CITY COUNCIL MEETING AGENDA

December 08, 2025 at 6:30 PM
7701 County Road 110 West Minnetrista, MN 55364

1) CALL TO ORDER

a) Pledge of Allegiance

b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Claudia Lacy, Peter Vickery, Brian Govern Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Craig Squires, Assistant City Administrator Paula Bauman, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering

c) Approval of Agenda

2) SPECIAL PRESENTATIONS

a) Public Comment on 2026 Budget - Overview and Presentation

3) PERSONS TO BE HEARD

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

4) CONSENT AGENDA

a) Approve Work Session Meeting Minutes from November 17, 2025

b) Approve City Council Regular Meeting Minutes from November 17, 2025

c) Res. No. 103-25 Approve Claims

d) Res. No. 104-25 Accepting Donations

e) Res. No. 105-25 Approve 2025 Budgeted Transfers

f) Res. No. 106-25 Approve Front Yard Setback Variance at 5995 Loring Drive

g) Res. No. 107-25 Approve Lakeshore and Side Yard Setback Variances at 5415 Cedar Point Road

h) Res. No. 108-25 Approve Guest Home Conditional Use Permit at 7655 County Road 15

i) Res. No. 109-25 Accept Improvements and Authorize Final Payment for the drilling and development of new City Well #8 and Well #9

j) Approve 2026 City Council Meeting Calendar

k) Approve 2026 Personnel Policy effective January 1, 2026

l) Approve Offer of Employment for Zachary Vidmar for the position of Police Officer

m) Approve 2026 Pay Plan Adoption and Employee Placement

n) Approve Paid Family Medical Leave Memos of Understanding with Various Union Groups Employed at the City of Minnetrista

o) Approve Whale Tail Lake Alum Treatment Cost Share Agreement Amendment

5) PUBLIC HEARINGS

a) 2026 Fee Schedule

i. Adopt Ordinance No. 503 Adopting 2026 Fee Schedule

ii. Res. No. 110-25 Approve Publication of Ordinance No. 503 by Title and Summary

6) BUSINESS ITEMS

a) LMCD Applicant Approval to Two-Year Term and Remaining Term

b) 2026 Budget Approvals

i. Res. No. 111-25 Adopt and Approve 2026 Tax Levy

ii. Res. No. 112-25 Adopt and Approve Budgets (General Fund, Special Revenue, Debt Service, CIP Funds and Enterprise)

7) ADMINISTRATIVE ITEMS

a) Staff Reports

b) Council Reports

i) Mayor Lisa Whalen – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Public Safety Advisory Committee; Northwest Hennepin League of Municipalities; Regional Council of Mayors; Minnehaha Creek Watershed District; Mound Fire Advisory Committee (alternate); Fire Partnership Committee

ii) Cathleen Reffkin – Acting Mayor; Economic Development Authority; Personnel Committee, Planning Commission (rotating); Parks Commission (rotating); St Bonifacius Fire Advisory Committee; Mound Fire Advisory Committee; Fire Partnership Committee

iii) Claudia Lacy - Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating), Gillespie Center Advisory Council, Westonka Community Commerce Committee

iv) Peter Vickery – Economic Development Authority; Personnel Committee, Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission

v) Brian Govern – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission, Westonka Community & Commerce

8) ADJOURNMENT

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

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

MEMO FROM: Brian Grimm, Finance Director

DATE: December 8, 2025

REGARDING: 2026 Final Budget – Public Comment

Attached is the Proposed 2026 Final Budget for General, Special Revenue, Capital CIP, Debt Service and Enterprise funds for your review. The multiyear CIP plan is also attached at the end of the budget document. The preliminary budget was presented back in August and September in conjunction with the adoption of the preliminary 2026 levy. Several budget discussions have been held at Council meetings subsequently relating to enterprise funds, roads, parks and tree replacement.

The final budgets attached are consistent with what was presented earlier in the year with a few modifications. The levy option being presented is the same as what was adopted as the preliminary levy back in September. The levy adopted in September was a 9.92% gross levy increase over the 2025 final tax levy.

Public Comment on the 2026 budget and levy will be taken at this time. A Powerpoint will be presented that will review the budget and levy information.

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

- The general fund budgeted summary revenues and expenditures are summarized on the page right after the memo.
- Levied dollar amount for roads is going up by about $50,000 in 2026 from 2025.
- 2025 Actuals should be around budget performance based on YTD projections for the general fund expenditures. Revenues are running a little lower than expected mainly due to building permit fees received during the year being a little less than in previous years.
- CIP is being funded through $250K of cash levy and then a $600K that will be issued in early 2026

- 2026 street projects will be a larger scope than what was done in 2025. These will be funded with the Roads Levy, MSA state aid dollars, and street assessments.
- The City's Woodland Cove Water Treatment Plant is in the budget and is expected to have half the project costs and bonding done in 2026 and then the remaining costs and bonding in 2027
- $900 for Singles and $1,500 for families (same as last year) is taken into account as part of the 2026 budget for Health Insurance Tiers
- Budgeted non union pay has been updated to reflect the updates discussed at the 11-17-25 worksession and the consent agenda item also on this 12-8 council meeting. Union contracts are all settled for 2026 and are reflected in the budget also.
- MILO and Security camera projects from 2025 are included in the equipment certificate funding and public safety dollars available
- Money has been added for the Gillispie Center as previously discussed earlier in 2025 for 2026
- Dollars have been added to the Police budget since the preliminary levy was adopted as City Council authorized a 16th officer position in October
- The admin charge for general fund revenue has been updated from $350K to $450K to help offset additional expenditures as well as closer to a 2% allocation of 2026 projects.
- Public works staff time continues to be updated in the budget to reflect that more time is being spent in some of the enterprise fund activities (especially the water and sewer activities) in the last few of years with the water infrastructure projects that have happened and are ongoing..

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

City of Minnetrista
2026 Draft Budget
General Fund Summary

GENERAL FUND SUMMARY

	2022 Actuals	2023 Actuals	2024 Actuals	2025 Final Budget	2026 Draft Budget	2025-2026 % change
GENERAL FUND REVENUE						
Property Tax	$ 3,589,974	$ 4,100,025	$ 4,806,290	$ 5,172,638	$ 5,705,136	10.3%
Licenses & Permits	$ 834,638	$ 1,172,501	$ 820,857	$ 759,000	$ 309,000	-59.3%
Intergovernmental	$ 190,211	$ 510,103	$ 291,378	$ 249,000	$ 294,000	18.1%
Fines	$ 30,315	$ 42,201	$ 30,306	$ 35,000	$ 35,000	0.0%
Other/Charges for services	$ 258,942	$ 889,192	$ 771,115	$ 735,959	$ 1,224,930	66.4%
TOTAL G.F. REVENUES	**$ 4,904,080**	**$ 6,714,022**	**$ 6,719,946**	**$ 6,951,597**	**$ 7,568,066**	8.9%
GENERAL FUND EXPEND.						
Legislative	$ 30,440	$ 49,873	$ 53,625	$ 48,331	$ 51,957	7.5%
Administrative	$ 423,689	$ 553,678	$ 671,595	$ 687,534	$ 764,957	11.3%
Elections	$ 13,409	$ 2,669	$ 24,774	$ 3,000	$ 27,000	800.0%
Auditing	$ 27,400	$ 33,600	$ 41,939	$ 41,160	$ 45,000	9.3%
Assessor	$ 178,000	$ 198,000	$ 205,000	$ -	$ -	#DIV/0!
Planning	$ 262,533	$ 296,250	$ 317,193	$ 332,442	$ 351,165	5.6%
Legal	$ 99,380	$ 82,596	$ 110,357	$ 105,000	$ 110,000	4.8%
Buildings	$ 84,884	$ 85,483	$ 85,159	$ 90,800	$ 91,300	0.6%
Police	$ 2,385,758	$ 2,616,015	$ 2,944,126	$ 3,140,961	$ 3,451,646	9.9%
Fire	$ 513,235	$ 633,311	$ 714,493	$ 726,080	$ 829,820	14.3%
Inspections	$ 231,045	$ 252,230	$ 281,144	$ 288,235	$ 293,201	1.7%
Engineering	$ 12,000	$ 12,847	$ 12,000	$ 39,182	$ 55,037	40.5%
Streets	$ 847,032	$ 951,398	$ 1,063,478	$ 1,066,949	$ 1,113,903	4.4%
Snow and Ice Removal	$ 161,775	$ 178,018	$ 67,293	$ 167,017	$ 177,702	6.4%
Street Lighting	$ 32,909	$ 27,179	$ 35,392	$ 32,000	$ 36,000	12.5%
Park Areas	$ 147,225	$ 153,721	$ 178,092	$ 181,895	$ 187,464	3.1%
Culture and Recreation - Gillespie	$ -	$ -	$ -	$ -	$ 10,000	#DIV/0!
Misc. Expense	$ 17,104	$ 7,129	$ 3,509	$ 30,000	$ 30,000	0.0%
Insurance	$ 7,658	$ 8,816	$ 8,007	$ 10,000	$ 10,000	0.0%
Transfers - Capital Fund/Roads	$ -	$ -	$ -	$ -	$ -	0.0%
TOTAL G. F. EXPENDITURES	**$ 5,475,476**	**$ 6,142,813**	**$ 6,817,176**	**$ 6,990,586**	**$ 7,636,152**	9.2%
Projected 2023 Surplus						
One time police Funds in December 2023						
G.F. SURPLUS/(DEFICIT)	**$ (571,396)**	**$ 571,209**	**$ (97,230)**	**$ (38,990)**	**$ (68,086)**	
Transfers to CIP Fund	$ (225,398)					
Transfers - Administrative charges on projects						
Year End Fund Balance	**$ 2,535,514**	**$ 3,106,723**	**$ 3,009,493**	**$ 2,970,503**	**$ 2,902,417**	
General Fund Perentage of	**46.31%**	**50.57%**	**44.15%**	**42.49%**	**38.01%**	

