***Change***	***% Change***
Storm Water Fees	$20,422,542	$2,305,000	$2,843,000	$538,000	23.34%
Other	$474,035	$257,000	$349,600	$92,600	36.03%
Total	$20,896,577	$2,562,000	$3,192,600	$630,600	24.61%
Expenditures					
Transfer Out	$327,600	$369,300	$411,000	$41,700	11.29%
Transmission/Distibution	$432,755	$936,794	$1,455,928	$519,134	55.42%
Administration	$646,051	$727,255	$759,739	$32,484	4.47%
Utility Billing	$98,387	$116,826	$116,937	$111	0.10%
Depreciation	$948,106	$0	$0	$0	0.00%
Debt Service Support	$78,670	$326,600	$394,700	$68,100	20.85%
Other	$98,806	$0	$0	$0	
Total	$2,630,375	$2,476,775	$3,138,304	$661,529	26.71%

Curling and Event Center Fund Budget

In 2015, the City of Chaska completed the redevelopment of Firemen's Park, and the Block 6 corner at the northwest intersection of Highways 41 and 61. This project was first identified in the Downtown Master Plan as a catalyst site, with the main objective of the redevelopment to create a destination in Downtown Chaska to drive more resident and visitor traffic into our downtown commercial district.

While the redevelopment included the entire renovation of Firemen's Park on the south side of Firemen's Lake, Veteran's Park on the north side of the lake, and the addition of the Curling and Event Center (CEC) building, the CEC was set up as a separate Enterprise Fund, separating itself operationally from the Park, which is in the General Fund. In this way, the Curling and Event Center is run very similarly to our other recreational Enterprise Funds including the Community Center, the Town Course and The Loop.

While the overall goal of the CEC and the Firemen's/Veteran's Park redevelopment was to help attract more people and activity into our historic downtown commercial district, the Curling and Event Center did identify key objectives to determine the success of this facility, including:

- Provide the necessary resources for the CEC Fund to ensure continuation of quality service to our customers, including providing a world-class curling facility
- Utilize the facility's amenities and newly renovated Firemen's Park to attract people to downtown Chaska as a destination location
- Promote community gathering and interaction, with an emphasis on creating a variety of programs and services to draw people to this location throughout the year
- Be operationally self-supporting with no property tax support
- Reinvest back into the facility to keep it in good condition for future generations
- Work to build a cash reserve in the CEC Fund to support future maintenance and improvements

As an Enterprise, the Chaska Curling and Event Center has three main components in the building including the 300-seat Event Center and catering kitchen, the restaurant/bar, and the 6-sheet Curling Facility. All three of these components are tied together by the Great Hallway, which contains displays to help orient visitors to the history of our community.

From an operational standpoint, the City of Chaska owns the entire facility, operating both the Event Center and the Curling Facility. The City of Chaska leases out the restaurant space to Crooked Pint, a restaurant that was chosen through an RFP process as the facility was being planned. The relationship with the restaurant in the CEC is very similar to the structure and relationship we have between the Chaska Town Course and the restaurant operator Oak 19, who leases this space from the City based on a revenue sharing agreement.

Impacts of COVID Pandemic

Very similar to what we experienced in the Community Center, the Curling and Event Center also was impacted significantly during this pandemic period, having to be shut down by Executive Order twice, which had a significant impact on revenues that we were able to generate in the facility in both 2020 and 2021.

The largest impact that we saw was on revenue from the restaurant, as they were closed during a good portion of the pandemic period. Because we have a lease agreement based on a percentage of revenue generated by the restaurant, this meant that we saw no rent revenue during the entire period they were closed. We also saw significant impacts on our Event Center, as most events that were planned during this period were either postponed, cancelled or were reduced based upon restrictions being imposed by the State. The Curling portion of the operations saw the least amount of impact as we were able to hold leagues taking proper precautions, although at a reduced number of participants. In general, we saw a $400,000 loss in revenue in each of these two years, with the Self Insurance Fund supporting this loss.

While we did experience significant impacts during this time, we were able to recover relatively quickly after State restrictions were lifted, and by 2022 saw most of our operations return to normal.

2026 Revenues

As indicated previously, one of the main goals of the CEC Fund is to make it an operationally self-supporting entity. While the Debt service for the construction of the facility itself is supported by our "Community Building Fund", which derives its revenues from multiple sources including the Chaska Electric Fund and the Economic Development Authority, the CEC is meant to support all its own operational costs, including Staffing, maintenance, utilities, and programming.

There are four main sources of revenue for the CEC, including:

- Restaurant Lease Revenue
- Curling Membership and League Fees
- Event Center Rental/Event Center Food Alcohol Sales
- Corporate Curling Events

I will spend some time discussing each of these revenue sources in detail below.

Currently, the CEC has a lease with Crooked Pint Restaurant to operate the restaurant within the building. Crooked Pint was chosen as the vendor for the restaurant service after going through an RFP process while the facility was being developed. As part of our lease, Crooked Pint is responsible for providing all the food service within the facility, Staff, inventory, Point of Sales system and a liquor license. While Crooked Pint is not the exclusive provider of food service within our Event Center, they are the sole liquor license holder for the entire CEC building, and because of this are the only vendor allowed for alcohol sales in the restaurant and Event Center. We structured it this way to make sure that we limited any potential liability issues relating to alcohol sales.

The Crooked Pint lease is currently structured so that lease payments are made based on a percentage of all gross sales in the building. Specifically, their lease is based on 7.5% of all food and alcohol sales. Their lease expires in mid-2026, with them having two options to renew. Should they decide to renew, which they have indicated they will, their lease would go to 8.25% of all food and alcohol sales by mid-2025 when the lease option would need to be acted upon by Crooked Pint. It should be noted that while Crooked Pint has indicated their desire to renew their lease, they are looking at potentially a new concept for food and beverage services through their company. The new option they are exploring would keep most of the same beverage and food options that currently exist but would look at adding breakfast every day as well as more dinner entrees to their menu. If they were to convert into this new alternative, we would expect that this would likely happen during our slower summer league season to have as little of an impact as possible on service we provide, especially to our curlers.

As we looked at establishing the budget for 2026, one of the things we considered is the rent we can expect from Crooked Pint for the year. While they have continued to have strong business following COVID and the reconstruction of Highway 41, we have not seen this number growing but instead staying relatively stable. For this reason, we are budgeting $326,200 in lease revenue for 2026 to stay consistent with what we have actually seen in rent over the past few years. It should be noted that if the vendor did move to a model that adds breakfast that this would likely have the impact of raising this lease payment as we would expect additional sales through the restaurant being open for additional hours.

The second major source of revenue is Curling Membership and League fees. As mentioned previously, while we saw a loss of members during COVID, we have built much of that membership back, with there now being approximately 800 members of the facility, with many people being new to curling the past two years as we have been offering beginners leagues in the summer to get new people acquainted with the sport. With our leagues being relatively steady, we are budgeting $464,692 for Curling Revenue, which is 5.36% more than what we budgeted to see for revenue in 2025. It should be noted that out of all the members of our facility, we still have approximately 25% that are residents, with the other 75% coming from out of town each week to participate in our leagues. This demonstrates that we have been able to accomplish using this facility to drive not only our residents but people from other communities to visit our downtown on a regular basis.

The third major source of revenue in the CEC is from the Event Center itself. For the event center, we generate revenue off both the rental of the room for events, as well as from the sale of food and alcohol in the facility. For the room rental, we have groups renting the facility for anything as big as weddings, class reunions and Senior Proms, all the way to renting it for non-profit fundraisers. Depending on the day, fees can be as low as $475 for 4 hours on a Sunday-Thursday block for residents, all the way to $2,700 for an 8- hour block on a Saturday for non-residents.

Below are the rates that are adopted for 2026, along with a comparison to other municipal facilities to show where we are falling compared to market. It should be

noted that in 2026, we will be slightly lower than the average for the market, even for weekend events. We have continued to grow this side of our business, with us having more bookings in 2025 than we did in 2024. We exceeded our budgeted projections in 2025 because of this. The most difficult period we have to sell is Monday-Thursday. Below are two charts illustrating what the market is for similar facilities for our regular rates and our residents' rates, and how our new rates in 2026 will compare:

		Regular					Resident		
	M-Th	Fri	Sat	Sun	M-Th	Fri	Sat	Sun	Capacity
Maple Grove Comm. Center	$562	$661	$1,091	$661	$510	$606	$989	$606	256
Brooklyn Park Comm. Center	$450	$1,150	$1,150	$1,150	$400	$1,000	$1,000	$1,000	250
Minnetonka Comm. Center	$525	$1,175	$1,450	$1,000	$400	$850	$1,025	$825	250
Shoreview Comm. Center	$1,080	$1,585	$1,965	$1,080	$920	$1,405	$1,730	$920	300
Coon Rapids Civic Center	$1,905	$2,029	$2,408	$1,831	$1,728	$1,824	$2,222	$2,000	230
CCC Brick Room	$1,184	$1,535	$1,535	$1,184	$1,088	$1,349	$1,349	$1,088	200
Eagan Community Center	$1,903	$1,421	$1,679	$1,100	$1,903	$1,421	$1,679	$1,100	350
Heritage Center (Brk Cntr)	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	250
Plymouth Comm. Center	$1,446	$4,096	$4,096	$3,733	$1,231	$3,709	$3,709	$3,325	350
Mississippi Crossings	$1,600	$2,325	$2,713	$2,400	$1,600	$2,325	$2,713	$2,400	120
MN Landscape Arb	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	248
Chaska CURRENT Rate	$1,575	$2,275	$2,650	$1,300	$1,420	$2,000	$2,300	$1,240	300
Average Facility Rental	$2,290	$2,868	$2,998	$2,747	$2,247	$2,791	$2,920	$2,665	
Chaska % to Average	-31%	-21%	-12%	-53%	-37%	-28%	-21%	-53%	
Chaska 2026 Rates	$1,575	$2,350	$2,700	$1,425	$1,420	$2,000	$2,300	$1,290	300
Chaska 2027 Rates	$1,575	$2,350	$2,700	$1,525	$1,420	$2,000	$2,350	$1,340	300

As mentioned previously, all alcohol sales for the Event Center are required to go through the Crooked Pint restaurant, as they are the liquor license holder for the entire facility. We receive 10.5% of all alcohol sales in the event center. Users of the facility can utilize whatever caterer they want to for their event, with the caterer's fee being equal to 17% of their gross sales for outside vendors and a 12% fee for use of the Crooked Pint. The reason for this difference is because outside caterers are provided with the full caterer's kitchen as part of their package, and it takes more staff resources to be able to manage the outside vendor.

Finally, our last source of revenue for the Curling facility is through Corporate Events in our Curling Facility. Our Corporate Events are booked on weekday afternoons within the Curling Center and include the use of the Curler's Lounge in the front of the rink for business meetings and lunch, with a Learn to Curl session, complete with instructors, provided for the participants as a team building event. These Corporate Events have been very popular, with several afternoons per week booked for these events. The fee for these Corporate Events is $50 per person, with a minimum fee of $500. Food is something that is provided separately from Crooked Pint, but they can order and be served directly in the Curler's Lounge Space. The total revenue generated for this service is budgeted to be $205,000.

The final revenue source we have coming in is $1,627,500 from the Community Building Fund to support the debt service on the construction of this project, as well as help support the reinvestment back into equipment and infrastructure in the facility as it continues to age. Because we are in our 10th year of debt for the facility, our debt service payments go down, which means that we can utilize more for reinvestment

back into the facility. For 2026, we have the following items scheduled for Capital Reinvestment, including:

- Carpet Replacement (Event Center and Hallway): $90,000
- Chair Replacement (Event Center): $140,000
- Carpet Extractor Replacement: $20,000
- Curling Stone Reconditioning: $30,000
- Trophy Case: $14,500
- Thermastore Heat Recovery Maintenance: $7,500
- Vacuum Replacement: $8,000
- Broom/Brushes Replace in Curling: $4,000

Based on this, we are recommending that the adopted revenue budget we have for 2026 will be $2,825,392, which is 6.62% lower than in 2025. This reduction in revenue is mainly to adjust our budget to properly reflect what we have seen in actual revenue over the past year.

Below is a chart reflecting the actual revenue number for 2024, as well as the budgeted revenue for the year 2025 budget, along with the proposed budget for 2026:

Revenues	Actual 2024	Budget 2025	Budget 2026	Change	%Change
Event Center Rental	$210,137	$171,000	$202,000	$31,000	18.13%
Curling Center Leagues/Memberships	$428,326	$441,032	$464,692	$23,660	5.36%
Corporate Curling Events	$187,332	$220,000	$205,000	-$15,000	-6.82%
Restaurant Lease	$315,759	$402,000	$326,200	-$75,800	-18.86%
Community Fund Transfer (Debt)	$1,503,474	$1,790,500	$1,627,500	-$163,000	-9.10%
Other Revenue	$1,099	$1,227	$0	-$1,227	-100.00%
Total Operating Revenues	$2,646,127	$3,025,759	$2,825,392	-$200,367	-6.62%

2026 Expenditures

From an expenditure standpoint, there are two main types of expenses that we have within the Curling and Event Center. The first expense that we have is with Staffing as it relates both to scheduling and programming of the facility, as well as on-going and daily maintenance of the facility. The second major expense is with the day-to-day operational costs such as cleaning, utilities, and on-going maintenance of mechanical systems within the building.

From a staffing standpoint, we are currently budgeting for 4 full-time employees within the CEC facility office as well as some part-time help to staff at the front desk and to put up and tear down equipment for different events happening within the CEC.

Our full-time staff consists of our Curling Manager, our Curling Ice Maker, the Curling and Event Center Coordinator and our Curling and Event Center Supervisor. Each are responsible for the day-to-day leadership of their individual areas, although we do see a crossover between the positions because of the interrelation of many things within the facility.

As with the Community Center, because this facility falls under the general Parks and Recreation Department, we do get the efficiency of being able to provide some shared staff both with the Park and Recreation Department out of the General Fund and the

Community Center staff. These are similar efficiencies we see between other Enterprise Funds and the General Fund, thus allowing us to keep our Administrative costs as low as possible in each of these funds.

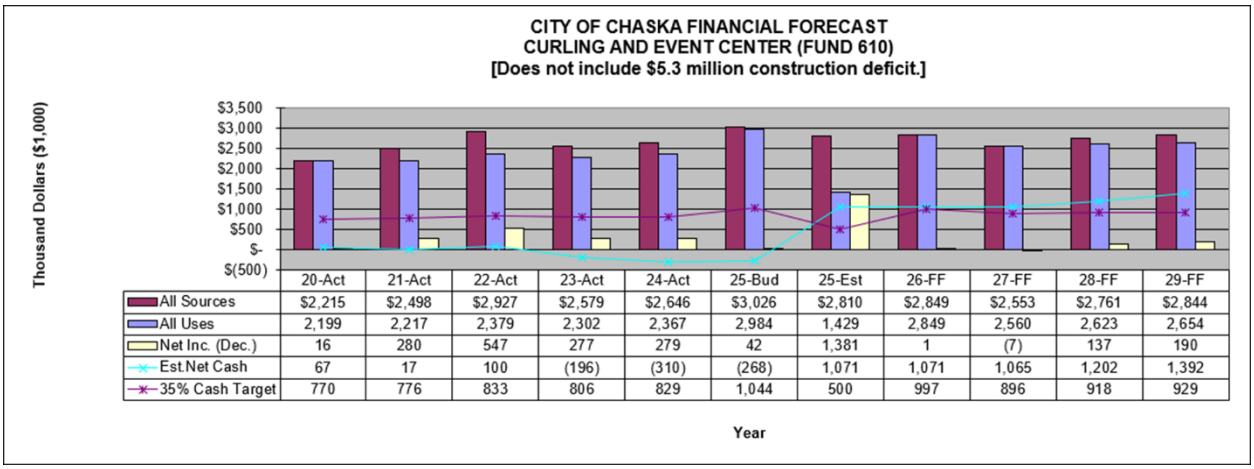
From a day-to-day operational standpoint, the biggest expenses we have other than staffing in the CEC is the cost of Utilities, general custodial duties within the facility, and the cost of maintaining our mechanical systems within the building. From a utility perspective, we break down the cost of Utilities based on the area of the building and based on the City versus leasable portions of the building. The utilities include sewer, water, electric, gas and garbage. Within the Event Center, Curling Center and general common areas of the facility, our Utility costs are approximately $242,000 per year, with the costs within the restaurant area being approximately $55,000 per year.

The only other thing to mention as part of the CEC budget is that all debt service is included in the overall budget for the entire project, including the Firemen's Park redevelopment components. Because this debt service is covered through dollars accumulated in our "Community Building Fund" and the EDA, we do see a transfer of dollars coming into the CEC Fund, with those then going back out to support this debt service. This debt service cost is $1,082,711 in 2026 but is supported through a transfer from the Community Fund into the CEC Fund for a similar amount. This is not an expense related to day-to-day operations. As mentioned previously, with us going into our 10th year of debt service on the facility, our payments are going down by approximately $500,000 per year for the remainder of the life of the debt. We plan on utilizing these savings to reinvest back into the facility, so it stays in good shape going into the future.

Based on the total Revenue and Expense budget for 2026, below is the expenditure budget for 2026.

Expenditures	Actual 2024	Budget 2025	Budget 2026	Change	% Change
Administration/General Facilities	$944,475	$943,410	$1,008,812	$65,402	6.93%
Event Center	$45,643	$36,806	$289,112	$252,306	685.50%
Curling Center	$335,617	$355,078	$374,319	$19,241	5.42%
Crooked Pint	$54,339	$67,725	$62,135	-$5,590	-8.25%
Other	$0	$0	$0	$0	0.00%
Depreciation	$632,900	$0	$0	$0	0.00%
Debt Service	$337,915	$1,580,717	$1,082,711	-$498,006	-31.51%
Total Operating Expenses	$2,350,889	$2,983,736	$2,817,089	-$166,647	-5.59%

With the CEC being nearly 10 years old, we are now starting to focus on regular reinvestment into this facility. For this reason, we are starting to focus on building up cash reserves in our CEC Fund. Below is a 5-year forecast for this fund, and what we expect to happen from a financial perspective. As you will see, we do plan on trying to build up this fund balance, with it projected to be close to $1,392,000 by 2029. Building up this fund balance will be helped by the reduction in our debt service payments over the remaining 5 years with this giving us a revenue source to invest back into this facility to help preserve it in good condition going into the future.



	20-Act	21-Act	22-Act	23-Act	24-Act	25-Bud	25-Est	26-FF	27-FF	28-FF	29-FF
All Sources	$2,215	$2,498	$2,927	$2,579	$2,646	$3,026	$2,810	$2,849	$2,553	$2,761	$2,844
All Uses	2,199	2,217	2,379	2,302	2,367	2,984	1,429	2,849	2,560	2,623	2,654
Net Inc. (Dec.)	16	280	547	277	279	42	1,381	1	(7)	137	190
Est.Net Cash	67	17	100	(196)	(310)	(268)	1,071	1,071	1,065	1,202	1,392
35% Cash Target	770	776	833	806	829	1,044	500	997	896	918	929

The Loop Golf Budget

History of Par 30

For nearly 50 years, the Chaska Par 30 was a small Executive Course that the City of Chaska owned and operated. Being a remnant of the development of Hazeltine National Golf Course and designed by Robert Trent Jones, it was a unique course that offered opportunities for many in Chaska to take up golf. Not only did the course have an inexpensive price point for patrons to play, but it also provided opportunities for those that may not have the skill or desire to play on a high-end course, such as the Chaska Town Course, the opportunity to go out and get exposed to the game of golf.

In its early years, the Chaska Par 30 attracted over 30,000 rounds per year and was a source of income for the City to be able to reinvest back into the facility. However, as the course aged, the Chaska Town Course was added, and additional Executive Courses around the area opened, its rounds dropped to around 14,000-15,000 rounds per year making it very difficult to not only operate without outside support, let alone be able to reinvest back into the facility. With the City facing a very large decision about whether or not to reinvest back into the course with the needed replacement of the irrigation system, which would have been over $750,000, the City needed to evaluate whether it made financial sense to make this investment back into the Course if it likely would not increase rounds and financially support its own operations.

Learning Links of Chaska

It was at this time that a group of individuals who started a non-profit called *The Learning Links of Chaska* approached the City with an idea to completely rebuild the course, but to do it in a way that no other course in the Country had deliberately tried to do yet. What they wanted to do was make it a course physically accessible to people of all ages and abilities. The concept was to take the land that the Par 30 sat on and redesign it in a way that any person could play it, whether they had a physical disability or not, whether they were a child or senior, or whether they were a new golfer or an expert. The course would be designed so that each of these individuals would find it fun to play the Course. *The Learning Links of Chaska* committed that if the City would agree to move forward with developing such a course that they would do significant fundraising to help support the construction of this facility and would work with the course to help facilitate the programming, including introducing those with physical disabilities to the game of golf.

With a total development cost of just over $3.5 million, *The Learning Links of Chaska* raised $750,000 to support the efforts of reinvesting back into this course, which was rebuilt over the summers of 2022 and 2023, with the Clubhouse and Maintenance Facilities being completed shortly before we opened in the early summer of 2024. With us now having the first summer of partial play occurring in 2024, and having a full summer of play during 2025, we now have more knowledge on setting our operational budget for 2026.

The Loop Objectives

As part of developing the budget for The Loop, the Council did adopt the following objectives for this facility:

- Provide a high-quality golf experience for the residents of Chaska and visitors of all abilities
- Be viewed as a golf course facility with innovative design that breaks down barriers for people of all abilities to play
- Provide another opportunity to create a premier Community Gathering Location in our community
- Assume that we are providing adequate resources for The Loop to support all operations of a high-quality golf course, including adequate and well-trained staff and well-maintained equipment
- Ensure that we are operating a golf course that can be financially sustainable and generate enough reserves to continue to reinvest back into the facility in

It is these objectives that we utilized to put together the budget for the 2026 year.

2026 Budgeted Revenue

In determining the revenues for this upcoming year, we need to look at two factors. First, we must make assumptions on the number of rounds that we expect to see on the course for the year, as well as play on the Minnalayas Green. Second, we needed to determine what we should set the rate at for 2026.

From a rate perspective, we utilized the area Executive Courses as a benchmark on where to set our fees. The one thing that we took into consideration is that the quality of course that we will be providing here is at a higher level than other Executive Courses in the area, and that the main user of our course will be Seniors and Juniors. Because we will be in just our second full year of operation, we are proposing we keep the rate the same as in 2025 to continue to build up the new golfers at our course. Based on that, the following are the rates that we have set for 2026:

- Juniors: $18
- Seniors: $18
- Adults: $23
- Minnalayas Green: $5

Based on this, the following is a comparison of other Executive Courses in the area and how we will compare as we keep our rates the same going into 2026:

Course	Junior	Senior	Adult

Halla Greens	$15.00	$19.00	$24.00
Braemar Executive	$12.00	$19.00	$19.00
Water's Edge	$20.00	$20.00	$20.00
Orono	$12.00	$16.00	$20.00
Glen Lake	$17.00	$17.00	$21.00
Average	$15.20	$18.20	$20.80
The Loop 2025 Rate	$18.00	$18.00	$23.00
The Loop 2026 Rate	$18.00	$18.00	$23.00

It is important to point out that our rates are very close to the average of other area Executive Courses, but slightly higher. This is because the quality of this course, and especially the greens, is much better than other area Executive courses, and we need to make sure that we charge enough to keep the maintenance of this course a high priority as we move into the future.

As for assumptions on the usage of the course, we assumed that we will have 20,000 rounds in 2026. We are budgeting this conservatively, as we had close to 25,000 rounds in 2025. For the Minnalayas, we are budgeting that we will be at 3,000 rounds, which is very close to what we saw for usage in 2025. As we move through next year, we will be looking for creative ways to program this space so it continues to be used by as many patrons as possible, whether or not they golf the rest of the course.

Based on the assumptions above, we budget that we will at $773,259 in revenue for 2026. While this is less than what we budgeted in 2025, we already have a better sense of what is realistic to expect after 1 and a half years of operations, which allows us to be more accurate as we budget for this facility next year.

Budgeted Expenditures

From an expenditure perspective, there are two things that drive the costs that go into the course from an operational standpoint. First is the staffing that we will need both in the clubhouse and for maintenance. The other expenditure will be for the equipment and supplies we will need to operate and maintain the facility.

From a staffing standpoint, we have programmed that we will need 2 full-time Greenskeepers, along with the support of approximately 700 hours of part-time maintenance staffing to keep the course in good condition. The main difference from the Par 30 is that we only had 1 full-time Greenskeeper as there was less to maintain than we have at The Loop.

From a Clubhouse perspective, we plan to continue to have a Clubhouse Manager position, which will be a 9-month full-time position. To support this person, we will have programmed 5,040 hours of part-time support through the summer to make sure that we always have 2 people scheduled to work in the clubhouse at any given time.

From an equipment perspective, we plan on utilizing the Town Course maintenance equipment that is scheduled to be replaced to maintain The Loop. While this equipment is too old to continue maintaining a course the size of The Town Course, it will work fine for The Loop. While we will have equipment that we shift over to The Loop from the Town course each year, we do not have any new equipment that is scheduled to be purchased for The Loop in 2026.

Besides these items, all other expenditures such as supplies, utilities and insurance are budgeted based on what we experienced for actual expenditures this past year. We have no new improvements scheduled to be made at The Loop during the summer of 2026.

Based on this, the total expenditures we are budgeting for 2026 is $773,259, compared to the $798,309 in expenses we budgeted in 2025. It is not that we are cutting anything that was provided as a service last year by reducing this amount. Instead, it is us "right-sizing" this budget after we have had a season and a half of experience to base our decisions on when establishing the 2026 budget. Below is a chart showing the revenues and expenditures we are budgeting for 2026:

	Actual	Budget	Budget	Dollar	Percent
	2024	2025	2026	Change	Change
Green Fees	$350,588	$489,500	$459,350	-$30,150	-6.16%
Minnalayas Fees	$5,471	$30,000	$15,000	-$15,000	-50.00%
Transfer In/Learning Link	$244,000	$244,000	$244,000	$0	0.00%
Other	$118,239	$61,500	$54,909	-$6,591	-10.72%
Total Revenue	$718,298	$825,000	$773,259	-$51,741	-6.27%
Maintenance	$300,715	$287,348	$295,843	$8,495	2.96%
Administration	$195,624	$246,161	$212,408	-$33,753	-13.71%
Merchandise	$19,871	$15,000	$15,075	$75	0.50%
Other	$45,169	$0	$0	$0	0.00%
Debt Service	$115,572	$249,800	$249,933	$133	0.05%
Total Expenses	$676,951	$798,309	$773,259	-$25,050	-3.14%
Net Income (loss)	$41,347	$26,691	$0	-$26,691	-100.00%

Based on the budget above, we would anticipate that we will break even in 2026. As is illustrated in the chart above, we may be budgeting for less revenues, but we are also budgeting for less expenses based on what we experienced during the 2024 and 2025 seasons. We expect to continue to learn more about the operations of this course during the 2026 season as we will be doing more to open league play, and more programming opportunities will exist, especially with the Minnalayas Green Course.

CITY OF CHASKA

State of Minnesota

DRAFT - 12/15/2025
2026 BUDGET

For the Fiscal Year Ending December 31, 2026

Proposed to Chaska City Council on: December 15, 2025

City of Chaska
One City Hall Plaza
Chaska, MN 55318-1962

(952)-448-9200

www.chaskamn.gov

- This Page Left Blank Intentionally -

Revenues and Other Financing Sources

And

Expenditures/Expenses and Other Financing Uses

by Fund

- This Page Left Blank Intentionally -

General Fund

(Fund 101)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26101 2026 Budget - 101 General Fund FOR PERIOD 99

ACCOUNTS FOR:

101-General Fund	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 101-General Fund	-622,330.77	-1,865,718.57	-1,427,295.09	-2,730,255.80	.00	.00	.0%
TOTAL REVENUE	-23,404,367.24	-27,394,889.90	-30,218,328.37	-30,870,443.45	-32,206,447.00	-36,565,050.00	.0%
TOTAL EXPENSE	22,782,036.47	25,529,171.33	28,791,033.28	28,140,187.65	32,206,447.00	36,565,050.00	.0%
GRAND TOTAL	-622,330.77	-1,865,718.57	-1,427,295.09	-2,730,255.80	.00	.00	.0%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26101 2026 Budget - 101 General Fund FOR PERIOD 99

ACCOUNTS FOR:

101-General Fund	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-18,177,390.28	-21,060,600.56	-24,447,393.74	-25,309,516.06	-27,511,924.00	-31,041,280.00	12.8%
Unassigned	-18,177,390.28	-21,060,600.56	-24,447,393.74	-25,309,516.06	-27,511,924.00	-31,041,280.00	12.8%
10 General Government							
Council	-1,150.00	-3,500.00	-2,250.00	-2,250.00	.00	.00	.0%
Communication	-314,227.39	-298,153.19	-378,063.14	-298,168.88	-398,150.00	-399,111.00	.2%
Administration	-84,491.17	-132,213.09	-97,980.39	-103,794.27	-85,000.00	-87,562.00	3.0%
Human Resources	-90.00	-20.02	-20.02	-132.29	.00	.00	.0%
Elections	-20.00	.00	-11,202.32	.00	.00	.00	.0%
Administrative Service	-52,935.80	-93,412.29	-115,091.09	-23,369.49	-33,979.00	-73,381.00	116.0%
Information Technology	-535,800.00	-563,618.96	-591,118.00	-568,755.00	-620,500.00	-651,897.00	5.1%
Infomation Services-Pa	-30,543.28	-56,137.44	-9,176.34	-12,992.94	-45,900.00	-46,800.00	2.0%
Community Development	-143,220.07	-45,071.70	-57,560.25	-90,207.71	-42,000.00	-44,124.00	5.1%
Engineering	-230,560.90	-124,167.78	-120,194.00	-312,637.70	-106,616.00	-110,125.00	3.3%
Govt Bldgs - 1 City Ha	-3,501.08	-3,541.92	-794.80	-792.84	.00	.00	.0%
Building Maintenance	-70,620.95	-72,005.00	-154,629.85	-140,460.00	-151,000.00	-158,640.00	5.1%
General Government	-1,467,160.64	-1,391,841.39	-1,538,080.20	-1,553,561.12	-1,483,145.00	-1,571,640.00	6.0%
20 Public Safety							
211 or 2110 Police	-439,688.65	-570,681.10	-719,836.72	-700,285.37	-559,612.00	-635,868.00	13.6%
Crime Prevention Progr	-1,000.00	-10,000.00	-1,000.00	-10,000.00	.00	.00	.0%
Fire	-367,492.16	-486,207.51	-547,761.75	-498,561.09	-437,202.00	-546,744.00	25.1%
Building Inspections	-2,058,396.44	-2,953,826.41	-1,977,637.97	-1,775,592.11	-1,330,422.00	-1,804,654.00	35.6%
Public Safety	-2,866,577.25	-4,020,715.02	-3,246,236.44	-2,984,438.57	-2,327,236.00	-2,987,266.00	28.4%
30 Public Works							
311 or 3110 PW Adminis	-7,668.61	.00	-213.23	-4,940.00	.00	.00	.0%

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26101 2026 Budget - 101 General Fund FOR PERIOD 99

ACCOUNTS FOR:

101-General Fund	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
312 or 3120 Street	-122,649.29	-122,842.88	-124,686.14	-128,359.56	-122,040.00	-124,480.00	2.0%
313 or 3130 Snow Remov	-4,880.50	-1,742.00	-962.22	-739.81	-5,306.00	-5,432.00	2.4%
314 or 3140 Sign Machi	-6,647.22	-11,108.12	-6,139.46	-1,828.74	-1,020.00	-1,071.00	5.0%
Tree Contol	-34,257.00	-44,860.93	-46,795.00	-47,515.75	-42,000.00	-43,560.00	3.7%
Public Works	-176,102.62	-180,553.93	-178,796.05	-183,383.86	-170,366.00	-174,543.00	2.5%
50 Parks & Recreation							
511 or 5110 PRA Admin	-87,492.00	-93,242.00	-103,981.00	-110,546.58	-102,918.00	-109,561.00	6.5%
Park Special Events	-17,142.00	-26,560.62	-35,363.58	-27,105.00	-18,120.00	-21,367.00	17.9%
521 or 5210 Youth	-262,981.45	-306,348.61	-366,855.58	-394,209.84	-290,000.00	-345,000.00	19.0%
521 or 5215 Teen	-12,598.50	-6,721.00	-5,325.00	-10,304.40	-10,000.00	-10,404.00	4.0%
522 or 5220 Senior	-41,838.91	-52,252.69	-55,313.19	-59,246.98	-48,000.00	-53,000.00	10.4%
523 or 5230 Adult	-33,682.31	-36,054.46	-41,190.54	-33,436.32	-35,374.00	-36,803.00	4.0%
524 or 5240 Firemens P	-74,343.07	-70,534.67	-74,321.32	-70,506.27	-76,250.00	-79,598.00	4.4%
528 or 5280 All Ages	-8,730.50	-11,293.00	-11,943.20	-11,824.60	-9,000.00	-10,000.00	11.1%
Park Maintenance	-68,207.54	-35,812.76	-15,746.09	-24,153.20	-14,993.00	-11,060.00	-26.2%
ISD112 Grounds Maint	-110,120.17	-102,359.19	-97,782.44	-98,210.65	-109,121.00	-113,528.00	4.0%
Parks & Recreation	-717,136.45	-741,179.00	-807,821.94	-839,543.84	-713,776.00	-790,321.00	10.7%
TOTAL 101-General Fund	-23,404,367.24	-27,394,889.90	-30,218,328.37	-30,870,443.45	-32,206,447.00	-36,565,050.00	13.5%
TOTAL REVENUE	-23,404,367.24	-27,394,889.90	-30,218,328.37	-30,870,443.45	-32,206,447.00	-36,565,050.00	13.5%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-23,404,367.24	-27,394,889.90	-30,218,328.37	-30,870,443.45	-32,206,447.00	-36,565,050.00	13.5%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26101 2026 Budget - 101 General Fund FOR PERIOD 99