City of Minnetrista
2026 Proposed Final Budget
Revenue Detail

	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
FUND 101 GENERAL FUND					
R 101-100-31010 GENERAL PROPERTY TAX	$ 3,919,581	$ 4,704,375	$ 4,666,311	$ 5,046,638	$ 5,555,136
R 101-100-31020 DELINQUENT AD VALOREM	$ 44,995	$ -	$ 25,998	$ -	$ -
R 101-100-31040 FISCAL DISPARITIES	$ 135,449	$ 120,000	$ 113,981	$ 126,000	$ 150,000
R 101-200-32120 BUSINESS LICENSES	$ 4,390	$ 6,000	$ 6,050	$ 6,000	$ 6,000
R 101-200-32210 BUILDING PERMITS	$ 1,020,915	$ 725,000	$ 704,543	$ 655,000	$ 225,000
R 101-200-32212 BLDG - ENGINEER REVIEW	$ 38,678	$ 40,000	$ 44,950	$ 40,000	$ 25,000
R 101-200-32230 PLUMBING AND HEATING PERMITS	$ 105,378	$ 55,000	$ 62,146	$ 55,000	$ 50,000
R 101-200-32240 DOG LICENSES	$ 450	$ -	$ 150	$ -	$ -
R 101-200-32260 OTHER PERMITS	$ 2,690	$ 3,000	$ 3,018	$ 3,000	$ 3,000
R 101-300-33160 FEDERAL GRANT	$ -		$ -	$ -	$ -
R 101-300-33265 SAFE & SOBER GRANT	$ 17,209	$ 3,000	$ 21,789	$ 10,000	$ 15,000
R 101-300-33402 HOMESTEAD CREDIT	$ 6,021	$ 6,000	$ -	$ 6,000	$ 6,000
R 101-300-33406 POST REIMBURSEMENT	$ 12,122	$ 13,000	$ -	$ 13,000	$ 13,000
R 101-300-33407 POLICE AID	$ 353,884	$ 140,000	$ 5,602	$ 150,000	$ 190,000
R 101-300-33416 PERA STATE AID	$ -	$ -	$ 13,177	$ -	$ -
R 101-300-33425 STATE OTHER	$ -	$ -	$ 180,289	$ -	$ -
R 101-300-33510 Drug Task Force	$ 100,867	$ 50,000	$ 50,521	$ 60,000	$ 50,000
R 101-400-34101 Rent	$ 2,685	$ 2,200	$ 5,351	$ 2,200	$ 2,500
R 101-400-34103 ZONING AND SUBDIVISION FEES	$ 42,690	$ 45,000	$ 46,740	$ 45,000	$ 45,000
R 101-400-34104 WETLAND PERMIT FEE	$ 2,000	$ 3,000	$ 1,000	$ 2,500	$ 1,000
R 101-400-34105 SALE OF MAPS AND COPIES	$ 95	$ 500	$ (152)	$ 250	$ 250
R 101-400-34106 REPORT COPIES	$ 2,185	$ 2,000	$ 2,616	$ 2,500	$ 2,500
R 101-400-34107 ASSESSMENT SEARCHES	$ -	$ -	$ -	$ -	$ -
R 101-400-34109 MISC FEES	$ 1,344	$ 500	$ 1,146	$ 1,000	$ 1,000
R 101-400-34301 STREET STATE AID	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000
R 101-400-34303 STREET DEPARTMENT	$ -	$ -	$ -	$ -	$ -
R 101-400-34401 CRIME LEVY - ISD #277 OFFICER	$ 47,444	$ 50,000	$ 46,836	$ 50,000	$ 50,000
R 101-400-34501 POLICE SERVICES CONTRACT	$ 261,259	$ 278,245	$ 278,245	$ 290,509	$ 302,680
R 101-400-34940 SQUADS VEHICLES/EQUIP SOLD	$ -	$ -	$ -	$ -	$ -
R 101-400-37170 OTHER - CELL PHONE TOWER (NEW	$ 191,196	$ 175,000	$ 146,972	$ 200,000	$ 200,000
R 101-500-35101 COURT FINES	$ 41,471	$ 35,000	$ 29,516	$ 35,000	$ 35,000
R 101-500-35104 ALARM FINES	$ 650	$ -	$ 600	$ -	$ -
R 101-500-35105 DOG RELEASE	$ 80	$ -	$ 190	$ -	$ -
R 101-600-36101 SPECIAL ASSESSMENTS	$ -	$ -	$ -	$ -	$ -
R 101-610-36210 INTEREST/MKT VALUE ON INVESTM	$ 148,975	$ 100,000	$ 190,335	$ 100,000	$ 125,000
R 101-620-36230 CONTRIBUTIONS AND DONATIONS	$ 4,800	$ -	$ 12,000	$ 10,000	$ 10,000
R 101-620-36240 REVENUE COLL FOR OTHER AGENC	$ -	$ -	$ -	$ -	$ -
R 101-620-36250 REFUNDS AND REIMB	$ 9,853	$ 19,140	$ 14,744	$ 15,000	$ 15,000
R 101-620-36251 PD REFUNDS/REIMB	$ 3,451	$ 2,000	$ 9,147	$ 5,000	$ 5,000
R 101-620-37170 OTHER (ADMIN Charge Street Project)	$ 170,500	$ -	$ -	$ -	$ 450,000
R 101-620-39101 - SALE OF FIXED ASSETS	$ 717	$ 3,000	$ 16,135	$ 2,000	$ 15,000
R 101-700-40000 OPERATING TRANSFER IN	$ -	$ -	$ -	$ -	$ -
TOTAL GENERAL FUND	$ 6,714,022	$ 6,600,960	$ 6,719,946	$ 6,951,597	$ 7,568,066

City of Minnetrista
2026 Proposed Final Budget
Revenue Detail

	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
FUND 401 CAPITAL IMPROVEMENT PROGRAM					
R 401-100-31010 GENERAL PROPERTY TAX	$ 150,000	$ 150,000	$ 150,000	$ 200,000	$ 250,000
R 401-620-39310 GENERAL OBL BO - Equip CERT	$ 264,279	$ -	$ 616,528	$ -	$ 600,000
R 401-700-40000 TRANSFER IN (General Fund)	$ -	$ -	$ -	$ -	$ -
R 401-610-36210 INTEREST ON INVESTMENT & CKG	$ 14,589	$ 5,000	$ 23,473	$ 7,500	$ 15,000
R 401-620-39101 SALE OF FIXED ASSETS	$ 20,875	$ -	$ -	$ -	$ -
R 401-300-33407 - State Aid	$ 176,032	$ -	$ -	$ -	$ -
TOTAL CIP FUND	$ 625,775	$ 155,000	$ 790,001	$ 207,500	$ 865,000
FUND 402 EMERG WARNING SIREN FUND					
R 402-610-36210 INTEREST ON INVESTMENT & CKG	$ 11,436	$ 2,000	$ 13,014	$ 3,000	$ 7,000
R 402-620-36230 CONTRIBUTIONS AND DONATIONS	$ 192	$ 1,000	$ 4,992	$ 1,000	$ 2,000
R 402-620-39310 GENERAL OBL BOND PROCEEDS	$ -	$ -	$ -	$ -	$ -
TOTAL SIREN FUND	$ 11,628	$ 3,000	$ 18,006	$ 4,000	$ 9,000
FUND 404 PARK DEDICATION FUND					
R 404-300-33280 COUNTY GRANT		$ -	$ -	$ 300,000	$ -
R 404-610-36210 INTEREST ON INVESTMENT & CKG	$ 43,596	$ 15,000	$ 39,574	$ 20,000	$ 30,000
R 404-620-36230 CONTRIBUTIONS AND DONATIONS	$ 50,000	$ 50,000	$ 300,055	$ 50,000	$ 50,000
R 404-620-36250 REFUNDS & REIMB	$ -	$ -	$ -	$ -	$ -
TOTAL PARK FUND	$ 93,596	$ 65,000	$ 339,629	$ 370,000	$ 80,000
FUND 406 ROAD MAINTENANCE FUND					
R 406-100-31010 GENERAL PROPERTY TAX	$ 875,000	$ 450,000	$ 485,192	$ 575,000	$ 625,000
R 406-300-33160 FEDERAL GRANT	$ -	$ -	$ -	$ -	$ -
R 406-400-34301 STREET STATE AID (maintenance)	$ 99,869	$ 90,000	$ 116,824	$ 100,000	$ 110,000
R 406-600-36101 - Street Assessments	$ 154,036	$ 200,000	$ 165,111	$ 440,000	$ 200,000
R 406-620-36250 Refunds/Reimb	$ -	$ -	$ -	$ -	$ -
R 406-400-34301 STREET STATE AID (MSA capital)	$ -	$ -	$ -	$ -	$ -
R 406-700-40000 Transfer IN	$ -	$ -	$ -	$ -	$ -
R 406-610-36210 INTEREST ON INVESTMENT & CKG	$ 63,057	$ 20,000	$ 86,281	$ 50,000	$ 60,000
TOTAL ROAD MAINTENANCE FUND	$ 1,191,962	$ 760,000	$ 853,408	$ 1,165,000	$ 995,000
FUND 407 TREE REPLACEMENT FUND					
R 407-610-36210 INTEREST ON INVESTMENT & CKG	$ 16,457	$ 7,500	$ 17,352	$ 10,000	$ 8,000
R 407-620-36230 CONTRIBUTIONS AND DONATIONS	$ -	$ -	$ -	$ -	$ -
TOTALTREE REPLACEMENT FUND	$ 16,457	$ 7,500	$ 17,352	$ 10,000	$ 8,000
FUND 433 2023 STREET CAPITAL PROJECTS FUND					
R 433-610-36210 INTEREST ON INVESTMENT & CKG	$ 87,656	$ -	$ 55,147	$ 10,000	$ -
R 433-400-34301 STREET STATE AID	$ 255,788	$ -	$ -	$ -	$ -
R 433-620-39310 GENERAL OBL BOND	$ 5,003,213	$ -	$ -	$ -	$ -
TOTAL 433 - 2023 STREET CAPITAL PROJECTS FUND	$ 5,346,657	$ -	$ 55,147	$ 10,000	$ -
FUND 434 2026 STREET CAPITAL PROJECTS FUND					
R 434-610-36210 INTEREST ON INVESTMENT & CKG	$ -	$ -	$ -	$ -	$ 10,000
R 434-620-36250 REFUNDS AND REIMB					$ 112,500
R 434-400-34301 STREET STATE AID	$ -	$ -	$ -	$ -	$ 809,240
R 434-620-39310 GENERAL OBL BOND	$ -	$ -	$ -	$ -	$ 2,448,530
TOTAL 434 - 2026 STREET CAPITAL PROJECTS FUND	$ -	$ -	$ -	$ -	$ 3,380,270
FUND 490 STREET CAPITAL PROJECTS FUND					
R 490-100-31010 GENERAL PROPERTY TAX	$ -	$ -	$ -	$ -	$ -
R 490-300-33610 COUNTY/STATE AID FOR HIGHWAY	$ -	$ -	$ -	$ -	$ -
R 490-610-36210 INTEREST ON INVESTMENT & CKG	$ 15,724	$ -	$ 18,542	$ 2,000	$ 8,000
R 490-400-70000 TRANSFERS IN	$ -	$ -	$ -	$ -	$ -
R 490-620-36250 REFUNDS AND REIMB	$ -	$ -	$ -	$ -	$ -

City of Minnetrista
2026 Proposed Final Budget
Revenue Detail

	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
TOTAL STREET IMP FUND	$ 15,724	$ -	$ 18,542	$ 2,000	$ 8,000
FUND 501 CIP EQUIPMENT CERTIFICATES					
R 501-100-31010 GENERAL PROPERTY TAX	$ 99,138	$ 154,400	$ 153,158	$ 279,500	$ 354,500
R 501-610-36210 INTEREST ON INVESTMENT & CKG	$ 11,256	$ 5,000	$ 12,308	$ 7,500	$ 10,000
R 501-620-39310 GENERAL OBL BOND PROCEEDS	$ -	$ -	$ -	$ -	$ -
TOTAL CIP EQUIP CERT FUND	$ 110,394	$ 159,400	$ 165,466	$ 287,000	$ 364,500
FUND 526 MAPLE CREST DEBT FUND					
R 526-100-31010 GENERAL PROPERTY TAX	$ 20,323	$ 35,500	$ -	$ -	$ -
R 526-600-36101 SPECIAL ASSESSMENTS	$ 6,111	$ 5,000	$ -	$ -	$ -
R 526-610-36210 INTEREST ON INVESTMENT & CKG	$ 810	$ 500	$ -	$ -	$ -
R 526-700-40000 OPERATING TRANS	$ -	$ -	$ 212,354	$ -	$ -
TOTAL MAPLE CREST DEBT FUND	$ 27,244	$ 41,000	$ 212,354	$ -	$ -
FUND 527 PUBLIC FACILITIES DEBT FUND					
R 527-100-31010 GENERAL PROPERTY TAX	$ 343,017	$ 346,000	$ 342,995	$ 346,000	$ 346,000
R 527-610-36210 INTEREST ON INVESTMENT & CKG	$ 10,660	$ 3,000	$ 10,065	$ 7,500	$ 8,000
R 527-620-36250 REFUNDS AND REIMBURSE	$ 19,664	$ 19,664	$ 19,664	$ 19,664	$ 19,664
R 527-620-39310 GENERAL OBL BO	$ -	$ -	$ -	$ -	$ -
TOTAL FACILITIES DEBT FUND	$ 373,340	$ 368,664	$ 372,724	$ 373,164	$ 373,664
FUND 528 GAME FARM SOUTH BAY DEBT FUND (NEW IN 2010)					
R 528-100-31010 GENERAL PROPERTY TAX	$ 88,955	$ 89,729	$ 88,950	$ 89,729	$ 89,729
R 528-600-36101 SPECIAL ASSESSMENTS	$ 70,251	$ 35,000	$ 34,719	$ 40,000	$ 25,000
R 528-610-36210 INTEREST ON INVESTMENT & CKG	$ 5,107	$ 2,000	$ 6,309	$ 5,000	$ 6,000
R 528-620-39310 GENERAL OBL BO	$ -	$ -	$ -	$ -	$ -
R 528-700-40000 OPERATING TRANSFERS	$ 14,383	$ 14,383	$ 14,383	$ 14,383	$ 14,383
TOTAL SOUTH BAY DRIVE DEBT FUND	$ 178,696	$ 141,112	$ 144,361	$ 149,112	$ 135,112
Fund 529 HIGHLAND ROAD DEBT					
R 529-100-31010 GENERAL PROPERTY	$ -	$ -	$ -	$ -	$ -
R 529-300-33425 STATE AID OTHER	$ -	$ -	$ -	$ -	$ -
R 529-600-36101 SPECIAL ASSESSMENT	$ 3,570	$ 3,500	$ 5,646	$ 3,500	$ 3,500
R 529-610-36210 INTEREST ON INVESTMENT	$ 4,411	$ 2,000	$ 4,859	$ 3,000	$ 4,000
R 529-620-36250 REFUNDS AND REIMBURSEMENTS	$ 31,075	$ 31,000	$ 31,047	$ 31,000	$ 31,000
R 529-620-39310 GENERAL OBL BOND	$ -	$ -	$ -	$ -	$ -
R 529-700-40000 OPERATING TRANSFERS	$ 25,025	$ 25,025	$ 25,025	$ 25,025	$ 25,025
TOTAL HIGHLAND ROAD DEBT	$ 64,081	$ 61,525	$ 66,577	$ 62,525	$ 63,525
Fund 532 2017 Street Projects (Halstead and Enchanted)					
R 532-100-31010 GENERAL PROPERTY	$ 116,983	$ 118,000	$ 116,975	$ 118,000	$ 118,000
R 532-610-36210 INTEREST ON INVESTMENT	$ 20,272	$ 10,000	$ 20,759	$ 15,000	$ 18,000
R 532-600-36101 SPECIAL ASSESSMENT	$ 57,071	$ 50,000	$ 49,361	$ 50,000	$ 75,000
TOTAL 2017 Street Projects FUND	$ 194,326	$ 178,000	$ 187,095	$ 183,000	$ 211,000
Fund 533 2023 Street Projects					
R 533-100-31010 GENERAL PROPERTY	$ -	$ 350,000	$ 346,961	$ 350,000	$ 350,000
R 533-610-36210 INTEREST ON INVESTMENT	$ 14,453	$ 5,000	$ 29,177	$ 10,000	$ 20,000
R 533-600-36101 SPECIAL ASSESSMENT	$ 611,500	$ 70,000	$ 113,532	$ 70,000	$ 70,000
TOTAL 2023 Street Projects Fund	$ 625,953	$ 425,000	$ 489,670	$ 430,000	$ 440,000
FUND 601 WATER FUND					
R 601-300-33630 GRANTS	$ 248,796	$ -	$ -	$ -	$ -
R 601-400-37110 WATER SALES	$ 1,667,158	$ 1,570,000	$ 1,285,494	$ 1,725,787	$ 2,148,605
R 601-400-37120 UNDISTRIBUTED UTILITIES	$ (3,201)	$ -	$ (7,529)	$ -	$ -

City of Minnetrista
2026 Proposed Final Budget
Revenue Detail

	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
R 601-400-37158 WATER TEST SURCHARGE	$ 562	$ -	$ 1,710	$ -	$ -
R 601-400-37165 WATER METERS	$ 49,459	$ 50,000	$ 53,890	$ 50,000	$ 50,000
R 601-400-37170 OTHER	$ 179	$ -	$ 224	$ -	$ -
R 601-600-36101 SPECIAL ASSESSMENTS	$ 165	$ 500	$ -	$ 200	$ -
R 601-610-36210 INTEREST/MKV VALUE ON INVESTM	$ 103,936	$ 20,000	$ 106,571	$ 70,000	$ 100,000
R 601-620-36250 REFUNDS & REIMB	$ 784	$ -	$ 34,369	$ -	$ -
SUBTOTAL WATER FUND - OPERATIONS	$ 2,067,837	$ 1,640,500	$ 1,474,729	$ 1,845,987	$ 2,298,605
R 601-400-37150 WATER CONNECTION FEES	$ 765,482	$ 302,940	$ 387,934	$ 313,575	$ 202,500
R 601-400-37151 WATER AREA CHARGES	$ 22,504	$ 100,000	$ 24,339	$ 45,000	$ 10,000
R 601-650-39311 REVENUE Bond/PFA	$ 1,915,000	$ 1,500,000	$ 3,703,036	$ 8,300,000	$ 12,000,000
SUBTOTAL WATER FUND - CAPITAI	$ 2,702,986	$ 1,902,940	$ 4,115,309	$ 8,658,575	$ 12,212,500
TOTAL WATER FUND	$ 4,770,823	$ 3,543,440	$ 5,590,038	$ 10,504,562	$ 14,511,105
FUND 602 SEWER FUND					
R 602-400-34407 SEWER AVAILABILITY CHARGE	$ 2,758	$ 4,000	$ 3,007	$ 3,000	$ 4,000
R 602-400-37210 SEWER USE CHARGES	$ 1,133,912	$ 1,105,000	$ 1,222,301	$ 1,283,000	$ 1,399,412
R 602-400-37250 SEWER CONNECTION FEES	$ 346,495	$ 15,000	$ 16,025	$ 15,000	$ 15,000
R 602-610-36210 INTEREST/MKT VALUE ON INVESTM	$ 53,366	$ 3,000	$ 30,000	$ 30,000	$ 30,000
R 602-620-36250 REFUNDS-REIMBURSEMENTS	$ 1,650	$ -	$ -	$ -	$ -
TOTAL SEWER OPERATIONS	$ 1,538,182	$ 1,127,000	$ 1,271,333	$ 1,331,000	$ 1,448,412
R 602-400-37250 SEWER CONNECTION FEES	$ -	$ 120,000	$ 206,000	$ 132,000	$ 103,000
R 602-400-37251 SEWER AREA CHARGES	$ 2,784	$ 20,000	$ 6,287	$ 10,000	$ 10,000
R 602-600-36101 SPECIAL ASSESSMENT	$ 165	$ 200	$ 286	$ -	$ -
R 602-610-36210 INTEREST ON INVESTMENT & CKG	$ -	$ 20,000	$ 18,610	$ 10,000	$ 15,000
R 602-650-39310 REVENUE BOND (other financing sour	$ -	$ -	$ -	$ -	$ -
TOTAL SEWER CAPITAL	$ 2,949	$ 160,200	$ 231,183	$ 152,000	$ 128,000
TOTAL SEWER FUND	$ 1,541,130	$ 1,287,200	$ 1,502,516	$ 1,483,000	$ 1,576,412
FUND 651 STORM WATER FUND					
R 651-300-33630 GRANTS	$ -	$ -	$ -	$ -	$ -
R 651-400-37310 STORM WATER CHARGES	$ 433,998	$ 412,478	$ 452,102	$ 420,500	$ 435,000
R 651-610-36210 INTEREST/MKT VALUE ON INVESTM	$ 30,914	$ 10,000	$ 42,245	$ 30,000	$ 30,000
R 651-620-36250 REFUNDS AND REIMB	$ 1,544	$ -	$ -	$ -	$ -
R 651-400-34301 Street State Aid (MSA Capital)	$ -	$ -	$ -	$ -	$ -
TOTAL ST WATER FUND	$ 466,456	$ 422,478	$ 494,347	$ 450,500	$ 465,000
FUND 671 RECYCLING ENTERPRISE FUND					
R 671-300-33620 COUNTY AID FOR RECYCLING	$ 17,268	$ 15,000	$ 20,251	$ 13,000	$ 14,000
R 671-400-34950 SUPPLIES/MATERIALS SOLD	$ 1,766	$ -	$ 203	$ -	$ -
R 671-400-37410 RECYCLING SERVICE CHARGE	$ 183,257	$ 189,560	$ 204,039	$ 224,064	$ 260,928
R 671-400-37411 RECYCLING DAY SERVICES	$ 12,592	$ 14,000	$ 10,891	$ 14,000	$ 11,000
R 671-610-36210 INTEREST/MKT VALUE ON INVESTM	$ 5,918	$ 3,000	$ 4,573	$ 4,000	$ 4,000
TOTAL RECYCLING FUND	$ 220,802	$ 221,560	$ 239,957	$ 255,064	$ 289,928
CABLE FUND					
R 673-400-38050 CABLE TV	$ 46,340	$ 47,000	$ 46,455	$ 47,000	$ 40,000
R 673-400-33425 (County Aid Mid Co Project)	$ 302,000	$ -	$ 1,506	$ -	$ -
R 671-610-36210 INTEREST/MKT VALUE ON INVESTM	$ 6,289	$ 1,000	$ -	$ 1,200	$ 500
TOTAL CABLE FUND	$ 354,629	$ 48,000	$ 47,961	$ 48,200	$ 40,500
TOTAL ALL FUNDS	$ 22,943,698	$ 14,488,839	$ 18,325,097	$ 22,946,224	$ 31,384,082

City of Minnetrista
Proposed Final Budget 2026
Expenditure Detail

_Detail DEPT		2023 Actual	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
FUND 101 GENERAL FUND						
DEPT 41110 COUNCIL						
41110	E 101-41110-101 SALARIES-REGULAR	$ 28,200	$ 28,200	$ 28,200	$ 28,200	$ 28,200
41110	E 101-41110-122 FICA - EMPLOYER CONTR	$ 2,158	$ 2,517	$ 2,158	$ 2,157	$ 2,157
41110	E 101-41110-201 OFFICE SUPPLIES	$ 14	$ -	$ 876	$ -	$ -
41110	E 101-41110-361 GENERAL LIABILITY INSURANCE	$ 2,004	$ 2,500	$ 1,820	$ 2,575	$ 2,600
41110	E 101-41110-433 DUES & SUBSRIPT & TRAINING	$ 807	$ 1,000	$ 1,753	$ 2,000	$ 2,000
41110	E 101-41110-440 APPRECIATION EVENTS	$ 11,722	$ 2,000	$ 5,250	$ 3,399	$ 5,000
41110	E 101-41110-437 MISCELLANEOUS EXPENSE	$ 4,968	$ 3,300	$ 13,516	$ 10,000	$ 12,000
	TOTAL	$ 49,873	$ 39,517	$ 53,573	$ 48,331	$ 51,957
DEPT 41320 ADMINISTRATION						
41320	E 101-41320-101 SALARIES-REGULAR	$ 368,577	$ 436,737	$ 457,665	$ 480,801	$ 534,240
41320	E 101-41320-102 SALARIES-OVERTIME	$ -	$ -	$ -	$ -	$ -
41320	E 101-41320-121 PERA - EMPLOYER CONTR	$ 25,974	$ 32,755	$ 33,056	$ 36,060	$ 39,453
41320	E 101-41320-122 FICA - EMPLOYER CONTR	$ 27,462	$ 33,410	$ 33,368	$ 36,781	$ 40,334
41320	E 101-41320-131 HEALTH & LIFE INS - E CONTR	$ 45,239	$ 49,680	$ 52,618	$ 49,680	$ 55,480
41320	E 101-41320-151 WORKMEN'S COMP INSURANCE	$ 2,747	$ 3,000	$ 3,051	$ 2,233	$ 2,500
41320	E 101-41320-201 OFFICE SUPPLIES	$ 3,023	$ 3,000	$ 4,456	$ 3,090	$ 3,200
41320	E 101-41320-202 COPY & PRINTING SUPPLIES	$ 3,971	$ 3,500	$ 6,328	$ 3,605	$ 5,000
41320	E 101-41320-302 CONSULTANTS/MINUTES	$ -	$ -	$ -	$ -	$ -
41320	E 101-41320-307 PROFESSIONAL SERVICES	$ 6,489	$ 5,000	$ 8,480	$ 7,000	$ 7,000
41320	E 101-41320-322 POSTAGE	$ 8,631	$ 7,140	$ 8,718	$ 7,354	$ 9,000
41320	E 101-41320-331 TRAVEL EXPENSE	$ 298	$ -	$ 149	$ -	$ -
41320	E 101-41320-351 LEGAL NOTICE & ORD PUBLICATION	$ 1,024	$ 1,000	$ 505	$ 1,030	$ 750
41320	E 101-41320-410 COMPUTER SERVICES/FEES	$ 24,380	$ 30,000	$ 30,567	$ 30,900	$ 33,000
41320	E 101-41320-433 DUES & SUBSRIPT & TRAINING	$ 29,869	$ 22,000	$ 26,817	$ 25,000	$ 30,000
41320	E 101-41320-435 BOOKS & PAMPHLETS	$ 184	$ -	$ 52	$ -	$ -
41320	E 101-41320-437 MISCELLANEOUS EXPENSE	$ 5,812	$ 3,000	$ 5,817	$ 4,000	$ 5,000
	TOTAL	$ 553,681	$ 630,222	$ 671,644	$ 687,534	$ 764,957
DEPT 41410 ELECTIONS						
41410	E 101-41410-101 SALARIES-REGULAR	$ -	$ 12,000	$ 17,720	$ -	$ 20,000
41410	E 101-41410-201 OFFICE SUPPLIES	$ -	$ 300	$ 657	$ -	$ 1,000
41410	E 101-41410-202 COPY & PRINTING SUPPLIES	$ -	$ 1,000	$ 1,090	$ -	$ 1,000
41410	E 101-41410-322 POSTAGE	$ -	$ -	$ -	$ -	$ -
41410	E 101-41410-404 VEHICLE & EQUIP MAINT	$ 2,669	$ 5,000	$ 4,642	$ 3,000	$ 5,000
41410	E 101-41410-437 MISCELLANEOUS EXPENSE	$ -	$ -	$ 665	$ -	$ -
	TOTAL	$ 2,669	$ 18,300	$ 24,774	$ 3,000	$ 27,000
DEPT 41530 AUDITOR						
41530	E 101-41530-301 AUDITING AND ACCOUNTING SERV	$ 33,600	$ 37,000	$ 41,939	$ 41,160	$ 45,000
	TOTAL	$ 33,600	$ 37,000	$ 41,939	$ 41,160	$ 45,000