ACCOUNTS FOR:

101-General Fund	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	499,055.00	1,984,196.21	3,114,000.00	2,431,223.00	4,547,446.00	5,421,000.00	19.2%
Unassigned	499,055.00	1,984,196.21	3,114,000.00	2,431,223.00	4,547,446.00	5,421,000.00	19.2%
10 General Government							
Council	169,881.93	145,368.29	137,517.68	151,886.95	200,221.00	167,483.00	-16.4%
Communication	48,731.84	193,495.90	328,541.95	337,238.95	356,475.00	448,289.00	25.8%
Administration	944,728.50	941,510.10	1,037,313.82	956,554.03	1,040,195.00	1,212,972.00	16.6%
Human Resources	451,973.17	451,178.26	484,136.91	485,788.32	620,995.00	619,151.00	-.3%
Elections	38,889.51	19,083.54	52,141.82	11,098.32	.00	48,335.00	.0%
Administrative Service	1,795,943.05	1,838,502.37	2,000,206.32	2,360,899.49	2,207,636.00	2,222,691.00	.7%
Information Technology	1,273,462.51	1,232,009.98	1,160,382.90	1,069,031.21	1,481,759.00	1,503,661.00	1.5%
Infomation Services-Pa	30,640.48	54,688.32	13,565.49	9,955.71	45,900.00	46,800.00	2.0%
Legal	248,097.47	144,757.31	146,934.10	151,367.17	145,000.00	145,725.00	.5%
Community Development	563,118.59	470,386.90	565,163.99	521,610.40	588,387.00	725,215.00	23.3%
Engineering	576,263.16	680,231.31	651,672.52	640,971.58	739,858.00	739,453.00	-.1%
Govt Bldgs - 1 City Ha	219,033.56	222,366.41	340,968.72	223,923.13	227,666.00	242,231.00	6.4%
Building Maintenance	619,849.33	708,878.32	756,518.32	922,828.03	838,262.00	864,175.00	3.1%
Public Safety Facility	.00	.00	6,160.80	13,417.00	.00	185,000.00	.0%
Unallocated	309.24	-302.40	20.00	12,912.86	300,000.00	685,000.00	128.3%
General Government	6,980,922.34	7,102,154.61	7,681,245.34	7,869,483.15	8,792,354.00	9,856,181.00	12.1%
20 Public Safety							
211 or 2110 Police	6,030,828.11	6,590,305.18	7,505,550.01	7,056,452.47	7,425,948.00	8,063,595.00	8.6%
Crime Prevention Progr	827.84	894.89	755.42	999.09	604.00	606.00	.3%
Fire	2,328,089.55	2,670,941.10	3,009,283.62	3,104,867.88	3,253,537.00	3,759,164.00	15.5%
Building Inspections	929,197.18	1,075,315.63	908,100.01	819,092.07	962,198.00	933,697.00	-3.0%

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26101 2026 Budget - 101 General Fund FOR PERIOD 99

ACCOUNTS FOR:

101-General Fund	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
Civil Defense	5,322.00	774.00	5,351.00	5,533.00	5,872.00	5,901.00	.5%
Public Safety	9,294,264.68	10,338,230.80	11,429,040.06	10,986,944.51	11,648,159.00	12,762,963.00	9.6%
30 Public Works							
311 or 3110 PW Adminis	403,408.58	409,017.08	438,053.94	429,155.16	479,228.00	497,672.00	3.8%
312 or 3120 Street	1,915,641.10	1,748,563.57	2,073,397.06	2,160,397.59	2,222,304.00	3,159,679.00	42.2%
313 or 3130 Snow Remov	341,014.21	398,988.03	120,253.94	158,717.88	382,119.00	383,418.00	.3%
314 or 3140 Sign Machi	5,387.45	12,332.74	12,502.57	13,200.87	12,070.00	13,070.00	8.3%
Municipal Services Bui	213,000.12	213,062.09	223,365.29	393,834.42	410,129.00	409,882.00	-.1%
Tree Contol	53,670.92	68,234.48	103,691.88	81,503.17	86,239.00	102,289.00	18.6%
Public Works	2,932,122.38	2,850,197.99	2,971,264.68	3,236,809.09	3,592,089.00	4,566,010.00	27.1%
50 Parks & Recreation							
511 or 5110 PRA Admin	895,046.81	677,468.92	740,535.18	699,290.60	804,648.00	843,075.00	4.8%
Park Special Events	67,108.14	196,898.66	186,529.74	198,852.29	208,789.00	222,125.00	6.4%
521 or 5210 Youth	221,954.57	382,606.64	431,386.98	428,293.72	416,592.00	464,249.00	11.4%
521 or 5215 Teen	1,393.50	3,675.79	6,089.17	6,593.90	7,372.00	7,408.00	.5%
522 or 5220 Senior	195,679.84	220,734.99	234,610.83	235,131.64	274,490.00	289,843.00	5.6%
523 or 5230 Adult	79,664.68	77,872.35	87,639.33	76,036.77	88,911.00	92,946.00	4.5%
524 or 5240 Firemens P	104,308.83	114,802.74	105,284.62	98,254.63	110,374.00	113,094.00	2.5%
527 or 5270 Skating Ri	7,899.93	4,670.20	2,944.15	7,486.86	5,542.00	7,391.00	33.4%
528 or 5280 All Ages	2,984.82	10,140.26	13,748.33	15,132.11	11,234.00	34,955.00	211.2%
Park Maintenance	1,471,379.02	1,541,655.73	1,760,382.51	1,827,465.09	1,661,780.00	1,856,309.00	11.7%
ISD112 Grounds Maint	28,251.93	23,865.44	26,332.36	23,190.29	36,667.00	27,501.00	-25.0%
Parks & Recreation	3,075,672.07	3,254,391.72	3,595,483.20	3,615,727.90	3,626,399.00	3,958,896.00	9.2%
TOTAL 101-General Fund	22,782,036.47	25,529,171.33	28,791,033.28	28,140,187.65	32,206,447.00	36,565,050.00	13.5%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	22,782,036.47	25,529,171.33	28,791,033.28	28,140,187.65	32,206,447.00	36,565,050.00	13.5%
GRAND TOTAL	22,782,036.47	25,529,171.33	28,791,033.28	28,140,187.65	32,206,447.00	36,565,050.00	13.5%

Equipment Acquisition Fund

(Fund 448)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26448 2026 Budget - 448 Equipment Acquisition FOR PERIOD 99

ACCOUNTS FOR:

448-Equipment Acquistion	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 448-Equipment Acquisti	2,500,320.71	-9,526,199.20	-205,464.05	-1,210,361.64	-7,617.00	.00	-100.0%
TOTAL REVENUE	-1,835,561.22	-11,582,012.98	-2,492,619.55	-2,665,145.12	-5,972,717.00	-4,764,621.00	-20.2%
TOTAL EXPENSE	4,335,881.93	2,055,813.78	2,287,155.50	1,454,783.48	5,965,100.00	4,764,621.00	-20.1%
GRAND TOTAL	2,500,320.71	-9,526,199.20	-205,464.05	-1,210,361.64	-7,617.00	.00	-100.0%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26448 2026 Budget - 448 Equipment Acquisition FOR PERIOD 99

ACCOUNTS FOR:

448-Equipment Acquistion	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-1,417,745.19	-11,378,625.59	-2,336,497.63	-2,645,657.58	-5,942,217.00	-4,734,121.00	-20.3%
Unassigned	-1,417,745.19	-11,378,625.59	-2,336,497.63	-2,645,657.58	-5,942,217.00	-4,734,121.00	-20.3%
10 General Government							
Communication	-20,422.26	-18,111.08	-15,948.26	-19,487.54	-30,500.00	-30,500.00	.0%
General Government	-20,422.26	-18,111.08	-15,948.26	-19,487.54	-30,500.00	-30,500.00	.0%
20 Public Safety							
211 or 2110 Police	-212,165.33	-185,276.31	-116,293.66	.00	.00	.00	.0%
Fire	-17,551.59	.00	-7,500.00	.00	.00	.00	.0%
Building Inspections	-167,676.85	.00	.00	.00	.00	.00	.0%
Public Safety	-397,393.77	-185,276.31	-123,793.66	.00	.00	.00	.0%
30 Public Works							
311 or 3110 PW Adminis	.00	.00	-16,380.00	.00	.00	.00	.0%
Public Works	.00	.00	-16,380.00	.00	.00	.00	.0%
TOTAL 448-Equipment Acquisti	-1,835,561.22	-11,582,012.98	-2,492,619.55	-2,665,145.12	-5,972,717.00	-4,764,621.00	-20.2%
TOTAL REVENUE	-1,835,561.22	-11,582,012.98	-2,492,619.55	-2,665,145.12	-5,972,717.00	-4,764,621.00	-20.2%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-1,835,561.22	-11,582,012.98	-2,492,619.55	-2,665,145.12	-5,972,717.00	-4,764,621.00	-20.2%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26448 2026 Budget - 448 Equipment Acquisition FOR PERIOD 99

ACCOUNTS FOR:

448-Equipment Acquistion	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	848,581.31	1,006,897.59	979,869.00	237,500.00	4,125,100.00	3,313,621.00	-19.7%
Unassigned	848,581.31	1,006,897.59	979,869.00	237,500.00	4,125,100.00	3,313,621.00	-19.7%
10 General Government							
Communication	.00	.00	.00	42,940.51	30,500.00	30,500.00	.0%
Administrative Service	.00	.00	.00	.00	10,000.00	10,000.00	.0%
Information Technology	97,366.26	485,229.55	54,698.12	43,728.77	218,000.00	52,000.00	-76.1%
Govt Bldgs - 1 City Ha	.00	.00	.00	120,280.00	.00	.00	.0%
Building Maintenance	21,450.00	.00	.00	.00	.00	.00	.0%
General Government	118,816.26	485,229.55	54,698.12	206,949.28	258,500.00	92,500.00	-64.2%
20 Public Safety							
211 or 2110 Police	194,205.33	218,855.31	98,713.66	.00	18,500.00	149,000.00	705.4%
Fire	2,662,763.12	72,174.08	162,711.02	183,378.37	.00	236,000.00	.0%
Building Inspections	167,136.85	.00	.00	.00	.00	.00	.0%
Public Safety	3,024,105.30	291,029.39	261,424.68	183,378.37	18,500.00	385,000.00	1981.1%
30 Public Works							
311 or 3110 PW Adminis	235,291.58	66,541.57	766,555.63	826,955.83	1,306,000.00	518,500.00	-60.3%
Public Works	235,291.58	66,541.57	766,555.63	826,955.83	1,306,000.00	518,500.00	-60.3%
50 Parks & Recreation							
Park Maintenance	109,569.59	63,661.44	224,608.07	.00	.00	.00	.0%
Parks & Recreation	109,569.59	63,661.44	224,608.07	.00	.00	.00	.0%
70 Debt Service							
Debt Service Govt	.00	142,454.24	.00	.00	257,000.00	455,000.00	77.0%
Debt Service	.00	142,454.24	.00	.00	257,000.00	455,000.00	77.0%
72 Lease Payments							

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26448 2026 Budget - 448 Equipment Acquisition FOR PERIOD 99

ACCOUNTS FOR:

448-Equipment Acquistion	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
Lease Payments	-482.11	.00	.00	.00	.00	.00	.0%
Lease Payments	-482.11	.00	.00	.00	.00	.00	.0%
TOTAL 448-Equipment Acquisti	4,335,881.93	2,055,813.78	2,287,155.50	1,454,783.48	5,965,100.00	4,764,621.00	-20.1%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	4,335,881.93	2,055,813.78	2,287,155.50	1,454,783.48	5,965,100.00	4,764,621.00	-20.1%
GRAND TOTAL	4,335,881.93	2,055,813.78	2,287,155.50	1,454,783.48	5,965,100.00	4,764,621.00	-20.1%

** END OF REPORT - Generated by Erica Mattice **

Mount Pleasant Fund

(Fund 202)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26202 2026 Budget - 202 Mount Pleasant FOR PERIOD 99

ACCOUNTS FOR:

202-Mount Pleasant	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 202-Mount Pleasant	6,200.29	5,222.38	1,217.27	8,894.83	4,800.00	4,800.00	.0%
TOTAL REVENUE	-7,738.54	-8,516.30	-12,971.56	-5,127.17	-8,700.00	-8,700.00	.0%
TOTAL EXPENSE	13,938.83	13,738.68	14,188.83	14,022.00	13,500.00	13,500.00	.0%
GRAND TOTAL	6,200.29	5,222.38	1,217.27	8,894.83	4,800.00	4,800.00	.0%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26202 2026 Budget - 202 Mount Pleasant FOR PERIOD 99

ACCOUNTS FOR:

202-Mount Pleasant	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-7,738.54	-8,516.30	-12,971.56	-5,127.17	-8,700.00	-8,700.00	.0%
Unassigned	-7,738.54	-8,516.30	-12,971.56	-5,127.17	-8,700.00	-8,700.00	.0%
TOTAL 202-Mount Pleasant	-7,738.54	-8,516.30	-12,971.56	-5,127.17	-8,700.00	-8,700.00	.0%
TOTAL REVENUE	-7,738.54	-8,516.30	-12,971.56	-5,127.17	-8,700.00	-8,700.00	.0%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-7,738.54	-8,516.30	-12,971.56	-5,127.17	-8,700.00	-8,700.00	.0%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26202 2026 Budget - 202 Mount Pleasant FOR PERIOD 99

ACCOUNTS FOR:

202-Mount Pleasant	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	.00	.00	150.00	.00	.00	.00	.0%
Unassigned	.00	.00	150.00	.00	.00	.00	.0%
30 Public Works							
Park Maintenance	13,938.83	13,738.68	14,038.83	14,022.00	13,500.00	13,500.00	.0%
Public Works	13,938.83	13,738.68	14,038.83	14,022.00	13,500.00	13,500.00	.0%
TOTAL 202-Mount Pleasant	13,938.83	13,738.68	14,188.83	14,022.00	13,500.00	13,500.00	.0%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	13,938.83	13,738.68	14,188.83	14,022.00	13,500.00	13,500.00	.0%
GRAND TOTAL	13,938.83	13,738.68	14,188.83	14,022.00	13,500.00	13,500.00	.0%

** END OF REPORT - Generated by Erica Mattice **

Local Affordable Housing Aid Fund

(Fund 212)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26212 2026 Budget - 212 Local Affordable Housing Aid FOR PERIOD 99

ACCOUNTS FOR:

212-Local Affordable Housing A	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	.00	.00	-132,015.78	-169,505.30	-130,039.00	-340,000.00	161.5%
Unassigned	.00	.00	-132,015.78	-169,505.30	-130,039.00	-340,000.00	161.5%
TOTAL 212-Local Affordable H	.00	.00	-132,015.78	-169,505.30	-130,039.00	-340,000.00	161.5%
TOTAL REVENUE	.00	.00	-132,015.78	-169,505.30	-130,039.00	-340,000.00	161.5%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	.00	.00	-132,015.78	-169,505.30	-130,039.00	-340,000.00	161.5%

** END OF REPORT - Generated by Erica Mattice **

Chaska EDA Fund

(Fund 251)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26251 2026 Budget - 251 EDA FOR PERIOD 99

ACCOUNTS FOR:

251-Chaska EDA	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 251-Chaska EDA	-78,388.46	288,604.10	-415,550.06	28,043.78	-22,040.00	-69,911.00	217.2%
TOTAL REVENUE	-448,668.28	-1,220,753.34	-950,421.92	-395,883.73	-646,185.00	-854,722.00	32.3%
TOTAL EXPENSE	370,279.82	1,509,357.44	534,871.86	423,927.51	624,145.00	784,811.00	25.7%
GRAND TOTAL	-78,388.46	288,604.10	-415,550.06	28,043.78	-22,040.00	-69,911.00	217.2%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26251 2026 Budget - 251 EDA FOR PERIOD 99

ACCOUNTS FOR:

251-Chaska EDA	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-353,778.86	-418,925.27	-500,163.82	-206,883.73	-571,385.00	-819,922.00	43.5%
Unassigned	-353,778.86	-418,925.27	-500,163.82	-206,883.73	-571,385.00	-819,922.00	43.5%
65 Economic Development							
652 or 6520 Chaska EDA	-11,390.00	-717,500.00	-404,827.28	-189,000.00	.00	.00	.0%
Peacock Inn	-35,587.33	-36,599.97	-35,881.70	.00	-34,800.00	-34,800.00	.0%
Special Service Distri	-47,912.09	-47,728.10	-9,549.12	.00	-40,000.00	.00	-100.0%
Economic Development	-94,889.42	-801,828.07	-450,258.10	-189,000.00	-74,800.00	-34,800.00	-53.5%
TOTAL 251-Chaska EDA	-448,668.28	-1,220,753.34	-950,421.92	-395,883.73	-646,185.00	-854,722.00	32.3%
TOTAL REVENUE	-448,668.28	-1,220,753.34	-950,421.92	-395,883.73	-646,185.00	-854,722.00	32.3%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-448,668.28	-1,220,753.34	-950,421.92	-395,883.73	-646,185.00	-854,722.00	32.3%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26251 2026 Budget - 251 EDA FOR PERIOD 99

ACCOUNTS FOR:

251-Chaska EDA	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
65 Economic Development							
652 or 6520 Chaska EDA	292,564.62	1,427,005.99	458,463.86	341,519.47	532,301.00	502,611.00	-5.6%
Peacock Inn	19,380.00	24,251.45	18,308.00	24,014.00	29,921.00	219,970.00	635.2%
Special Service Distri	58,335.20	58,100.00	58,100.00	58,394.04	61,923.00	62,230.00	.5%
Economic Development	370,279.82	1,509,357.44	534,871.86	423,927.51	624,145.00	784,811.00	25.7%
TOTAL 251-Chaska EDA	370,279.82	1,509,357.44	534,871.86	423,927.51	624,145.00	784,811.00	25.7%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	370,279.82	1,509,357.44	534,871.86	423,927.51	624,145.00	784,811.00	25.7%
GRAND TOTAL	370,279.82	1,509,357.44	534,871.86	423,927.51	624,145.00	784,811.00	25.7%

** END OF REPORT - Generated by Erica Mattice **

Electric Fund

(Fund 601)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26601 2026 Budget - 601 Electric Fund FOR PERIOD 99

ACCOUNTS FOR:

601-Electric	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 601-Electric	-1,449,920.76	-3,249,086.88	-3,293,590.02	-5,889,474.23	-8,956.00	-752,754.00	8305.0%
TOTAL REVENUE	-55,554,269.46	-58,180,723.82	-58,736,523.68	-52,524,339.13	-51,803,600.00	-56,919,450.00	9.9%
TOTAL EXPENSE	54,104,348.70	54,931,636.94	55,442,933.66	46,634,864.90	51,794,644.00	56,166,696.00	8.4%
GRAND TOTAL	-1,449,920.76	-3,249,086.88	-3,293,590.02	-5,889,474.23	-8,956.00	-752,754.00	8305.0%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26601 2026 Budget - 601 Electric Fund FOR PERIOD 99

ACCOUNTS FOR:

601-Electric	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-55,436,172.64	-58,136,168.03	-58,710,175.28	-52,516,964.28	-51,803,600.00	-56,914,450.00	9.9%
Unassigned	-55,436,172.64	-58,136,168.03	-58,710,175.28	-52,516,964.28	-51,803,600.00	-56,914,450.00	9.9%
80 Enterprise							
Transmission/Distrib/C	-1,395.36	-1,954.30	-15,976.15	-278.10	.00	.00	.0%
Load Conservation	-116,502.34	-35,962.49	-10,372.25	-4,076.75	.00	-5,000.00	.0%
Administration Billing	-199.12	-6,639.00	.00	-3,020.00	.00	.00	.0%
Enterprise	-118,096.82	-44,555.79	-26,348.40	-7,374.85	.00	-5,000.00	.0%
TOTAL 601-Electric	-55,554,269.46	-58,180,723.82	-58,736,523.68	-52,524,339.13	-51,803,600.00	-56,919,450.00	9.9%
TOTAL REVENUE	-55,554,269.46	-58,180,723.82	-58,736,523.68	-52,524,339.13	-51,803,600.00	-56,919,450.00	9.9%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-55,554,269.46	-58,180,723.82	-58,736,523.68	-52,524,339.13	-51,803,600.00	-56,919,450.00	9.9%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26601 2026 Budget - 601 Electric Fund FOR PERIOD 99

ACCOUNTS FOR:

601-Electric	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	6,513,210.00	7,128,694.47	7,788,643.30	5,311,460.00	8,314,100.00	9,458,100.00	13.8%
Unassigned	6,513,210.00	7,128,694.47	7,788,643.30	5,311,460.00	8,314,100.00	9,458,100.00	13.8%
80 Enterprise							
Product/Production	37,929,107.49	38,018,781.75	36,986,998.61	33,304,044.88	29,722,000.00	31,384,000.00	5.6%
Transmission/Distrib/C	2,670,771.38	2,858,703.36	3,267,512.25	5,519,091.10	7,563,989.00	8,721,076.00	15.3%
Load Conservation	623,340.86	289,891.72	406,523.59	366,673.05	302,678.00	342,690.00	13.2%
Administration Sys	3,803,020.47	4,060,630.83	4,252,426.87	1,545,292.90	4,333,638.00	4,707,639.00	8.6%
Administration Billing	732,684.04	690,474.77	756,073.80	700,571.61	837,189.00	832,141.00	-.6%
Depreciation	1,573,140.46	1,645,519.42	1,769,139.70	.00	.00	.00	.0%
Enterprise	47,332,064.70	47,564,001.85	47,438,674.82	41,435,673.54	42,759,494.00	45,987,546.00	7.5%
90 Non Operating							
Proj Code - Divn	.00	.00	.00	-329,693.64	.00	.00	.0%
Non-Op Debt Srv Propr	259,074.00	237,961.00	214,573.00	217,425.00	702,000.00	702,000.00	.0%
Non-Op SBITA Payments	.00	979.62	1,042.54	.00	19,050.00	19,050.00	.0%
Non Operating	259,074.00	238,940.62	215,615.54	-112,268.64	721,050.00	721,050.00	.0%
TOTAL 601-Electric	54,104,348.70	54,931,636.94	55,442,933.66	46,634,864.90	51,794,644.00	56,166,696.00	8.4%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	54,104,348.70	54,931,636.94	55,442,933.66	46,634,864.90	51,794,644.00	56,166,696.00	8.4%
GRAND TOTAL	54,104,348.70	54,931,636.94	55,442,933.66	46,634,864.90	51,794,644.00	56,166,696.00	8.4%

** END OF REPORT - Generated by Erica Mattice **

Water Fund

(Fund 602)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26602 2026 Budget - 602 Water Fund FOR PERIOD 99

ACCOUNTS FOR:

602-Water	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 602-Water	-2,029,576.73	-3,083,857.28	-19,461,731.05	-964,971.50	-404,760.00	-356,210.00	-12.0%
TOTAL REVENUE	-5,747,290.81	-7,042,020.22	-25,028,030.22	-4,792,743.88	-16,582,340.00	-6,710,540.00	-59.5%
TOTAL EXPENSE	3,717,714.08	3,958,162.94	5,566,299.17	3,827,772.38	16,177,580.00	6,354,330.00	-60.7%
GRAND TOTAL	-2,029,576.73	-3,083,857.28	-19,461,731.05	-964,971.50	-404,760.00	-356,210.00	-12.0%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26602 2026 Budget - 602 Water Fund FOR PERIOD 99

ACCOUNTS FOR:

602-Water	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-5,706,413.14	-6,981,080.12	-24,994,671.18	-4,792,743.88	-16,549,540.00	-6,677,740.00	-59.6%
Unassigned	-5,706,413.14	-6,981,080.12	-24,994,671.18	-4,792,743.88	-16,549,540.00	-6,677,740.00	-59.6%
80 Enterprise							
Water Treatment	.00	-1,360.00	1,360.00	.00	.00	.00	.0%
Transmission/Distrib/C	-5,507.50	-24,529.85	.00	.00	.00	.00	.0%
815 or 8150 Bnd Cp Cst	-35,370.17	-35,050.25	-34,719.04	.00	-32,800.00	-32,800.00	.0%
Enterprise	-40,877.67	-60,940.10	-33,359.04	.00	-32,800.00	-32,800.00	.0%
TOTAL 602-Water	-5,747,290.81	-7,042,020.22	-25,028,030.22	-4,792,743.88	-16,582,340.00	-6,710,540.00	-59.5%
TOTAL REVENUE	-5,747,290.81	-7,042,020.22	-25,028,030.22	-4,792,743.88	-16,582,340.00	-6,710,540.00	-59.5%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-5,747,290.81	-7,042,020.22	-25,028,030.22	-4,792,743.88	-16,582,340.00	-6,710,540.00	-59.5%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26602 2026 Budget - 602 Water Fund FOR PERIOD 99

ACCOUNTS FOR:

602-Water	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	117,000.00	255,797.00	339,112.00	.00	398,400.00	391,900.00	-1.6%
Unassigned	117,000.00	255,797.00	339,112.00	.00	398,400.00	391,900.00	-1.6%
80 Enterprise							
Pumping	309,944.05	360,369.71	381,388.46	415,081.51	684,709.00	672,611.00	-1.8%
Water Treatment	442,653.92	479,274.44	496,271.09	477,076.86	569,598.00	584,643.00	2.6%
Transmission/Distrib/C	850,912.59	950,519.55	700,802.70	1,153,668.06	12,215,909.00	1,294,590.00	-89.4%
Administration Sys	820,058.91	792,506.91	941,460.07	351,483.92	968,270.00	1,026,493.00	6.0%
Administration Billing	149,896.98	136,927.78	154,918.94	138,448.33	167,375.00	164,766.00	-1.6%
815 or 8150 Bnd Cp Cst	3,835.03	1,623.89	375,046.13	710.00	1,944.00	1,952.00	.4%
Depreciation	889,581.97	854,301.20	1,759,099.86	.00	.00	.00	.0%
Enterprise	3,466,883.45	3,575,523.48	4,808,987.25	2,536,468.68	14,607,805.00	3,745,055.00	-74.4%
90 Non Operating							
Proj Code - Divn	.00	.00	.00	28,628.86	.00	.00	.0%
Proj Code - Divn	.00	.00	.00	886,984.13	.00	.00	.0%
Proj Code - Divn	.00	.00	.00	.00	.00	.00	.0%
Proj Code - Divn	.00	.00	.00	.00	.00	.00	.0%
Proj Code - Divn	.00	.00	.00	205,809.31	.00	.00	.0%
Proj Code - Divn	.00	.00	265,641.68	-14,148.67	.00	.00	.0%
Non-Op Debt Srv Propr	133,830.63	126,828.46	152,514.79	184,030.07	1,170,000.00	2,216,000.00	89.4%
Non-Op SBITA Payments	.00	14.00	43.45	.00	1,375.00	1,375.00	.0%
Non Operating	133,830.63	126,842.46	418,199.92	1,291,303.70	1,171,375.00	2,217,375.00	89.3%
TOTAL 602-Water	3,717,714.08	3,958,162.94	5,566,299.17	3,827,772.38	16,177,580.00	6,354,330.00	-60.7%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	3,717,714.08	3,958,162.94	5,566,299.17	3,827,772.38	16,177,580.00	6,354,330.00	-60.7%
GRAND TOTAL	3,717,714.08	3,958,162.94	5,566,299.17	3,827,772.38	16,177,580.00	6,354,330.00	-60.7%

Sewer Fund

(Fund 603)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26603 2026 Budget - 603 Sewer Fund FOR PERIOD 99

ACCOUNTS FOR:

603-Sewer	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 603-Sewer	-1,888,164.12	-892,472.96	-21,002,680.79	-1,020,176.43	-354,307.00	-753,037.00	112.5%
TOTAL REVENUE	-7,221,391.68	-7,011,842.18	-29,186,676.85	-6,897,845.54	-8,027,950.00	-9,166,650.00	14.2%
TOTAL EXPENSE	5,333,227.56	6,119,369.22	8,183,996.06	5,877,669.11	7,673,643.00	8,413,613.00	9.6%
GRAND TOTAL	-1,888,164.12	-892,472.96	-21,002,680.79	-1,020,176.43	-354,307.00	-753,037.00	112.5%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26603 2026 Budget - 603 Sewer Fund FOR PERIOD 99

ACCOUNTS FOR:

603-Sewer	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-7,221,229.22	-6,987,182.66	-29,186,489.85	-6,897,642.74	-8,027,950.00	-9,166,650.00	14.2%
Unassigned	-7,221,229.22	-6,987,182.66	-29,186,489.85	-6,897,642.74	-8,027,950.00	-9,166,650.00	14.2%
80 Enterprise							
Transmission/Distrib/C	-162.46	-24,659.52	-187.00	-202.80	.00	.00	.0%
Enterprise	-162.46	-24,659.52	-187.00	-202.80	.00	.00	.0%
TOTAL 603-Sewer	-7,221,391.68	-7,011,842.18	-29,186,676.85	-6,897,845.54	-8,027,950.00	-9,166,650.00	14.2%
TOTAL REVENUE	-7,221,391.68	-7,011,842.18	-29,186,676.85	-6,897,845.54	-8,027,950.00	-9,166,650.00	14.2%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-7,221,391.68	-7,011,842.18	-29,186,676.85	-6,897,845.54	-8,027,950.00	-9,166,650.00	14.2%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26603 2026 Budget - 603 Sewer Fund FOR PERIOD 99

ACCOUNTS FOR:

603-Sewer	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	177,000.00	348,798.00	399,112.00	.00	491,400.00	484,900.00	-1.3%
Unassigned	177,000.00	348,798.00	399,112.00	.00	491,400.00	484,900.00	-1.3%
80 Enterprise							
Pumping	23,289.30	21,135.76	18,099.71	55,460.39	31,770.00	33,503.00	5.5%
Water Treatment	3,072,276.00	3,712,603.20	4,170,070.08	4,337,449.56	3,973,648.00	4,365,618.00	9.9%
Transmission/Distrib/C	795,294.06	796,886.79	770,439.26	867,471.32	1,504,185.00	1,805,342.00	20.0%
Administration Sys	810,366.27	782,814.05	873,462.40	345,977.33	948,910.00	1,006,833.00	6.1%
Administration Billing	148,562.42	137,465.09	149,643.33	135,359.99	146,530.00	145,017.00	-1.0%
Depreciation	197,970.72	219,195.73	1,411,902.53	.00	.00	.00	.0%
Enterprise	5,047,758.77	5,670,100.62	7,393,617.31	5,741,718.59	6,605,043.00	7,356,313.00	11.4%
90 Non Operating							
Proj Code - Divn	.00	.00	265,641.71	-21,453.80	.00	.00	.0%
Non-Op Debt Srv Propr	108,468.79	100,470.60	125,625.04	157,404.32	577,200.00	572,400.00	-.8%
Non Operating	108,468.79	100,470.60	391,266.75	135,950.52	577,200.00	572,400.00	-.8%
TOTAL 603-Sewer	5,333,227.56	6,119,369.22	8,183,996.06	5,877,669.11	7,673,643.00	8,413,613.00	9.6%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	5,333,227.56	6,119,369.22	8,183,996.06	5,877,669.11	7,673,643.00	8,413,613.00	9.6%
GRAND TOTAL	5,333,227.56	6,119,369.22	8,183,996.06	5,877,669.11	7,673,643.00	8,413,613.00	9.6%

** END OF REPORT - Generated by Erica Mattice **

Community Center Fund

(Fund 604)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26604 2026 Budget - 604 Chaska Community Center FOR PERIOD 99

ACCOUNTS FOR:

604-Community Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 604-Community Center	1,646,359.87	1,423,593.99	860,899.21	252,830.26	.00	-13,033.00	.0%
TOTAL REVENUE	-3,289,520.12	-3,522,563.15	-4,036,449.91	-3,819,959.43	-5,156,667.00	-5,169,260.00	.0%
TOTAL EXPENSE	4,935,879.99	4,946,157.14	4,897,349.12	4,072,789.69	5,156,667.00	5,156,227.00	.0%
GRAND TOTAL	1,646,359.87	1,423,593.99	860,899.21	252,830.26	.00	-13,033.00	.0%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26604 2026 Budget - 604 Chaska Community Center FOR PERIOD 99

ACCOUNTS FOR:

604-Community Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-483,546.06	-322,303.29	-702,864.34	-522,302.53	-1,484,311.00	-1,438,676.00	-3.1%
Unassigned	-483,546.06	-322,303.29	-702,864.34	-522,302.53	-1,484,311.00	-1,438,676.00	-3.1%
80 Enterprise							
Administration Sys	-1,401,504.75	-1,654,736.31	-1,659,378.39	-1,680,128.98	-2,027,767.00	-2,004,553.00	-1.1%
CCC-Divn	-78,106.67	-65,575.88	-61,938.05	-67,624.75	-80,000.00	-70,000.00	-12.5%
CCC-Divn	-17,456.25	-18,103.75	-28,584.13	-35,101.37	-24,000.00	-25,000.00	4.2%
CCC-Divn	-898.52	.00	.00	.00	.00	.00	.0%
CCC-Divn	-18,235.26	-26,080.00	-34,796.40	-33,632.00	-50,000.00	-35,000.00	-30.0%
CCC-Divn	-5,878.00	-22,004.49	-33,558.83	-48,679.61	-25,500.00	-37,145.00	45.7%
CCC-Divn	-807,277.09	-895,401.89	-932,452.50	-955,776.11	-956,854.00	-989,947.00	3.5%
CCC-Divn	.00	.00	-3,462.25	-3,396.00	-3,500.00	-3,605.00	3.0%
CCC-Divn	-22,314.84	-22,780.17	-23,209.13	-23,485.81	-25,000.00	-25,750.00	3.0%
CCC-Divn	-33,612.90	-31,513.00	-49,821.10	-54,754.00	-40,000.00	-50,000.00	25.0%
CCC-Divn	-30.00	-195.00	-336.00	-1,407.60	.00	.00	.0%
CCC-Divn	-9,702.50	-19,681.62	-55,797.68	-160,073.82	-116,280.00	-200,253.00	72.2%
CCC-Divn	-103,617.57	-140,496.04	-166,452.37	-156,909.25	-239,655.00	-212,080.00	-11.5%
CCC-Divn	-83,014.13	-46,187.32	-48,562.01	-40,729.21	-57,800.00	-49,751.00	-13.9%
CCC-Divn	-3,642.50	-4,087.50	-13,166.44	-11,976.51	-15,000.00	-12,500.00	-16.7%
CCC-Divn	-220,683.08	-225,753.85	-207,274.88	-4,553.67	.00	.00	.0%
CCC-Divn	.00	.00	.00	-1,904.00	.00	.00	.0%
CCC-Divn	.00	-27,663.04	-14,795.41	-17,524.21	-11,000.00	-15,000.00	36.4%
Enterprise	-2,805,974.06	-3,200,259.86	-3,333,585.57	-3,297,656.90	-3,672,356.00	-3,730,584.00	1.6%
TOTAL 604-Community Center	-3,289,520.12	-3,522,563.15	-4,036,449.91	-3,819,959.43	-5,156,667.00	-5,169,260.00	.2%
TOTAL REVENUE	-3,289,520.12	-3,522,563.15	-4,036,449.91	-3,819,959.43	-5,156,667.00	-5,169,260.00	.2%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26604 2026 Budget - 604 Chaska Community Center FOR PERIOD 99

ACCOUNTS FOR:

604-Community Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	6,767.70	.00	156.69	.00	.00	.00	.0%
Unassigned	6,767.70	.00	156.69	.00	.00	.00	.0%
80 Enterprise							
Administration Sys	990,192.63	815,098.73	750,505.68	603,727.76	937,082.00	754,097.00	-19.5%
CCC-Divn	12.00	.00	.00	.00	.00	.00	.0%
CCC-Divn	.00	88.50	.00	.00	.00	.00	.0%
CCC-Divn	181,344.59	229,736.24	236,103.87	207,510.11	231,828.00	267,976.00	15.6%
CCC-Divn	14,583.04	13,288.60	20,746.78	18,007.12	16,632.00	16,733.00	.6%
CCC-Divn	575.29	621.49	.00	.00	.00	.00	.0%
CCC-Divn	252,954.97	213,620.79	252,717.04	213,567.65	257,425.00	225,794.00	-12.3%
CCC-Divn	1,601,259.03	1,617,299.96	1,592,240.82	1,672,826.91	1,859,034.00	2,091,729.00	12.5%
CCC-Divn	40,950.85	35,215.44	40,978.08	52,883.98	41,366.00	46,027.00	11.3%
CCC-Divn	204,061.77	287,511.41	307,127.14	290,895.92	315,030.00	332,002.00	5.4%
CCC-Divn	82,461.85	95,099.87	108,545.21	173,795.86	98,987.00	177,323.00	79.1%
CCC-Divn	506,774.00	585,890.44	588,033.68	574,514.50	631,436.00	640,008.00	1.4%
CCC-Divn	1,152.88	.00	.00	.00	.00	.00	.0%
CCC-Divn	3,320.52	899.99	411.10	406.40	3,232.00	500.00	-84.5%
CCC-Divn	67,266.83	49,464.28	35,906.63	171,353.48	191,385.00	35,255.00	-81.6%
Depreciation	865,041.10	882,469.83	860,497.12	.00	.00	.00	.0%
Enterprise	4,811,951.35	4,826,305.57	4,793,813.15	3,979,489.69	4,583,437.00	4,587,444.00	.1%
90 Non Operating							
Non-Op Debt Srv Propr	117,141.56	119,842.16	103,243.13	93,300.00	573,230.00	568,783.00	-.8%
Non-Op Lease Payments	19.38	9.41	136.15	.00	.00	.00	.0%
Non Operating	117,160.94	119,851.57	103,379.28	93,300.00	573,230.00	568,783.00	-.8%
TOTAL 604-Community Center	4,935,879.99	4,946,157.14	4,897,349.12	4,072,789.69	5,156,667.00	5,156,227.00	.0%

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26604 2026 Budget - 604 Chaska Community Center FOR PERIOD 99

ACCOUNTS FOR:

604-Community Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	4,935,879.99	4,946,157.14	4,897,349.12	4,072,789.69	5,156,667.00	5,156,227.00	.0%
GRAND TOTAL	4,935,879.99	4,946,157.14	4,897,349.12	4,072,789.69	5,156,667.00	5,156,227.00	.0%

** END OF REPORT - Generated by Erica Mattice **

The Loop at Chaska Fund

(Fund 605)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26605 2026 Budget - 605 The Loop at Chaska FOR PERIOD 99

ACCOUNTS FOR:

605-The Loop at Chaska	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 605-The Loop at Chaska	-159,421.37	70,796.60	-52,889.13	120,624.47	-26,691.00	.00	-100.0%
TOTAL REVENUE	-351,299.06	-228,507.39	-718,297.51	-472,844.72	-825,000.00	-773,259.00	-6.3%
TOTAL EXPENSE	191,877.69	299,303.99	665,408.38	593,469.19	798,309.00	773,259.00	-3.1%
GRAND TOTAL	-159,421.37	70,796.60	-52,889.13	120,624.47	-26,691.00	.00	-100.0%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26605 2026 Budget - 605 The Loop at Chaska FOR PERIOD 99

ACCOUNTS FOR:

605-The Loop at Chaska	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-245,049.06	-228,342.39	-512,571.18	-439,285.30	-795,000.00	-748,795.00	-5.8%
Unassigned	-245,049.06	-228,342.39	-512,571.18	-439,285.30	-795,000.00	-748,795.00	-5.8%
80 Enterprise							
Merchandise	.00	.00	-14,476.33	-23,559.42	-20,000.00	-24,464.00	22.3%
Capital/Equipment	-106,250.00	-165.00	-191,250.00	-10,000.00	-10,000.00	.00	-100.0%
Enterprise	-106,250.00	-165.00	-205,726.33	-33,559.42	-30,000.00	-24,464.00	-18.5%
TOTAL 605-The Loop at Chaska	-351,299.06	-228,507.39	-718,297.51	-472,844.72	-825,000.00	-773,259.00	-6.3%
TOTAL REVENUE	-351,299.06	-228,507.39	-718,297.51	-472,844.72	-825,000.00	-773,259.00	-6.3%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-351,299.06	-228,507.39	-718,297.51	-472,844.72	-825,000.00	-773,259.00	-6.3%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26605 2026 Budget - 605 The Loop at Chaska FOR PERIOD 99

ACCOUNTS FOR:

605-The Loop at Chaska	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	.00	332.77	.00	.00	.00	.00	.0%
Unassigned	.00	332.77	.00	.00	.00	.00	.0%
80 Enterprise							
Maintenance	15,296.80	104,269.48	300,714.66	263,525.68	287,348.00	295,843.00	3.0%
Administration/Clubhou	-1,270.15	7,716.16	195,623.62	205,352.46	246,161.00	212,408.00	-13.7%
Merchandise	.00	937.50	19,870.68	12,406.25	15,000.00	15,075.00	.5%
Capital/Equipment	28,912.63	40,604.90	8,157.43	.00	.00	.00	.0%
Depreciation	12,821.32	15,688.54	31,028.78	.00	.00	.00	.0%
Enterprise	55,760.60	169,216.58	555,395.17	481,284.39	548,509.00	523,326.00	-4.6%
90 Non Operating							
Non-Op Debt Srv Propr	124,869.38	118,610.29	115,572.29	112,184.80	249,800.00	249,933.00	.1%
Non-Op Lease Payments	11,247.71	11,144.35	-5,559.08	.00	.00	.00	.0%
Non Operating	136,117.09	129,754.64	110,013.21	112,184.80	249,800.00	249,933.00	.1%
TOTAL 605-The Loop at Chaska	191,877.69	299,303.99	665,408.38	593,469.19	798,309.00	773,259.00	-3.1%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	191,877.69	299,303.99	665,408.38	593,469.19	798,309.00	773,259.00	-3.1%
GRAND TOTAL	191,877.69	299,303.99	665,408.38	593,469.19	798,309.00	773,259.00	-3.1%

** END OF REPORT - Generated by Erica Mattice **

Town Course Fund

(Fund 606)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26606 2026 Budget - 606 Chaska Town Course FOR PERIOD 99

ACCOUNTS FOR:

606-Chaska Town Course	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 606-Chaska Town Course	30,771.06	-408,901.64	87,683.22	-334,766.24	-66.00	187,431.00	*******%
TOTAL REVENUE	-3,040,207.85	-3,388,181.67	-3,430,677.31	-3,412,413.42	-3,420,000.00	-3,368,300.00	-1.5%
TOTAL EXPENSE	3,070,978.91	2,979,280.03	3,518,360.53	3,077,647.18	3,419,934.00	3,555,731.00	4.0%
GRAND TOTAL	30,771.06	-408,901.64	87,683.22	-334,766.24	-66.00	187,431.00	*******%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26606 2026 Budget - 606 Chaska Town Course FOR PERIOD 99

ACCOUNTS FOR:

606-Chaska Town Course	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-2,703,552.14	-2,856,949.41	-3,025,857.81	-3,038,159.97	-3,020,000.00	-2,956,300.00	-2.1%
Unassigned	-2,703,552.14	-2,856,949.41	-3,025,857.81	-3,038,159.97	-3,020,000.00	-2,956,300.00	-2.1%
80 Enterprise							
Maintenance	-12,254.89	-161,174.31	-7,708.44	.00	.00	.00	.0%
Administration/Clubhou	.00	.00	-50.34	-1,847.16	.00	.00	.0%
Merchandise	-324,400.82	-370,057.95	-397,060.72	-372,406.29	-400,000.00	-412,000.00	3.0%
Enterprise	-336,655.71	-531,232.26	-404,819.50	-374,253.45	-400,000.00	-412,000.00	3.0%
TOTAL 606-Chaska Town Course	-3,040,207.85	-3,388,181.67	-3,430,677.31	-3,412,413.42	-3,420,000.00	-3,368,300.00	-1.5%
TOTAL REVENUE	-3,040,207.85	-3,388,181.67	-3,430,677.31	-3,412,413.42	-3,420,000.00	-3,368,300.00	-1.5%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-3,040,207.85	-3,388,181.67	-3,430,677.31	-3,412,413.42	-3,420,000.00	-3,368,300.00	-1.5%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26606 2026 Budget - 606 Chaska Town Course FOR PERIOD 99

ACCOUNTS FOR:

606-Chaska Town Course	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	12,300.00	16,109.00	.00	.00	.00	.00	.0%
Unassigned	12,300.00	16,109.00	.00	.00	.00	.00	.0%
80 Enterprise							
Maintenance	1,124,590.14	1,193,232.53	1,222,440.85	1,461,621.39	1,573,016.00	1,553,342.00	-1.3%
Administration/Clubhou	1,212,902.66	1,233,000.81	1,523,996.05	1,218,592.27	1,286,818.00	1,389,589.00	8.0%
Merchandise	210,057.83	285,004.06	358,638.02	337,499.52	250,000.00	300,000.00	20.0%
Depreciation	484,959.39	193,371.71	333,010.61	.00	.00	.00	.0%
Enterprise	3,032,510.02	2,904,609.11	3,438,085.53	3,017,713.18	3,109,834.00	3,242,931.00	4.3%
90 Non Operating							
Non-Op Debt Srv Propr	26,027.00	58,382.00	80,275.00	59,934.00	310,100.00	312,800.00	.9%
Non-Op Lease Payments	141.89	179.92	.00	.00	.00	.00	.0%
Non Operating	26,168.89	58,561.92	80,275.00	59,934.00	310,100.00	312,800.00	.9%
TOTAL 606-Chaska Town Course	3,070,978.91	2,979,280.03	3,518,360.53	3,077,647.18	3,419,934.00	3,555,731.00	4.0%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	3,070,978.91	2,979,280.03	3,518,360.53	3,077,647.18	3,419,934.00	3,555,731.00	4.0%
GRAND TOTAL	3,070,978.91	2,979,280.03	3,518,360.53	3,077,647.18	3,419,934.00	3,555,731.00	4.0%

** END OF REPORT - Generated by Erica Mattice **

Gas Turbine Fund

(Fund 607)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26607 2026 Budget - 607 Gas Turbine Fund FOR PERIOD 99

ACCOUNTS FOR:

607-PP#2 Turbine	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 607-PP#2 Turbine	-615,795.56	-608,433.60	-2,252,071.78	743,862.07	-174,258.00	-173,758.00	-.3%
TOTAL REVENUE	-1,421,464.61	-1,369,312.35	-2,959,013.63	-172,823.13	-2,590,403.00	-2,590,403.00	.0%
TOTAL EXPENSE	805,669.05	760,878.75	706,941.85	916,685.20	2,416,145.00	2,416,645.00	.0%
GRAND TOTAL	-615,795.56	-608,433.60	-2,252,071.78	743,862.07	-174,258.00	-173,758.00	-.3%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26607 2026 Budget - 607 Gas Turbine Fund FOR PERIOD 99

ACCOUNTS FOR:

607-PP#2 Turbine	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-1,421,464.61	-1,369,312.35	-2,959,013.63	-172,823.13	-2,590,403.00	-2,590,403.00	.0%
Unassigned	-1,421,464.61	-1,369,312.35	-2,959,013.63	-172,823.13	-2,590,403.00	-2,590,403.00	.0%
TOTAL 607-PP#2 Turbine	-1,421,464.61	-1,369,312.35	-2,959,013.63	-172,823.13	-2,590,403.00	-2,590,403.00	.0%
TOTAL REVENUE	-1,421,464.61	-1,369,312.35	-2,959,013.63	-172,823.13	-2,590,403.00	-2,590,403.00	.0%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-1,421,464.61	-1,369,312.35	-2,959,013.63	-172,823.13	-2,590,403.00	-2,590,403.00	.0%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26607 2026 Budget - 607 Gas Turbine Fund FOR PERIOD 99

ACCOUNTS FOR:

607-PP#2 Turbine	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
80 Enterprise							
Administration Sys	331,016.05	353,975.75	370,975.85	389,935.20	334,895.00	337,895.00	.9%
Enterprise	331,016.05	353,975.75	370,975.85	389,935.20	334,895.00	337,895.00	.9%
90 Non Operating							
Non-Op Debt Srv Propr	474,653.00	406,903.00	335,966.00	526,750.00	2,081,250.00	2,078,750.00	-.1%
Non Operating	474,653.00	406,903.00	335,966.00	526,750.00	2,081,250.00	2,078,750.00	-.1%
TOTAL 607-PP#2 Turbine	805,669.05	760,878.75	706,941.85	916,685.20	2,416,145.00	2,416,645.00	.0%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	805,669.05	760,878.75	706,941.85	916,685.20	2,416,145.00	2,416,645.00	.0%
GRAND TOTAL	805,669.05	760,878.75	706,941.85	916,685.20	2,416,145.00	2,416,645.00	.0%

** END OF REPORT - Generated by Erica Mattice **

Storm Water Fund

(Fund 609)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26609 2026 Budget - 609 Storm Water Fund FOR PERIOD 99

ACCOUNTS FOR:

609-Storm Water	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 609-Storm Water	-2,116,334.58	-569,109.67	-18,266,201.70	-983,398.78	-85,225.00	-54,296.00	-36.3%
TOTAL REVENUE	-4,072,068.71	-2,400,294.53	-20,896,576.53	-2,383,273.44	-2,562,000.00	-3,192,600.00	24.6%
TOTAL EXPENSE	1,955,734.13	1,831,184.86	2,630,374.83	1,399,874.66	2,476,775.00	3,138,304.00	26.7%
GRAND TOTAL	-2,116,334.58	-569,109.67	-18,266,201.70	-983,398.78	-85,225.00	-54,296.00	-36.3%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26609 2026 Budget - 609 Storm Water Fund FOR PERIOD 99

ACCOUNTS FOR:

609-Storm Water	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-3,873,358.07	-2,396,294.53	-20,896,576.53	-2,363,273.44	-2,562,000.00	-3,192,600.00	24.6%
Unassigned	-3,873,358.07	-2,396,294.53	-20,896,576.53	-2,363,273.44	-2,562,000.00	-3,192,600.00	24.6%
80 Enterprise							
Transmission/Distrib/C	-45,015.00	-4,000.00	.00	-5,000.00	.00	.00	.0%
Cap Proj Code - Divisi	-40,000.00	.00	.00	-15,000.00	.00	.00	.0%
Proj Code - Divn	-102,310.00	.00	.00	.00	.00	.00	.0%
Enterprise	-187,325.00	-4,000.00	.00	-20,000.00	.00	.00	.0%
90 Non Operating							
Proj Code - Divn	-11,385.64	.00	.00	.00	.00	.00	.0%
Non Operating	-11,385.64	.00	.00	.00	.00	.00	.0%
TOTAL 609-Storm Water	-4,072,068.71	-2,400,294.53	-20,896,576.53	-2,383,273.44	-2,562,000.00	-3,192,600.00	24.6%
TOTAL REVENUE	-4,072,068.71	-2,400,294.53	-20,896,576.53	-2,383,273.44	-2,562,000.00	-3,192,600.00	24.6%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-4,072,068.71	-2,400,294.53	-20,896,576.53	-2,383,273.44	-2,562,000.00	-3,192,600.00	24.6%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26609 2026 Budget - 609 Storm Water Fund FOR PERIOD 99

ACCOUNTS FOR:

609-Storm Water	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	246,000.00	252,000.00	327,600.00	.00	369,300.00	411,000.00	11.3%
Unassigned	246,000.00	252,000.00	327,600.00	.00	369,300.00	411,000.00	11.3%
80 Enterprise							
Transmission/Distrib/C	570,379.43	426,690.45	432,754.64	589,887.94	936,794.00	1,455,928.00	55.4%
Administration Sys	706,000.89	666,073.83	646,051.12	349,993.65	727,255.00	759,739.00	4.5%
Administration Billing	78,565.14	104,730.23	98,386.82	100,721.86	116,826.00	116,937.00	.1%
Depreciation	267,481.31	317,880.71	1,037,419.45	.00	.00	.00	.0%
Cap Proj Code - Divisi	15,689.50	.00	20,727.75	237,604.28	.00	.00	.0%
Proj Code - Divn	.00	.00	.00	.00	.00	.00	.0%
Proj Code - Divn	.00	-1,650.00	-11,235.40	18,189.02	.00	.00	.0%
Proj Code - Divn	.00	.00	.00	119.02	.00	.00	.0%
Enterprise	1,638,116.27	1,513,725.22	2,224,104.38	1,296,515.77	1,780,875.00	2,332,604.00	31.0%
90 Non Operating							
Non-Op Debt Srv Propr	71,617.86	65,459.64	78,670.45	103,358.89	326,600.00	394,700.00	20.9%
Non Operating	71,617.86	65,459.64	78,670.45	103,358.89	326,600.00	394,700.00	20.9%
TOTAL 609-Storm Water	1,955,734.13	1,831,184.86	2,630,374.83	1,399,874.66	2,476,775.00	3,138,304.00	26.7%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	1,955,734.13	1,831,184.86	2,630,374.83	1,399,874.66	2,476,775.00	3,138,304.00	26.7%
GRAND TOTAL	1,955,734.13	1,831,184.86	2,630,374.83	1,399,874.66	2,476,775.00	3,138,304.00	26.7%

** END OF REPORT - Generated by Erica Mattice **

Curling and Event Center Fund

(Fund 610)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26610 2026 Budget - 610 Chaska Curling & Event Center FOR PERIOD 99

ACCOUNTS FOR:

610-Curling and Event Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 610-Curling and Event	-547,102.15	-286,440.14	-295,237.60	-1,325,839.99	-42,023.00	-8,303.00	-80.2%
TOTAL REVENUE	-2,926,598.23	-2,579,019.21	-2,646,126.63	-2,928,039.63	-3,025,759.00	-2,825,392.00	-6.6%
TOTAL EXPENSE	2,379,496.08	2,292,579.07	2,350,889.03	1,602,199.64	2,983,736.00	2,817,089.00	-5.6%
GRAND TOTAL	-547,102.15	-286,440.14	-295,237.60	-1,325,839.99	-42,023.00	-8,303.00	-80.2%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26610 2026 Budget - 610 Chaska Curling & Event Center FOR PERIOD 99

ACCOUNTS FOR:

610-Curling and Event Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-1,523,159.34	-1,397,665.69	-1,503,474.29	-1,770,520.33	-1,790,500.00	-1,627,500.00	-9.1%
Unassigned	-1,523,159.34	-1,397,665.69	-1,503,474.29	-1,770,520.33	-1,790,500.00	-1,627,500.00	-9.1%
80 Enterprise							
Administration Sys	-167.91	-1,040.00	-750.00	-4,339.89	.00	.00	.0%
Curling Center Event C	-169,591.38	-171,643.89	-210,247.00	-231,179.57	-171,000.00	-202,000.00	18.1%
Chaska Curling Center	-840,352.18	-691,098.54	-615,896.80	-619,816.56	-662,259.00	-669,692.00	1.1%
Crooked Pint Ale House	-393,327.42	-317,571.09	-315,758.54	-302,183.28	-402,000.00	-326,200.00	-18.9%
Enterprise	-1,403,438.89	-1,181,353.52	-1,142,652.34	-1,157,519.30	-1,235,259.00	-1,197,892.00	-3.0%
TOTAL 610-Curling and Event	-2,926,598.23	-2,579,019.21	-2,646,126.63	-2,928,039.63	-3,025,759.00	-2,825,392.00	-6.6%
TOTAL REVENUE	-2,926,598.23	-2,579,019.21	-2,646,126.63	-2,928,039.63	-3,025,759.00	-2,825,392.00	-6.6%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-2,926,598.23	-2,579,019.21	-2,646,126.63	-2,928,039.63	-3,025,759.00	-2,825,392.00	-6.6%

** END OF REPORT - Generated by Erica Mattice **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 26610 2026 Budget - 610 Chaska Curling & Event Center FOR PERIOD 99

ACCOUNTS FOR:

610-Curling and Event Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
80 Enterprise							
Administration Sys	806,058.40	775,665.40	944,475.35	834,658.75	943,410.00	1,008,812.00	6.9%
Curling Center Event C	124,157.04	98,187.91	45,643.48	73,700.40	36,806.00	289,112.00	685.5%
Chaska Curling Center	358,654.59	302,904.72	335,616.53	307,145.33	355,078.00	374,319.00	5.4%
Crooked Pint Ale House	53,970.37	108,641.63	54,338.89	72,019.91	67,725.00	62,135.00	-8.3%
Depreciation	628,946.93	632,900.04	632,900.03	.00	.00	.00	.0%
Enterprise	1,971,787.33	1,918,299.70	2,012,974.28	1,287,524.39	1,403,019.00	1,734,378.00	23.6%
90 Non Operating							
Non-Op Debt Srv Propr	407,708.75	374,279.37	337,914.75	314,675.25	1,580,717.00	1,082,711.00	-31.5%
Non Operating	407,708.75	374,279.37	337,914.75	314,675.25	1,580,717.00	1,082,711.00	-31.5%
TOTAL 610-Curling and Event	2,379,496.08	2,292,579.07	2,350,889.03	1,602,199.64	2,983,736.00	2,817,089.00	-5.6%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	2,379,496.08	2,292,579.07	2,350,889.03	1,602,199.64	2,983,736.00	2,817,089.00	-5.6%
GRAND TOTAL	2,379,496.08	2,292,579.07	2,350,889.03	1,602,199.64	2,983,736.00	2,817,089.00	-5.6%

** END OF REPORT - Generated by Erica Mattice **

REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/15/2025

Subject: **Establish 2026 Utility Rates**

Prepared By: Matt Podhradsky, City Administrator
Noel Graczyk, Administrative Services Director
Wendy Hagen, Utility Billing Manager
Erica Mattice, Finance Division Director

Overview

Both the 2026-2030 Financial Forecast and the proposed 2026 Budget include rate increases in each of the Electric, Water, Sewer, and Storm Water Utility Funds. In 2026, proposed rate changes will increase the monthly utility bill for an average residential customer by 4.87%, or an increase of $9.82 per month. Estimated billed amounts for an average residential utility customer for each utility are as follows.

Average Monthly Residential Utility Fund	Usage In	Billed Usage	2025	2026	Increase	Percent Increase	Revenue Target
Electric:							
Customer Charge and Energy	kWh	750	$ 107.04	$ 110.80	$ 3.76	3.51%	3.50%
Energy Adj. Charge (EAC) {May-2025}	kWh	750	$ 24.28	$ 24.28	$ (0.00)	0.00%	0.00%
Total Electric			$ 131.32	$ 135.08	3.76	2.86%	n/a
Water	Gal. x1000	4	21.78	23.92	2.14	9.83%	8.00%
Sewer	Gal. x1000	4	35.65	39.05	3.40	9.54%	9.50%
Storm Water	R.E.F.	1	12.77	13.29	0.52	4.07%	4.00%
Total All Billed Services			$ 201.52	$ 211.34	$ 9.82	4.87%	n/a

[Excludes Sales Taxes]

Proposed utility rates for 2026 are initially based on a Cost of Service (COS) Study and a Rate Analysis that was completed in 2024 for each of the Electric, Water, and Sewer utilities. The purpose of a COS Study is to ensure that rates billed to customers for utility services provided by the City are charging customers an equitable share of costs for access and use of the utility. Allocation of costs in a COS Study ensures that annual operational costs, capital equipment costs, and project costs for system replacement and expansions are fully funded as part of the rate setting process.

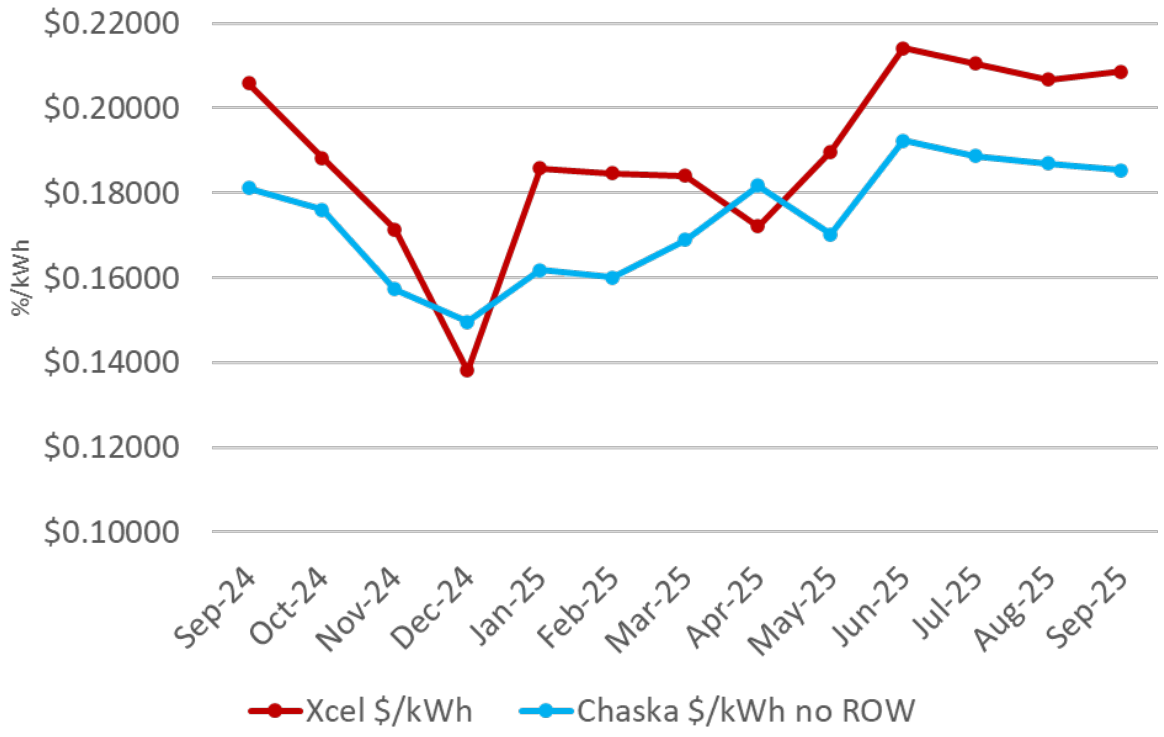
Completed COS Studies identified the need for the City to increase monthly customer charges in each utility fund to better recover fixed operating costs and capital replacement costs. Each COS Study identified revenue targets based on combining customer service charges and consumption charges. These combined COS revenue target increases for 2026 are 3.5% in the Electric Fund, 8% in the Water Fund, 9.50% in the Sewer Fund, and 4% in the Storm Water Fund.

Electric Utility

The 2026 Budget for the electric utility anticipates an average residential customer will see a monthly increase of 2.86%, or an increase of $3.76 per month. In addition to this increase, rates for 2026 address the following changes in electric rates as identified in the 2024 COS Study:

- A 2026 revenue target increase of 3.5% across all billing classifications.
- For 2026 the residential customer charge will be $12.90 for an increase of $0.45 or 3.6%
- For 2026 the Senior Discount Rate remains at a $6 reduction in the customer service charge.
- Year 5 of 5 in 2026 converting City facilities to regular classification rates.

The effective cost of purchase power to the City is expected to increase 3% in 2026 and it is also projected that overall costs from the Energy Adjustment Clause (EAC) are expected to remain unchanged. Proposed rate increases address increased costs in actual capital improvements for 2026 as well as principal and interest on capital equipment purchases. Rate increase targets also address needs as identified in the COS Study to ensure the City maintains minimum funding requirements for debt service coverage, annual net income, and cash balance requirements to ensure compliance with bond covenants. These rates also address funding for system improvements needed to maintain an expanding distribution system. As you will see in the chart below, electric rates for Chaska Electric customers remain very competitive at 8.2% below Xcel Energy, for 2025, and with adjustments for 2026 will remain very competitive.



One additional change for 2026 is to increase the fee for a voluntary disconnection of electric service from $25 to $75. This new rate represents the true cost to the City for sending a crew member and truck to perform this service.

Water Utility

The 2026 Budget for the water utility anticipates that an average residential customer will see a monthly increase of 9.83%, or an increase of $2.14 per month. In addition to this increase, rates for 2026 address the following changes in water rates as identified in the 2024 COS Study:

- A 2026 revenue target increase of 8%.
- For 2026 residential customer service charge will be $8.80 for an increase of $0.65 or 8%. This same 8% increase will be applied to all other customer classifications to fund fixed costs of the utility.
- Continuation of a revised residential step-rate tier structure first implemented in 2021.
- Year 5 of 7 years in 2026 converting City facilities to regular classification rates.

In 2009 the City adopted water rates for 2010 and 2011 based on a water rate study performed to evaluate the long-term operating and capital needs of the water utility. These water rates for 2010 and 2011 also implemented a tier rate schedule as required by the State to encourage water conservation efforts. As part of the 2020 COS Study, it was determined that the City needed to adjust this tier rate schedule to reflect both reduced water consumption by residential users over the past decade and to also ensure our rates structure is comparable to neighboring communities.

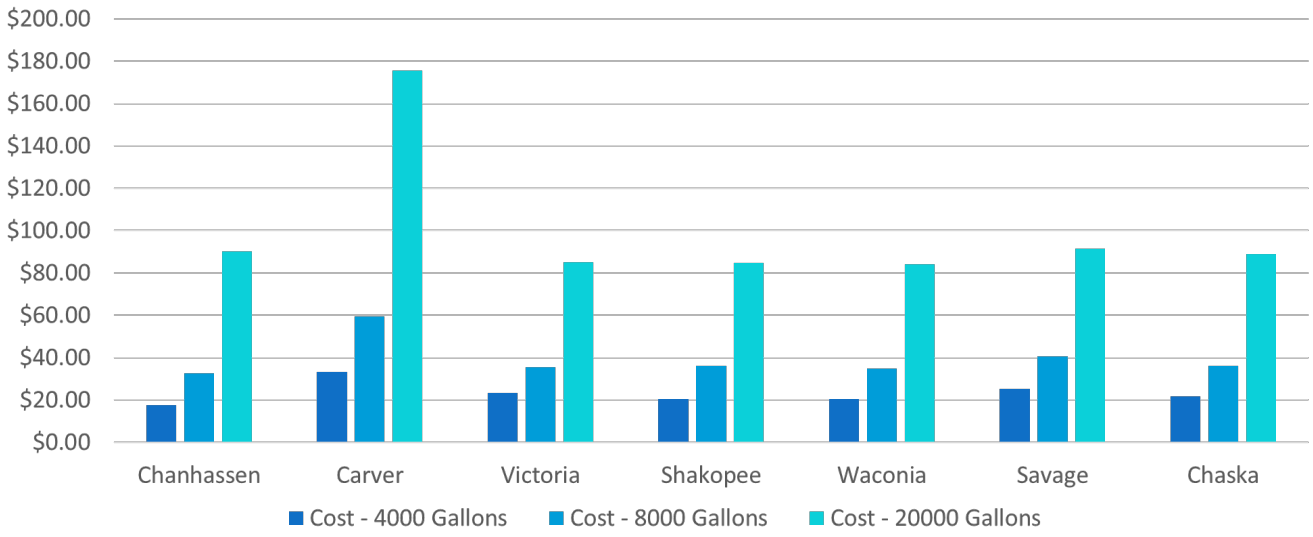
As first modified as part of water rates for 2021, the revised tier rate schedule has six instead of five blocks and the previous first block from 0-7000 Gallons was allocated across three blocks. As shown in the following chart, it is estimated that 78% of the residential customers fall within these first three blocks compared to 72% under the old tier rate schedule.