City of Minnetrista
Proposed Final Budget 2026
Expenditure Detail

_Detail DEPT		2023 Actual	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
DEPT 41550 ASSESSING						
41550	E 101-41550-310 HENNEPIN COUNTY ASSESSING	$ 198,000	$ 205,000	$ 205,000	$ -	$ -
	TOTAL	$ 198,000	$ 205,000	$ 205,000	$ -	$ -
DEPT 41610 ATTORNEY						
41610	E 101-41610-304 LEGAL FEES - ATTORNEY	$ 46,596	$ 69,000	$ 74,357	$ 55,000	$ 60,000
41610	E 101-41610-305 PROSECUTING ATTORNEY	$ 36,000	$ 36,000	$ 36,000	$ 50,000	$ 50,000
41610	E 101-41610-311 HUMAN RESOURCE ATTORNEY	$ -	$ -	$ -	$ -	$ -
	TOTAL	$ 82,596	$ 105,000	$ 110,357	$ 105,000	$ 110,000
DEPT 41910 PLANNING						
41910	E 101-41910-101 SALARIES-REGULAR	$ 226,231	$ 240,708	$ 242,635	$ 253,521	$ 268,564
41910	E 101-41910-102 SALARIES-OVERTIME	$ -	$ -	$ -	$ -	$ -
41910	E 101-41910-121 PERA - EMPLOYER CONTR	$ 16,967	$ 18,053	$ 18,198	$ 19,014	$ 19,842
41910	E 101-41910-122 FICA - EMPLOYER CONTR	$ 16,667	$ 18,414	$ 17,876	$ 19,394	$ 20,239
41910	E 101-41910-131 HEALTH & LIFE INS - E CONTR	$ 26,075	$ 28,800	$ 31,337	$ 28,800	$ 28,800
41910	E 101-41910-151 WORKMEN'S COMP INSURANCE	$ 1,099	$ 1,100	$ 1,119	$ 1,155	$ 1,200
41910	E 101-41910-201 OFFICE SUPPLIES	$ 1,373	$ 1,100	$ 460	$ 1,133	$ 1,166
41910	E 101-41910-202 COPY & PRINTING SUPPLIES	$ 2,519	$ 1,950	$ 2,174	$ 2,000	$ 2,000
41910	E 101-41910-302 CONSULTANTS/MINUTES	$ -	$ -	$ -	$ -	$ -
41910	E 101-41910-303/307 ENG SERV (NOW ENG/GIS Servic	$ 2,870	$ 1,900	$ 1,819	$ 4,000	$ 5,819
41910	E 101-41910-322 POSTAGE	$ -	$ -	$ -	$ 200	$ 250
41910	E 101-41910-331 TRAVEL EXPENSE	$ 141	$ 200	$ -	$ 225	$ 235
41910	E 101-41910-351 LEGAL NOTICE & ORD PUBLICATION	$ 784	$ 1,200	$ 800	$ 1,200	$ 1,200
41910	E 101-41910-433 DUES & SUBSRIPT & TRAINING	$ 901	$ 1,000	$ 775	$ 1,100	$ 1,125
41910	E 101-41910-437 MISCELLANEOUS EXPENSE	$ 624	$ 700	$ -	$ 700	$ 725
	TOTAL	$ 296,250	$ 315,125	$ 317,193	$ 332,442	$ 351,165
DEPT 41940 GOVERNMENT BUILDINGS						
41940	E 101-41940-211 CLEANING & MAINT SUPPLIES	$ 7,720	$ 8,000	$ 8,277	$ 8,000	$ 8,000
41940	E 101-41940-223 BUILDING REPAIR PARTS	$ 1,914	$ 1,000	$ 284	$ 3,300	$ 3,300
41940	E 101-41940-321 TELEPHONE	$ 11,457	$ 14,000	$ 12,396	$ 14,000	$ 14,000
41940	E 101-41940-362 PROPERTY INSURANCE	$ 25,455	$ 25,000	$ 26,435	$ 27,000	$ 27,000
41940	E 101-41940-381 ELECTRIC UTILITIES	$ 11,952	$ 15,000	$ 13,477	$ 14,000	$ 14,000
41940	E 101-41940-383 NATURAL GAS	$ 5,925	$ 5,500	$ 4,481	$ 6,000	$ 6,000
41940	E 101-41940-401 BLDG & LAWN MAINTENANCE (2012 I	$ 7,137	$ 8,000	$ -	$ 8,000	$ 8,000
41940	E 101-41940-402 LAWN MAINTENANCE (NEW FOR 201	$ 12,973	$ 9,250	$ 9,250	$ 10,500	$ 11,000
41940	E 101-41940-404 VEHICLE & EQUIP MAINT	$ 950	$ -	$ 10,536	$ -	$ -
41940	E 101-41940-437 MISCELLANEOUS EXPENSE	$ -	$ 100	$ 23	$ -	$ -
41940	E 101-41940-531 BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -	$ -
	TOTAL	$ 85,481	$ 85,850	$ 85,159	$ 90,800	$ 91,300

City of Minnetrista
Proposed Final Budget 2026
Expenditure Detail

_Detail DEPT		2023 Actual	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
DEPT 42110 POLICE DEPARTMENT						
42110	E 101-42110-101 SALARIES-REGULAR	$ 1,527,412	$ 1,849,738	$ 1,777,351	$ 1,972,205	$ 2,175,027
42110	E 101-42110-102 SALARIES-OVERTIME	$ 60,765	$ 31,000	$ 69,371	$ 38,000	$ 45,000
42110	E 101-42110-103 SALARIES-SAFE&SOBER	$ 15,331	$ 5,000	$ 18,283	$ 5,000	$ 5,000
42110	E 101-42110-121 PERA - EMPLOYER CONTR	$ 279,153	$ 307,973	$ 323,256	$ 327,489	$ 364,596
42110	E 101-42110-122 FICA - EMPLOYER CONTR	$ 36,013	$ 43,027	$ 41,247	$ 46,117	$ 50,423
42110	E 101-42110-131 HEALTH & LIFE INS - E CONTR	$ 211,350	$ 248,400	$ 223,680	$ 248,400	$ 263,400
42110	E 101-42110-151 WORKMEN'S COMP INSURANCE	$ 80,575	$ 85,000	$ 86,442	$ 67,250	$ 70,000
42110	E 101-42110-201 OFFICE SUPPLIES	$ 3,171	$ 4,000	$ 3,112	$ 4,000	$ 4,100
42110	E 101-42110-202 COPY & PRINTING SUPPLIES	$ 3,440	$ 3,500	$ 3,047	$ 3,500	$ 3,600
42110	E 101-42110-211 CLEANING & MAINT SUPPLIES	$ 13,905	$ 13,000	$ 14,871	$ 14,000	$ 14,400
42110	E 101-42110-212 MOTOR FUELS AND LUBRICANTS	$ 43,529	$ 38,000	$ 41,128	$ 45,000	$ 48,000
42110	E 101-42110-221 EQUIPMENT PARTS, TIRES	$ 18,941	$ 15,000	$ 23,648	$ 20,000	$ 24,000
42110	E 101-42110-240 SMALL TOOLS AND MINOR EQUIP	$ 552	$ 1,000	$ 528	$ 1,000	$ 1,000
42110	E 101-42110-307 PROFESSIONAL SERVICES	$ 19,189	$ 12,000	$ 28,051	$ 25,000	$ 42,500
42110	E 101-42110-319 KENNEL CHARGES	$ 1,613	$ 2,000	$ 1,610	$ 2,000	$ 2,300
42110	E 101-42110-321 TELEPHONE	$ 10,851	$ 12,000	$ 12,834	$ 12,000	$ 13,000
42110	E 101-42110-322 POSTAGE	$ 651	$ 500	$ 528	$ 500	$ 500
42110	E 101-42110-339 Siren Maintenance and Power	$ 18,073	$ 18,000	$ 20,383	$ 21,000	$ 23,000
42110	E 101-42110-362 PROPERTY INSURANCE	$ 22,025	$ 22,000	$ 24,010	$ 25,000	$ 26,000
42110	E 101-42110-363 AUTOMOBILE INSURANCE	$ 12,769	$ 14,000	$ 12,644	$ 13,000	$ 15,000
42110	E 101-42110-381 ELECTRIC UTILITIES	$ 39,067	$ 36,000	$ 39,501	$ 42,000	$ 44,000
42110	E 101-42110-383 NATURAL GAS	$ 6,456	$ 8,000	$ 3,823	$ 8,000	$ 8,000
42110	E 101-42110-401 BLDG & LAWN MAINTENANCE (2012 I	$ 14,115	$ 18,000	$ 17,362	$ 16,000	$ 16,000
42110	E 101-42110-404 VEHICLE & EQUIP MAINT	$ 21,275	$ 18,000	$ 34,125	$ 27,000	$ 29,000
42110	E 101-42110-410 COMPUTER SERVICES/FEES	$ 57,128	$ 36,000	$ 45,625	$ 60,000	$ 65,000
42110	E 101-42110-417 UNIFORMS	$ 15,246	$ 16,000	$ 20,885	$ 18,000	$ 18,000
42110	E 101-42110-418 RECRUITING	$ 14,629	$ 5,000	$ 8,294	$ 12,000	$ 12,000
42110	E 101-42110-428 RESERVE OFFICERS	$ 598	$ -	$ -	$ -	$ -
42110	E 101-42110-431 TRAIN/MTG/EXP & SUPPLIES	$ 9,947	$ 10,000	$ 5,908	$ 10,000	$ 10,000
42110	E 101-42110-433 DUES & SUBSRIPT & TRAINING	$ 13,659	$ 9,000	$ 12,035	$ 14,000	$ 14,000
42110	E 101-42110-434 POLICE TRAINING	$ 19,085	$ 15,000	$ 20,593	$ 22,000	$ 23,000
42110	E 101-42110-437 MISCELLANEOUS EXPENSE	$ 3,107	$ 2,000	$ 1,913	$ 3,500	$ 3,500
42110	E 101-42110-440 APPRECIATION EVENTS	$ 13,373	$ 10,000	$ 4,463	$ 13,000	$ 13,300
42110	E 101-42110-441 CORRECTIONS	$ 3,022	$ 5,000	$ 3,269	$ 5,000	$ 5,000
42110	E 101-42110-560 Equip furnishings	$ 7,000	$ -	$ 306	$ -	$ -
	TOTAL	$ 2,617,013	$ 2,913,138	$ 2,944,126	$ 3,140,961	$ 3,451,646