Current Structure (gallons)	Percent of bills ending in block	**2021 Structure (gallons)**	Group	Percent of bills ending in block
0 to 7,000	72%	**0 to 2,000**	Small home	8%
7,001 to 20,000	23%	**2,001 to 5,000**	Average home	42%
20,001 to 30,000	3%	**5,001 to 8,000**	Large home	28%
30,001 to 40,000	1%	**8,001 to 12,000**	Some sprinkling	10%
40,000 +	1%	**12,001 to 40,000**	More sprinkling	11%
		40,000 +	High use	1%

As part of the 2026 Budget, the first three tires (0-8,000 gallons) for residential customers will be adjusted by 8%. The top three tiers (8,001-40,000+ gallons) reflect typical usage for irrigation and will increase by 10%, 12% and 14% respectively.

Also in the 2026 Budget is an increase in the monthly rate for the State mandated Safe Drinking Water Fee. The flat rate fee will increase from $0.81 in 2025 to $1.26 per month in 2026.

As part of the development of both the 2026-2030 Financial Forecasts and the 2026 Budget an 8.00% revenue target increase across all other classifications in the water utility is anticipated to continue to fund the water utility operations and capital needs. Even with this percent increase in water rates, Chaska's total water rates are very competitive. The following chart shows that, while we have increased our water rates, we have been able to do so in a manner that keeps them very competitive with other surrounding municipalities. The following chart illustrates both winter and summer water usage of an average residential customer.



This compares 2025 rates in other cities to proposed 2026 rates for Chaska.

One additional change for 2026 is to increase the fee for a voluntary disconnection of water service from $25 to $75. This new rate will be consistent with the same amount to be charged by the Electric Fund and represents the true cost to the City for sending a crew member and truck to perform this service.

Sanitary Sewer Utility

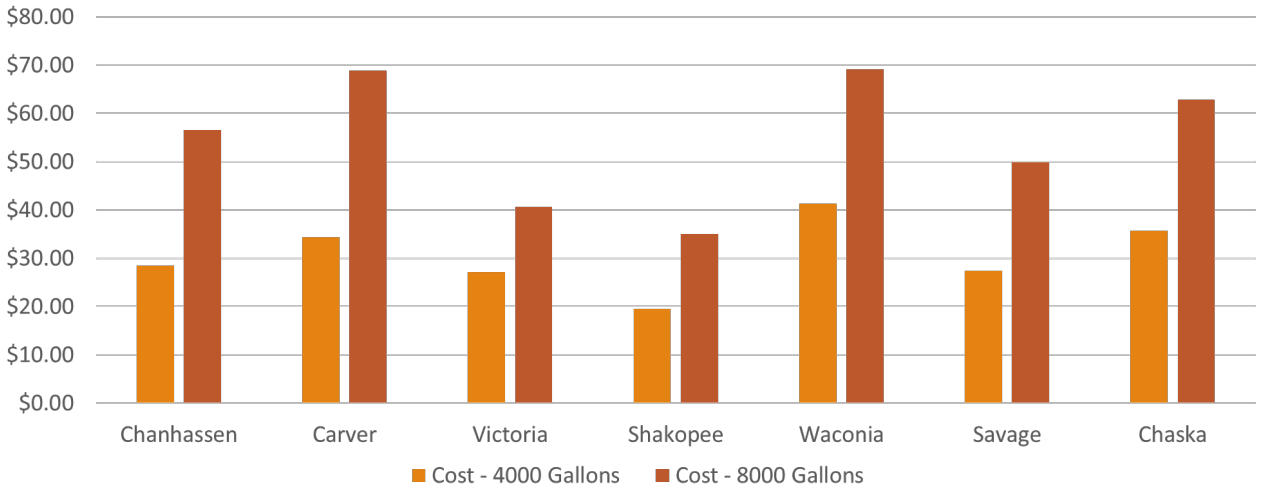
The 2026 Budget for the sewer utility anticipates an average residential customer will see a monthly increase of 9.54%, or an increase of $3.40 per month. In addition to this increase, rates for 2026 address the following changes in sewer rates structures as identified in the 2024 COS Study:

- A 2026 revenue target at 9.5% across all billing classifications.
- Continue from 2021, rates that provide a reduced customer charge for Industrial customers with a meter size of less than one and one-half inches.

As part of the development of both the 2026-2030 Financial Forecasts and the 2026 Budget a 9.5% revenue target increase across all classifications in the sewer utility is anticipated to continue to fund the sewer utility operations and capital needs. The residential Sewer Service Charge (SSC) will be a rate of $9.25 per month, which provides funding towards fixed costs and capital costs. Together the increase in the sewer rental rate and the SSC results in an overall 9.54% increase in billed sewer charges for the average residential customer.

For 2026, it is proposed that both the sewer rental fee and the monthly pumping fee for customers connected to the 201 Sanitary Sewer Project increase consistently with residential rates. The monthly sewer rental fee will increase to $41.80 up from $38.15 and the pumping fee will increase to $13.60 up from $12.40.

The following chart shows that, while we have increased and adjusted the allocation of our sewer rates, we have been able to do so in a manner that keeps them very competitive with other surrounding municipalities.



This compares 2025 rates in other cities to proposed 2026 rates for Chaska.

Proposed sewer rates for 2026 continue a flat rate SSC. A flat rate SSC is based on customer type and is set to recover fixed costs as incurred by the City in providing sewer service. By establishing a SSC in the Sewer Fund, fixed costs are being "unbundled" and billed separately from the sewer rental rate. Under a SSC billing method, costs incurred by the City to provide sewer services are shown on the utility bill not just as a single amount but as a billed amount for sewer rental along with a SSC for fixed costs. Adding a SSC to the Sewer Fund is consistent with the electric utility and the water utility which each bill a customer service charge.

The SSC for both small industrial (meter size less than 1.5 inches) and large industrial (meter size greater than 1.5 inches) customers be in 2026 will be $30.30 and $56.10 per month. There is no minimum on industrial sewer rental charges as the SSC is the minimum charge.

Storm Water Utility

In 2008 the City established a storm water utility to account for services that support a City-wide storm-water system and to also account for capital items related to constructing and maintaining a storm water system. The City first billed storm water utility services as a separate utility in December 2008 based on a rate of $3.00 per Residential Equivalency Factor (REF).

Based on actual operations since 2008 and based on current maintenance and inspection needs the City needs to adjust the storm water REF to properly reflect the actual costs incurred by the utility to operate, maintain, and improve the storm water system. As part of the development of both the 2026-2030 Financial Forecasts and the 2026 Budget, a rate increase of $0.52 per REF is

needed to continue to operate the Storm Water Utility Fund. This is a 4.1% increase, setting the REF rate at $13.29 per REF.

As shown in the following table of surrounding City's storm water utility rates from 2025 even after a change for 2026, Chaska will still be below the 2025 area average.

2025 City Comparison

2026 proposed rate of $13.29 →

City	Monthly Rate
Shakopee	$8.70
Moorhead	$10.41
Red Wing	$12.00
Chaska	$12.77
Victoria	$12.83
Edina	$13.75
Carver	$22.84
Waconia	$24.47
Average	**$14.72**

Chart represents cities with comparable types of activities to Chaska

Staff Recommendation
It is recommended by staff to adopt each proposed ordinance to establish 2026 rates for electric, water and sewer utilities and to also adopt the proposed resolution establishing 2026 storm-water utility rate. It is also recommended by staff to adopt each proposed resolution to approve summary publications of each ordinance establishing electric utility rates as well as water and sewer utility rates.

CITY COUNCIL ACTION REQUESTED

(Note, five separate motions are needed to separately adopt each ordinance and resolution)

Motion to adopt Ordinance No. 2025-1075 establishing 2026 Electric Utility Rates.

Motion to adopt Resolution 2025-86 Approving Summary Publication of Electric Ordinance 2025-1075

Motion to adopt Ordinance No. 2025-1076 establishing 2026 Water and Sewer Utility Rates.

Motion to adopt Resolution 2025-87 Approving Summary Publication of Water and Sewer Ordinance 2025-1076

Motion to adopt Resolution No. 2025-88 establishing 2026 Storm Water Utility Rates.

CITY OF CHASKA
ORDINANCE 25-1075

AMENDING CHAPTER 7 - ELECTRIC

NOW THEREFORE, be it ordained by the Council of the City of Chaska, in the State of Minnesota, as follows:

SECTION 1: **AMENDMENT** "7.28.060 Residential Service" of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.060 Residential Service

A. *Defined*. The residential classification shall include dwelling units used exclusively for residential purposes by or intended for single-family unit. Individual dwelling units in apartment buildings, condominiums, townhouses, cluster dwellings, etc., shall be classified as residential; and
B. *Service provided*. A residential lighting service rate (RL) shall be available to a single-family private residence or a farm at 60 cycle, single-phase service at a nominal voltage of 120 volts or 120/240 volts, furnished through one (1) meter for domestic purpose only, including lighting, small domestic appliances, heating, refrigeration, cooling, and domestic power using single-phase motors 5 hp or less. A separate meter is required for each individual residence on multiple unit dwellings.
C. *Rates—Residential service*.

Service Charge		$12.90 ~~12.45~~ per month
Energy Charge	October—May	$0.11832 ~~0.11431~~ per kWh
Energy Charge	June—September	$0.13385 ~~0.12932~~ per kWh
ROW Charge		5%

The minimum monthly bill shall be the service charge. (Ord. No. 205, Sec. 3, 5/15/72; Ord. No. 221, Sec. 5, 3/31/75; Ord. No. 225, Sec. 5, 8/4/75; Ord. No. 243, Sec. 2, 1/3/77; Ord. No. 293, Sec. 3, 12/17/79, Ord. No. 316, Sec. 3, 11/20/81; Ord. No. 386, Sec. 1, 12/16/85; Ord. No. 431, Sec. 1, 4/11/88; Ord. No. 487, Sec. 1, 5/20/91; Ord. No. 517, Sec. 2, 12/21/92; Ord. No. 539, Sec. 1, 12/20/93, Ord. No. 168, Sec. 1, 3/17/97; Ord. No. 650, Sec. 3, 1/11/99; Ord. No. 700, Sec. 1, 2/5/01; Ord. 715, Sec. 2, 12/17/01; Ord. No. 715, Sec. 17(b) and (c), 12/16/02; Ord. No. 815, Sec 17(c), 1/7/08; Ord. No. 826, Sec. 1, 12/15/08; Ord. No. 836, Sec. 1, 12/21/09; Ord. No. 844, Art. II, Sec. 17(c), 12/20/10; Ord. No. 862, Art. II, Sec. 17(c), 12/17/12; Ord. No.

877, Ch. 8, Art. II, Sec. 17c, 12/16/13; Ord. No. 895, Sec. 1, 12/15/14; Ord. No. 909, Sec. 1, 1/4/16; Ord. No. 926, Sec. 1, 12/19/16; Ord. No. 942, § 1, 1/8/18; Ord. No. 958, § 1, 12/17/18)

SECTION 2: **AMENDMENT** "7.28.070 Senior Citizen Residential Lighting Service" of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.070 Senior Citizen Residential Lighting Service

A. *Defined*. Senior residential classification shall include dwelling units qualifying therefor under paragraph B.
B. *Service provided*. A senior citizen residential lighting service rate (SCRL) shall be available to a single-family private residence as 60 cycle, single-phase service, at a nominal voltage of 120 volts or 120/140 volts furnished through one meter for domestic purposes only, including lighting, small domestic appliances, heating, refrigeration, cooling and domestic power using single phase motors of 5 hp or less.
C. *Rates—Senior citizen residential lighting service*.

Service Charge		$6.90 ~~6.45~~ per month
Energy Charge	October—May	$0.11832 ~~0.11431~~ per kWh
Energy Charge	June—September	$0.13385 ~~0.12932~~ per kWh
ROW Charge		5%

minimum monthly bill shall be the service charge. (Ord. No. 221, Sec. 6, 3/31/75; Ord. No. 225, Sec. 6, 8/4/75; Ord. No. 243, Sec. 3, 1/3/77; Ord. No. 293, Sec. 4, 12/17/79; Ord. No. 316, Sec. 4, 11/30/81; Ord. No. 386, Sec. 2, 12/16/85; Ord. No. 431, Sec. 2, 4/11/88; Ord. No. 487, Sec. 2, 5/20/91; Ord. No. 517, Sec. 3, 12/21/92; Ord. No. 539, Sec. 2, 12/20/93; Ord. No. 618, Sec. 2, 3/17/97; Ord. No. 650, Sec. 4, 1/11/99; Ord. No. 700, Sec. 2, 2/5/01; Ord. No. 715, Sec. 3, 12/17/01; Ord. No. 715, Sec. 17.1(c), 12/16/02; Ord. No. 815, Sec. 17.1(c), 1/7/08; Ord. No. 826, Sec. 2, 12/15/08; Ord. No. 836, Sec. 2, 12/21/09; Ord. No. 844, Art. II, Sec. 71.1(c), 12/20/10; Ord. No. 862, Art. II, Sec. 17.1c, 12/17/13; Ord. No. 877, Chap. 8, Art. II, Sec. 17.1c, 12/16/13; Ord. No. 895, Sec. 2, 12/15/14; Ord. No. 909, Sec. 2, 1/4/16; Ord. No. 926, Sec. 2, 12/19/16; Ord. No. 942, § 2, 1/8/18; Ord. No. 958, § 2, 12/17/18)

SECTION 3: **AMENDMENT** "7.28.090 Off-Peak Electric Heating/Cooling**" of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.090 Off-Peak Electric Heating/Cooling**

A. *Defined*. The Off-Peak Electric Heating/Cooling classification shall include all Chaska electric customers with electric resistance heating and/or heat pumps (ground or air source) separately metered from all other electrical use.
B. *Service provided*. An off-peak electrical service rate shall be available to all electrical customers for electric resistance heating or heat pumps only. On-peak hours: shall be defined as from 7:00 a.m. to 7:00 p.m. inclusive of Monday through Friday. Off-peak hours: shall be defined as all hours not defined as on-peak. Service shall be available through one (1) time-of-day electric meter. In place of a time-of-day meter the City may install one (1) standard single register meter and energy usage may be estimated to be 35% on-peak and 65% off-peak. All wiring shall be done by the customer's electrician at their expense and shall be installed as a separate electric service and not as a sub-meter.
C. *Rates—On- and off-peak electric heating/cooling*.

Service Charge		$10.20 ~~9.85~~ per month
On-Peak Energy Charge	October—May	$0.10364 ~~0.10013~~ per KWH
On-Peak Energy Charge	June—September	$0.11940 ~~0.11536~~ per KWH
Off-Peak Energy Charge	October—May	$0.07622 ~~0.07364~~ per KWH
Off-Peak Energy Charge	June—September	$0.08127 ~~0.07852~~ per KWH
ROW Charge		5%

(Ord. No. 497, Sec. 1, 1/21/92; Ord. No. 517, Sec. 6, 12/21/92; Ord. No. 650, Sec. 7, 1/11/99; Ord. No. 700, Sec. 5, 2/5/01; Ord. No. 715, Sec. 5, 12/17/01; Ord. No. 715, Sec. 17.3(c), 12/16/02; Ord. No. 815, Sec. 71.3(c), 1/7/08; Ord. No. 826, Sec. 3, 12/15/08; Ord. No. 836, Sec. 3, 12/21/09; Ord. No. 844, Art. II, Sec. 17.3(c), 12/20/10; Ord. No. 862, Art. II, Sec. 17.3c, 12/17/12; Ord. No. 877, Chap. 8, Sec. 17.3c, 12/16/13; Ord. No. 895, Sec. 3, 12/15/14; Ord. No. 909, Sec. 3, 1/4/16; Ord. No. 926, Sec. 3, 12/19/16; Ord. No. 942, § 3, 1/8/18; Ord. No. 958, § 3, 12/17/18)

SECTION 4: **AMENDMENT** "7.28.120 Rates - Security Lighting Service" of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.120 Rates - Security Lighting Service

50 watt	$11.15 ~~10.75~~ per month
100 watt	$15.30 ~~14.80~~ per month
150 watt	$18.25 ~~17.65~~ per month
200 watt	$23.25 ~~22.45~~ per month
250 watt	$29.20 ~~28.20~~ per month
400 watt	$31.95 ~~30.85~~ per month
ROW Charge	5%

The above charges include installation on existing pole with service available. Other installation charges shall be billed based on time and materials.

(Ord. No. 205, Sec. 5, 5/15/72; Ord. No. 221, Sec. 8, 3/31/75; Ord. No. 225, Sec. 8, 8/4/75; Ord. No. 243, Sec. 5, 1/3/77; Ord. No. 293, Sec. 6, 12/17/79; Ord. No. 316, Sec. 6, 11/30/81; Ord. No. 431, Sec. 4, 4/11/88; Ord. No. 487, Sec. 4, 5/20/91; Ord. No. 517, Sec. 8, 12/21/92; Ord. No. 650, Sec. 8, 1/11/99; Ord. No. 700, Sec. 6, 2/5/01; Ord. 715, Sec. 6, 12/17/01; Ord. No. 715, Sec. 4, 12/16/02; Ord. No. 815, Sec. 19, 1/7/08; Ord. No. 826, Sec. 4, 12/15/08; Ord. 836, Sec. 4, 12/29/09; Ord. No. 862, Art. II, Sec. 19, 12/17/12; Ord. No. 895, Sec. 4, 12/15/14; Ord. No. 909, Sec. 4, 1/4/16; Ord. No. 926, Sec. 4, 12/19/16; Ord. No. 942, § 4, 1/8/18; Ord. No. 958, § 4, 12/17/18)

SECTION 5: **AMENDMENT** "7.28.130 General Service" of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.130 General Service

A. *Defined*. All electrical service except as stated in paragraphs F through L and as stated in paragraph N, shall be classified as general service rate (GS).
B. *Service provided*. The general service rate (GS) shall be available to any customer with less than 20 KW peak demand requirements, for general service at one location as 60

cycle, single-phase or three-phase service at the secondary voltage available at the customer's location. Individual metering is required on all multiple users within the same building or on the same electrical service. General Service—Below 20 KW demand, of the Code of Ordinances, City of Chaska, Minnesota is hereby amended to read as follows:

C. *Rates—General service—Below 20 KW demand*. The rates for general service shall be as follows:

Service Charge		$25.25 ~~24.40~~ per month	
Energy Charge	October—May	$0.12138 ~~0.11727~~ per kWh	
Energy Charge	June—September	$0.13657 ~~0.13195~~ per kWh	
ROW Charge		5%	

The minimum monthly bill shall be the service charge.

D. *Determination of installed capacity*. The installed three-phase capacity shall be determined on the basis of nameplate rating or manufacturer's data; or, in the case of an incorrect or missing nameplate, the utility may fix the rating by test. (Ord. No. 650, Sec. 9, 1/11/99; Ord. No. 700, Sec. 7, 2/5/01; Ord. No. 715, Sec. 8, 12/17/01; Ord. No. 715, Sec. 20.1(c), 12/16/02; Ord. No. 815, Sec. 5, 20(c), 1/7/08; Ord. No. 826, Sec. 5, 12/15/08; Ord. 836, Sec. 5, 12/21/09; Ord. No. 844, Sec. 20(c), 12/20/10; Ord. No. 862, Art. II, Sec. 20c, 12/17/12; Ord. No. 877, Art. II, Sec. 20c, 12/16/13; Ord. No. 895, Sec. 5, 12/15/14; Ord. No. 909, Sec. 5, 1/4/16; Ord. No. 926, Sec. 5, 12/19/16; Ord. No. 942, § 5, 1/8/18; Ord. No. 958, § 5, 12/17/18)

SECTION 6: **AMENDMENT** "7.28.140 Large General Service Rate" of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.140 Large General Service Rate

A. *Defined*. The large general service rate shall apply to all users with any monthly peak demand of twenty (20) KW or greater and new users with installed loads of twenty (20) KW or greater. After any user not classified hereunder shall record a peak demand of twenty (20) KW or greater in any one monthly period, such user, shall commencing with the next billing period, be classified as a large general user. Any user with any monthly peak demand of twenty (20) KW or greater which shall record a peak demand of twenty (20) KW or greater in any one monthly period shall continue to be classified as large general service for at least a twelve-month (12) period

irrespective of such user's peak demand, no such user shall be reclassified unless said user has not recorded a peak demand of twenty (20) KW or greater during any monthly billing period during the preceding consecutive twelve-month period.

B. *Services provided*. A large general service rate shall be available to any customer for general service at one location as 60 cycle, single-phase or three-phase service where available, through one transformer only at the customer's location. Individual metering is required on all multiple users within the same building or on the same electrical service. Reduced current starting is required on all motors of 5 HP or more.

C. *Rates—Large general service—20 KW demand and above*. The monthly bill under the large general service classification shall be the sum of the demand and energy charges calculated according to the following schedule:

Service Charge		$98.45 ~~95.10~~ per month
Energy Charge	October—May	$0.07258 ~~0.07012~~ per kWh
Energy Charge	June—September	$0.07914 ~~0.07646~~ per kWh
Demand Charge	October—May	$12.86 ~~12.42~~ per kW
Demand Charge	June—September	$15.79 ~~15.25~~ per kW
ROW Charge		5%

The minimum monthly billing shall be the service charge.

D. *Determination of billing demand*. A billing demand shall be the customer's greatest fifteen (15) minute demand, in kilowatts, incurred during the month for which the bill is rendered.

E. *Power factor clause*. The customer agrees to maintain an average power factor as close to one hundred percent (100%) as possible. If the average power factor for the billing period is less than ninety percent (90%) lagging, the billing demand shall be adjusted by multiplying the actual fifteen (15) minute demand measured during the month by the ratio of ninety percent (90%) divided by the customer's average monthly power factor expressed in percent. This calculation only applies to three phase customers with a demand greater than 50 kW.

F. *Primary voltage service*. If the customer is served at the primary voltage available at the customer's location and pays all costs incurred in the installation, ownership, operation and maintenance of transformers, substations, and metering equipment with service to be metered at the primary voltage, a discount of three percent (3%) will be allowed on the amount of the monthly kWh charges and six percent (6%) on the amount of the monthly KW demand charges. As of January 1, 2001 Primary Voltage Service shall be available to customers exceeding 2,000 KVA only.

G. *Primary metering*. At the option of the Electric Department, secondary service hereunder may be metered at the primary voltage, in which case a two percent (2%) discount will be allowed on the amount of the monthly bill. (Ord. No. 650, Sec. 10, 1/9/99; Ord. No. 700, Sec. 10, 2/5/01; Ord. No. 715, Sec. 20.1(c), 12/16/02; Ord. No.

815, Sec. 20.1(c), 1/7/08; Ord. 826, Sec. 6, 12/15/08; Ord. No. 836, Sec. 6, 12/29/09; Ord. No. 844, Sec. 20.1(c), 12/20/10; Ord. No. 861, Art. II, Sec. 20.1(f), 12/17/12; Ord. No. 862, Art. II, Sec. 20.1c, 12/17/12; Ord. No. 877, Chap. 8, Sec. 20.1c, e, 12/16/13; Ord. No. 895, Sec. 6, 12/15/14; Ord. No. 909, Sec. 6, 1/4/16; Ord. No. 926, Sec. 6, 12/19/16; Ord. No. 942, § 6, 1/8/18; Ord. No. 958, § 6, 12/17/18)

SECTION 7: **AMENDMENT** "7.28.150 Rates - City Of Chaska Service Classification" of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.150 Rates - City Of Chaska Service Classification

A. Defined. City of Chaska Service Classification shall include all City owned or operated service connections for City buildings, street lighting, and water pumping. Service provided. The City of Chaska Service Classification shall be applied to only service connections owned or operated by the City. ~~Transition Rate. The City of Chaska Service Classification shall be billed at regular classification rates with twenty percent (20% of the difference between regular classification rates and the City of Chaska Service Classification rate to be transferred annually from the Electric Fund to the City fund that was billed at regular classification rates.~~

(Ord. No. 316, Sec. 9, 11/30/81; Ord. No. 386, Sec. 6, 12/16/85; Ord. No. 431, Sec. 7, 04/11/88; Ord. No. 487, Sec. 7, 5/20/91; Ord. No. 517, Sec. 11, 12/21/92; Ord. No. 650, Sec. 11, 1/11/99; Ord. No. 700, Sec. 15, 2/5/01; Ord. 715, Sec. 10, 12/17/01; Ord. No. 715, Sec. 20.1.1(c), 12/16/02; Ord. No. 815, Sec. 20.1.1(c), 01/07/08; Ord. No. 826, Sec. 7, 12/15/08; Ord. No. 836, Sec. 7, 12/29/09; Ord. No. 844, Sec. 20.11(c), 12/20/10; Ord. No. 862, Art. II, Sec. 20.1.1c, 12/17/12; Ord. No. 877, Chap. 8, Sec. 20.1.1c, 12/16/13; Ord. No. 895, Sec. 7, 12/15/14; Ord. No. 909, Sec. 7, 1/4/16; Ord. No. 926, Sec. 7, 12/19/16; Ord. No. 942, § 7, 1/8/18; Ord. No. 958, § 7, 12/17/18)

SECTION 8: **AMENDMENT** "7.28.270 Discontinuance Of Service For Continued Failure To Pay And Voluntary Disconnect" of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.270 Discontinuance Of Service For Continued Failure To Pay And Voluntary Disconnect

A. If payment of a delinquent amount for which a reminder notice has been sent is not

paid by the close of the business day on the last day of the month in which the reminder notice was mailed the electrical service to the premises may be subject to termination. The Utility Account Clerk shall mail a subsequent notice of said delinquent amount to the address of the premises served, or the last known address of the person paying the bill. Said notice shall be a final disconnect notice and shall state that unless the delinquent amount is paid in full and payment therefore received by the City by 8:00 a.m. on the scheduled date of disconnection as defined in said notice; the electrical service to said premises may be terminated without further notice. When service has been discontinued for nonpayment of bills, said service shall not be resumed except upon payment of the account balance in full and the payment of a service charge in the amount of one hundred dollars ($100.00) during regular office hours or one hundred twenty dollars ($120.00) outside of regular office hours.

B. A user of electrical service may request the City to disconnect electric service at the service address of the user and it shall be deemed a voluntary disconnect. Electric service to a service location of a voluntary disconnect shall not be resumed except upon payment of a reconnection charge in the amount of seventy~~twenty~~-five dollars ($7~~2~~5.00). A voluntary disconnect at a service location that is delinquent at the time of the voluntary disconnect shall not have electric service resumed except upon payment of the account in full and payment of a reconnection charge in the amount of seventy~~twenty~~-five dollars ($7~~2~~5.00). (Ord. No. 205, Sec. 9, 5/15/72; Ord. No. 243, Sec. 9, 1/3/77; Ord. No. 293, Sec. 12, 12/17/79; Ord. No. 316, Sec. 13, 11/30/81; Ord. No. 341, Sec. 1, 12/6/82; Ord. No. 700, Sec. 25, 2/5/01; Ord. No. 826, Sec. 11, 12/15/08; Ord. No. 862, Art. II, Sec. 27, 12/17/12)

SECTION 9: **AMENDMENT** "7.28.300 Residential Electric Vehicle Service" of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.300 Residential Electric Vehicle Service

A. *Defined*. For the purposes of this section, the terms defined in this paragraph have the meanings given them.
   1. On-peak hours. "On-peak hours" means from 7:00 a.m. to 7:00 p.m., Monday through Friday.
   2. Off-peak hours. "Off-peak hours" means all hours not defined as "on-peak hours", and additionally from 12:00 a.m. to 12:00 p.m. on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day and Christmas Day.
   3. Customer. "Customer" means any person engaged in the purchase of electric energy from the City under this section.

B. *Rates- On-peak and off-peak residential electric vehicle service*.

Service Charge		$10.20 ~~9.85~~ per month

On-Peak Energy Charge	October–May	$0.17839 ~~0.17235~~ per KWH
On-Peak Energy Charge	June–September	$0.21433 ~~0.20708~~ per KWH
Off-Peak Energy Charge	October–May	$0.07449 ~~0.07197~~ per KWH
Off-Peak Energy Charge	June–September	$0.07943 ~~0.07674~~ per KWH
ROW Charge		5%

C. *Customer's responsibilities*. Electricity provided under this section shall only be used for the purpose of charging electric vehicles. A meter socket, separate service wiring, and any other equipment required by the City shall be installed by the Customer's licensed electrician at the Customer's expense and shall be installed as a separate electric service and not as a sub-meter. The Customer assumes any risk during installation and thereafter for operation of any equipment used to receive electricity. Neither Customers, equipment providers, nor any other persons may charge others a fee to utilize the electricity obtained pursuant to this section, and no right is or may be conveyed to any other person to use Customer's electricity. The Customer must comply with any other reasonable requirement from the City for the purposes of acting pursuant to this section.

D. *Requests to inspect*. The City may request to see vehicle registration information from Customers to verify that electricity being used is for an electric vehicle, access Customer's property to audit the meter, inspect any interconnected facilities to verify proper installation and otherwise verify compliance. Nothing herein prohibits the City from applying for an administrative warrant to enforce this or any other section.

E. *Rate Cancellation*. The city may revoke Customer's rate immediately upon finding Customer has violated any part of this section, and specifically when Customer denies or fails to respond to requests under paragraph D. Upon revocation the Customer's rate shall revert to the rate the Customer would otherwise have had on their electric service not specifically for electric vehicles pursuant to this chapter. Nothing herein imposes additional restrictions on the cancellation of service pursuant to any other law.

PASSED AND ADOPTED BY THE CITY OF CHASKA COUNCIL
_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Grau	_____	_____	_____	_____
Councilmember Hatfield	_____	_____	_____	_____
Councilmember Benesh	_____	_____	_____	_____
Councilmember Sheveland	_____	_____	_____	_____
Mayor Hubbard	_____	_____	_____	_____

Presiding Officer

_____
Taylor Hubbard, Mayor, City of Chaska

Attest

_____
Denise Beebe, Senior Clerk, City of Chaska

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE 12/15/2025 RESOLUTION NO. 2025-86

MOTION BY COUNCILMEMBER SECOND BY COUNCILMEMBER

A Resolution to Approve Summary Publication of Ordinance 2025-1075

WHEREAS, the City Council for the City of Chaska recently adopted Ordinance 2025-1075 titled Establish 2026 Electric Rates, which is a lengthy ordinance and not suitable for publication in full; and

WHEREAS, the City desires to publish a summary of the ordinance in accordance with Minnesota law; and

WHEREAS, the City has determined that publication of the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance; and

WHEREAS, a copy of the full text is available for viewing in the Chaska Library and the City Clerk's office;

NOW, THEREFORE, BE IT RESOLVED, the City Council for the City of Chaska that the following summary of Ordinance 2025-1075 is approved for publication:

Ordinance 2025-1075 - An ordinance to amend electric regulations and rates in Chapter 7 of the Chaska Municipal Code of Ordinances (the "CMCO'').

Electric rates and charges in CMCO Article 7.28 are amended to include technical updates, and to clarify definitions used throughout Art. 7.28. It also provides an update for 2026 electric rates, minimum charges, and Clean Energy rates. Rates and charges are updated effective January 2026.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 15th day of December 2025.

_____
Taylor Hubbard, Mayor

Attest:_____
Chaska Deputy Clerk

CITY OF CHASKA
ORDINANCE 2025-1076

AMENDING CHAPTER 7 - WATER & SEWER

NOW THEREFORE, be it ordained by the Council of the City of Chaska, in the State of Minnesota, as follows:

SECTION 1: **AMENDMENT** "7.08.070 Rates And Charges" of the City of Chaska Municipal Code is hereby *amended* as follows:

A M E N D M E N T

7.08.070 Rates And Charges

A. *Sewer Rental Charges Authorized*. For the purpose of providing funds to meet the cost of maintenance and operation of the sanitary sewers, the costs of construction, maintenance and operation of a sewage disposal plant, payment of capital charges represented by bonds, certificates of indebtedness, or otherwise, and the payment of reasonable requirements for replacement and obsolescence thereof, there is hereby levied and assessed upon each lot, parcel of land, building or premises presently or hereafter having any connection, directly or indirectly, with the public sanitary sewer system of the City, a sewer rental charge determined as provided in this article.

(Ord. No. 168, Sec. 9, 10/5/64)

B. *Authority To Classify Users Of System*. The City Council shall have the power to classify the sewage discharged into the sanitary sewerage system based upon its quantity, concentration, pollution, qualities in general and the costs of its disposal, to fix reasonable and equitable sewer rental charges therefor according to such classification, and shall have the power, by resolution, to modify from time to time any classification or sewer rental charge provided in this article as may be, in the exercise of its discretion, reasonably required.

(Ord. No. 168, Sec. 9, 10/5/64)

C. *Classifications*. For the purpose of this article the following classifications of property according to the use of the sewerage system are hereby established:

Class 1. Residential: This classification shall include property used exclusively for residential purposes by a single-family unit, but does not include multiple residential buildings served by one (1) meter. Residential quarters constituting a single-family unit in buildings where a portion thereof is used for other than residential purposes shall be included in this classification, if the water used in such residential quarters shall be separately metered. A "single-family unit" is hereby defined to include the following:

1. A single person occupying residential quarters having either a private bath or toilet or kitchen facilities.
2. Two (2) or more persons occupying residential quarters as a common residential unit and having either a private bath or toilet or kitchen facilities; and
3. Two (2) or more persons occupying separate residential quarters, but having in common with other such persons living separately the use of either the same private bath or the same toilet or the same kitchen facilities.

Class 2. Commercial: This classification shall include any property used by a single unit for any purposes not properly included in Classes 1 and 3, and which also include any multiple residential building served by one meter. A "single-unit" shall include:

1. Each establishment or office having a separate toilet or other water-using facilities; and
2. Two (2) or more establishments or offices occupied separately, but having in common with such other establishments or offices the use of the same toilet or other water-using facilities.

Notwithstanding anything to the contrary in this paragraph, a "single-family unit" or single-unit" as used in this classification shall be defined as any such unit having not more than ten (10) "fixtures" as defined in the State of Minnesota Plumbing Code. Each unit having more than ten (10) such fixtures shall, for the purposes of sewer rents, rates and charges be considered a separate "single" unit for each ten (10) fixtures or fraction thereof located within said unit.

Class 3. Industrial: This classification shall include any property used by any establishment where any sewage or waste discharged into the public sewers therefrom has:

1. A five-day twenty (20) degrees centigrade BOD greater than four hundred (400) milligrams per liter; or
2. A suspended solids content greater than four hundred (400) milligrams per liter; or
3. A chlorine demand greater than twenty (20) milligrams per liter in any fifteen-minute time period; or
4. An average daily flow greater than two percent (2%) of the average daily sewage flow at the sewage treatment works; or
5. Any toxic substance; or
6. Any wastes which are considered by the Engineer to offer possibilities of harm to structures, processes or the operation of the plant.

(Ord. No. 168, Sec. 9, 10/5/64; Ord. No. 217, Secs. 1, 2, 1/21/74)

D. *City Clerk To Compute Amount Due And Render Statements*.

1. Effective for the month commencing January 1 1980, and each month thereafter, the City Clerk shall compute the amount due the City for sewer rents and charges in accordance with this article and shall render to the sewer system user's statements therefor monthly at the same time as the City water statements for the same month are rendered by him. Both charges shall be

separately itemized and included in one (1) bill where both are properly chargeable by the City. Such statements shall be made for each water meter (or its equivalent if water is not supplied by the City), and shall include the sewer rental charges for all units whether classified as residential, commercial, industrial or any combination of such classifications, on each single meter. Such sewer rentals shall be due and shall become delinquent, respectively, at the same time as the City water charges for the same period.

2. In addition to the sewer rental rates and charges in a. above, a surcharge as provided in CMCO 7.08.090 paragraph C, shall be charged.

(Ord. No. 168, Sec. 9, 10/5/64; Ord. No. 295, Sec. 1, 12/17/79; Ord. No. 801, Art. VI, Sec. 204 subd. (a), (b), 4/2/07)

E. *Statements To Be A Charge Against Owner, Lessee And Occupant*. Prior to the furnishing of any sanitary sewer service to any user or property, a deposit or other security, as provided in CMCO 7.24.020 paragraph D, shall be provided.

(Ord. No. 168, Sec. 9, 10/5/64, Ord. No. 388, Sec. 3, 12/16/85)

F. *Recovery Of Unpaid Bills*. Any unpaid and delinquent sewer rental charges may be recovered from the occupant of the premises billed therefor in a civil action by the City in any court of competent jurisdiction or, in the discretion of the City Council, may be certified to the County Auditor as taxes against any such property to be collected and paid over to the City along with other taxes. Either or both of such methods of collection thereof may be pursued by the City until payment in full has been made, and the initiation of one (1) such method of collection shall not be deemed to be an election stopping the City from thereafter using the other method of collection until paid in full. Payment of delinquent sewer rentals collected shall be credited to the same fund hereinafter provided for current sewer rentals, deducting therefrom any costs of collection accruing to the City therefor.

(Ord. No. 168, Sec. 9, 10/5/64; Ord. No. 388, Sec. 4, 2/16/85)

G. *Charges Collected To Be Placed In Separate Fund*. The sewer rentals provided for in this section shall be placed and deposited in a separate general sewer fund to be known as the sewage disposal fund of the City, and shall be disbursed only for the purpose specified in CMCO 7.08.110 paragraph D,1.

(Ord. No. 168, Sec. 9, 10/5/64)

H. *Rental Charges*.

1. *Imposed*. The sewer rates, charges and rentals to be charged against property shall be based upon the quantity of water used thereon and the quality of sewage generated therefrom and shall be determined as follows:
    a. The charges each calendar month shall be based on the amount of water used on said property measured as provided in CMCO 7.08.110 paragraph F,2 and are hereby established as follows: Seven dollars and forty-five cents ($7.45) per thousand (1,000) gallons per calendar month. ~~Six dollars and eighty cents ($6.80) per thousand (1,000)~~

~~gallons per calendar month.~~

b. The charges each calendar month for residential properties located on Co Rd 10 within the City of Chaska and those units in that portion of Planning Area 9-B/9-C located in Chaska Township involved in the 201 Sanitary Sewer Project, and elect to choose a flat sewer user fee for on-site wastewater treatment systems are hereby established as follows:

Sewer Rental Fee, Per Month ..... $41.80 ~~38.15~~
Pumping Fee, Per Month ..... $13.60 ~~12.40~~

(Ord. No. 772, Chap. 19, Art. VI, Div. 2, Sec. 221, 1/3/05; Ord. No. 817, Sec. 221, 1/7/08; Ord. No. 845, Art. VI, Div. 2, Sec. 221(b), 12/20/10; Ord. No. 864, Art. VI, Div. 2, Sec. 221, 12/17/12; Ord. No. 879, Chap. 19, Art. VI, Div. 2, Sec. 221 a and b, 12/16/13; Ord. No. 897, Sec. 1, 12/15/14; Ord. No. 911, Sec. 1, 1/4/16; Ord. No. 928, Sec. 1, 12/19/16; Ord. No. 930, Sec. 1, 1/9/17; Ord. No. 944, § 1, 1/8/18; Ord. No. 960, § 1, 12/17/18)

2. *Minimum Charges*. Notwithstanding anything to the contrary otherwise appearing in this section the minimum sewer rental charge, according to classification of property use as provided by the section shall be as follows:

		Minimum Charges	
		Sewer Rental Charge	Service Charge
Class 1	Residential, per month	$0	$9.25 ~~8.45~~
Class 2	Commercial, per month	$0	$17.60 ~~16.05~~
Class 3	Industrial, per month for meter sizes less than 1.5"	$0	$30.30 ~~27.65~~
Class 3	Industrial, per month for meter sizes equal to or greater than 1.5"	$0	$56.10 ~~51.25~~
Class 4	Sewer Rental Fee, per month	$41.80 ~~38.15~~	n/a
Class 5	Sewer Pumping Fee, per month	$13.60 ~~12.40~~	n/a

The above stated minimum service charge as applied to single-family dwelling townhouses, condominiums, apartments and duplex homes shall be Seventeen dollars and fifty-eight cents ($17.58) for each living unit contained therein. ~~Sixteen dollars and five cents ($16.05) for each living unit contained therein.~~

(Ord. No. 845, Art. VI, Div. 2, Sec. 222, 12/20/10; Ord. No. 864, Art. VI, Div. 2 Sec. 222, 12/17/12; Ord. No. 879, Chap. 19, Art. VI, Div. 2, Section 222, 12/16/13./; Ord. No. 897, Sec. 2, 12/15/14; Ord. No. 911, Sec. 2, 1/4/16; Ord. No. 928, Sec. 2, 12/19/16; Ord. No. 930, Sec. 2, 1/9/17; Ord. No. 944, § 2, 1/8/18; Ord. No. 960, § 2, 12/17/18)

3. *Determining Amount Of Water Used*. The measure of volume of sewage waste for purposes of determining the rates and charges provided for in paragraph H,2 shall be based on the amount of water used on said premises and determined as follows:
    a. In the event water used on any such property is supplied fully by the City water system, the number of gallons of water supplied to such premises by the City water system as measured by the City water meter therein in use shall be the gallonage figure used in determining the sewer use and charges as hereinbefore provided, except that where such property is classified as residential, the charge each month shall be based upon the number of gallons of water supplied thereto by the City water system, except that the monthly charge for the months of May through and including November of any year shall be based upon the less of:
        (1) The number of gallons of water supplied thereto by the City water system; or
        (2) The average number of gallons of water supplied thereto for the monthly charge of the previous December, through and including April adjusted to 105% of average.
    b. In the event water used on any such property is supplied in whole or in part with water not obtained from the City water system, the number of gallons used on said premises, as if wholly supplied by the City water system as measured by a water meter(s) metering the source of all water used on such property, shall be the gallonage figure used in determining the sewer use and charges as hereinbefore provided, except that where such property is classified as residential the charge each month shall be based upon the number of gallons of water used on said premises, except that the monthly charge for the months of May through and including November of any year shall be based upon the less of:
        (1) The number of gallons of water supplied thereto by the City water system; or
        (2) The average number of gallons of water supplied thereto for the monthly charge of the previous December, through and including April adjusted to 105% of average.

    It shall be the duty of any such owner, lessee or occupant thereof, and all of them to have installed by them, at no expense to the City, the necessary metering equipment as approved by the Utility Superintendent to measure the

total amount of water used on said premises.

Until such time such owner, lessee or occupant installs the necessary metering equipment to measure the total amount of water used thereon, or where it is not practical to measure the same by metering equipment, the Utility Superintendent shall cause to be determined in such manner and by such methods as he shall reasonably determine, considering conditions and attendant circumstances in each case, the estimated total amount of water used thereon, and such estimate shall be used in lieu of the meter volume of water to determine the sewer rental charges thereon; except that where such property is classified as residential the charge each month shall be based upon the estimated number of gallons of water used on said premises, except that the monthly charge for the months of May through and including November of any year shall be based upon the less of:

a. The estimated number of gallons of water supplied thereto by the City water system; or
b. The estimated average number of gallons of water supplied thereto for the monthly charge of the previous December, through and including April adjusted to 105% of average.

Any person using the sewerage works of the City may install, at no expense to the City, a meter of a style and type approved by the Utility Superintendent to meter actual sewage volume discharged from such property, and in that event, that gallonage figure shall be used in determining the sewer use for such property. Such metering equipment shall be maintained to provide accurate measurement of the sewer use and shall be tested and calibrated at the Utility Superintendent's request or at least annually with test results and maintenance records submitted to the Utility Superintendent for his review and approval. This shall be done by a competent metering contractor approved by the Utility Superintendent and at no expense to the City. If the above maintenance and testing is not done as required, the City shall hire an approved contractor to perform this work and the cost thereof shall be added to the customer's sewer charges.

(Ord. No. 168, Sec. 9, 10/5/64; Ord. No. 279, Sec. 1, 3/5/79; Ord. No. 287, Sec. 1, 9/17/79; Ord. No. 295, Sec. 4, 12/17/79; Ord. No. 495, Sec. 3, 12/16/91; Ord. No. 519, Sec. 4, 12/21/92)

4. *Payment For Sewer Services*. Payment for sewer services billed shall be made to the office of the City Clerk and shall be due on or before the fifteenth (15th) day of the month in which the bill is received by the customer. A five percent (5%) penalty shall be added to bills not paid by the close of the business day on the fifteenth (15th) day of the month.

(Ord. No. 243, Sec. 16, 1/3/77; Ord. No. 295, Sec. 5, 12/17/79)

5. *Industrial User's Strength Charges*.
    a. *Establishment of strength charges*. For the purpose of paying the costs

allocated to the City of Chaska each year by the Metropolitan Waste Control Commission that are based upon the strength of discharge of all industrial user's receiving waste treatment services within or served by the City, there is hereby established, in addition to the sewer charge based upon volume of discharge as hereinbefore provided, a sewer charge upon each company or corporation receiving waste treatment services within or served by the City, based upon strength of industrial waste discharged into the sewer system by the City called the "strength charge."

b. *Establishment of strength charge formula*. For the purpose of computation of the strength charge established by paragraph H,6,a, there is hereby established a strength charge formula as designated in Resolution No. 76-172 adopted by the governing body of the Metropolitan Waste Control Commission on June 15, 1976, which is hereby made a part of this paragraph H,6 as if fully set forth herein, such formula being based upon pollution quality and difficulty of disposal of the sewage produced through an evaluation of pollution qualities and quantities in excess of an annual average base and the proportionate cost of operation and maintenance of waste treatment services provided by the Metropolitan Waste Control Commission.

c. *Strength charge payment*. It is hereby determined that the strength charge established by paragraph H,6,a shall be paid by each industrial user receiving waste treatment services and subject thereto before the twentieth (20th) day next succeeding the date of billing thereof to such user by or on behalf of the City and such payment thereof shall be deemed to be delinquent if not so paid to the billing entity before such date. Furthermore, it is hereby established that if such payment is not paid before such date an industrial user shall pay interest compounded monthly at the rate of two-thirds of one percent (2/3 of 1%) on the unpaid balance due.

d. *Establishment of tax lien*. As provided by Minn. Stat. § 444.075 Subd. 3, it is hereby determined that if payment of the strength charge as established by paragraph H,6,a is not paid before the sixtieth (60th) day next succeeding the date of billing thereof to the industrial user by or on behalf of the City, said delinquent sewer strength charge, plus accrued interest established pursuant to paragraph H,6,c, shall be deemed to be a charge against the owner, lessee or occupant of the property served and the City or its agents shall certify such unpaid delinquent balance to the County Auditor as taxes against the property served for collection as other taxes are collected; provided, however, that such certification shall not preclude the City or its agents from recovery of such delinquent sewer strength charge and interest thereon under any other available remedy.

(Ord. No. 143, Sec. 17, 1/3/77)

I. *Connection Charges*.

1. *Purpose And Intent.*
    a. For the purpose of paying for the establishment, obtainment, construction, reconstruction, repair, replacement, depreciation, enlargement, and improvement of the total municipal sewer system including but not limited to the cost of collection and conveyance; it is hereby determined by the City Council of the City that charges, in accordance with the schedules provided, shall be paid to the City as set forth by resolution for every lot, piece, or parcel of land connecting to the municipal sanitary sewer system, or additional use causing excessive discharge of sewage or additional living units constructed upon land already connected to the system. Said charges are reviewed and, if necessary, revised each November, effective January first of the following year.
    b. It is hereby determined to be the policy of the City that the benefit to any lot, piece, or parcel of land developed within the drainage district hereinafter defined and within the classifications set forth in this paragraph, for sanitary sewer interceptor, trunk or subtrunk service or availability is similar and that payment for said service or availability should be collected on as fair, reasonable and equitable basis as possible. It is further determined that the charges as set forth by resolution and determined fairly and reasonably represent a benefit to said land in addition in any amount previously assessed for sanitary sewer interceptor, trunk or subtrunk service or availability or any amount paid for any permit fee and charges paid for inspection of said connection pursuant to any other ordinance of the City or any other governmental entity or agency.

    (Ord. No. 208, Sec. 1, 1/23/73)
2. *Definitions*. As used in this paragraph the following terms shall have the meanings given:

    Acreage availability charges is the amount of dollars per acre as determined and set forth by resolution. The acreage used in computation of the acreage availability charge shall be the net developable land area exclusive of lakes, major parks, major recreational areas, major greenways and major thoroughfares and external collector streets as shown on the appropriate comprehensive guide plans of he City, or amendments thereof.

    Basic Equivalent Unit (BEU) for the purpose of this paragraph the classification of property, and the computation of the number of BEUs applicable for each connection to the municipal sewerage system, shall be in accordance with the classification and computation of the Metropolitan Council Environmental Services procedures for classification and computation of its service availability charge as more particularly set forth in that document identified as Service Availability Charge Procedures Manual, January 1998.

Basic equivalent unit charge is the amount of dollars per Basic Equivalent Unit as set forth by resolution.

Connection to sewer system: For purpose of this division every lot, piece or parcel of land is considered to be connected to the sanitary sewer system at the time a sewer connection permit is issued. Where a sanitary sewer is available the sewer connection permit shall be applied for at the time of application for a building permit.

Drainage district shall mean the area of land within the City within the East Creek Drainage area is more particularly shown on the sewer map, identified as Figure 4, as amended, of the Comprehensive Sewer Report dated 1972 as transmitted February 14, 1972, which map is marked "Exhibit A", attached hereto and made a part hereof.

Sanitary sewer charge shall mean the total amount of charges against a lot, piece or parcel of land to be paid to the City for sanitary sewer interceptor, trunk or subtrunk service or availability, exclusive of sanitary sewer laterals, service connections and use charges, and that said total sanitary sewer charge shall be a combination of the acreage availability charge (AAC) and basic equivalent unit (BEU) charge.

(Ord. No. 208, Sec. 2, 1/23/72; Ord. No. 326, Sec. 1 5/3/82)

3. *Establishment Of Charges*. In order to accomplish the purpose and intent of this paragraph there is hereby established a sanitary sewer charge against every lot, piece or parcel of land within the drainage district, which charge shall be collected as follows:

   At the appropriate time the City Clerk, or his duly authorized representative, shall compute the total acreage availability charge and the basic equivalent charge against the land to be subdivided, to be developed or for which a building permit is requested, or which is to be connected to the municipal sanitary sewer system. The sum total of the above two (2) charges shall constitute the sanitary sewer charge for said land. From the sanitary sewer charge shall be deducted the principal amount of any sanitary interceptor, trunk or subtrunk assessments previously levied against said land pursuant to Minn. Stat. Ch. 429 together with interest paid on the total amount of any such assessment principal in excess of the Sanitary Sewer Area fee, per acre, as shown on the Development Fee Schedule, as determined from the respective assessment rolls and adjusted to net developable acres, to December 31 of the year in which connection is made to the municipal sanitary sewer system. The remaining balance shall constitute the amount of the sanitary sewer charge to be paid prior to the issuance of a sewer permit.

(Ord. No. 208, Sec. 3, 1/23/73; Ord. No. 277, Sec. 1, 3/19/79; Ord. No. 417, Sec. 1, 8/3/87, Policy 08-01-94)

4. *Continued Payment Of Assessment Levied*. A property owner may continue to make assessment payments as provided in the original assessment roll. In that event an amount equal to the total principal assessed together with interest on any such assessment principal in excess of the Sanitary Sewer Area fee, per acre, shown on the Development Fee Schedule, to December 31 of the year in which the property is connected to the municipal sanitary sewer system shall be deducted from the sanitary sewer charge and the difference shall be paid in cash prior to the issuance of a sewer permit pursuant to this article, unless paid as so permitted in CMCO 7.08.110 paragraph H,7.

   (Ord. No. 208, Sec. 3, 1/23/73; Ord. No. 277, Sec. 2, 3/19/79, Policy 08-01-94)

5. *Credits Against Future Assessment Payments*. A property owner may in the event that more than the Sanitary Sewer Area fee, per acre, as as shown on the Development Fee Schedule, as adjusted to net developable acres, is assessed against the land which is to be connected to the municipal sanitary sewer system, have the total amount assessed in excess of that per acre Sanitary Sewer Area fee together with the interest paid on such excess amount credited against future payments of assessments already levied against other property of the owner.

   (Ord. No. 208, Sec. 3, 1-23-73; Ord. No. 277, Sec. 2, 3/19/79, Policy 08-01-94)

6. *Payment For Additional Living Units*. Prior to the issuance of a building permit for construction of additional living units on any land already connected to the municipal sanitary sewer system an amount equal to the basic equivalent unit charge for each of such additional living units to be constructed thereon shall be paid to the City.

   (Ord. No. 208, Sec. 3, 11/23/73)

7. *Payment For Excessive Sewage*. In the event that the discharge of sewage from any land already connected to the sanitary sewer system within the classification as set forth in CMCO 7.08.110 paragraph H,1 shall exceed two hundred thousand (200,000) gallons per acre per year, the City Clerk shall recalculate the basic equivalent unit charge based upon such increased discharge. From the basic equivalent unit charge as so determined shall be deducted any basic equivalent unit charges theretofore paid and the remaining balance shall be the additional basic equivalent unit charge to be paid to the City for such excessive discharge.

   (Ord. No. 208, Sec. 3, 11/23/73)

8. *Rates*. The sanitary sewer charge established as of January 1997 and

thereafter, or until changed, as hereinafter set forth is the sum total of the following:

Acreage Availability Charge	The Sanitary Sewer Area fee as shown on the Development Fee Schedule.
Basic Equivalent Unit	The Sanitary Sewer Connection fee as shown on the Development Fee Schedule.

Because of the added tax base, the addition of new jobs and employment opportunities. it is in the best interest of the City to encourage the subdivision of land in accordance with the Subdivision Ordinance of the City, business, commercial and industrial development within the City, and in connection therewith it is hereby determined that the basic equivalent unit (BEU) charge for any land subdivided or for any development within the classification as defined in CMCO 7.08.110 paragraph H,1 shall be paid in cash, or assessed if requested of the owner or developer, at the time the land is subdivided or developed, whichever occurs first, and if assessed, be paid over a period of years not to exceed ten (10) years within the guidelines hereinafter set forth:

a. If the BEU charge is assessed the City Council shall, by resolution, after taking into consideration the amount of the charge, the results of the latest fiscal analysis as set forth in paragraph I,9 and any other factors they deem necessary and advisable, determine the number of years over which the assessment is to be spread.
b. The City Council in said resolution shall determine the number of years said charge shall be spread and the amount of interest to be charged thereon. Said payments may be spread over a period of not less than three (3) nor more than ten (10) years at an interest rate dependent upon the municipal investment market at that time.
c. Prior to said charges being paid over a period of years, the land owner and/or Developer shall execute an agreement with the City whereby

the land owner and/or Developer agrees that said charges shall be spread on the same basis as, and shall be considered as assessments against the land developed; and that said charges be a first and prior lien against the property in question and on a parity with other assessments levied pursuant to Minn. Stat. Ch. 429, if any.

The Acreage Availability Charge (AAC) if not paid in cash, shall be assessed as provided above time of development or subdivision of land, whichever occurs first. The Basic Equivalent Unit (BEU) charge, if not paid in cash or assessed as above provided, shall be collected at time of obtaining a building permit.

(Ord. No. 208, Sec. 4, 1/23/73; Ord. No. 277, Sec. 4, 3/19/79; Ord. No. 417, Sec. 2, 8/3/87)

9. *Annual Review Of Charges*. A complete fiscal analysis and review of current and projected revenue capital expansion and projected growth shall be made prior to each major interceptor, trunk or subtrunk capital improvement project or at least annually by the City Administrator, together with such other persons as he deems necessary and advisable, and it shall be reported to the City Council on or before January 1 of each year.

   Such analysis shall include and take into account changes in the estimated capital costs resulting from inflation or deflation, engineering design, technology, location and alignment of sewer lines; increase or decrease in lateral benefits from the interceptors, trunks or subtrunks, amendments to the comprehensive sewer layout, new materials, governmental grants, State and Federal regulations, and any other items or considerations which will have an affect upon the total cost of the municipal sanitary sewer system. Changes or potential changes in land use, zoning, density, rate of growth, interest earned on sinking funds and prepayments, or any other financial considerations or other factors affecting projected revenue of the system shall also be considered.

   The acreage availability charge and/or basic equivalent unit connection charge may be adjusted to reflect any changes shown to be necessary by said fiscal review.

   (Ord. No. 208, Sec. 5, 1/23/73)

10. *Separate Account.* All charges collected under this paragraph not specifically pledged to the repayment of a past or future bond issue shall be placed in a separate account. Revenues from time to time received in excess of amounts so pledged may be pledged by resolution of the governing body, or may be used, though not so pledged, for the payment of principal and interest on obligations issued pursuant to Minn. Stat. Ch. 444 or 475 for sanitary sewer interceptors, trunks and subtrunks or for any other purpose permitted under Minn. Stat. Ch. 444.

(Ord. No. 208, Sec. 6, 1/23/73)

J. *Reserve Capacity Charges*.

1. *Recitals*. The Metropolitan Sewer Board has determined to reserve unused capacity in the metropolitan disposal system each year commencing in 1973 for local government units in which new buildings will be connected, and new connections will be made, to that system during such year and to allocate that debt service costs of such unused capacity for the year among such local government units. In order for the City to pay such costs allocated to it each year, it will be necessary to establish sewer service availability and connection charges for all buildings constructed or connected to the metropolitan disposal system on or after January 1, 1973.

   (Ord. No. 207, Sec. 1, 12/18/72)

2. *Establishment Of Charges And Amount Of Charges*.
   a. For the purpose of paying the costs of reserve capacity allocated to the City each year by the Metropolitan Sewer Board, there is hereby established a charge for:
      (1) The availability of treatment works and interceptors comprising the metropolitan disposal system; and
      (2) Connections, direct and indirect, to the metropolitan disposal system.

      The charge is hereby imposed on each building in the City, and on each connection to the metropolitan disposal system directly or through the City's system, which is within any sewer area established by the Metropolitan Sewer Board, construction of which building is commenced, or which connection is made, on or after January 1, 1973. The charge shall be payable at the time of, and as conditioned to, the issuance of a building permit or a connection permit, as the case may be, but no charge shall be due upon the issuance of a connection permit if a charge was paid upon issuance of a building permit.

      The charge for each building shall be equal to the number of units of sewage volume which it will discharge, multiplied by the effective rate determined by the Metropolitan Wastewater Services. The charge after 1977 shall be as the City Council, by ordinance, may determine. A unit of sewage volume shall be one hundred thousand (100,000) gallons per year and shall be assigned as follows:
      (1) Single-family dwellings and each living unit within any townhouse development, duplex and mobile homes greater than fourteen (14) feet in width shall comprise one unit;
      (2) Each living unit within condominiums for residential use and apartments and mobile homes fourteen (14) feet in width or

less shall each comprise eighty percent (80%) of a unit;

(3) All other buildings shall be assigned one (1) unit for each one hundred thousand (100,000) gallons of flow or part thereof which the City estimates they will discharge;

(4) Buildings for residential use and existing or for which building permits were issued prior to January 1, 1973, shall be counted as one-half (½) the unit equivalent for that type of residential building if connected to the metropolitan disposal system prior to January 1, 1974, and shall be counted at the full rate thereafter.

(Ord. No. 207, Sec. 2, 12/18/72)

3. *Administration*. The City Administrator, or his duly authorized representative, shall prepare or revise building permits and sewage connection permit application forms to provide information necessary for the computation of the number of units assignable to the building in question. The Administrator shall make such information available to the Metropolitan Sewer Board upon request.

(Ord. No. 207, Sec. 2, 2/18/72)

4. *Council May Change Charges*. The City Council may by ordinance increase, diminish, or change the amount and basis of the charges herein established, from time to time.

(Ord. No. 207, Sec. 2, 12/18/72)

5. *Charges To Be In Addition To Other Charges*. The charges herein established shall be in addition to, and not in lieu of, all other charges imposed from time to time by the City for building permits, sewer connection permits and sewer rental charges.

(Ord. No. 207, Sec. 2, 12/18/72)

SECTION 2: **AMENDMENT** "7.12.020 Rates And Charges" of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.12.020 Rates And Charges

A. *Alternate Metering System Fees*. The fee for alternate monthly meter readings shall be seventy-five dollars and no cents ($75.00) for each property.

(Ord. No. 211, Sec. 4, 4/16/73; Ord. No. 243, Sec. 22, 1/3/77; Ord. 871, 8/19/13; Ord.

No. 883, Art. III, Div. 1, Sec. 55, 4/21/14)

B. *Turning On Water After Service Has Been Terminated*. For turning on water where service has been turned off for nonpayment of water bill, failure to repair a leak, discontinuance of service or any other cause, a service charge of seventy-five dollars ($75.00) will be made.

(Ord. No. 211, Sec. 7, 4/16/73; Ord. No. 243, Sec. 23, 1/3/77; Ord. No. 871, 8/19/13)

C. *Adjustment Of Curb Box*. For raising or lowering curb box tops to correspond with ground level the charge to the property owner shall be the actual cost, with minimum charge of seventy-five dollars ($75.00) will be made.

(Ord. No. 211, Sec. 4, 4/16/73; Ord. No. 243, Sec. 24, 1/3/77; Ord. 871, 8/19/13)

D. *Basic Rates*. The rate due and payable to the City from each water user within the City for water taken during any month from the water supply system shall be as follows:

Residential:	
Per Thousand Gallons (PTG) at -	
0—2,000 gallons	$3.34 ~~3.09~~ PTG
2,001 to 5,000 gallons	$3.59 ~~3.32~~ PTG
5,001 to 8,000 gallons	$3.91 ~~3.62~~ PTG
8,001 to 12,000 gallons	$4.45 ~~4.04~~ PTG
12,001 to 40,000 gallons	$5.13 ~~4.58~~ PTG
Above 40,001 gallons	$6.70 ~~5.87~~ PTG
Commercial:	
Per Thousand Gallons (PTG) at -	
0 to 20,000 gallons	$3.33 ~~3.08~~ PTG
Above 20,001 gallons	$3.78 ~~3.50~~ PTG
Bulk Water (Hydrant)	$10.55 ~~9.76~~ PTG
Industrial:	
Per Thousand Gallons (PTG) at -	
0 to 90,000 gallons	$3.05 ~~2.82~~ PTG
Above 90,001 gallons	$3.46 ~~3.20~~ PTG

City of Chaska:		
Per Thousand Gallons (PTG) at -		
	0—2,000 gallons	$3.01 ~~2.63~~ PTG
	2,001 to 5,000 gallons	$3.24 ~~2.83~~ PTG
	5,001 to 8,000 gallons	$3.52 ~~3.08~~ PTG
	8,001 to 12,000 gallons	$4.01 ~~3.44~~ PTG
	12,001 to 40,000 gallons	$4.62 ~~3.90~~ PTG
	Above 40,001 gallons	$6.03 ~~4.99~~ PTG
Irrigation Only Meters:		
Per Thousand Gallons (PTG) at -		
	0 to 20,000 gallons	$4.50 ~~4.09~~ PTG
	20,001 to 40,000 gallons	$5.44 ~~4.85~~ PTG
	Above 40,001 gallons	$6.88 ~~6.03~~ PTG

(Ord. No. 878, Chap. 25, Art. III, Div. 1, Sec. 58, 12/16/13; Ord. No. 896, Sec. 1, 12/15/14; Ord. No. 910, Sec. 1, 1/4/16; Ord. No. 927, Sec. 1, 12/19/16; Ord. No. 943, § 1, 1/8/18; Ord. No. 959, § 1, 12/17/18)

E. *Customer Charges, Minimum Charges And Minimum Flat-Rate Charges.*

Notwithstanding the schedule of charges listed herein each water user shall pay a customer charge and a minimum flat rate charge for each monthly period during which water service is furnished as follows:

Meter Size	Monthly Flat Rate, Customer Charges (Per Occupancy Unit)	Monthly Flat-Rate, Charge for Safe Drinking Water (Per Service Connection)
5/8 to 3/4 inch	$8.80~~8.15~~	$1.26 ~~0.81~~
1 inch	$13.30~~12.30~~	$1.26 ~~0.81~~
1 1/2 inch	$23.05~~21.35~~	$1.26 ~~0.81~~
2 inch	$34.80~~32.20~~	$1.26 ~~0.81~~
3 inch	$122.70~~113.60~~	$1.26 ~~0.81~~
4 inch	$218.50~~202.30~~	$1.26 ~~0.81~~

6 inch and over	$451.65~~418.20~~	$1.26 ~~0.81~~

(Ord. No. 780, Chap. 25, Art. III, Div. 1, Sec. 58, 12/19/05; Ord. No. 816, Art. III, Div. 1, Sec. 58, 1/7/08; Ord. No. 832, Art. III, Div. 1, Sec. 58 and 59, 8/31/09; Ord. No. 855, Art. III, Sec. 58 and 59, 12/19/11; Ord. No. 863, Art. III, Div. 1, Sec. 58 and 59, 12/17/12; Ord. No. 878, Chap. 25, Art. III, Div. 1, Sec. 59, 12/16/13; Ord. No. 896, Sec. 2, 12/15/14; Ord. No. 910, Sec. 2, 1/4/16; Ord. No. 927, Sec. 2, 12/19/16; Ord. No. 943, § 2, 1/8/18; Ord. No. 959, § 2, 12/17/18)

F. *Water Meter Testing Deposit.* Before making a test of any meter, the person requesting such test shall, at the time of filing such request with the City, make a deposit with the City Clerk for the amount charged for such test, subject to the conditions stated in this section, which are charges as follows:

Five-eighths (5/8) inch to one (1) inch $60.00
One and one-half (1½) to two (2) inch $90.00
Two (2) inch and larger ..... Actual Cost

The deposit required for testing any meter over two (2) inch shall be the actual cost of removing, transporting, testing and reinstalling the meter as estimated by the company hired by the City performing the work.

(Ord. No. 211, Sec. 6, 4/16/73; Ord. No. 243, Sec. 28. 1/3/77; Ord. No. 294, Sec. 3, 12/17/79; Ord. No. 518, Sec. 3, 12/21/92; Ord. No. 567, Sec. 3, 12/19/94; Ord. No. 883, Art. III, Div. 1, Sec. 60, 4/21/14)

G. *Water Bills*. Water bills shall be mailed to the customers monthly and shall specify the water consumed and the charges in accordance with the rates set out herein. Payment for water bills shall be made at the office of the City Clerk and shall be due on or before the fifteenth (15th) day of the month in which the bill is received by the customer. A five percent (5%) penalty shall be added to bills not paid by the close of the business day on the fifteenth (15th) day of the month.