City of Minnetrista
Proposed Final Budget 2026
Expenditure Detail

_Detail DEPT		2023 Actual	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
DEPT 42210 FIRE DEPARTMENT						
42210	E 101-42210-316 FIRE CONTRACT MOUND	$ 348,224	$ 403,225	$ 403,225	$ 376,764	$ 402,007
42210	E 101-42210-318 FIRE CONTRACT ST BONIFACIUS	$ 285,087	$ 315,618	$ 311,268	$ 349,316	$ 427,813
	TOTAL	$ 633,311	$ 718,843	$ 714,493	$ 726,080	$ 829,820
DEPT 42401 BUILDING INSPECTION						
42401	E 101-42401-101 SALARIES-REGULAR	$ 166,825	$ 176,644	$ 178,019	$ 187,221	$ 201,829
42401	E 101-42401-102 SALARIES-OVERTIME	$ -	$ 5,000	$ -	$ 5,000	$ 5,000
42401	E 101-42401-107 SALARIES-SEASONAL	$ -	$ -	$ -	$ -	$ -
42401	E 101-42401-121 PERA - EMPLOYER CONTR	$ 12,512	$ 13,248	$ 13,351	$ 14,042	$ 14,912
42401	E 101-42401-122 FICA - EMPLOYER CONTR	$ 12,692	$ 13,513	$ 13,574	$ 14,322	$ 15,210
42401	E 101-42401-131 HEALTH & LIFE INS - E CONTR	$ 25,340	$ 28,800	$ 30,306	$ 28,800	$ 28,800
42401	E 101-42401-201 OFFICE SUPPLIES	$ 611	$ 500	$ 220	$ 550	$ 550
42401	E 101-42401-202 COPY & PRINTING SUPPLIES	$ 2,301	$ 1,000	$ 1,640	$ 1,200	$ 1,400
42401	E 101-42401-303 ENGINEERING SERV	$ 28,241	$ 31,000	$ 30,038	$ 31,000	$ 20,000
42401	E 101-42401-306 BUILDING INSPECTION	$ -	$ -	$ -	$ -	$ -
42401	E 101-42401-308 PLAN REVIEW FEES	$ -	$ -	$ -	$ -	$ -
42401	E 101-42401-404 VEHICLE MAINTENANCE	$ 3,715	$ 1,500	$ 430	$ 2,000	$ 2,100
42401	E 101-42401-433 DUES SUBSCRIPTIONS & TRAINING	$ (77)	$ 3,000	$ 1,566	$ 3,100	$ 2,500
42401	E 101-42401-437Misc Expense	$ 70	$ 1,000	$ 20	$ 1,000	$ 900
	TOTAL	$ 252,230	$ 275,205	$ 269,165	$ 288,235	$ 293,201
DEPT 42600 ENGINEER						
42600	E 101-42600-101 SALARIES REGULAR	-	-		$ 21,000	$ 32,685
42600	E 101-42600-121 PERA - EMPLOYER CONTR	-	-		$ 1,575	$ 2,451
42600	E 101-42600-122 FICA - EMPLOYER CONTR	-	-		$ 1,607	$ 2,500
42600	E 101-42600-131 HEALTH & LIFE INS E CONT	-	-		$ 3,000	$ 5,400
42600	E 101-42600-303 ENGINEERING SERV	$ 12,847	$ 12,000	$ 12,000	$ 12,000	$ 12,000
	TOTAL	$ 12,847	$ 12,000	$ 12,000	$ 39,182	$ 55,037
DEPT 43121 STREET DEPARTMENT						
43121	E 101-43121-101 SALARIES-REGULAR	$ 388,310	$ 499,323	$ 519,939	$ 529,819	$ 556,217
43121	E 101-43121-102 SALARIES-OVERTIME	$ 2,504	$ 6,000	$ 3,771	$ 6,000	$ 6,000
43121	E 101-43121-121 PERA - EMPLOYER CONTR	$ 28,701	$ 31,899	$ 39,098	$ 33,995	$ 42,166
43121	E 101-43121-122 FICA - EMPLOYER CONTR	$ 29,024	$ 32,536	$ 38,723	$ 34,675	$ 43,010
43121	E 101-43121-131 HEALTH & LIFE INS - E CONTR	$ 58,884	$ 80,960	$ 66,174	$ 80,960	$ 80,960
43121	E 101-43121-151 WORKMEN'S COMP INSURANCE	$ 27,468	$ 30,000	$ 30,509	$ 14,500	$ 15,000
43121	E 101-43121-201 OFFICE SUPPLIES	$ 1,012	$ 500	$ 1,984	$ 500	$ 750
43121	E 101-43121-211 CLEANING & MAINT SUPPLIES	$ 6,565	$ 6,000	$ 5,477	$ 6,500	$ 6,500
43121	E 101-43121-212 MOTOR FUELS AND LUBRICANTS	$ 26,067	$ 25,000	$ 18,052	$ 25,000	$ 25,000
43121	E 101-43121-215 SHOP MATERIALS	$ 2,397	$ 6,000	$ 13,242	$ 8,000	$ 8,000
43121	E 101-43121-221 EQUIPMENT PARTS, TIRES	$ 39,289	$ 20,000	$ 15,020	$ 20,000	$ 20,000
43121	E 101-43121-224 STREET MAINTENANCE SUPPLIES	$ 206,309	$ 195,000	$ 194,297	$ 200,000	$ 200,000
43121	E 101-43121-240 SMALL TOOLS AND MINOR EQUIP	$ 956	$ 2,000	$ 2,367	$ 1,500	$ 1,800
43121	E 101-43121-307 PROFESSIONAL SERVICES	$ 7,957	$ 10,000	$ 11,024	$ 10,000	$ 10,000
43121	E 101-43121-321 TELEPHONE	$ 11,958	$ 11,000	$ 10,104	$ 11,000	$ 12,000
43121	E 101-43121-363 AUTOMOBILE INSURANCE	$ 13,491	$ 14,000	$ 14,327	$ 15,000	$ 15,000
43121	E 101-43121-381 ELECTRIC UTILITIES	$ 6,005	$ 7,000	$ 5,576	$ 7,000	$ 7,000
43121	E 101-43121-383 NATURAL GAS	$ 6,666	$ 7,000	$ 3,005	$ 7,000	$ 5,000
43121	E 101-43121-401 BLDG & LAWN MAINTENANCE	$ 5,516	$ 10,000	$ 5,700	$ 5,000	$ 7,500
43121	E 101-43121-404 VEHICLE & EQUIP MAINT	$ 61,453	$ 30,000	$ 51,979	$ 30,000	$ 30,000
43121	E 101-43121-410 COMPUTER SERVICES/FEES	$ 5,035	$ 4,000	$ 6,038	$ 6,000	$ 6,000
43121	E 101-43121-416 RENTAL	$ 200	$ 1,000	$ 300	$ 1,000	$ 1,000
43121	E 101-43121-417 UNIFORMS	$ 11,611	$ 1,000	$ 11,372	$ 8,500	$ 9,500
43121	E 101-43121-433 DUES & SUBSRIPT & TRAINING	$ 467	$ 8,500	$ 1,398	$ 1,000	$ 1,500
43121	E 101-43121-437 MISCELLANEOUS EXPENSE	$ 3,553	$ 3,500	$ 6,101	$ 4,000	$ 4,000
	TOTAL	$ 951,398	$ 1,042,218	$ 1,075,577	$ 1,066,949	$ 1,113,903

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_Detail DEPT		2023 Actual	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
DEPT 43125 ICE AND SNOW REMOVAL						
43125	E 101-43125-101 SALARIES-REGULAR	$ 58,571	$ 62,795	$ 26,743	$ 70,003	$ 76,242
43125	E 101-43125-102 SALARIES-OVERTIME	$ 19,029	$ 6,000	$ 2,884	$ 6,000	$ 6,000
43125	E 101-43125-121 PERA - EMPLOYER CONTR	$ 5,794	$ 5,160	$ 2,222	$ 5,700	$ 6,168
43125	E 101-43125-122 FICA - EMPLOYER CONTR	$ 5,709	$ 5,263	$ 2,213	$ 5,814	$ 6,292
43125	E 101-43125-131 HEALTH & LIFE INS - E CONTR	$ 15,732	$ 15,000	$ 12,856	$ 15,000	$ 18,000
43125	E 101-43125-212 MOTOR FUELS AND LUBRICANTS	$ 11,702	$ 20,000	$ -	$ 18,000	$ 15,000
43125	E 101-43125-221 EQUIPMENT PARTS, TIRES	$ 4,251	$ 6,500	$ 4,065	$ 6,000	$ 5,000
43125	E 101-43125-224 STREET MAINTENANCE SUPPLIES	$ 54,159	$ 45,000	$ -	$ 35,000	$ 40,000
43125	E 101-43125-404 VEHICLE & EQUIP MAINT	$ 3,001	$ 2,500	$ 13,996	$ 2,500	$ 2,500
43125	E 101-43125-437 MISCELLANEOUS EXPENSE	$ 69	$ 2,000	$ 180	$ 1,500	$ 1,000
43125	E 101-43125-433 DUES, SUBSCRIPT & TRAIN	$ -	$ -	$ 2,135	$ 1,500	$ 1,500
	TOTAL	$ 178,018	$ 170,217	$ 67,293	$ 167,017	$ 177,702
DEPT 43160 STREET LIGHTING						
43160	E 101-43160-381 ELECTRIC UTILITIES	$ 27,179	$ 33,000	$ 35,292	$ 32,000	$ 36,000
	TOTAL	$ 27,179	$ 33,000	$ 35,292	$ 32,000	$ 36,000
DEPT 45202 PARK AREAS						
45202	E 101-45202-101 SALARIES-REGULAR	$ 44,696	$ 41,255	$ 61,187	$ 59,136	$ 62,496
45202	E 101-45202-102 SALARIES-OVERTIME	$ 170	$ -	$ 3,653	$ -	$ -
45202	E 101-45202-107 SALARIES-SEASONAL (NEW CODE)	$ -	$ -	$ -	$ -	$ -
45202	E 101-45202-121 PERA - EMPLOYER CONTR	$ 2,766	$ 3,144	$ 3,404	$ 4,435	$ 4,687
45202	E 101-45202-122 FICA - EMPLOYER CONTR	$ 3,439	$ 3,227	$ 4,942	$ 4,524	$ 4,781
45202	E 101-45202-131 HEALTH & LIFE INS - E CONTR	$ 9,392	$ 7,000	$ 7,426	$ 5,000	$ 7,500
45202	E 101-45202-221 EQUIPMENT PARTS, TIRES	$ 1,321	$ 300	$ 787	$ 300	$ 500
45202	E 101-45202-362 PROPERTY INSURANCE	$ 23,654	$ 23,000	$ 22,173	$ 23,000	$ 23,000
45202	E 101-45202-401 BLDG & LAWN MAINTENANCE (2012 I	$ 19,902	$ 15,000	$ 9,033	$ 15,000	$ 12,000
45202	E 101-45202-402 LAWN MAINTENANCE (NEW IN 2012)	$ 45,786	$ 65,000	$ 64,160	$ 68,000	$ 70,000
45202	E 101-45202-404 VEHICLE & EQUIPMENT	$ -	$ 500	$ 64	$ 500	$ 500
45202	E 101-45202-433 DUES & SUBSCRIP TRAINING	$ 1,260	$ 750	$ -	$ 1,500	$ 1,500
45202	E 101-45202-437 MISCELLANEOUS	$ 1,335	$ 500	$ 1,266	$ 500	$ 500
	TOTAL	$ 153,721	$ 159,676	$ 178,095	$ 181,895	$ 187,464
DEPT 45203 CUTLURE & RECREATION - GILLESPIE						
	E 101-45203-307 PROFESSIONAL SERVICES	$ -	$ -	$ -	$ -	$ 10,000
DEPT 49020 MISCELLANEOUS						
49020	E 101-49020-437 MISCELLANEOUS EXPENSE	$ 6,418	$ 23,000	$ 3,489	$ 30,000	$ 30,000
	TOTAL	$ 6,418	$ 23,000	$ 3,489	$ 30,000	$ 30,000
DEPT 49240 INSURANCE UNALLOCATED						
49240	E 101-49240-361 GENERAL LIABILITY INSURANCE	$ 8,816	$ 11,000	$ 8,007	$ 10,000	$ 10,000
	TOTAL	$ 8,816	$ 11,000	$ 8,007	$ 10,000	$ 10,000
DEPT 49300 TRANSFERS OUT						
49300	E 101-49300-720 TRANSFERS (to CIP)	$ -	$ -	$ -	$ -	$ -
	TOTAL	$ -	$ -	$ -	$ -	$ -
	TOTAL GENERAL FUND 101	$ 6,143,102	$ 6,794,312	$ 6,817,175	$ 6,990,586	$ 7,636,152

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_Detail DEPT		2023 Actual	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
FUND 401 CAPITAL IMPROVEMENT PROGRAM						
DEPT 42110 POLICE DEPARTMENT						
42110	E 401-42110-540 MOTOR VEHICLES & MACHINERY	$ 111,342	$ 124,000	$ 71,618	$ 142,000	$ 198,000
42110	E 401-42110-560 EQIUP AND FURNISHINGS	$ 41,037	$ 43,600	$ 95,423	$ 50,000	$ 69,300
	TOTAL	$ 152,379	$ 167,600	$ 167,041	$ 192,000	$ 267,300
DEPT 43126 MACHINERY & EQUIPMENT						
43126	E 401-43126-605 Bond Issuance Expense	$ -		$ 16,527	$ -	$ -
43126	E 401-43126-540 MOTOR VEHICLES & MACHINERY	$ 59,368	$ 180,000	$ 200,996	$ 502,000	$ 345,750
43126	E 401-43126-560 EQIUP AND FURNISHINGS	$ 94,437	$ 94,875	$ 112,711	$ 76,350	$ 62,900
	TOTAL	$ 153,805	$ 274,875	$ 330,234	$ 578,350	$ 408,650
	TOTAL CIP FUND 401	$ 306,184	$ 442,475	$ 497,275	$ 770,350	$ 675,950
FUND 402 EMERG WARNING SIREN FUND						
DEPT 43126 MACHINERY & EQUIPMENT						
43126	E 402-43126-540 MOTOR VEHICLES & MACHINERY	$ -	$ -	$ -	$ -	$ -
	EMERGENCY WARNING FUND TOTAL	$ -	$ -	$ -	$ -	$ -
FUND 404 PARK DEDICATION FUND						
DEPT 45202 PARK AREAS						
45202	E 404-45202-307 PROFESSIONAL SERVICE	$ 29,726	$ -	$ 895	$ -	$ -
45202	E 404-45202-437 MISCELLANEOUS EXPENSE	$ -	$ -	$ -	$ -	$ -
45202	E 404-45202-514 LAND	$ -	$ -	$ -	$ -	$ -
45202	E 404-45202-530 IMPROVEMENTS	$ 252,287	$ 141,000	$ 154,181	$ 883,000	$ 117,700
45202	E 404-45202-580 OTHER EQUIPMENT	$ -	$ -	$ -	$ -	$ -
	TOTAL	$ 282,014	$ 141,000	$ 155,076	$ 883,000	$ 117,700
DEPT 45202 TRANSFERS OUT						
49300	E 404-49300-720 TRANSFERS	$ 14,383	$ 14,383	$ 14,383	$ 14,383	$ 14,383
	TOTAL	$ 14,383	$ 14,383	$ 14,383	$ 14,383	$ 14,383
	TOTAL PARK DEDICATION FUND 404	$ 296,397	$ 155,383	$ 169,459	$ 897,383	$ 132,083
FUND 406 ROAD MAINTENANCE						
DEPT 43121 Streets						
43121	E 406-43121-303 Engineering	$ 316,319	$ -	$ 153,945	$ -	$ -
43121	E 406-43121-304 &351 Legal/Ord	$ 2,453	$ -	$ 2,022	$ -	$ -
43121	E 406-43121-224 Road Maintenance	$ 195,156	$ 491,598	$ 344,573	$ 348,875	$ 459,368
43121	E 406-43121-530 Road Improvements	$ 65,933	$ -	$ 309	$ 1,417,229	$ -
43121	406-49300-720 - TRANSFERS	$ 25,025	$ 25,025	$ 237,379	$ 25,025	$ 25,025
	ROAD MAINTENANCE FUND TOTAL	$ 604,886	$ 516,623	$ 738,228	$ 1,791,129	$ 484,393
FUND 407 TREE REPLACEMENT FUND						
DEPT 45203 CULTURE AND RECREATION						
45203	E 407-45202-530 IMPROVEMENTS	$ 18,706	$ 3,000	$ 19,322	$ 75,000	$ 10,000
45203	E 407-45202-437 Misc Expense	$ 6,056	$ -	$ -	$ -	$ -
	TOTAL	$ 24,762	$ 3,000	$ 19,322	$ 75,000	$ 10,000
FUND 433 2023 STREET PROJECTS FUND						
DEPT STREETS - 43122						
43122	E 433-43122-530 IMPROVEMENTS	$ 4,193,738	$ -	$ 117,374	$ 75,000	$ -
	TOTAL	$ 4,193,738	$ -	$ 117,374	$ 75,000	$ -
	433- 2023 ROAD PROJECT FUND TOTAL					
FUND 434 2026 STREET PROJECTS FUND						
DEPT STREETS - 43122						
43122	E 434-43122-530 IMPROVEMENTS	$ -	$ -	$ -	$ -	$ 3,370,270
	434- 2026 ROAD PROJECT FUND TOTAL	$ -	$ -	$ -	$ -	$ 3,370,270
FUND 490 REVOLVING FUND STREET IMP CAPITAL PROJECTS						
DEPT 43122 STREET CONSTRUCTION						
43122	E 490-43122-303 ENGINEERING SERVICES	$ -	$ -	$ -	$ -	$ -
43122	E 490-43122-307 PROFESSIONAL SERVICES	$ -	$ -	$ -	$ -	$ -
43122	E 490-43122-530 IMPROVEMENTS	$ -	$ -	$ -	$ -	$ -
	TOTAL STREET FUND 490	$ -	$ -	$ -	$ -	$ -

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FUND 501 CIP EQUIPMENT CERTIFICATES						
DEPT 47000 DEBT SERVICE						
47000	E 501-47000-601 BOND PRINCIPAL	$ 145,000	$ 95,000	$ 95,000	$ 145,000	$ 250,000
47000	E 501-47000-611 BOND INTEREST	$ 9,025	$ 14,591	$ 20,592	$ 31,772	$ 31,125
47000	E 501-47000-620 FISCAL AGENT FEES	$ 650	$ 1,000	$ 638	$ 650	$ 1,000
47000	E 501-47000-720 TRANSFERS	$ -	$ -	$ -	$ -	$ -
	TOTAL	$ 154,675	$ 110,591	$ 116,230	$ 177,422	$ 282,125
	TOTAL CIP EQUIP CERT DEBT SERVICE FUND 501	$ 154,675	$ 110,591	$ 116,230	$ 177,422	$ 282,125
FUND 526 MAPLE CREST DEBT FUND						
DEPT 47000 DEBT SERVICE						
47000	E 526-47000-601 BOND PRINCIPAL	$ 50,000	$ 45,000	$ 200,000	$ -	$ -
47000	E 526-47000-611 BOND INTEREST	$ 8,000	$ 6,000	$ 3,000	$ -	$ -
47000	E 526-47000-620 FISCAL AGENT FEE/BOND ISSUANCE	$ 1,006	$ 1,000	$ 475	$ -	$ -
	TOTAL	$ 59,006	$ 52,000	$ 203,475	$ -	$ -
43122	E 526-43122-437 MISCELLANEOUS	$ -	$ -	$ -	$ -	$ -
	TOTAL MAPLE CREST DEBT SERVICE FUND	$ 59,006	$ 52,000	$ 203,475	$ -	$ -
FUND 527 PUBLIC FACILITIES DEBT FUND						
DEPT 47000 DEBT SERVICE						
47000	E 527-47000-601 BOND PRINCIPAL/REFUNDING	$ 290,000	$ 295,000	$ 295,000	$ 305,000	$ 320,000
47000	E 527-47000-611 BOND INTEREST	$ 74,875	$ 64,638	$ 64,638	$ 54,138	$ 44,800
47000	E 527-47000-307/620 ARBITRAGE/FISCAL AGENT FEES	$ 1,006	$ 1,000	$ 978	$ 1,000	$ 1,000
	TOTAL	$ 365,881	$ 360,638	$ 360,616	$ 360,138	$ 365,800
43122	E 527-43122-437 MISCELLANEOUS/fiscal agent fees	$ -	$ -	$ 1,000	$ -	$ -
	TOTAL PUBLIC FACILITES DEBT FUND	$ 365,881	$ 360,638	$ 361,616	$ 360,138	$ 365,800
FUND 528 GAME FARM/SOUTH BAY DEBT FUND						
DEPT 47000 DEBT SERVICE						
47000	E 528-47000-601 BOND PRINCIPAL	$ 85,000	$ 90,000	$ 90,000	$ 95,000	$ 100,000
47000	E 528-47000-605 BOND ISSUANCE FEES	$ -	$ -	$ -	$ -	$ -
47000	E 528-47000-611 BOND INTEREST	$ 42,675	$ 38,300	$ 38,300	$ 33,675	$ 28,800
47000	E 528-47000-620 FISCAL AGENT FEE	$ 1,006	$ 1,000	$ 2,783	$ 1,000	$ 1,000
	GAME FARM/SOUTH BAY DEBT FUND TOTAL	$ 128,681	$ 129,300	$ 131,083	$ 129,675	$ 129,800

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_Detail DEPT		2023 Actual	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
FUND 529 HIGHLAND ROAD DEBT FUND						
DEPT 47000 DEBT SERVICE						
47000	E 529-47000-601 BOND PRINCIPAL	$ 50,000	$ 55,000	$ 55,000	$ 55,000	$ 55,000
47000	E 529-47000-611 BOND INTEREST/FEES	$ 7,124	$ 5,159	$ 5,898	$ 3,825	$ 2,408
	HIGHLAND ROAD DEBT FUND TOTAL	$ 57,124	$ 60,159	$ 60,898	$ 58,825	$ 57,408
FUND 532 2017 Street Projects Fund (NEW IN 2017) - Halstead Enchanted						
DEPT 47000 DEBT SERVICE						
47000	E 532-47000-601 BOND PRINCIPAL	$ 125,000	$ 125,000	$ 125,000	$ 130,000	$ 135,000
47000	E 532-47000-611 BOND INTEREST/FEES	$ 72,281	$ 67,525	$ 68,503	$ 63,700	$ 59,725
	Fund 532 (NEW IN 2017) - Halstead Enchanted	$ 197,281	$ 192,525	$ 193,503	$ 193,700	$ 194,725
FUND 533 2023 Street Projects Fund (NEW IN 2023) - Morningview/North Arm						
DEPT 47000 DEBT SERVICE						
47000	E 533-47000-601 BOND PRINCIPAL	$ -	$ -		$ 150,000	$ 155,000
47000	E 533-47000-611 BOND INTEREST/FEES	$ -	$ 150,792	$ 250,320	$ 193,650	$ 186,025
	Fund 533 (NEW IN 2023) - 2023 Street Projects	$ -	$ 150,792	$ 250,320	$ 343,650	$ 341,025