(Ord. No. 211, Sec. 6, 4/16/73; Ord. No. 243, Sec. 28, 1/3/77; Ord. No. 294, Sec. 4, 12/17/79; Ord. No. 574, Sec. 1, 5/15/95)

H. *Discontinuance Of Water For Nonpayment Of Bills*. All charges for water shall be due on the monthly due date specified by the City for the respective account. It shall be the duty of the City to endeavor to promptly collect delinquent accounts. In all cases where satisfactory arrangements for payment have not been made, and said amount is more than thirty (30) days delinquent, instructions shall be given to discontinue service by shutting off the water at the stop box. When service has been discontinued for nonpayment of bills, said service shall not be resumed except upon payment of the account balance in full and the payment of service charge in the amount of one hundred dollars ($100.00) during regular office hours or one hundred twenty dollars ($120.00) outside of regular office hours.

All delinquent accounts shall be certified to the City Clerk who shall prepare an assessment roll each year providing for assessments of the delinquent amounts against the respective parties served. This assessment roll shall be delivered to the Council for adoption on or before October 1st of each year, and may be certified to the County Auditor as taxes against any such property to be collected and paid over to the City along with other taxes. Such action may be optional or subsequent to taking legal action to collect delinquent accounts.

(Ord. No. 211, Sec. 7, 1/16/73; Ord. No. 243, Sec. 29, 1/3/77; Ord. No. 294, Sec. 5, 12/17/79)

A. *Voluntary Discontinuance Of Water Service*. A user of water service, not delinquent in payment for water used, may request the City to connect or terminate service to his property and if said service is not reconnected until more than thirty (30) days after disconnect it shall be deemed a voluntary disconnect and service shall be reconnected upon payment of a reconnection charge in the amount of seventy~~twenty~~ five dollars ($7~~2~~5.00).

(Ord. No. 341, Sec. 2, 12/6/82)

PASSED AND ADOPTED BY THE CITY OF CHASKA COUNCIL _____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Grau	_____	_____	_____	_____
Councilmember Hatfield	_____	_____	_____	_____
Councilmember Benesh	_____	_____	_____	_____
Councilmember Sheveland	_____	_____	_____	_____
Mayor Hubbard	_____	_____	_____	_____

Presiding Officer

_____
Taylor Hubbard, Mayor, City of Chaska

Attest

_____
Denise Beebe, Senior Clerk, City of Chaska

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE 12/15/2025 RESOLUTION NO. 2025-87

MOTION BY COUNCILMEMBER SECOND BY COUNCILMEMBER

A Resolution to Approve Summary Publication of Ordinance 2025-1076

WHEREAS, the City Council for the City of Chaska recently adopted Ordinance 2025-1076 titled Establish 2026 Sewer and Water Rates, which is a lengthy ordinance and not suitable for publication in full; and

WHEREAS, the City desires to publish a summary of the ordinance in accordance with Minnesota law; and

WHEREAS, the City has determined that publication of the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance; and

WHEREAS, a copy of the full text is available for viewing in the Chaska Library and the City Clerk's office;

NOW, THEREFORE, BE IT RESOLVED, the City Council for the City of Chaska that the following summary of Ordinance 2025-1076 is approved for publication:

Ordinance 2025-1076 - An ordinance to amend sewer, water, and septic regulations in Chapter 7 of the Chaska Municipal Code of Ordinances (the "CMCO'').

Sewer rates, charges, and regulations for sewage disposal in CMCO Article 7.08 is amended to include technical updates, and to clarify definitions used throughout Art. 7.08. It also provides for 2026 sewer rental and minimum charges effective January 2026 as well as fees for Sanitary Sewer Areas and Sanitary Sewer Connection as shown on the Development Fee schedule which shall be established annually by the City Council.

Water rates, charges, and regulations in CMCO Art. 7.12 is amended to include technical updates and to clarify definitions used throughout Art. 7.12. It also provides updates for 2026 water services and minimum charges effective January 2026. Water availability charges, water area fees and water connection shall be established annually by the City Council and shall be payable in the amounts shown on the Development Fee schedule.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 15th day of December 2025.

_____
Taylor Hubbard, Mayor

Attest:_____
Chaska Deputy Clerk

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE 12/15/2025 RESOLUTION NO. 2025-88

MOTION BY COUNCILMEMBER SECOND BY COUNCILMEMBER

A Resolution Adopting a Stormwater Utility Residential Equivalency Factor

---

WHEREAS, Chapter 7, Article 16, Section 020, Subsection C-2 of the Chaska Minnesota Code of Ordinances states "The stormwater management fee for single-family residential property shall be calculated by dividing the storm water management budget by the total number of REFs (Residential Equivalency Factor.) The minimum monthly storm water utility fee shall be set annually by the City Council."; and,

WHEREAS, the City Council has reviewed a proposed 2026 Budget for the Storm Water Utility Fund based on $3,138,304 in total expenses and 236,140 in total REF's for a REF rate of $13.29 per REF.

NOW, THEREFORE, BE IT RESOLVED, that a 2026 rate of Thirteen Dollars and Twenty-Nine Cents ($13.29) per REF be established for the Storm Water Utility.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 15th day of December 2025.

Taylor Hubbard, Mayor

Attest:

Chaska Deputy Clerk

CLAIMS ROSTER REPORT

FOR COUNCIL MEETING: **December 15, 2025**

Paid and Unpaid Invoices:
Check #'s 358845-358999 **$2,185,651.75**

Paid Electronic Invoices:
Wire #'s 4987-5008 **$8,187,371.09**

Amount for Approval-Council Meeting:
December 15, 2025 **$10,373,022.84**

City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
112727 7 MINUTE SECURITY LLC									
1587		12/01/2025	121625	358867	1,666.66	12/31/2025	INV	PD	SECURITY SERVICES-VULNERA
CHECK DATE: 12/16/2025									
103825 ACUSHNET COMPANY									
921831625		11/26/2025	121625	358868	176.19	12/26/2025	INV	PD	RESALE
CHECK DATE: 12/16/2025									
108949 ADVANTAGE COLLECTION PROFESSIONALS LLC									
8805402		11/30/2025	121625	358869	35.00	12/30/2025	INV	PD	NOV COLLECTION COMMISSION
CHECK DATE: 12/16/2025									
113123 ALPHA WIRELESS COMMUNICATIONS CO									
32146		11/25/2025	121625	358870	449.40	12/25/2025	INV	PD	LICENSE FOR CAMERAS
CHECK DATE: 12/16/2025									
100073 AMARIL UNIFORM CO									
IV288231		12/02/2025	121625	358871	2,045.20	01/02/2026	INV	PD	R. OSWEILER INITIAL FR CL
CHECK DATE: 12/16/2025									
IV288232		12/02/2025	121625	358871	583.15	01/02/2026	INV	PD	C. SCHMIEG FR CLOTHING
CHECK DATE: 12/16/2025									
IV288233		12/02/2025	121625	358871	612.00	01/02/2026	INV	PD	T. WIEBE FR CLOTHING
CHECK DATE: 12/16/2025									
IV288236		12/02/2025	121625	358871	342.00	01/02/2026	INV	PD	BALACLAVAS-FR CLOTHING
CHECK DATE: 12/16/2025									
					3,582.35				
100089 AMERICAN PRESSURE INC									
155064		11/25/2025	121625	358872	96.80	12/25/2025	INV	PD	PRV REHAB
CHECK DATE: 12/16/2025									
155321		12/09/2025	121625	358872	615.17	01/09/2026	INV	PD	#710 WATER PRESSURE PUMP
CHECK DATE: 12/16/2025									
					711.97				
100119 SHAKOPEE VALLEY FORD									
415939FOW		11/26/2025	121625	358873	164.89	12/26/2025	INV	PD	#1221 WATER PUMP W/ GASKE
CHECK DATE: 12/16/2025									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
416063FOW		11/26/2025	121625	358873	269.65	12/26/2025	INV	PD	#1221 WATER PUMP HOSE
CHECK DATE: 12/16/2025									
CM415939FOW		11/26/2025	121625	358873	-88.52	12/26/2025	CRM	PD	#1221 WATER PUMP COVER CR
CHECK DATE: 12/16/2025									
					346.02				
100146 ASPEN MILLS INC									
365311		11/19/2025	121625	358874	32.35	12/19/2025	INV	PD	DUTY UNIFORM-NUNEZ
CHECK DATE: 12/16/2025									
365312		11/19/2025	121625	358874	43.26	12/19/2025	INV	PD	DUTY UNIFORM-SCHRUPP
CHECK DATE: 12/16/2025									
366138		12/03/2025	121625	358874	147.80	01/02/2026	INV	PD	DUTY UNIFORM-JOHNSON
CHECK DATE: 12/16/2025									
366139		12/03/2025	121625	358874	386.29	01/02/2026	INV	PD	DUTY UNIFORM-DIRCKS
CHECK DATE: 12/16/2025									
					609.70				
100155 AUBURN MANOR									
DEC 2025	250002	12/01/2025	121625	358875	200.00	12/31/2025	INV	PD	DEC SENIOR CITIZEN DONATI
CHECK DATE: 12/16/2025									
113190 AVK FOODS LLC									
001		11/14/2025	121625	358876	1,000.00	12/14/2025	INV	PD	Samosas for Celebrate Ind
CHECK DATE: 12/16/2025									
101930 AXON ENTERPRISE INC									
INUS366331-Balance		08/01/2025	121625	358877	20,248.80	12/02/2025	INV	PD	Axon Storage/View License
CHECK DATE: 12/16/2025									
105236 B & B TRANSFORMER INC, AN IPS COMPANY									
IN-BB-40	250318	11/26/2025	121625	358878	34,665.00	12/26/2025	INV	PD	TRN UG 750KVA 7.9 480/277
CHECK DATE: 12/16/2025									
112858 BAKER TILLY ADVISORY GROUP PARENT LP									
BTMA33359		05/30/2025	121625	358879	6,900.00	12/31/2025	INV	PD	2024 Continuing Disclosur
CHECK DATE: 12/16/2025									

City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100174 BAUER BUILT TIRE AND BATTERY									
180318846		11/25/2025	121625	358880	486.56	12/25/2025	INV	PD	#1221 TIRES
CHECK DATE: 12/16/2025									
180318927		12/02/2025	121625	358880	1,007.32	01/02/2026	INV	PD	#230 TIRES
CHECK DATE: 12/16/2025									
180318966		12/02/2025	121625	358880	759.80	01/02/2026	INV	PD	#86 TIRES
CHECK DATE: 12/16/2025									
180319059		12/02/2025	121625	358880	1,918.64	01/02/2026	INV	PD	#810 SKID LOADER TIRES
CHECK DATE: 12/16/2025									
518036661		12/04/2025	121625	358880	2,049.11	01/04/2026	INV	PD	#704 FRONT TIRES
CHECK DATE: 12/16/2025									
					6,221.43				
100214 BORDER STATES INDUSTRIES INC									
931466486	250319	11/10/2025	121625	358881	6,880.37	12/10/2025	INV	PD	4 - ST LT STD12' ALUM CAS
CHECK DATE: 12/16/2025									
100220 BOYER FORD TRUCKS INC									
098P34171		12/04/2025	121625	358882	77.43	01/04/2026	INV	PD	#130 EXHAUST CLAMP
CHECK DATE: 12/16/2025									
103187 BY THE YARD INC									
150430		11/25/2025	121625	358883	17,281.70	12/25/2025	INV	PD	Patio Furniture for New S
CHECK DATE: 12/16/2025									
100302 CARVER COUNTY TIF/SA									
1110		12/02/2025	121625	358884	1,181.12	12/31/2025	INV	PD	Maintenance Fees Election
CHECK DATE: 12/16/2025									
100323 CDW GOVERNMENT INC									
AG82L1U		11/13/2025	121625	358885	152.61	12/13/2025	INV	PD	WIRELESS HEADSET-P&R
CHECK DATE: 12/16/2025									
AG9459U		11/21/2025	121625	358885	53.46	12/21/2025	INV	PD	FINGERPRINT KEY-PD
CHECK DATE: 12/16/2025									
AG9G33R		11/17/2025	121625	358885	1,708.55	12/17/2025	INV	PD	SURFACE-MARELIA
CHECK DATE: 12/16/2025									
AG9I42I		11/18/2025	121625	358885	956.70	12/18/2025	INV	PD	DOME CAMERAS-IT

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/16/2025									
AG9I49K		11/18/2025	121625	358885	304.92	12/18/2025	INV	PD	WEBCAMS-PD
CHECK DATE: 12/16/2025									
AG9LE7F		11/18/2025	121625	358885	740.61	12/18/2025	INV	PD	HEADSETS-IT (RETURNED)
CHECK DATE: 12/16/2025									
AG9PI8E		11/19/2025	121625	358885	48.25	12/19/2025	INV	PD	ADOBE LICENSE-IT
CHECK DATE: 12/16/2025									
AG9UG2Q		11/19/2025	121625	358885	599.77	12/19/2025	INV	PD	DOCK & MONITORS-SRO OFFIC
CHECK DATE: 12/16/2025									
AG9VC7T		11/20/2025	121625	358885	1,563.57	12/20/2025	INV	PD	SURFACE-SRO
CHECK DATE: 12/16/2025									
AG9WN9J		11/20/2025	121625	358885	66.10	12/20/2025	INV	PD	ADAPTERS-PD
CHECK DATE: 12/16/2025									
AH1461G		12/02/2025	121625	358885	287.78	12/31/2025	INV	PD	PRINTER-FINANCE-ERIN WFH
CHECK DATE: 12/16/2025									
AH14F7T		12/02/2025	121625	358885	301.63	12/31/2025	INV	PD	HEADSET-PD
CHECK DATE: 12/16/2025									
AH15I1A		12/02/2025	121625	358885	2,003.38	01/01/2026	INV	PD	SURFACE & EQUIP-PD
CHECK DATE: 12/16/2025									
AH1UZ4Y		11/28/2025	121625	358885	-740.61	12/31/2025	CRM	PD	RETURNED HEADSETS-IT
CHECK DATE: 12/16/2025									
AH1Y41P		12/01/2025	121625	358885	571.31	12/31/2025	INV	PD	DOCK, MONITORS, KEYBOARD-
CHECK DATE: 12/16/2025									
					8,618.03				
100337 QWEST CORPORATION									
313773369/DEC25		12/01/2025	121125	358852	43.42	12/26/2025	INV	PD	DEC CCC BURGLAR ALARM
CHECK DATE: 12/11/2025									
107026 CHANHASSEN FOOTBALL GRIDIRON CLUB									
2015542.002		12/08/2025	121625	358886	150.00	12/31/2025	INV	PD	RFD DAMAGE DEPOSIT-FOOTBA
CHECK DATE: 12/16/2025						PAYEE: CHANHASSEN FOOTBALL GRIDIRON CLUB			
100357 CHASKA FIGURE SKATING CLUB									
2015439.002		10/13/2025	121625	358887	696.00	12/26/2025	INV	PD	RFD PERMIT CHARGES-HOLIDA
CHECK DATE: 12/16/2025									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
110240 CINTAS CORPORATION NO 2									
84176/NOV2025		11/30/2025	121125	358853	1,183.25	12/10/2025	INV	PD	NOV RUG & MAT SVC
CHECK DATE: 12/11/2025									
112426 CITY OF CHASKA (ROOM RENTALS)									
R50345		07/19/2025	121625	358888	400.00	11/26/2025	INV	PD	MLK Day Room Rental for H
CHECK DATE: 12/16/2025									
100419 CLOVER CONDOMINIUM ASSOCIATION									
00498839-49		12/10/2025	121125	358854	1,045.16	12/31/2025	INV	PD	JAN COMMUNITY ROOM DUES
CHECK DATE: 12/11/2025									
100423 CLUB CAR LLC									
451391		11/25/2025	121625	358889	226.84	12/25/2025	INV	PD	CART REPAIRS
CHECK DATE: 12/16/2025									
111222 CNH ARCHITECTS LTD									
3660		11/30/2025	121625	358890	29,444.32	12/15/2025	INV	PD	22096 Chaska Public Safet
CHECK DATE: 12/16/2025									
106732 CODY, SARAH									
148159		10/18/2025	121625	358891	247.95	11/18/2025	INV	PD	MILEAGE-MSFCA CONF IN DUL
CHECK DATE: 12/16/2025									
100436 COMCAST CORPORATION									
0426162/NOV25		11/17/2025	120225-2	358845	254.85	12/12/2025	INV	PD	TEMP FD INTERNET SVC
CHECK DATE: 12/02/2025									
113188 COMES, TIMOTHY									
34610670-2025-1		11/06/2025	121625	358892	500.00	12/31/2025	INV	PD	NOV REBATE-ELEC CAR CHARG
CHECK DATE: 12/16/2025									
113186 CHICAGO TITLE COMPANY LLC									
KLEIN DONATION		12/08/2025	120825	358851	2,474.65	12/08/2025	INV	PD	KLEIN PARCEL TO EDA, DONA
CHECK DATE: 12/08/2025									
105466 COMPUTER INTEGRATION TECHNOLOGIES INC									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
502849		09/30/2025	121625	358894	464.63	12/31/2025	INV	PD	SECURITY SERVICES
CHECK DATE: 12/16/2025									
107399 OCCUPATIONAL HEALTH CENTERS OF MN PC									
104294370		11/03/2025	121125	358855	90.00	12/18/2025	INV	PD	Preplacement Drug Screen
CHECK DATE: 12/11/2025									
112484 CONFLUENCE INC									
33417		11/25/2025	121625	358895	10,000.20	12/25/2025	INV	PD	SW Park Master Plan
CHECK DATE: 12/16/2025									
106301 CORE & MAIN LP									
Y202065	250320	12/03/2025	121625	358896	2,128.95	01/03/2026	INV	PD	INVENTORY-HYDRANT PARTS
CHECK DATE: 12/16/2025									
103057 CUSTOMIZED FIRE RESCUE TRAINING INC									
3179		10/09/2025	121625	358897	1,600.00	12/31/2025	INV	PD	FAO TRAINING FOR FD
CHECK DATE: 12/16/2025									
100555 D R HORTON INC									
1531 CLOVER PRESERVE		12/04/2025	121625	358898	3,000.00	12/31/2025	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/16/2025									
1542 CLOVER PRESERVE		12/04/2025	121625	358898	3,000.00	12/31/2025	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/16/2025									
1683 OAK CREEK CT		12/02/2025	121625	358898	3,000.00	12/31/2025	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/16/2025									
					9,000.00				
104329 DONLIE UNDERGROUND INC									
10095		11/30/2025	121625	358899	71,899.00	12/30/2025	INV	PD	WO#17014 82ND NEW PERM UG
CHECK DATE: 12/16/2025									
113184 DUSHIN, KONSTANTIN									
2015429.002		10/09/2025	121625	358900	250.00	12/26/2025	INV	PD	RFD DAMAGE DEPOSIT-WEDDIN
CHECK DATE: 12/16/2025									
104633 EASTERN CARVER COUNTY SCHOOLS (REBATES)									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
101455013-2025-3CMSW		12/04/2025	121625	358901	13,823.74	12/31/2025	INV	PD	NOV REBATE-CUSTOM HVAC
CHECK DATE: 12/16/2025									
111282 CANNON TECHNOLOGIES INC									
956466003	240117	12/05/2025	121625	358902	36,593.11	01/05/2026	INV	PD	ELEC WTR INSTALL,POST CAR
CHECK DATE: 12/16/2025									
956466006	240117	12/05/2025	121625	358902	12,907.10	01/05/2026	INV	PD	WAREHOUSING OF METERS
CHECK DATE: 12/16/2025									
956466008	240117	12/05/2025	121625	358902	1,744.00	01/05/2026	INV	PD	WATER NODE INSTALLATION
CHECK DATE: 12/16/2025									
					51,244.21				
102657 ENERGY MANAGEMENT SOLUTIONS INC									
11064		12/01/2025	121625	358903	9,527.30	01/01/2026	INV	PD	DECEMBER MONTHLY RETAINER
CHECK DATE: 12/16/2025									
103643 EROSION PRODUCTS LLC									
INV-202520064		10/07/2025	121625	358904	680.00	12/09/2025	INV	PD	RESTORATION MATERIAL
CHECK DATE: 12/16/2025									
100619 ESS BROTHERS AND SONS INC									
FF6094		08/13/2025	121625	358905	396.00	12/01/2025	INV	PD	CATCH BASIN REPAIRS
CHECK DATE: 12/16/2025									
100628 EXCEL AUTO GLASS									
15720		12/03/2025	121625	358906	365.00	01/03/2026	INV	PD	#2204 WINDSHIELD REPLACEM
CHECK DATE: 12/16/2025									
105728 FIDELITY SECURITY LIFE INSURANCE COMPANY									
167112827		11/22/2025	121125	358856	649.84	12/31/2025	INV	PD	DEC EMP INS PREM-VISION
CHECK DATE: 12/11/2025									
113189 FAAC INCORPORATED									
SO002939		11/24/2025	121625	358907	88,445.00	12/24/2025	INV	PD	PUMP SIM FOR NEW STATION
CHECK DATE: 12/16/2025									
111170 ELLIOTT AUTO SUPPLY CO INC									

City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
158-143826		11/25/2025	121625	358908	226.71	12/25/2025	INV	PD	#2204 MASS AIR FLOW SENSO
CHECK DATE: 12/16/2025									
100649 FEDERAL EXPRESS CORPORATION									
9-081-01147		11/26/2025	120425	358850	10.87	12/11/2025	INV	PD	TC SHIPPING
CHECK DATE: 12/04/2025									
9-089-16250		12/03/2025	121125	358857	23.41	12/18/2025	INV	PD	ELEC SHIPPING
CHECK DATE: 12/11/2025									
113187 FEHRENBACH, MELISSA					34.28				
615020060-2025-1		10/13/2025	121625	358909	400.00	12/16/2025	INV	PD	NOV REBATE-HVAC
CHECK DATE: 12/16/2025									
110169 FELHABER LARSON FENLON & VOGT PA									
878129		11/13/2025	121625	358910	702.00	12/13/2025	INV	PD	GM DAVIS PROPERTIES CONDE
CHECK DATE: 12/16/2025									
878130		11/13/2025	121625	358910	5,266.12	12/13/2025	INV	PD	JAMS PROPERTIES & SIEGFRI
CHECK DATE: 12/16/2025									
878131		11/13/2025	121625	358910	783.00	12/13/2025	INV	PD	DT TH 41 PROJECT-PROPERTY
CHECK DATE: 12/16/2025									
100655 FERRELLGAS 7780961					6,751.12				
1131911793		10/29/2025	121625	358911	75.34	12/08/2029	INV	PD	PROPANE
CHECK DATE: 12/16/2025									
110125 FIFTH ASSET INC									
DB2002739		12/01/2025	121625	358912	14,000.00	12/31/2025	INV	PD	2026 DEBTBOOK SUBSCRIPTIO
CHECK DATE: 12/16/2025									
106319 CHAD JEREMY FIGG									
November 25 TKD		12/02/2025	121625	358913	825.24	01/03/2026	INV	PD	November 2025 Tae Kwon Do
CHECK DATE: 12/16/2025									
112656 FIRST DIGITAL COMMUNICATIONS LLC									
00906425-1		12/01/2025	121125	358858	441.76	12/31/2025	INV	PD	DEC SIP PHONE BILL

City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/11/2025									
111488 AT&T MOBILITY NATIONAL ACCOUNTS LLC									
287333620278x120325		11/25/2025	121125	358859	906.59	12/20/2025	INV	PD	NOV FIRSTNET MOBILE
CHECK DATE: 12/11/2025									
100693 FS3 INC									
97301	250321	12/03/2025	121625	358914	13,920.00	12/31/2025	INV	PD	12,000 CONDUIT 3" CONTINU
CHECK DATE: 12/16/2025									
110270 GARTNER REFRIGERATION INC									
12453972		11/18/2025	121625	358915	2,576.86	12/18/2025	INV	PD	Replaced Transducer
CHECK DATE: 12/16/2025									
101463 GOPHER STATE ONE CALL									
5110285		11/30/2025	121625	358916	793.80	12/30/2025	INV	PD	NOVEMBER LOCATES
CHECK DATE: 12/16/2025									
100763 GRACZYK, NOEL									
148844		12/08/2025	121625	358917	10.64	12/31/2025	INV	PD	MILEAGE-FED EX OFFICE FOR
CHECK DATE: 12/16/2025									
112460 GRANICUS LLC									
219189		11/30/2025	121625	358918	31,172.02	12/30/2025	INV	PD	2026 SMARTGOV SUBSCRIPTIO
CHECK DATE: 12/16/2025									
112518 THE GUARDIAN LIFE INSURANCE COMPANY OF AMERICA									
DEC-25		11/13/2025	121125	358860	8,342.98	12/01/2025	INV	PD	DEC EMP INS PREM-DENTAL
CHECK DATE: 12/11/2025									
100785 HACH COMPANY									
14767149		11/20/2025	121625	358919	171.60	12/20/2025	INV	PD	WTP-CHLORINE
CHECK DATE: 12/16/2025									
100810 HAWKINS INC									
7270997		12/02/2025	121625	358920	7,471.87	01/02/2026	INV	PD	WTP CHEMICALS
CHECK DATE: 12/16/2025									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100848 HIGH TECH CLEANING INC									
21922		11/29/2025	121625	358921	165.00	12/29/2025	INV	PD	POLICE CARPET CLEANING
CHECK DATE: 12/16/2025									
21925		12/01/2025	121625	358921	3,392.82	12/31/2025	INV	PD	CITY HALL-CLEANING
CHECK DATE: 12/16/2025									
21926		12/01/2025	121625	358921	535.60	01/01/2026	INV	PD	COMMUNITY ROOM-CLEANING
CHECK DATE: 12/16/2025									
21927		12/01/2025	121625	358921	1,195.00	01/01/2026	INV	PD	SAFETY CAMPUS-CLEANING
CHECK DATE: 12/16/2025									
21928		12/01/2025	121625	358921	1,251.45	01/01/2026	INV	PD	HISTORY CENTER-CLEANING
CHECK DATE: 12/16/2025									
21929		12/01/2025	121625	358921	388.56	01/01/2026	INV	PD	IT DEPT-CLEANING
CHECK DATE: 12/16/2025									
21930		12/01/2025	121625	358921	2,603.86	01/01/2026	INV	PD	MSB-CLEANING
CHECK DATE: 12/16/2025									
21931		12/01/2025	121625	358921	190.55	01/01/2026	INV	PD	STANTEC BUILDING-CLEANING
CHECK DATE: 12/16/2025									
21932		12/01/2025	121625	358921	684.95	01/01/2026	INV	PD	WTP-CLEANING
CHECK DATE: 12/16/2025									
21991		12/02/2025	121625	358921	710.34	01/02/2026	INV	PD	MSB-CLEANING SUPPLIES
CHECK DATE: 12/16/2025									
					11,118.13				
112779 LORI MANTHEY									
826187		11/20/2025	121625	358922	2,275.88	12/20/2025	INV	PD	120 Thanksgiving Dinners
CHECK DATE: 12/16/2025									
104159 HOFFMAN & MCNAMARA CO									
52492400-3/FINAL		05/18/2025	121625	358923	11,041.82	12/31/2025	INV	PD	TH 41 IRRIGATION LUMP SUM
CHECK DATE: 12/16/2025									
100859 HOISINGTON KOEGLER GROUP INC									
025-042-3		12/08/2025	121625	358924	15,194.46	12/31/2025	INV	PD	CITY HALL PLAZA
CHECK DATE: 12/16/2025									
106151 HOLT TOUR AND CHARTER INC									

City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
53219		12/09/2025	121625	358925	850.00	12/31/2025	INV	PD	transportation Ives Theat
CHECK DATE: 12/16/2025									
104751 IMPACT MAILING OF MINNESOTA INC									
220845		12/04/2025	121625	358926	8,844.15	12/31/2025	INV	PD	NOV UTILITY BILLING
CHECK DATE: 12/16/2025									
220859		12/04/2025	121625	358926	1,725.65	12/31/2025	INV	PD	NOV REMINDER NOTICES
CHECK DATE: 12/16/2025									
220861		12/04/2025	121625	358926	627.45	12/31/2025	INV	PD	NOV FINAL BILLS
CHECK DATE: 12/16/2025									
					11,197.25				
100925 INTOXIMETERS INC									
802242		11/24/2025	121625	358927	122.55	12/24/2025	INV	PD	PBT Repair
CHECK DATE: 12/16/2025									
110528 INVOICE CLOUD INC									
3052-2025_11		11/30/2025	121625	358928	12,608.40	12/30/2025	INV	PD	NOV UB PAYMENT PROCESSING
CHECK DATE: 12/16/2025									
111576 JOHNSON REILAND BUILDERS & REMODELERS INC									
726 ENSCONCED WAY		12/04/2025	121625	358929	3,000.00	12/31/2025	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/16/2025									
108948 AUDRANN INC									
1556900		11/21/2025	121625	358930	132.02	12/21/2025	INV	PD	DAMPER ACTUATOR
CHECK DATE: 12/16/2025									
1557311		11/24/2025	121625	358930	208.40	12/24/2025	INV	PD	GLYCOL TESTER
CHECK DATE: 12/16/2025									
					340.42				
100992 KEYS WELL DRILLING COMPANY									
WELL 10-11/FINAL		08/11/2025	121625	358931	20,647.87	12/31/2025	INV	PD	WELL 10 PROJECT
CHECK DATE: 12/16/2025									
WELLS 11 & 12-14		11/24/2025	121625	358931	69,872.50	12/24/2025	INV	PD	WELLS 11 & 12 PROJECT
CHECK DATE: 12/16/2025									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
					90,520.37				
101045 LANDSCAPE STRUCTURES INC									
INV-172456		11/12/2025	121625	358932	125,134.12	12/12/2025	INV	PD	MEADOW PK PLAYGROUND
CHECK DATE: 12/16/2025									
101043 LANO EQUIPMENT INC									
01-1202088		11/26/2025	121625	358933	225.88	12/26/2025	INV	PD	HYD FILTERS & HOUSING CAP
CHECK DATE: 12/16/2025									
01-1203330		12/03/2025	121625	358933	13.57	01/03/2026	INV	PD	#186 HYD MOTOR SHEAR KEY
CHECK DATE: 12/16/2025									
					239.45				
107984 LEXIPOL LLC									
INVLEX11261488		12/01/2025	121625	358934	17,801.23	12/31/2025	INV	PD	Annual Supplemental Manua
CHECK DATE: 12/16/2025									
101085 LINK, ERIN									
148845		11/15/2025	121625	358935	37.45	12/31/2025	INV	PD	REIMB-SUPPLIES FOR ADAPTI
CHECK DATE: 12/16/2025									
110118 LOCKRIDGE GRINDAL NAUEN PLLP									
121971		12/01/2025	121625	358936	3,333.33	12/31/2025	INV	PD	DEC LOBBYIST FOR CITY SQU
CHECK DATE: 12/16/2025									
105139 LUBE TECH & PARTNERS LLC									
4000168		12/02/2025	121625	358937	11.25	01/01/2026	INV	PD	USED FILTER/DRUM
CHECK DATE: 12/16/2025									
4002445		12/03/2025	121625	358937	75.00	01/03/2026	INV	PD	USED OIL FILTERS
CHECK DATE: 12/16/2025									
4002704		12/03/2025	121625	358937	424.08	01/03/2026	INV	PD	GREASE
CHECK DATE: 12/16/2025									
					510.33				
105710 MACQUEEN EMERGENCY GROUP									
P58510		11/24/2025	121625	358938	56,679.50	12/24/2025	INV	PD	New Bunker Gear to Replac
CHECK DATE: 12/16/2025									
P59139		12/08/2025	121625	358938	9.00	12/31/2025	INV	PD	REPAIR FOR 4GAS