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FUND 601 WATER FUND						
DEPT 49440 WATER DEPARTMENT ADMINISTRATION						
49440	E 601-49440-101 SALARIES-REGULAR	$ 263,286	$ 219,135	$ 252,936	$ 221,875	$ 284,198
49440	E 601-49440-102 SALARIES-OVERTIME	$ 5,010	$ 7,000	$ 6,857	$ 9,000	$ 9,000
49440	E 601-49440-105 PAGER	$ 5,388	$ 8,000	$ 7,114	$ 9,000	$ 9,000
49440	E 601-49440-121 PERA - EMPLOYER CONTR	$ 16,609	$ 17,635	$ 19,400	$ 17,989	$ 22,665
49440	E 601-49440-122 FICA - EMPLOYER CONTR	$ 20,037	$ 18,000	$ 19,502	$ 18,349	$ 23,118
49440	E 601-49440-131 HEALTH & LIFE INS - E CONTR	$ 37,386	$ 50,000	$ 37,968	$ 50,000	$ 50,000
49440	E 601-49440-151 WORKMEN'S COMP INSURANCE	$ 18,741	$ 20,000	$ 20,339	$ 15,000	$ 20,000
49440	E 601-49440-202 COPY & PRINTING SUPPLIES	$ 1,485	$ 500	$ 884	$ 500	$ 1,000
49440	E 601-49440-212 MOTOR FUELS AND LUBRICANTS	$ 10,093	$ 10,000	$ 6,496	$ 10,000	$ 8,000
49440	E 601-49440-221 EQUIPMENT PARTS, TIRES	$ 546	$ 500	$ 920	$ 500	$ 1,000
49440	E 601-49440-227 UTILITY SYSTEM MAINT SUPPLIES	$ 241,343	$ 190,000	$ 246,429	$ 196,045	$ 250,000
49440	E 601-49440-240 SMALL TOOLS AND MINOR EQUIP	$ 308	$ 500	$ 1,190	$ 500	$ 1,000
49440	E 601-49440-303 ENGINEERING SERV	$ 19,032	$ 30,000	$ 172,124	$ 30,000	$ 90,000
49440	E 601-49440-307 PROFESSIONAL SVCS (& 304)	$ 7,199	$ 10,000	$ 26,373	$ 11,200	$ 10,000
49440	E 601-49440-322 POSTAGE	$ 4,732	$ 2,500	$ 3,640	$ 2,500	$ 3,000
49440	E 601-49440-351 LEGAL NOTICE & ORD PUBLICATION	$ 664	$ 750	$ 663	$ 750	$ 750
49440	E 601-49440-362 PROPERTY INSURANCE	$ 38,961	$ 31,000	$ 44,232	$ 29,331	$ 45,000
49440	E 601-49440-381 ELECTRIC UTILITIES	$ 183,869	$ 140,000	$ 126,458	$ 141,650	$ 150,000
49440	E 601-49440-383 NATURAL GAS	$ 17,478	$ 15,000	$ 15,053	$ 18,000	$ 18,000
49440	E 601-49440-401 BLDG MAINTENANCE	$ 6,849	$ 7,000	$ 14,039	$ 7,000	$ 10,000
49440	E 601-49440-402 LAWN MAINTENANCE	$ 5,636	$ 6,000	$ 16,370	$ 6,870	$ 12,000
49440	E 601-49440-404 VEHICLE & EQUIP MAINT	$ 16,637	$ 5,000	$ 7,427	$ 5,000	$ 7,000
49440	E 601-49440-410 COMPUTER SERVICES/FEES	$ 9,455	$ 11,000	$ 11,343	$ 11,000	$ 12,000
49440	E 601-49440-433 DUES & SUBSRIPT & TRAINING	$ 697	$ 2,000	$ 3,517	$ 2,000	$ 4,000
49440	E 601-49440-437 MISCELLANEOUS EXPENSE	$ 96	$ 500	$ 660	$ 673	$ 500
49440	E 601-49440-580 OTHER EQUIPMENT	$ 114,481	$ 177,200	$ -	$ 194,800	$ -
	SUB TOTAL WATER OPERATIONS ADMIN	$ 1,046,017	$ 979,220	$ 1,061,934	$ 1,009,532	$ 1,041,231
Dept 47000 - Capital Debt Service						
47000	E 601-47000-601 BOND PRINCIPAL	$ 783,980	$ 840,000	$ 795,764	$ 850,000	$ 916,000
47000	E 601-47000-611 BOND INTEREST (& 620)	$ 219,227	$ 228,141	$ 209,197	$ 252,143	$ 321,538
	SUB TOTAL WATER DEBT SERVICE	$ 1,003,207	$ 1,068,141	$ 1,004,961	$ 1,102,143	$ 1,237,538
DEPT 43241 WATER CONSTRUCTION						
43241	E 601-43241-303 ENGINEERING SVCS	$ 106,743	$ -	$ 55,772	$ -	$ -
43241	E 601-43241-304 LEGAL/bond issuance costs	$ -	$ -	$ 102,597	$ -	$ -
43241	E 601-43241-307 PROF SVCS	$ -	$ -	$ -	$ -	$ -
43241	E 601-43241-437 WATER PLANS - MISC EXPENSE	$ -	$ -	$ -	$ -	$ -
43241	E 601-43241-530 IMPROVEMENTS	$ 1,982,556	$ 1,200,000	$ 446,366	$ 8,300,000	$ 12,052,400
43241	E 601-43241-514 Land	$ -	$ -	$ -	$ -	$ -
	SUB TOTAL WATER CAPITAL PROJECTS	$ 2,089,299	$ 1,200,000	$ 604,735	$ 8,300,000	$ 12,052,400
	TOTAL WATER FUND 601	$ 4,138,523	$ 3,247,361	$ 2,671,630	$ 10,411,675	$ 14,331,169

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FUND 602 SEWER FUND						
DEPT 49490 SEWER DEPARTMENT ADMINISTRATIO						
49490	E 602-49490-101 SALARIES-REGULAR	$ 157,118	$ 189,897	$ 197,709	$ 205,085	$ 211,238
49490	E 602-49490-102 SALARIES-OVERTIME	$ 8,574	$ 8,000	$ 4,901	$ 8,000	$ 8,240
49490	E 602-49490-105 SALARIES PAGER	$ 5,307	$ 7,000	$ 6,634	$ 7,000	$ 7,210
49490	E 602-49490-121 PERA - EMPLOYER CONTR	$ 17,623	$ 15,667	$ 14,855	$ 15,358	$ 15,819
49490	E 602-49490-122 FICA - EMPLOYER CONTR	$ 12,133	$ 15,842	$ 14,898	$ 15,665	$ 16,135
49490	E 602-49490-131 HEALTH & LIFE INS - E CONTR	$ 28,709	$ 33,000	$ 30,107	$ 30,200	$ 31,106
49490	E 602-49490-151 WORKMEN'S COMP INSURANCE	$ 19,330	$ 20,000	$ 20,339	$ 16,000	$ 22,000
49490	E 602-49490-201 OFFICE SUPPLIES	$ -	$ -	$ -	$ -	$ -
49490	E 602-49490-202 COPY & PRINTING SUPPLIES	$ 250	$ -	$ 685	$ 250	$ 250
49490	E 602-49490-212 MOTOR FUELS AND LUBRICANTS	$ 7,594	$ 10,000	$ 6,947	$ 10,000	$ 8,000
49490	E 602-49490-215 SHOP MATERIALS	$ -	$ -	$ -	$ -	$ -
49490	E 602-49490-221 EQUIPMENT PARTS, TIRES	$ 921	$ -	$ -	$ 1,000	$ 1,000
49490	E 602-49490-227 UTILITY SYSTEM MAINT SUPPLIES	$ 263,938	$ 200,000	$ 370,472	$ 250,000	$ 260,000
49490	E 602-49490-240 SMALL TOOLS AND MINOR EQUIP	$ 173	$ 500	$ -	$ 500	$ -
49490	E 602-49490-303 ENGINEERING SERV	$ 41,731	$ 25,000	$ 29,945	$ 30,000	$ 30,000
49490	E 602-49490-307 PROFESSIONAL SVCS	$ 7,199	$ 8,000	$ 9,367	$ 9,000	$ 9,000
49490	E 602-49490-322 POSTAGE	$ 2,172	$ 1,000	$ 1,739	$ 2,000	$ 2,000
49490	E 602-49490-351 LEGAL NOTICE & ORD PUBLICATION	$ -	$ -	$ -	$ -	$ -
49490	E 602-49490-362 PROPERTY INSURANCE	$ 8,579	$ 7,000	$ 8,659	$ 10,000	$ 9,000
49490	E 602-49490-381 ELECTRIC UTILITIES	$ 18,415	$ 19,000	$ 16,812	$ 20,000	$ 20,000
49490	E 602-49490-390 SEWER SERVICE TO OTHER GOVT	$ 73,694	$ 75,000	$ 78,076	$ 85,000	$ 90,000
49490	E 602-49490-401/402 BLDG & LAWN MAINTENANCE	$ 2,425	$ 2,000	$ 3,831	$ 3,000	$ 3,000
49490	E 602-49490-404 VEHICLE & EQUIP MAINT	$ 4,714	$ 2,000	$ 8,046	$ 5,000	$ 6,000
49490	E 602-49490-410 COMPUTER SERVICES/FEES	$ 9,455	$ 11,000	$ 11,343	$ 12,000	$ 12,000
49490	E 602-49490-433 DUES & SUBSRIPT & TRAINING	$ 927	$ 1,000	$ 493	$ 1,000	$ 750
49490	E 602-49490-437 MISCELLANEOUS EXPENSE	$ (219)	$ 10,000	$ 3,483	$ 3,000	$ 2,000
49490	E 602-49490-438 EXPENSE MWCC	$ 390,881	$ 404,170	$ 404,170	$ 476,136	$ 506,335
49490	E 602-49490-540 MOTOR VEHICLES	$ -	$ -	$ -	$ -	$ -
49490	E 602-49490-580 OTHER EQUIPMENT/IMPROVEMENTS	$ 114,481	$ 2,200	$ 20,000	$ -	$ -
	SUB TOTAL SEWER OPERATIONS	$ 1,196,121	$ 1,067,276	$ 1,263,511	$ 1,215,194	$ 1,271,082
FUND 602 SEWER IMP CAPITAL PROJECTS						
Dept 47000	E 602-47000-601 BOND PRINCIPAL	$ 74,200	$ 67,500	$ 72,600	$ 70,000	$ 72,000
47000	E 602-47000-611 BOND INTEREST	$ 11,293	$ 13,000	$ 9,601	$ 12,000	$ 10,000
	SUBTOTAL DEBT SERVICE SEWER	$ 85,493	$ 80,500	$ 82,201	$ 82,000	$ 82,000
DEPT 43251	E 602-43251-307 PROFESSIONAL SVCS	$ 1,543	$ -		$ -	
43251	E 602-43251-437 MISCELLANEOUS EXPENSE		$ -		$ -	
43251	E 602-43251-530 IMPROVEMENTS	$ 286,632	$ 485,000	$ 74,330	$ 517,300	$ 435,000
43251	E 602-43251-580 I & I	$ 48,885	$ 40,000	$ 117,516	$ 50,000	$ 50,000
	SUBTOTAL CAPITAL IMPROVEMENTS	$ 337,060	$ 525,000	$ 191,846	$ 567,300	$ 485,000
	TOTAL SEWER FUND 602	$ 1,618,674	$ 1,672,776	$ 1,537,558	$ 1,864,494	$ 1,838,082
FUND 651 STORM WATER FUND						
DEPT 49590 STORM WATER ADMINISTRATION						
49590	E 651-49590-101 SALARIES-REGULAR	$ 66,219	$ 36,000	$ 42,958	$ 37,800	$ 45,000
49590	E 651-49490-102 SALARIES-OVERTIME	$ 265	$ 500	$ 347	$ 1,000	$ 500
49590	E 651-49590-121 PERA - EMPLOYER CONTR	$ 27,883	$ 3,000	$ 3,077	$ 2,910	$ 3,375
49590	E 651-49590-122 FICA - EMPLOYER CONTR	$ 4,807	$ 3,000	$ 3,069	$ 2,968	$ 3,443
49590	E 651-49590-131 HEALTH & LIFE INS - E CONTR	$ 11,032	$ 9,500	$ 9,726	$ 12,000	$ 11,000
49590	E 651-49590-151 WORKMEN'S COMP INSURANCE	$ 6,251	$ 6,000	$ 6,102	$ 5,925	$ 6,500
49590	E 651-49590-202 COPY & PRINTING SUPPLIES	$ 143	$ 100	$ 171	$ 100	$ 100
49590	E 651-49590-221 EQUIPMENT PARTS, TIRES	$ 2,502	$ 1,000	$ 66	$ 1,000	$ 1,000
49590	E 651-49590-224 STREET MAINTENANCE SUPPLIES	$ 71,198	$ 58,000	$ 117,554	$ 60,000	$ 75,000
49590	E 651-49590-307 PROFESSIONAL SERVICES	$ 26,856	$ 35,000	$ 31,742	$ 35,000	$ 30,000
49590	E 651-49590-303 ENGINEERING SERV	$ 16,420	$ 25,000	$ 30,027	$ 20,000	$ 25,000
49590	E 651-49590-322 POSTAGE	$ 724	$ 300	$ 567	$ 300	$ 500
49590	E 651-49590-351 LEGAL NOTICE & ORD PUBLICATION	$ 33	$ -	$ -	$ -	$ -
49590	E 651-49590-401 BLDG & LAWN MAINTENANCE	$ -	$ -	$ -	$ -	$ -
49590	E 651-49590-404 VEHICLE & EQUIP MAINT	$ -	$ 1,500	$ -	$ 1,500	$ 500
49590	E 651-49590-433 DUES & SUBSRIPT & TRAINING	$ 15,244	$ 18,000	$ 15,173	$ 16,500	$ 17,000
49590	E 651-49590-437 MISCELLANEOUS EXPENSE	$ (146)	$ 500	$ 1,623	$ 500	$ 500
49590	E 651-49590-530 IMPROVEMENTS	$ -	$ 243,700	$ 57,079	$ 130,300	$ 168,400
49590	E 651-49590-580 OTHER EQUIPMENT/PROJECTS	$ -	$ 32,500	$ 67,276	$ 25,000	$ 155,000
	TOTAL STORM WATER FUND	$ 249,430	$ 473,600	$ 386,557	$ 352,803	$ 542,818