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/16/2025									
					56,688.50				
101124 MACQUEEN EQUIPMENT									
P69041		12/05/2025	121625	358939	274.87	01/05/2026	INV	PD	#921 PUMP HOSE & CONNECTO
CHECK DATE: 12/16/2025									
103449 MADDEN GALANTER HANSEN LLP									
148892		12/10/2025	121625	358940	493.50	12/31/2025	INV	PD	NOV LEGAL-LABOR RELATIONS
CHECK DATE: 12/16/2025									
112351 MANSFIELD SERVICE PARTNERS LLC									
IN-00304452		12/02/2025	121625	358941	16,287.14	12/31/2026	INV	PD	FUEL
CHECK DATE: 12/16/2025									
111931 MASTER TECHNOLOGY GROUP									
00739234		11/24/2025	121625	358942	525.00	12/24/2025	INV	PD	TEMP STATION MONITORING
CHECK DATE: 12/16/2025									
113194 MATTRESS FIRM INC									
91525343009-091004		12/09/2025	121625	358943	3,615.00	01/09/2026	INV	PD	Mattresses for Dorm Room
CHECK DATE: 12/16/2025									
101168 MELCHERT HUBERT SJODIN PLLP									
182793		11/21/2025	121625	358944	15,628.75	12/21/2025	INV	PD	NOV LEGAL
CHECK DATE: 12/16/2025									
101183 METROPOLITAN COUNCIL									
0001197950		12/03/2025	121625	358945	771.48	01/02/2026	INV	PD	SAC Deferral-Red Bench &
CHECK DATE: 12/16/2025									
NOV 2025 SAC		11/30/2025	121625	358946	17,221.05	12/31/2025	INV	PD	NOV SAC CHARGES
CHECK DATE: 12/16/2025									
					17,992.53				
101182 METROPOLITAN COUNCIL									
0001197789		12/02/2025	121625	358947	363,801.48	01/01/2026	INV	PD	JAN SEWER SERVICES FOR ME
CHECK DATE: 12/16/2025									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
101187 METRO SALES INC									
INV2952700		12/01/2025	121625	358948	211.61	12/31/2025	INV	PD	Contract Invoice-PD
CHECK DATE: 12/16/2025									
INV2955667		12/04/2025	121625	358948	3,655.37	12/31/2025	INV	PD	QTRLY RICOH CONTRACT
CHECK DATE: 12/16/2025									
					3,866.98				
101217 MINNESOTA CHILD SUPPORT PMT CTR									
PR1128250015739009		11/28/2025	120225-2	358846	249.65	11/28/2025	INV	PD	112825 Payroll - Child Su
CHECK DATE: 12/02/2025									
PR1128250015806598		11/28/2025	120225-2	358846	461.46	11/28/2025	INV	PD	112825 Payroll - Child Su
CHECK DATE: 12/02/2025									
PR1128250015887922		11/28/2025	120225-2	358846	415.32	11/28/2025	INV	PD	112825 Payroll - Child Su
CHECK DATE: 12/02/2025									
					1,126.43				
101229 MN DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT									
70	250001	12/01/2025	120225-2	358847	2,433.64	12/15/2025	INV	PD	FORMACOAT LLC LOAN REPAYM
CHECK DATE: 12/02/2025									
110849 MINNESOTA NATIVE LANDSCAPES INC									
56779		11/03/2025	121625	358949	270.00	12/03/2025	INV	PD	Grass Seed-Savanna Oaks P
CHECK DATE: 12/16/2025									
101276 MINNESOTA VALLEY ELECTRIC COOPERATIVE									
107050711/NOV25		11/26/2025	121125	358861	1,556.00	12/22/2025	INV	PD	NOV ST LITES-TOWN COURSE
CHECK DATE: 12/11/2025									
107051510/NOV25		11/21/2025	121125	358861	37.76	12/16/2025	INV	PD	NOV 82ND ST & HWY 41 SIGN
CHECK DATE: 12/11/2025									
778320601/NOV25		11/21/2025	121125	358861	212.96	12/16/2025	INV	PD	NOV CHEVALLE LIFT STATION
CHECK DATE: 12/11/2025									
780272000/NOV25		11/21/2025	121125	358861	15.70	12/16/2025	INV	PD	NOV CHEVALLE IRRIGATION B
CHECK DATE: 12/11/2025									
781796600/NOV25		11/21/2025	121125	358861	157.56	12/16/2025	INV	PD	NOV 1599 OAK CREEK PASS
CHECK DATE: 12/11/2025									

City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
					1,979.98				
105308 MINNESOTA VALLEY UTILITY SERVICES LLC									
1080753		12/02/2025	121625	358950	2,805.00	12/31/2025	INV	PD	MONTHLY SUBSTATION MAINTE
CHECK DATE: 12/16/2025									
101192 STATE OF MINNESOTA									
1000054410		12/01/2025	121625	358951	10,376.77	01/01/2026	INV	PD	INDIRECT ASSESSEMENT 3RD
CHECK DATE: 12/16/2025									
101341 MINNESOTA DEPT OF LABOR & INDUSTRY									
NOVEMBER0190352025		11/30/2025	121625	358952	3,727.61	12/31/2025	INV	PD	NOV PERMIT CHARGES
CHECK DATE: 12/16/2025									
101324 MOTOROLA									
8282238474		11/17/2025	121625	358953	144.00	12/17/2025	INV	PD	Mobile Radio Consolette M
CHECK DATE: 12/16/2025									
8282238768		11/18/2025	121625	358953	17,642.88	12/18/2025	INV	PD	All Band Consolette/Mobil
CHECK DATE: 12/16/2025									
8282240230		11/20/2025	121625	358953	1,710.00	12/20/2025	INV	PD	MCD5000 Radio Gateway Uni
CHECK DATE: 12/16/2025									
8282244903		12/01/2025	121625	358953	6,841.44	12/31/2025	INV	PD	Radio for new squad #1254
CHECK DATE: 12/16/2025									
					26,338.32				
101261 MINNESOTA RECREATION & PARK ASSOC									
11322		11/21/2025	121625	358954	175.00	12/21/2025	INV	PD	Aquatics Supervisor Job P
CHECK DATE: 12/16/2025									
103088 SID TOOL CO INC									
79294410		12/05/2025	121625	358955	459.15	01/05/2026	INV	PD	SNOWPLOW HARDWARE-STOCK
CHECK DATE: 12/16/2025									
79737120		12/08/2025	121625	358955	276.65	01/08/2026	INV	PD	ZIP TIES, NUTS & WASHERS
CHECK DATE: 12/16/2025									
					735.80				
101354 MTI DISTRIBUTING INC #700767									
1502518-00		12/04/2025	121625	358956	130.94	12/31/2025	INV	PD	LELY FERTILIZER SPREADER

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/16/2025									
103868 MUNICIPAL BUILDERS INC									
WELLS 11&12 PUMP-1		12/03/2025	121625	358957	201,122.29	12/31/2025	INV	PD	WELL 11 & 12 PUMPING FACI
CHECK DATE: 12/16/2025									
101253 BUSINESS PLANNING CONCEPTS INC									
383600122025		11/01/2025	121125	358862	112.00	12/31/2025	INV	PD	DEC PERA LIFE PREMIUMS
CHECK DATE: 12/11/2025									
112510 NOVACARE OUTPATIENT REHABILITATION EAST INC									
849244353		12/09/2025	121625	358958	185.00	12/31/2025	INV	PD	Pre-Employment Physical A
CHECK DATE: 12/16/2025									
101437 NUSS EQUIPMENT GROUP LLC									
PSO259800-1		12/03/2025	121625	358959	595.73	01/03/2026	INV	PD	#113 DEF LEVEL SENDING UN
CHECK DATE: 12/16/2025									
PSO260937-1		12/04/2025	121625	358959	41.29	01/04/2026	INV	PD	#113 HARNESS-FLUID TANK
CHECK DATE: 12/16/2025									
PSO262540-1		12/10/2025	121625	358959	72.46	01/10/2026	INV	PD	#119 HOOD CATCHES
CHECK DATE: 12/16/2025									
					709.48				
109689 PLANSOURCE BENEFITS ADMINISTRATION INC									
IN364434		12/08/2025	121125	358863	4,000.00	12/31/2025	INV	PD	OE RENEWAL CHARGE
CHECK DATE: 12/11/2025									
101548 PODHRADSKY, MATT									
148288		10/29/2025	121625	358960	275.08	12/24/2025	INV	PD	UBER-ICMA CONF IN TAMPA
CHECK DATE: 12/16/2025									
101557 POWER SYSTEM ENGINEERING INC									
9061711		12/03/2025	121625	358961	6,447.00	01/03/2026	INV	PD	LONG RANGE PLAN UPDATES -
9061852		12/09/2025	121625	358961	1,680.00	01/09/2026	INV	PD	AMI CONTRACT NEGOTIATIONS
CHECK DATE: 12/16/2025									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
					8,127.00				
101571 PREMIUM WATERS INC									
311182493		11/30/2025	121625	358963	65.00	12/30/2025	INV	PD	Water Cooler
CHECK DATE: 12/16/2025									
417080-11-25		11/30/2025	121625	358962	13.89	12/30/2025	INV	PD	CLUBHOUSE WATER
CHECK DATE: 12/16/2025									
					78.89				
107855 STAPLES INC									
46723156		11/24/2025	121625	358964	48.86	12/24/2025	INV	PD	BREAKROOM SUPPLIES
CHECK DATE: 12/16/2025									
112914 STZR HOLDINGS LLC									
0091543-IN		11/30/2025	121625	358965	45.00	12/30/2025	INV	PD	Zamboni Blade Sharpening
CHECK DATE: 12/16/2025									
101616 RDO EQUIPMENT COMPANY									
P4164370		12/09/2025	121625	358966	873.24	01/09/2026	INV	PD	#710 CLUTCH FOR WATER PUM
CHECK DATE: 12/16/2025									
111983 REC-TECH SALES & SERVICE COMPANY									
1275		12/08/2025	121625	358967	265.11	01/08/2026	INV	PD	#208 DRIVERS HEADLIGHT
CHECK DATE: 12/16/2025									
111900 SCP DISTRIBUTORS LLC									
539203		12/03/2025	121625	358968	81.74	01/03/2026	INV	PD	Covers for sumpless sucti
CHECK DATE: 12/16/2025									
113191 RIVERBEND FIRE AND RESCUE									
2025-012		12/01/2025	121625	358969	500.00	12/31/2025	INV	PD	FD HAZMAT CLASS
CHECK DATE: 12/16/2025									
101669 ROBERT HALF TECHNOLOGY									
65628899		11/19/2025	121625	358970	1,280.00	12/19/2025	INV	PD	UB TEMP-SHERIDAN-W/E 11/1
CHECK DATE: 12/16/2025									
65643921		11/25/2025	121625	358970	1,600.00	12/25/2025	INV	PD	UB TEMP-SHERIDAN-W/E 11/2
CHECK DATE: 12/16/2025									

City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
65666318		12/02/2025	121625	358970	960.00	12/31/2025	INV	PD	UB TEMP-SHERIDAN-W/E 11/2
CHECK DATE: 12/16/2025									
65689526		12/09/2025	121625	358970	1,600.00	12/31/2025	INV	PD	UB TEMP-SHERIDAN-W/E 12/5
CHECK DATE: 12/16/2025									
					5,440.00				
110677 HAJOCA CORPORATION									
S022612200.001		11/19/2025	121625	358971	167.83	12/19/2025	INV	PD	PLUMBING PARTS
CHECK DATE: 12/16/2025									
S022622411.001		11/21/2025	121625	358971	410.00	12/21/2025	INV	PD	AUTO FLUSH VALVE
CHECK DATE: 12/16/2025									
					577.83				
101703 SALVATION ARMY									
NOVEMBER/25 HS		11/30/2025	121625	358972	115.00	12/31/2025	INV	PD	NOV HEAT SHARE CONTRIBUTI
CHECK DATE: 12/16/2025									
101738 SCHILLING SUPPLY COMPANY									
1030631-00		11/24/2025	121625	358973	4,582.35	12/24/2025	INV	PD	Cleaning Supplies-CCC
CHECK DATE: 12/16/2025									
104827 ROHN INDUSTRIES									
0061259		11/24/2025	121625	358974	26.85	12/24/2025	INV	PD	Service Security Consoles
CHECK DATE: 12/16/2025									
110939 DEVTHIRTY3 LLC									
2277		11/10/2025	121625	358975	3,423.29	12/31/2025	INV	PD	ENGINEERING SCANNING PROJ
CHECK DATE: 12/16/2025									
2287		11/24/2025	121625	358975	8,464.15	12/24/2025	INV	PD	ENGINEERING SCANNING PROJ
CHECK DATE: 12/16/2025									
					11,887.44				
106596 SIWEK LUMBER JORDAN INC									
119945		11/20/2025	121625	358976	16,680.00	12/20/2025	INV	PD	BOARDWALK/BRIDGE REPAIRS
CHECK DATE: 12/16/2025									
101914 SOUTHWEST METRO CHAMBER OF COMMERCE									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
400228279		09/22/2025	121625	358977	575.00	12/31/2025	INV	PD	SW Metro Chamber Golf Cla
CHECK DATE: 12/16/2025									
400228539		12/01/2025	121625	358977	1,844.00	12/31/2025	INV	PD	2026Membership Dues, Inte
CHECK DATE: 12/16/2025									
					2,419.00				
101847 SRF CONSULTING GROUP INC									
17860.00-9		10/31/2025	121625	358978	951.20	12/07/2025	INV	PD	SW Chaska Study, INTEREST
CHECK DATE: 12/16/2025									
19565.00-2		11/30/2025	121625	358978	1,722.85	12/31/2025	INV	PD	County Rd 61 Utility Imp
CHECK DATE: 12/16/2025									
					2,674.05				
101888 STREICHER'S INC									
I1796362		11/25/2025	121625	358979	104.99	12/24/2025	INV	PD	TenEyck Uniform - Initial
CHECK DATE: 12/16/2025									
I1796539		11/26/2025	121625	358979	65.94	12/26/2025	INV	PD	Pysick Uniform - Embroide
CHECK DATE: 12/16/2025									
I1796780		12/01/2025	121625	358979	846.88	01/01/2026	INV	PD	TenEyck Uniform - Initial
CHECK DATE: 12/16/2025									
I1796833		12/01/2025	121625	358979	181.96	01/01/2026	INV	PD	TenEyck Uniform - Initial
CHECK DATE: 12/16/2025									
I1797031		12/02/2025	121625	358979	59.99	01/02/2026	INV	PD	TenEyck Uniform - Initial
CHECK DATE: 12/16/2025									
I1797119		12/02/2025	121625	358979	43.98	01/02/2026	INV	PD	TenEyck Uniform - Initial
CHECK DATE: 12/16/2025									
I1797150		12/02/2025	121625	358979	59.98	01/02/2026	INV	PD	Seal Swap for badge #403
CHECK DATE: 12/16/2025									
I1797231		12/02/2025	121625	358979	50.00	01/02/2026	INV	PD	TenEyck Uniform - Initial
CHECK DATE: 12/16/2025									
					1,413.72				
101892 STUART C IRBY CO									
S014313842.002	250316	11/11/2025	121625	358980	558.50	12/25/2025	INV	PD	35 - FUSE LINKS K 65 & 10
CHECK DATE: 12/16/2025									
S014437846.001	250317	11/21/2025	121625	358980	2,640.00	12/21/2025	INV	PD	1000 COND CU 1/0 STR BARE
CHECK DATE: 12/16/2025									

City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
					3,198.50				
102247 SUMMIT FIRE PROTECTION CO									
3676509		11/25/2025	121625	358981	2,638.15	12/25/2025	INV	PD	MSB-FIRE EXT ANNUAL INSP
CHECK DATE: 12/16/2025									
3676514		11/25/2025	121625	358981	153.00	12/25/2025	INV	PD	CEC ANNUAL FIRE EXT INSP
CHECK DATE: 12/16/2025									
3679324		11/26/2025	121625	358981	632.00	12/26/2025	INV	PD	CH ANNUAL FIRE EXT INSP
CHECK DATE: 12/16/2025									
3679420		11/26/2025	121625	358981	326.70	12/26/2025	INV	PD	TC ANNUAL FIRE EXT INSP
CHECK DATE: 12/16/2025									
					3,749.85				
103677 SUN LIFE ASSURANCE COMPANY OF CANADA									
237741/DEC2025		12/01/2025	121625	358982	6,368.05	12/31/2025	INV	PD	DEC EMP LIFE INS PREM
CHECK DATE: 12/16/2025									
104164 SUNRAM CONSTRUCTION INC									
C2 SEM FEN-1		12/04/2025	121625	358983	115,123.61	12/31/2025	INV	PD	C2 SEMINARY FEN RAVINE RE
CHECK DATE: 12/16/2025									
112547 TEREX GLOBAL GMBH									
7607985		11/26/2025	121625	358984	2,121.00	12/26/2025	INV	PD	#2706 ANNUAL BOOM INSP
CHECK DATE: 12/16/2025									
112419 TEST RIGHT LLC									
1476		12/03/2025	121625	358985	984.52	01/03/2026	INV	PD	R. OSWEILER INITIAL RUBBE
CHECK DATE: 12/16/2025									
101956 HARTFORD LIFE AND ACCIDENT INSURANCE COMPANY									
821708030712		12/01/2025	121125	358864	69.72	12/15/2025	INV	PD	DEC EMPLOYEE ASSISTANCE P
CHECK DATE: 12/11/2025									
101964 PMT EMBROIDERY LLC									
1231		11/30/2025	121625	358986	216.00	12/30/2025	INV	PD	BABY BLANKETS FOR FD
CHECK DATE: 12/16/2025									
101977 TOLL COMPANY									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
0070014996		12/05/2025	121625	358987	250.00	01/05/2026	INV	PD	NITROGEN GAS-SUBSTATION
CHECK DATE: 12/16/2025									
110934 THE TORO COMPANY									
412681285		12/01/2025	121625	358988	220.00	12/31/2025	INV	PD	DEC LOOP IRRIGATION NSN
CHECK DATE: 12/16/2025									
102028 TWIN CITY WATER CLINIC INC									
24015		12/08/2025	121625	358989	390.00	01/07/2026	INV	PD	WTP-NOVEMBER SAMPLES
CHECK DATE: 12/16/2025									
110053 TX CHILD SUPPORT SDU									
PR112825-0012725283		11/28/2025	120225-2	358848	115.38	11/28/2025	INV	PD	112825 Payroll - Child Su
CHECK DATE: 12/02/2025									
102250 TYLER BUSINESS FORMS									
Invoice-107883		11/20/2025	121625	358990	715.36	12/20/2025	INV	PD	AP & Payroll Envelopes, S
CHECK DATE: 12/16/2025									
Invoice-107928		11/21/2025	121625	358990	739.54	12/21/2025	INV	PD	Tax Forms-1099 & W-2's
CHECK DATE: 12/16/2025									
Invoice-108011		11/25/2025	121625	358990	475.00	12/25/2025	INV	PD	AP & Payroll Envelopes
CHECK DATE: 12/16/2025									
					1,929.90				
110799 VERIZON CONNECT FLEET USA LLC									
338000080696		12/01/2025	121625	358991	279.20	12/31/2025	INV	PD	Data Processing - GPS
CHECK DATE: 12/16/2025									
102102 VERIZON WIRELESS									
6129117244		11/21/2025	121125	358865	11,561.07	12/13/2025	INV	PD	DEC PHONE SERVICE
CHECK DATE: 12/11/2025									
6129230746		11/23/2025	121125	358865	585.69	12/15/2025	INV	PD	NOV CRADLEPOINTS
CHECK DATE: 12/11/2025									
					12,146.76				
106131 VINCENT K ROSE									
148780		12/01/2025	121625	358992	250.00	12/30/2025	INV	PD	entertainment for Lodge H

City of Chaska

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/16/2025									
102227 ONVOY LLC									
383007009486251201		12/01/2025	121125	358866	812.00	12/25/2025	INV	PD	DEC CITY HALL ETHERNET
CHECK DATE: 12/11/2025									
105146 ECM PUBLISHERS INC									
1075704		11/27/2025	121625	358993	229.56	12/27/2025	INV	PD	PID-10 MODIFY REGULATIONS
CHECK DATE: 12/16/2025									
1075705		11/27/2025	121625	358993	48.21	12/27/2025	INV	PD	2026 DEVELOPMENT FEES ORD
CHECK DATE: 12/16/2025									
1075706		11/27/2025	121625	358993	144.93	12/27/2025	INV	PD	LOW-POTENCY HEMP EDIBLES
CHECK DATE: 12/16/2025									
					422.70				
102133 WAGNER PRESS & GRAPHICS									
38953		11/18/2025	121625	358994	3,408.57	12/18/2025	INV	PD	POSTAGE FOR NEWSLETTER
CHECK DATE: 12/16/2025									
38960		11/24/2025	121625	358994	4,317.24	12/24/2025	INV	PD	NEWSLETTER PRINTING
CHECK DATE: 12/16/2025									
38972		11/24/2025	121625	358994	120.00	12/24/2025	INV	PD	E-Bike Warning Tags
CHECK DATE: 12/16/2025									
38990		11/25/2025	121625	358994	119.02	12/25/2025	INV	PD	POSTCARDS-RAVINE RESTORAT
CHECK DATE: 12/16/2025									
					7,964.83				
105593 VERNON ALAN WAGNER									
161		11/25/2025	121625	358995	350.00	12/01/2025	INV	PD	Santa for Tree Lighting 1
CHECK DATE: 12/16/2025									
162		11/25/2025	121625	358995	350.00	12/30/2025	INV	PD	Santa for Santa Visits at
CHECK DATE: 12/16/2025									
163		12/09/2025	121625	358995	175.00	12/31/2025	INV	PD	Santa For Donuts with San
CHECK DATE: 12/16/2025									
					875.00				
102146 WATER SPECIALTY OF MINNESOTA INC									
13582		12/02/2025	121625	358996	3,232.60	01/02/2026	INV	PD	Pool Chemicals
CHECK DATE: 12/16/2025									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
102180 WIDMER CONSTRUCTION LLC									
5472		12/03/2025	121625	358997	487.50	01/02/2026	INV	PD	EAST LK DRIVE WM TEST
CHECK DATE: 12/16/2025									
N WTP SAN SWR-1		12/03/2025	121625	358997	172,912.69	12/31/2025	INV	PD	N WTP SANITARY SEWER
CHECK DATE: 12/16/2025									
VICTORIA DR UTIL-1		11/26/2025	121625	358997	255,816.47	12/31/2025	INV	PD	VICTORIA DR UTILITY IMPRO
CHECK DATE: 12/16/2025									
					429,216.66				
103840 WINNERS AWARD GROUP									
61714		11/11/2025	121625	358998	642.55	12/27/2025	INV	PD	MATCH PLAY PLAQUES
CHECK DATE: 12/16/2025									
102189 WM MUELLER & SONS									
319702		11/19/2025	121625	358999	132.09	12/19/2025	INV	PD	MANHOLE/VALVE/POTHOLE PAT
CHECK DATE: 12/16/2025									
319821		11/21/2025	121625	358999	143.19	12/21/2025	INV	PD	MANHOLE/VALVE/POTHOLE PAT
CHECK DATE: 12/16/2025									
319868		11/24/2025	121625	358999	696.82	12/24/2025	INV	PD	MEADOW PK PLAYGROUND, VAC
CHECK DATE: 12/16/2025									
319927		11/25/2025	121625	358999	929.19	12/25/2025	INV	PD	VACTOR DUMPING
CHECK DATE: 12/16/2025									
319928		11/25/2025	121625	358999	130.98	12/25/2025	INV	PD	MANHOLE/VALVE/POTHOLE PAT
CHECK DATE: 12/16/2025									
					2,032.27				
251 INVOICES					2,185,651.75				

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

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100005 MINNESOTA MUNICIPAL MONEY MARKET FUND									
148355		12/02/2025	120225-4	5001	7,500,000.00	12/02/2025	DIR	PD	Xfer ONB to 4M-Cashflow
CHECK DATE: 12/02/2025									
100385 CHASKA FIRE DEPT RELIEF ASSN									
2025/10-CFDRA		11/28/2025	112825	4989	22,140.00	11/28/2025	DIR	PD	OCT-25 RELIEF ASSOC-CITY
CHECK DATE: 11/28/2025									
100927 INTERNAL REVENUE SERVICE									
148258		11/28/2025	112825-1	4991	269,736.57	11/28/2025	DIR	PD	112825 Payroll - SS, Medi
CHECK DATE: 11/28/2025									
101343 MINNESOTA DEPT OF REVENUE-PAYROLL WIRES									
148259		11/28/2025	120225-3	4999	53,628.64	11/28/2025	DIR	PD	112825 Payroll - MN State
CHECK DATE: 12/02/2025									
100889 INTERNATIONAL CITY MANAGEMENT ASSN RETIREMENT CORP									
148257		11/28/2025	112825-1	4992	5,950.74	11/28/2025	DIR	PD	112825 Payroll - 457b & R
CHECK DATE: 11/28/2025									
101376 NATIONWIDE RETIREMENT SOLUTIONS(USCM)									
148260		11/28/2025	120125	4996	15,491.69	11/28/2025	DIR	PD	112825 Payroll - 457 Cont
CHECK DATE: 12/01/2025									
106955 NATIONWIDE RETIREMENT SOLUTIONS(USCM)									
148263		11/28/2025	120125	4995	15,223.36	11/28/2025	DIR	PD	112825 Payroll - Roth Con
CHECK DATE: 12/01/2025									
104668 OPTUM BANK INC									
148262		11/28/2025	112825-1	4994	24,345.09	11/28/2025	DIR	PD	112825 Payroll - HSA Cont
CHECK DATE: 11/28/2025									
101498 PCARD									
2025/1112-PC		11/12/2025	111825-6	4987	89,376.57	11/18/2025	DIR	PD	NOV 2025 PCARD PURCHASES
CHECK DATE: 11/18/2025									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
101525 THE PITNEY BOWES BANK INC									
2025/1201-PB		12/01/2025	120225-4	5000	1,200.00	12/02/2025	DIR	PD	12/1/25 REPLENISH POSTAGE
CHECK DATE: 12/02/2025									
101506 PUBLIC EMPLOYEES RETIREMENT ASSOCIATION									
148261		11/28/2025	112825-1	4993	169,165.50	11/28/2025	DIR	PD	112825 Payroll - PERA Con
CHECK DATE: 11/28/2025									
112849 VOYA INSTITUTIONAL TRUST COMPANY									
148264		11/28/2025	120125	4997	8,495.04	11/28/2025	DIR	PD	112825 Payroll - HCSP Con
CHECK DATE: 12/01/2025									
112884 VOYA INSTITUTIONAL TRUST COMPANY									
148265		11/28/2025	120125	4998	8,289.19	11/28/2025	DIR	PD	112825 Payroll - MNDCP Co
CHECK DATE: 12/01/2025									
110788 WEX HEALTH INC									
0002259490-IN		10/31/2025	112525-3	4988	385.50	11/25/2025	DIR	PD	OCT VEBA/FSA PARTICIPANT
CHECK DATE: 11/25/2025									
120225		12/02/2025	120425-2	5004	1,700.00	12/04/2025	DIR	PD	12/4/25 FSA Reimb-Depende
CHECK DATE: 12/04/2025									
20251126-FSA		11/26/2025	112825-1	4990	625.02	11/28/2025	DIR	PD	11/28/25 FSA Reimb-Depend
CHECK DATE: 11/28/2025									
20251201-FSA		12/01/2025	120325	5003	414.22	12/03/2025	DIR	PD	12/3/25 FSA Reimb-Healthc
CHECK DATE: 12/03/2025									
20251202-FSA		12/02/2025	120325	5002	208.34	12/03/2025	DIR	PD	12/3/25 FSA Reimb-Depende
CHECK DATE: 12/03/2025									
20251203-FSA		12/03/2025	120425-2	5005	416.68	12/04/2025	DIR	PD	12/4/25 FSA Reimb-Depende
CHECK DATE: 12/04/2025									
20251203-FSA-2		12/03/2025	120525	5006	246.00	12/05/2025	DIR	PD	12/5/25 FSA Reimb-Healthc
CHECK DATE: 12/05/2025									
20251205-FSA		12/05/2025	120925	5007	284.00	12/09/2025	DIR	PD	12/9/25 FSA Reimb-Healthc
CHECK DATE: 12/09/2025									
20251206-FSA		12/06/2025	120925	5008	48.94	12/09/2025	DIR	PD	12/9/25 FSA Reimb-Healthc
CHECK DATE: 12/09/2025									

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
					4,328.70				
		22 INVOICES			8,187,371.09				

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

Biweekly Report

December 15, 2025

By:

Matt Podhradsky

COUNCIL MEETING/WORK SESSION SCHEDULE

Below is a list of the upcoming Council Meetings and Work Sessions to plan for:

December 15th:

This will be our last meeting of the year. We will not have a Work Session prior to the meeting. As for the meeting itself, we will be considering the item coming from the Planning Commission, which is the final site and building plans for the Municipal Services Building. We will also be making final decisions on the 2026 Tax Levy and Budget for each one of the Funds we have been reviewing from late summer until now. We will also be setting the utility rates for 2026 based on our overall budget and will be considering a formal Memo of Understanding with Trident Development for the City Square West Development. Other than that, there will be some end of the year "housekeeping" items we will have on the agenda, and we will have an EDA meeting to also establish that tax levy and budget for 2026.

January 5th:

This will be our first Council meeting of the new year. Prior to the meeting starting, we will be holding interviews for our open and renewing Commission member slots. We will be doing interviews at both the January 5th and January 26th meetings, with the intent of appointing/reappointing residents to each of the open spots in all our Commissions. At the Council meeting itself, it will mainly be housekeeping items to take care of including appointing our Mayor Pro Tem for the year and establishing things like our official newspaper and attorney for 2026.

Please note that the second meetings in both January and February will be moved to the 4th Monday of the month (January 26th and February 23rd) because we need to adjust for MLK Day in January and Presidents Day in February-both of which fall on the 3rd Mondays of the month. Also, please note that Elise is trying to get a time set up for my annual review. She is looking at setting aside time prior to the February 2nd meeting to complete that. We will let you know once we have that time finalized.

As always, if you are unable to attend meetings, please just let me know.

BUILDING PROJECT UPDATE

We are still on track to have the Public Safety Center substantially complete by the end of December, with the expectation of us receiving our Temporary Certificate of Occupancy sometime in early January. That temporary CO will allow us to start moving into the offices,

with the expectation that we will be fully moving in towards the end of January and beginning of February. It looks like furniture will start arriving and being assembled in the third week in January, which will allow us to generally meet that timeline. It should be noted that the Temp. CO is not for anything in the building but is instead being issued because we will have some unfinished items, such as landscaping, that cannot be completed until we get warmer weather. It is after this work is complete and we receive a full Certificate of Occupancy that we plan on having an open house for the public to see the facility.

As for the MSB building, we are nearing completion of design of the building, with the final Planning approvals coming through in the December 15th meeting for consideration. While this is occurring, our Construction Manager is completing work to look at ways to value-engineer some simple items in the specifications of the project to make sure we are getting the best value. They are also taking all the documents and converting them into specifications that will be distributed to contractors who end up bidding on components of this project. We plan to go out to solicit bids by around the third week of January but will do one more cost estimation on the project to make sure that we are still on target. We do expect to get back the bids by the end of February and would hope to have the bid package in front of you by the beginning of March to consider moving forward with construction of the project. If we meet this timeline, we expect a mid-May timeframe for when construction on the project will begin.

If you have any questions about either of these, please feel free to ask.

ACQUISITION OF "CHEESE-WEDGE" PROPERTY SOUTH OF COOPERS

As Council is aware, one of the redevelopment projects Staff has been working on lately is the redevelopment of the lot north of Nicollet Bank (which our EDA owns) and the KFC property to the east of our site. Our desire has been to combine these parcels in this general area to allow for a more significant redevelopment of these sites that could help bring a desirable project to this location. As part of that project, we have been working with the Klein Family on getting a small "cheese wedge" shaped piece of property from the property to the north which used to be Cooper's Grocery Store and their parking lot. By acquiring a small portion of the southern portion of their lot, this would allow us to "square off" the parcel that we own and make it much easier to redevelop that site, along with the KFC site, into something that would benefit the downtown area. After discussions with the Klein Family, they decided to donate this piece of property to us, which helps us in keeping the costs of this project as low as possible and not having to use any available funds to have to purchase another piece of property. We greatly appreciated their generosity in doing this. As an update to this, we were able to close on this property this past Tuesday, December 9th, meaning the transaction is complete. With this now being complete, we are starting to ramp up our discussions with interested developers over the next few weeks and would hope to bring the Council a concept of what would be proposed on this site by the Spring of next year. Staff are confident that a project like this could not only eliminate some blight in this area but also provide a use that will help to positively contribute to our overall downtown.

If you have any questions about this, please let me know.

STATE OF THE CITY ADDRESS

As I believe Mayor Hubbard has shared with all of you, one thing that she would like to have the City do this year is to have a State of the City Address that is geared more towards our residents instead of just doing the Chamber event in November that is geared towards our business community. The thought is to provide a very similar speech to residents who attend so that they have the chance to be "in the know" after attending the event, and to also have a resource fair with all our departments participating to help promote to residents the different services they provide and some benefits they may not know exist.

We have locked in a date/time for our first-ever State of the City event. It will be Wednesday, January 28, from 6-7:30pm in the Community Center Theater. The plan is to have the Mayor give a presentation about what we've been up to in 2025 and what we have in store for 2026. We would then turn the event into more of an open house where residents can visit tables with information about all our city departments.

At the same time, because we are having the event in the Theater and using the art gallery for the open house, we are also going to be partnering up with the Carver County Arts Consortium that will be able to show off some of their art at the event, perhaps have some local music being played, and a demonstration from an artist on how they complete their pieces of art. We thought this might be a good partnership for new people they can bring forward to see what is going on in the City, and for us to introduce them to new people who may not know who they are. It should be a fun evening!

If you have any questions about this, please let me know.

COUNCIL/DEPARTMENT HEAD RETREAT

As I mentioned in a previous bi-weekly report, I am looking at getting a time set up for our annual Council/Department Head Retreat. I am currently looking at the month of March, as this time works well for our facilitators Richard and Irina Fursman, and because we are going to be able to utilize the new EOC room in the Public Safety Center to hold our retreat by that time. The two times that I am currently looking at are:

- Thursday March 19th and Friday March 20th : 8:30-4 pm each day
- Thursday March 26th and Friday March 27th: 8:30-4 pm each day

As in the past, having two full days dedicated to this not only allows us the time to get through our visioning processes, but also allows us to spend time on how we are going to move forward in implementing what we develop. The focus of this year's retreat is going to be the Community Center and specifically coming up with a game plan for how to move forward with implementation of our Master Planning Document, but it could be about other topics if anyone felt strongly that we should also be talking about other topical areas.

In any case, getting the date nailed down is usually the most difficult part of the process. If you could get back to me by the first meeting in January to let me know if one, both or none of these options work, I would greatly appreciate it. I want to start with the Council to make sure all 5 of you can attend, and then we will fill in around that.

If you have any questions, just let me know. I look forward to the work we identify during this year's session!

KICKOFF TO KPMG AND RYDER CUP PLANNING

As you are aware, Hazeltine National is going to host two major golf tournaments in both 2026 and 2029. The first is the KPMG PGA Women's Championship. This is the top golf event for professional women golfers in the country and attracts the best women golfers from around the world. Hazeltine did host this event back in 2019, with Hannah Green winning her first major championship. Hazeltine also hosted the Ryder Cup back in 2016 with the United States' Team winning the event and the event being the most successful both from attendance and financial figures to date.

With the success of these two events in the past at Hazeltine, the PGA was eager to get back to Hazeltine, with Hazeltine being the first US Course to ever host the Ryder Cup twice. With the KPMG event being this upcoming summer, we know that the dates will be June 25-28. The exact dates for the Ryder Cup have yet to be announced, but we expect it to be in September once again.

As these tournaments typically take several years to plan, we are already in the process of working with both Hazeltine and the PGA in planning for both events. As in past years, our main responsibilities are in Public Safety, Building Inspections, Public Works and Utilities. We also get involved, especially in the Ryder Cup, in creating activation events to get our residents and visitors engaged in the community. We typically start really diving into this planning about 3 years from the event, with us having our first meeting with the PGA's Operations Manager, Kenny Kerzendorfer this past week. We are happy to share that Kenny will be here for both the KPMG as well as the planning and execution of the Ryder Cup, so we will have continuity through the planning of both events, which is extremely valuable to us. Kenny indicated that once he gets moved up here closer to Spring that he will be here for the next 4 years.

We will be planning for many of the same things for the Ryder Cup that we did in 2016, with the hope that we can once again get the Ryder Cup banner across Highway 212 (MNDOT needs to provide permission) and working to get another "19th Hole Community Event" down at Fireman's Park.

If you have any questions about any of the planning that goes into these events, do not hesitate to let me know. Otherwise, we look forward to two successful events that will bring International attention!

SANTA PARADE:

As we have been doing every year since COVID, we will once again be having our Santa Parade on Wednesday, December 14th. As in the past, this parade will go around the entire community with Police and Fire vehicles leading the way, and a cast of characters including Santa and Mrs. Claus, Buddy the Elf, the Christmas Elf (new) and the Grinch. As in past years, we will start at 4:30 pm and plan on being done around 9 pm. We will have a "Santa Tracker" on our web site to show people where we are at in the route, so they know when to be out, so they don't have to stand out in the cold for too long. We make it to most neighborhoods across the City and have been rotating which neighborhoods we go to first each year so that we are as equitable as possible for when we come around to different neighborhoods. We also take special requests each year regarding places to consider going that we have not in the past, so if there is

anything you think we may have missed in the past, please just let myself of Kevin Wright know so we can consider it. Otherwise, we hope you enjoy the parade!

UPCOMING EVENTS:

Below are some upcoming community events to make you aware of:

- Chaska Holiday Party: Friday, December 12th
- Santa Parade Around Town: Wednesday December 17th from 4:30-9:00 pm
- December 24th and December 31st: Offices Close at noon
- December 25th and January 1st: Offices Closed
- January 19: Martin Luther King Day Breakfast and Presenting of Human Rights Commission Award. Special Speaker will be Ethelind Kaba. She is the Executive Director of the Ann Bancroft Foundation who purpose is "Supporting a Girl Today Strengthens our Community Now and Into the Future"

City of Chaska
Memorandum

To: Administration, Mayor, and City Council

From: Lisa Nelson, Controller

Date: December 12, 2025

RE: Financial Reports – Year-To-Date (YTD) Ending October 31, 2025

FINACIAL REPORTS

Attached are year-to-date financial reports as of October 31, 2025.

Each fund includes the adopted budget compared to YTD actuals and the resulting variance.

Prior year revenues and expenditures/expenses are reported to allow comparisons of current year and prior year activity.

These draft reports include the following revenues and expenditures/expenses as of the report date:

- YTD revenue receipted by the City.
- YTD revenue from invoices issued by the City.
- YTD payroll expenditures.
- YTD vendor payments that:
    1) were previously approved by the City Council, or
    2) are pending approval by the Council at the December 15th meeting.

These draft reports do not include the following revenues and expenditures/expenses:

- General investment earnings revenue
- Depreciation and amortization expense (recorded at year-end)

GENERAL FUND

REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FOR THE PERIODS ENDING 10/31/2025 AND 10/31/2024

	2025			PERCENT OF BUDGET	2024
	BUDGET	ACTUAL AS OF 10/31/2025	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2024
REVENUES:					
Property Taxes *	$ 15,797,690	$ 8,215,945	$ (7,581,745)	52%	$ 6,920,296
Franchise Fees (Cable TV & Gas)	780,000	386,000	(394,000)	49%	392,653
Licenses	220,549	229,833	9,284	104%	210,470
Permits:					
Building	1,326,260	1,477,256	150,996	111%	1,670,408
Other Permits	58,207	269,585	211,378	463%	90,519
Intergovernmental:					
Federal	-	8,654	8,654		6,180
State	1,151,286	889,202	(262,084)	77%	781,692
Regional, County, School & Local	175,100	163,860	(11,240)	94%	123,693
Charges For Services:					
General Government	6,449,179	5,358,735	(1,090,444)	83%	5,016,502
Public Safety	50,329	39,882	(10,447)	79%	43,123
Public Works, Admin and Streets	16,081	31,198	15,117	194%	21,241
Parks & Recreation and Park Maint.	683,783	744,366	60,583	109%	663,690
Fines And Forfeitures	43,000	48,290	5,290	112%	41,418
Investment Earnings	25,000	-	(25,000)	0%	-
Other Revenue	202,983	176,736	(26,247)	87%	179,525
TOTAL REVENUES	26,979,447	18,039,542	(8,939,905)	67%	16,161,410
EXPENDITURES:					
General Government:					
Mayor & Council	200,221	132,342	67,879	66%	117,907
Communications	356,235	293,672	62,563	82%	267,825
Administration	1,040,195	880,187	160,008	85%	849,745
Human Resources	611,045	446,364	164,681	73%	395,957
Elections	-	7,886	(7,886)		29,085
Finance/Admin Services	2,197,986	1,754,336	443,650	80%	1,494,872
Information Services & Fiber Sys.	1,527,659	999,467	528,192	65%	966,668
Legal - City Attorney	145,000	138,640	6,360	96%	120,874
Community Development	588,387	481,672	106,715	82%	461,722
Engineering	739,858	601,908	137,950	81%	524,837
Government Buildings	227,666	199,451	28,215	88%	215,639
Facility Maintenance	838,262	839,405	(1,143)	100%	557,421
Total General Government	8,472,514	6,775,330	1,697,184	80%	6,002,552
Public Safety:					
Police	7,236,187	6,373,958	862,229	88%	5,713,931
Fire	3,253,537	2,836,800	416,737	87%	2,432,045
Building Inspections (Comm.Dev)	922,198	722,013	200,185	78%	713,274
Civil Defense	5,872	5,455	417	93%	5,275
Total Public Safety	11,417,794	9,938,226	1,479,568	87%	8,864,525
Public Works:					
Administration	479,228	392,877	86,351	82%	354,247
Streets & Alleys	2,222,304	2,005,556	216,748	90%	1,737,192
Snow Removal	382,119	149,391	232,728	39%	150,447
Signs	12,070	13,201	(1,131)	109%	11,256
Municipal Services/Building	410,129	376,360	33,769	92%	176,788
Tree Maintenance	86,239	81,306	4,933	94%	89,668
Total Public Works	3,592,089	3,018,691	573,398	84%	2,519,598
Parks & Recreation:					
Administration	804,648	643,910	160,738	80%	596,264
Community Events	208,789	186,789	22,000	89%	160,263
Programs (Youth/Teen/Adult/Sr.)	798,599	885,827	(87,228)	111%	642,284
Beach/Firemen's Park	110,374	101,081	9,293	92%	102,511
Hockey & Skating Rinks	5,542	7,409	(1,867)	134%	2,758
Park Maintenance	1,698,447	1,668,128	30,319	98%	1,484,638
Total Parks & Recreation	3,626,399	3,493,144	133,255	96%	2,988,718
Unallocated	300,000	-	300,000	0%	-
Debt Service	250,205	140,771	109,434	56%	146,512
TOTAL EXPENDITURES	27,659,001	23,366,162	4,292,839	84%	20,521,905
OTHER FINANCING SOURCES (USES):					
Transfers In	5,227,000	4,291,790	(935,210)	82%	4,070,410
Transfers Out	(4,547,446)	(2,431,223)	2,116,223	53%	(1,607,000)
NET TRANSFERS	679,554	1,860,567	1,181,013		2,463,410
NET CHANGE IN FUND BALANCES	$ -	$ (3,466,053)	$ (3,466,053)		$ (1,897,085)

* Tax settlements are received from Carver County in June/July and December.

MOUNT PLEASANT MAINTENANCE FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE PERIODS ENDING 10/31/2025 AND 10/31/2024

	2025			PERCENT OF BUDGET	2024
	BUDGET	ACTUAL AS OF 10/31/2025	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2024
REVENUES:					
Property Taxes *	$ 6,000	$ 3,127	$ (2,873)	52%	$ 3,113
Charges For Services/Lot Sales	2,400	2,000	(400)	83%	6,300
Investment Earnings	300	-	(300)	0%	-
TOTAL REVENUES	8,700	5,127	(3,573)	59%	9,413
EXPENDITURES:					
Current:					
Professional Services And Charges	13,500	14,022	(522)	104%	14,188
NET CHANGE IN FUND BALANCES	$ (4,800)	$ (8,895)	$ (4,095)		$ (4,775)

* Tax settlements are received from Carver County in June/July and December.

ECONOMIC DEVELOPMENT AUTHORITY (EDA) FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE PERIODS ENDING 10/31/25 AND 10/31/24

	2025			PERCENT OF BUDGET	2024
	BUDGET	ACTUAL AS OF 9/30/2025	VARIANCE WITH BUDGET	% RECEIVED/ EXPENDED	ACTUAL AS OF 9/30/2024
REVENUES:					
Property Taxes *	$ 231,440	$ 120,526	$ (110,914)	52%	$ 110,402
Intergovernmental	-	189,015	189,015	0%	13
Charges For Services	345,345	287,780	(57,565)	83%	274,080
Special Assessments	40,000	21,282	(18,718)	53%	21,213
Investment Earnings (Charges)	(5,400)	-	5,400	0%	-
Other Revenue	34,800	8	(34,792)		4,652
TOTAL REVENUES	646,185	618,611	(27,574)	96%	410,360
EXPENDITURES:					
Current:					
Administration:					
Professional Services	40,609	37,082	3,527	91%	2,183
Other Charges and Special Events	491,692	379,050	112,642	77%	378,718
Remit Grant Revenue	-	189,000	(189,000)		-
Economic Development Projects/Programs:					
Professional Services	61,923	58,394	3,529		58,100
Other Charges and Special Events	29,921	24,014	5,907	80%	18,674
TOTAL EXPENDITURES	624,145	687,540	(63,395)	110%	457,675
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	22,040	(68,929)	(90,969)		(47,315)
OTHER FINANCING SOURCES (USES):					
Sale of Land	-	-	-		399,827
NET CHANGE IN FUND BALANCES	$ 22,040	$ (68,929)	$ (90,969)		$ 352,512

* Tax settlements are received from Carver County in June/July and December.

EQUIPMENT ACQUISITION FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE PERIODS ENDING 10/31/2025 AND 10/31/2024

	2025			PERCENT OF BUDGET	2024
	BUDGET	ACTUAL AS OF 10/31/2025	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2024
REVENUES:					
Property Taxes *	$ 4,405,717	$ 847,209	$ (3,558,508)	19%	$ 896,555
Intergovernmental	-	245	245		210
Charges For Services	30,500	7,244	(23,256)	24%	8,244
Interest Earnings	-	303,103	303,103		370,401
Other Revenue	150,500	-	(150,500)	0%	10,530
TOTAL REVENUES	4,586,717	1,157,801	(3,428,916)	25%	1,285,940
EXPENDITURES:					
Current:					
General Government	10,000	136,674	(126,674)	1367%	51,235
Public Safety	-	66,694	(66,694)		13,114
Public Works	-	-	-		6,380
Debt Service:					
Issuance Costs & Fiscal Agent Fees	257,000	-	257,000	0%	-
Capital Outlay:					
Communications	30,500	38,442	(7,942)	126%	-
Administration	-	-	-		12,230
Information Technology	218,000	30,168	187,832	14%	-
City Buildings	-	120,280	(120,280)		-
Police	18,500	-	18,500	0%	238,467
Fire	-	62,061	(62,061)		157,971
Public Works	1,306,000	777,159	528,841	60%	941,703
Park & Recreation	-	-	-		8,513
TOTAL EXPENDITURES	1,840,000	1,231,478	608,522	67%	1,429,613
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	2,746,717	(73,677)	(2,820,394)		(143,673)
OTHER FINANCING SOURCES (USES):					
Transfers In	76,000	-	(76,000)	0%	-
Transfers Out	(4,125,100)	(237,500)	3,887,600	6%	(574,369)
Bonds Issued	1,310,000	-	(1,310,000)	0%	-
Leases Issued	-	-	-		107,801
Subscriptions Issued	-	-	-		547,528
Sale of Capital Assets	-	44,100	44,100		22,350
TOTAL OTHER FINANCING SOURCES (USES)	(2,739,100)	(193,400)	2,545,700		103,310
NET CHANGE IN FUND BALANCES	$ 7,617	$ (267,077)	$ (274,694)		$ (40,363)

* Tax settlements are received from Carver County in June/July and December.

ELECTRIC FUND
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIODS ENDING 10/31/2025 AND 10/31/24

	2025			PERCENT OF BUDGET	2024
	BUDGET	ACTUAL AS OF 10/31/2025	VARIANCE WITH BUDGET	RECEIVED / EXPENDED	ACTUAL AS OF 10/31/2024
OPERATING REVENUES:					
Residential & Senior Sales	$ 11,219,000	$ 9,261,365	$ (1,957,635)	83%	$ 8,617,314
Commercial Sales	1,270,000	1,085,472	(184,528)	85%	958,213
Industrial Sales	35,764,000	27,334,880	(8,429,120)	76%	26,616,992
Other Charges and Sales	3,523,700	13,629,154	10,105,454	387%	12,524,604
TOTAL OPERATING REVENUES	51,776,700	51,310,871	(465,829)	99%	48,717,123
OPERATING EXPENSES:					
Purchased Power	29,722,000	33,304,045	(3,582,045)	112%	32,132,179
Distribution:					
Personnel Services	2,720,800	2,164,830	555,970	80%	1,881,872
Supplies, Services & Other Charges	1,033,189	828,258	204,931	80%	681,484
Administration:					
Personnel Services	415,719	370,210	45,509	89%	360,017
Supplies, Services & Other Charges	3,917,919	3,247,668	670,251	83%	3,062,621
Utility Billing:					
Personnel Services	416,232	351,775	64,457	85%	315,938
Supplies, Services & Other Charges	420,957	281,841	139,116	67%	239,278
Conservation Programs	302,678	344,818	(42,140)	114%	302,276
Capital Outlay *	3,810,000	1,830,468	1,979,532	48%	2,708,355
TOTAL OPERATING EXPENSES	42,759,494	42,723,913	35,581	100%	41,684,020
OPERATING INCOME	9,017,206	8,586,958	(430,248)		7,033,103
NON-OPERATING REVENUES:					
Investment Earnings	26,900	35,663	8,763	133%	14,489
Intergovernmental	-	258	258		192
TOTAL NON-OPERATING REVENUES	26,900	35,921	9,021		14,681
NON-OPERATING EXPENSES:					
Debt Service	720,050	237,489	482,561	33%	708,223
Debt Service - Agent Fees	1,000	550	450	55%	1,000
TOTAL NON-OPERATING EXPENSES	721,050	238,039	483,011	33%	709,223
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	8,323,056	8,384,840	61,784		6,338,561
CAPITAL CONTRIBUTIONS	-	592,014	592,014		761,073
TRANSFERS IN (OUT):					
Transfers Out	(8,314,100)	(6,219,290)	2,094,810	75%	(6,155,510)
CHANGE IN NET POSITION	$ 8,956	$ 2,757,564	$ 2,748,608		$ 944,124

* Includes costs for automated metering system

WATER FUND
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIOD ENDED 10/31/2025 AND 10/31/2024

	2025			PERCENT OF BUDGET	2024
	BUDGET	ACTUAL AS OF 10/31/2025	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2024
OPERATING REVENUES:					
Residential Sales	$ 1,948,300	$ 1,622,211	$ (326,089)	83%	$ 1,391,066
Commercial Sales	1,478,900	1,206,436	(272,464)	82%	1,122,745
Industrial Sales	749,500	783,372	33,872	105%	742,396
Other Sales & Charges	947,140	1,024,346	77,206	108%	935,449
TOTAL OPERATING REVENUES	5,123,840	4,636,365	(487,475)	90%	4,191,656
OPERATING EXPENSES:					
Pumping	404,709	337,329	67,380	83%	335,980
Treatment	569,598	441,174	128,424	77%	410,553
Distribution:					
Personnel Services	784,855	647,725	137,130	83%	519,709
Supplies, Services & Other Charges	366,054	250,733	115,321	68%	237,897
Administration:					
Personnel Services	156,144	130,158	25,986	83%	118,993
Supplies, Services & Other Charges	803,126	656,311	146,815	82%	622,692
Utility Billing:					
Personnel Services	75,521	63,440	12,081	84%	56,412
Supplies, Services & Other Charges	91,854	60,671	31,183	66%	63,489
Capital Outlay *	11,354,000	1,225,621	10,128,379	11%	1,194,822
TOTAL OPERATING EXPENSES	14,605,861	3,813,162	10,792,699	26%	3,560,547
OPERATING INCOME (LOSS)	(9,482,021)	823,203	10,305,224	-9%	631,109
NON-OPERATING REVENUES:					
Investment Earnings	17,700	-	(17,700)	0%	-
Intergovernmental	-	33	33		31
Lease - Bountiful Basket	32,800	-	(32,800)	0%	-
Bond Proceeds	11,000,000	-	(11,000,000)	0%	-
TOTAL NON-OPERATING REVENUES	11,050,500	33	(11,050,467)	0%	31
NON-OPERATING EXPENSES:					
Debt Service	1,170,375	321,617	848,758	27%	293,234
Issuance Costs & Fiscal Agent Fees	1,000	300	700	30%	530
Old Wtr Trmt Plant/Bountiful Basket	1,944	710	1,234	37%	4,052
TOTAL NON-OPERATING EXPENSES	1,173,319	322,627	850,692	27%	297,816
INCOME (LOSS) BEFORE TRANSFERS	395,160	500,609	105,449		333,324
TRANSFERS IN (OUT):					
Transfers In	408,000	-	(408,000)	0%	-
Transfers (Out)	(398,400)	-	398,400	0%	(61,200)
NET TRANSFERS IN (OUT)	9,600	-	(9,600)		(61,200)
CHANGE IN NET POSITION	$ 404,760	$ 500,609	$ 95,849		$ 272,124

***** **Capital Outlay includes expenses for the new metering system that have been reimbursed with 2023 Bond Proceeds**

SEWER FUND
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIODS ENDING 10/31/2025 AND 10/31/2024

	2025			PERCENT OF BUDGET	2024
	BUDGET	ACTUAL AS OF 10/31/2025	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2024
OPERATING REVENUES:					
Residential Sales	$ 2,490,900	$ 2,124,485	$ (366,415)	85%	$ 1,742,944
Commercial Sales	1,716,200	1,465,207	(250,993)	85%	1,241,072
Industrial Sales	2,038,800	1,662,433	(376,367)	82%	1,475,285
Other Sales & Charges	1,775,350	1,577,556	(197,794)	89%	1,290,070
TOTAL OPERATING REVENUE	8,021,250	6,829,681	(1,191,569)	85%	5,749,371
OPERATING EXPENSES:					
Pumping	31,770	65,500	(33,730)	206%	12,611
Treatment (Met Council)	3,973,648	3,642,511	331,137	92%	3,147,553
Collection:					
Personnel Services	757,680	642,400	115,280	85%	465,825
Supplies, Services & Other Charges	136,505	133,199	3,306	98%	74,653
Administration:					
Personnel Services	156,141	130,159	25,982	83%	107,294
Supplies, Services & Other Charges	784,769	650,278	134,491	83%	553,758
Utility Billing:					
Personnel Services	74,327	62,816	11,511	85%	50,851
Supplies, Services & Other Charges	72,203	58,534	13,669	81%	55,368
Capital Outlay *	618,000	508,549	109,451	82%	176,645
TOTAL OPERATING EXPENSES	6,605,043	5,893,946	711,097	89%	4,644,558
OPERATING INCOME (LOSS)	1,416,207	935,735	(480,472)		1,104,813
NON-OPERATING REVENUES:					
Investment Earnings	6,700	-	(6,700)	0%	-
Intergovernmental	-	203	203		71
TOTAL NON-OPERATING REVENUES	6,700	203	(6,497)	3%	71
NON-OPERATING EXPENSES:					
Debt Service	576,200	435,704	140,496	76%	409,085
Issuance Costs & Fiscal Agent Fees	1,000	90	910	9%	340
TOTAL NON-OPERATING EXPENSES	577,200	435,794	141,406		409,425
INCOME (LOSS) BEFORE TRANSFERS	845,707	500,144	(345,563)		695,459
TRANSFERS IN (OUT):					
Transfers (Out)	(491,400)	-	491,400	0%	(61,200)
CHANGE IN NET POSITION	$ 354,307	$ 500,144	$ 145,837		$ 634,259

*** Capital Outlay includes expenses for the new metering system that have been reimbursed with 2023 Bond Proceeds**

CHASKA COMMUNITY CENTER FUND
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIODS ENDING 10/31/2025 AND 10/31/2024

	2025			PERCENT OF BUDGET	2024
	BUDGET	ACTUAL AS OF 10/31/2025	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2024
OPERATING REVENUES:					
Admissions	$ 351,180	$ 303,594	$ (47,586)	86%	$ 217,577
Memberships	1,348,738	1,139,076	(209,662)	84%	1,003,279
Rentals	1,109,484	923,913	(185,571)	83%	876,161
Charges for Services/Lessons	466,999	273,208	(193,791)	59%	317,982
Other Revenue	395,955	62,846	(333,109)	16%	53,689
TOTAL OPERATING REVENUE	3,672,356	2,702,637	(969,719)	74%	2,468,688
OPERATING EXPENSES:					
Personnel Services	2,608,186	2,238,219	369,967	86%	1,991,865
Operating Supplies	252,206	235,655	16,551	93%	195,486
Professional & Other Services	1,015,726	836,816	178,910	82%	773,272
Other Charges	574,319	467,015	107,304	81%	321,341
Capital Outlay	133,000	103,110	29,890	78%	271,042
TOTAL OPERATING EXPENSES	4,583,437	3,880,815	702,622	85%	3,553,006
OPERATING INCOME (LOSS)	(911,081)	(1,178,178)	(267,097)		(1,084,318)
NON-OPERATING REVENUES:					
Investment Earnings (Charges)	(50,800)	7,684	58,484	-15%	10,838
Sale of Capital Assets	-	-	-		4,050
TOTAL NON-OPERATING REVENUES	(50,800)	7,684	58,484	-15%	14,888
NON-OPERATING EXPENSES:					
Debt Service	569,230	50,445	518,785	9%	60,110
Issuance Costs & Fiscal Agent Fees	4,000	1,900	2,100	48%	3,400
TOTAL NON-OPERATING EXPENSES	573,230	52,345	520,885	9%	63,510
INCOME (LOSS) BEFORE TRANSFERS	(1,535,111)	(1,222,839)	312,272		(1,132,940)
TRANSFERS IN (OUT):					
Transfers In	1,535,111	874,388	(660,723)	57%	728,300
CHANGE IN NET POSITION	$ -	$ (348,451)	$ (348,451)		$ (404,640)

THE LOOP AT CHASKA

REVENUES, EXPENSES AND CHANGES IN NET POSITION

FOR THE PERIOD ENDED 10/31/2025 AND 10/31/24

	2025			PERCENT OF BUDGET	2024
	BUDGET	ACTUAL AS OF 10/31/2025	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2024
OPERATING REVENUES:					
Green Fees	$ 519,500	$ 407,593	$ (111,907)	78%	$ 354,549
Cart Rental	16,000	22,427	6,427	140%	18,608
Merchandise & Other Sales	35,000	32,830	(2,170)	94%	23,548
TOTAL OPERATING REVENUES	570,500	462,850	(107,650)	81%	396,705
OPERATING EXPENSES:					
Golf - Maintenance Dept:					
Personnel Services	225,016	189,184	35,832	84%	130,822
Supplies, Services & Other Charges	52,332	49,205	3,127	94%	48,324
Golf - Club House:					
Personnel Services	192,028	141,417	50,611	74%	134,394
Supplies, Services & Other Charges	54,133	69,367	(15,234)	128%	48,776
Merchandise for Resale	15,000	12,406	2,594	83%	23,838
Capital Outlay - Golf Course Improvements	10,000	4,622	5,378	46%	274,199
Capital Outlay - Equipment	-	-	-		18,574
TOTAL OPERATING EXPENSES	548,509	466,201	82,308	85%	678,927
OPERATING INCOME (LOSS)	21,991	(3,351)	(25,342)		(282,222)
NON-OPERATING REVENUES:					
Investment Earnings (Charges)	500	-	(500)	0%	-
Gain on Disposal of Capital Assets	-	-	-		13,306
TOTAL NON-OPERATING REVENUES	500	-	(500)		13,306
NON-OPERATING EXPENSES:					
Debt Service	249,800	57,289	192,511	23%	58,726
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	(227,309)	(60,640)	166,669		(327,642)
CAPITAL CONTRIBUTIONS	10,000	-	(10,000)	0%	191,250
TRANSFERS IN (OUT):					
Transfers In	244,000	122,000	(122,000)	50%	122,000
CHANGE IN NET POSITION	$ 26,691	$ 61,360	$ 34,669		$ (14,392)

CHASKA TOWN COURSE FUND

REVENUES, EXPENSES AND CHANGES IN NET POSITION

FOR THE PERIOD ENDED 10/31/2025 AND 10/31/2024

	2025			PERCENT OF BUDGET	2024
	BUDGET	ACTUAL AS OF 10/31/2025	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2024
OPERATING REVENUES:					
Green Fees	$ 2,002,000	$ 2,200,033	$ 198,033	110%	$ 1,976,959
Driving Range	185,000	197,607	12,607	107%	177,839
Golf Rentals	401,000	451,000	50,000	112%	372,297
Merchandise	400,000	364,807	(35,193)	91%	358,646
Other Sales	219,000	181,188	(37,812)	83%	180,963
TOTAL OPERATING REVENUE	3,207,000	3,394,635	187,635	106%	3,066,704
OPERATING EXPENSES:					
Golf - Maintenance Dept:					
Personnel Services	845,978	732,281	113,697	87%	763,866
Supplies, Services & Other Charges	355,038	335,074	19,964	94%	314,576
Golf - Club House:					
Personnel Services	720,171	666,269	53,902	93%	606,658
Supplies, Services & Other Charges	566,647	549,116	17,531	97%	569,507
Merchandise for Resale	250,000	349,830	(99,830)	140%	345,693
Capital Outlay	372,000	328,282	43,718	88%	180,644
TOTAL OPERATING EXPENSES	3,109,834	2,960,852	148,982	95%	2,780,944
OPERATING INCOME (LOSS)	97,166	433,783	336,617		285,760
NON-OPERATING REVENUES:					
Investment Earnings	6,000	-	(6,000)	0%	-
Bond Proceeds	207,000	-	(207,000)	0%	-
TOTAL NON-OPERATING REVENUES	213,000	-	(213,000)		-
NON-OPERATING EXPENSES:					
Debt Service	310,100	59,934	250,166	19%	80,275
CHANGE IN NET POSITION	$ 66	$ 373,849	$ 373,783		$ 205,485

TURBINE GENERATOR FUND

REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIOD ENDED 10/31/2025 AND 10/31/2024

	2025			PERCENT OF BUDGET	2024
	BUDGET	ACTUAL AS OF 10/31/2025	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2024
OPERATING REVENUES:					
Lease Revenue	$ 2,486,184	$ 2,202,142	$ (284,042)	89%	$ 2,131,720
OPERATING EXPENSES:					
Professional Services	108,000	163,040	(55,040)	151%	141,675
Other Charges	226,895	226,895	-	100%	170,828
TOTAL OPERATING EXPENSES	334,895	389,935	(55,040)	116%	312,503
OPERATING INCOME	2,151,289	1,812,207	(339,082)		1,819,217
NON-OPERATING REVENUES:					
Investment Earnings	-	14,628	14,628		19,206
Interfund Loan Payments	104,219	-	(104,219)	0%	-
TOTAL NON-OPERATING REVENUES	104,219	14,628	(89,591)	14%	19,206
NON-OPERATING EXPENSES:					
Debt Service	2,076,750	2,076,750	-	100%	2,075,500
Issuance Costs & Fiscal Agent Fees	4,500	-	4,500	0%	4,500
TOTAL NON-OPERATING EXPENSES	2,081,250	2,076,750	4,500	100%	2,080,000
CHANGE IN NET POSITION	$ 174,258	$ (249,915)	$ (424,173)		$ (241,577)

STORM WATER FUND

REVENUES, EXPENSES AND CHANGES IN NET POSITION

FOR THE PERIODS ENDING 10/31/2025 AND 10/31/2024

	2025			PERCENT OF BUDGET	2024
	BUDGET	ACTUAL AS OF 10/31/2025	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2024
OPERATING REVENUES:					
Residential Sales	$ 1,335,000	$ 1,162,836	$ (172,164)	87%	$ 1,073,627
Industrial Sales	967,000	803,646	(163,354)	83%	798,408
All Other Receipts	3,000	5,364	2,364	179%	4,433
TOTAL OPERATING REVENUE	2,305,000	1,971,846	(333,154)	86%	1,876,468
OPERATING EXPENSES:					
Collections:					
Personnel Services	372,344	315,760	56,584	85%	201,441
Supplies, Services & Other Charges	287,450	254,275	33,175	88%	141,726
Administration:					
Personnel Services	250,376	208,760	41,616	83%	189,990
Supplies, Services & Other Charges	476,879	359,508	117,371	75%	372,303
Utility Billing:					
Personnel Services	29,732	25,121	4,611	84%	22,565
Supplies, Services & Other Charges	87,094	65,173	21,921	75%	58,182
Capital Outlay	277,000	156,208	120,792	56%	179,086
TOTAL OPERATING EXPENSES	1,780,875	1,384,805	396,070	78%	1,165,293
OPERATING INCOME	524,125	587,041	62,916		711,175
NON-OPERATING REVENUES:					
Investment Earnings	6,500	-	(6,500)	0%	-
Intergovernmental	-	286,212	286,212		307,500
TOTAL NON-OPERATING REVENUES	6,500	286,212	279,712		307,500
NON-OPERATING EXPENSES:					
Debt Service	326,100	266,627	59,473	82%	253,512
Issuance Costs & Fiscal Agent Fees	500	4,575	(4,075)	915%	255
TOTAL NON-OPERATING EXPENSES	326,600	271,202	55,398	83%	253,767
INCOME BEFORE TRANSFERS	204,025	602,051	398,026		764,908
TRANSFERS IN (OUT):					
Transfers In	250,500	-	(250,500)	0%	-
Transfers (Out)	(369,300)	-	369,300	0%	(40,800)
NET TRANSFERS IN (OUT)	(118,800)	-	118,800		(40,800)
CHANGE IN NET POSITION	$ 85,225	$ 602,051	$ 516,826		$ 724,108

CHASKA CURLING AND EVENT CENTER FUND
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIODS ENDING 10/31/2025 AND 10/31/2024

	2025			PERCENT OF BUDGET	2024
	BUDGET	ACTUAL AS OF 10/31/2025	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2024
OPERATING REVENUES:					
Memberships	$ 157,000	$ 136,612	$ (20,388)	87%	$ 122,937
Rentals	200,500	226,501	26,001	113%	214,253
Lessons	239,000	153,109	(85,891)	64%	154,372
Leagues	185,400	179,283	(6,117)	97%	171,979
Leases	402,000	275,489	(126,511)	69%	259,720
Other Revenue	51,359	40,087	(11,272)	78%	39,935
TOTAL OPERATING REVENUES	1,235,259	1,011,081	(224,178)	82%	963,196
OPERATING EXPENSES:					
Administration:					
Personnel Services	471,153	366,233	104,920	78%	360,383
Supplies, Services & Other Charges	472,257	433,190	39,067	92%	436,378
Event Center:					
Personnel Services	15,052	25,393	(10,341)	169%	13,305
Supplies, Services & Other Charges	21,754	42,605	(20,851)	196%	24,880
Curling Center:					
Personnel Services	225,320	185,316	40,004	82%	170,629
Supplies, Services & Other Charges	99,758	99,331	427	100%	99,582
Crooked Pint	67,725	68,281	(556)	101%	44,977
Capital Outlay	30,000	20,223	9,777	67%	4,200
TOTAL OPERATING EXPENSES	1,403,019	1,240,572	162,447	88%	1,154,334
OPERATING INCOME (LOSS)	(167,760)	(229,491)	(61,731)		(191,138)
NON-OPERATING REVENUES:					
Investment Earnings (Charges)	(12,000)	41,285	53,285		52,952
NON-OPERATING EXPENSES:					
Debt Service	1,579,117	1,467,600	111,517	93%	1,464,501
Issuance Costs & Fiscal Agent Fees	1,600	3,400	(1,800)	213%	3,200
TOTAL NON-OPERATING EXPENSES	1,580,717	1,471,000	109,717	93%	1,467,701
INCOME (LOSS) BEFORE TRANSFERS	(1,760,477)	(1,659,206)	101,271		(1,605,887)
TRANSFERS IN (OUT):					
Transfers In	1,802,500	1,725,500	(77,000)	96%	1,658,922
CHANGE IN NET POSITION	$ 42,023	$ 66,294	$ 24,271		$ 53,035