City of Minnetrista
Proposed Final Budget 2026
Expenditure Detail

_Detail DEPT			2023 Actual	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
DEPT 43230 RECYCLING							
43230		E 671-43230-101 SALARIES-REGULAR	$ 10,001	$ 9,500	$ 10,692	$ 10,000	$ 11,000
43230		E 671-43230-102 SALARIES- OVERTIME	$ 3,383	$ 3,000	$ 573	$ 3,000	$ 1,500
43230		E 671-43230-121 PERA - EMPLOYER CONTR	$ 887	$ 1,000	$ 845	$ 1,000	$ 1,000
43230		E 671-43230-122 FICA - EMPLOYER CONTR	$ 1,016	$ 1,000	$ 861	$ 1,000	$ 1,000
43230		E 671-43230-131 HEALTH & LIFE INS -E CONTR	$ 267	$ 300	$ 110	$ 300	$ 225
43230		E671-43230-241 RECYCLING DAY EXPENSE	$ 15,516	$ 17,000	$ 16,727	$ -	$ 17,000
43230		E 671-43230-215 SHOP MATERIALS	$ -	$ -	$ -		$ -
43230		E 671-43230-307 PROF SERV	$ 4,839	$ 2,500	$ 4,058	$ 4,000	$ 5,000
43230		E 671-43230-322 POSTAGE	$ 724	$ 500	$ 568	$ 400	$ 700
43230		E 671-43230-384 REFUSE REMOVAL	$ 219,841	$ 226,253	$ 233,798	$ 244,370	$ 252,917
43230		E 671-43230-437 MISCELLANEOUS EXPENSE	$ 554	$ 500	$ 453	$ 17,000	$ 500
		TOTAL RECYCLING FUND	$ 257,029	$ 261,553	$ 268,685	$ 281,070	$ 290,842
DEPT 49600	**CABLE**						
49600		E 673-49600-101 SALARIES-REGULAR	$ 56,375	$ 50,000	$ 50,260	$ 48,000	$ 25,000
49600		E 673-49600-121 PERA - EMPLOYER CONTR	$ 4,228	$ 3,750	$ 3,769	$ 3,600	$ 1,875
49600		E 673-49600-122 FICA - EMPLOYER CONTR	$ 4,280	$ 3,825	$ 3,804	$ 3,672	$ 1,913
49600		E 673-49600-131 HEALTH INSURANCE	$ 1,344	$ 2,000	$ 1,130	$ 1,500	$ 1,500
49600		E 673-41320-307 PROFESSIONAL SERVICES	$ -	$ 5,000	$ 24,920	$ 3,000	$ 4,000
49600		E 673-49600-530 IMPROVEMENTS (Midco Project)	$ 432,480	$ -	$ 12,689	$ -	$ -
49600		E 673-49600-560 CABLE EXPENSE	$ 999	$ -	$ -	$ -	$ -
		TOTAL CABLE FUND	$ 499,706	$ 64,575	$ 96,572	$ 59,772	$ 34,288
		TOTAL ALL FUNDS	$ 19,296,079	$ 14,687,663	$ 14,519,586	$ 24,832,672	$ 30,716,930

City of Minnetrista
2026 Final Budget
CIP Fund Revenues Expenditures

CAPITAL IMPROVEMENT PROGRAM
FUND 401

	Revenue	2023 Actuals	2024 Budget	2024 Actual	2025 Draft Budget	2026 Budget
	City Public Works & Police CIP					
31010	GENERAL PROPERTY TAXES	$ 150,000	$ 150,000	$ 150,000	$ 200,000	$ 250,000
39310	Equipment Certs	$ 264,279	$ -	$ 616,528	$ -	$ 600,000
39101	Sale of fixed assets	$ 20,875	$ -	$ -	$ -	
33407	State Aid	$ 176,032	$ -	$ -	$ -	
36210	INVESTMENT INTEREST	$ 14,589	$ 5,000	$ 23,473	$ 7,500	$ 15,000
40000	Transfers IN/assignment from general	$ -	$ -	$ -	$ -	$ -
	Total Revenue	**$ 625,775**	**$ 155,000**	**$ 790,001**	**$ 207,500**	**$ 865,000**
	Expenditures					
	Police					
540	motor vehicles	$ 111,342	$ 124,000	$ 71,618	$ 142,000	$ 198,000
560	Equipment/other improvements	$ 41,037	$ 43,600	$ 95,423	$ 50,000	$ 69,300
	Police Works Total Expenditures	**$ 152,379**	**$ 167,600**	**$ 167,041**	**$ 192,000**	**$ 267,300**
	Public Works/City Hall Total Expenditures					
307	Prof Services	$ -	$ -	$ 16,527	$ -	$ -
540	motor vehicles	$ 59,368	$ 180,000	$ 200,996	$ 502,000	$ 345,750
560	Equipment/other improvements	$ 94,437	$ 94,875	$ 112,711	$ 76,350	$ 62,900
	Public Works/Admin Total Expendit	**$ 153,805**	**$ 274,875**	**$ 330,234**	**$ 578,350**	**$ 408,650**
	Beginning Fund Balance	$ 241,053	$ 560,644	$ 560,644	$ 853,370	$ 290,520
	Surplus/(Deficit)	$ 319,591	$ (287,475)	$ 292,726	$ (562,850)	$ 189,050
	One time police Aid dollars					
	2024 Equipment Certicate for 2025		$ 600,000			
	Ending Fund Balance	**$ 560,644**	**$ 873,169**	**$ 853,370**	**$ 290,520**	**$ 479,570**

City of Minnetrista
2026 Final Budget
Special Revenue Funds

EMERGENCY WARNING SIREN FUND
FUND 402

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
31010	GENERAL PROPERTY TAX	$ -	$ -	$ -	$ -	$ -
36210	INTEREST ON INVESTMENT	$ 11,436	$ 2,000	$ 13,014	$ 3,000	$ 7,000
36230	CONTRIBUTIONS/DONATIONS	$ 192	$ 1,000	$ 4,992	$ 1,000	$ 2,000
39310	BOND PROCEEDS	$ -	$ -	$ -	$ -	$ -
	TRANSFER FROM	$ -	$ -		$ -	$ -
	Revenue Total	**$ 11,628**	**$ 3,000**	**$ 18,006**	**$ 4,000**	**$ 9,000**
	Expenditures					
540	EQUIPMENT PURCHASES	$ -	$ -	$ -	$ -	$ -
	Expenditure Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	Surplus/(Deficit)	**$ 11,628**	**$ 3,000**	**$ 18,006**	**$ 4,000**	**$ 9,000**
	Beginning Fund Balance	$ 235,828	$ 247,456	$ 247,456	$ 265,462	$ 269,462
	Surplus/(Deficit)	**$ 11,628**	**$ 3,000**	**$ 18,006**	**$ 4,000**	**$ 9,000**
	Ending Fund Balance	**$ 247,456**	**$ 250,456**	**$ 265,462**	**$ 269,462**	**$ 278,462**

City of Minnetrista
2026 Final Budget
Special Revenue Funds

PARK DEDICATION FUND
FUND 404

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
33280	County Grant	$ -	$ -	$ -	$ 300,000	$ -
36210	INTEREST ON INVESTMENT	$ 43,596	$ 15,000	$ 39,574	$ 20,000	$ 30,000
36230	CONTRIBUTIONS/DONATIONS	$ 50,000	$ 50,000	$ 300,055	$ 50,000	$ 50,000
	TRANSFERS IN	$ -	$ -	$ -	$ -	$ -
	Revenue Total	**$ 93,596**	**$ 65,000**	**$ 339,629**	**$ 370,000**	**$ 80,000**
	Expenditures					
307	Prof Serv	$ 29,726	$ -	$ 895	$ -	$ -
437	MISC/transfer for game farm	$ 14,383	$ 14,383	$ 14,383	$ 14,383	$ 14,383
530	PARK OR TRAIL IMPROVEMENT	$ 252,287	$ 141,000	$ 154,181	$ 883,000	$ 117,700
514	LAND	$ -	$ -	$ -	$ -	$ -
580	EQUIPMENT PURCHASES	$ -	$ -	$ -	$ -	$ -
	Expenditure Total	**$ 296,397**	**$ 155,383**	**$ 169,459**	**$ 897,383**	**$ 132,083**
	Surplus/(Deficit)	$ (202,800)	$ (90,383)	$ 170,170	$ (527,383)	$ (52,083)
	Beginning Fund Balance	$ 1,054,837	$ 852,036	$ 852,036	$ 1,022,206	$ 994,823
	Surplus/(Deficit)	$ (202,800)	$ (90,383)	$ 170,170	$ (527,383)	$ (52,083)
	Projected positive fund balance				$ 500,000	
	Ending Fund Balance	$ 852,036	$ 761,653	$ 1,022,206	$ 994,823	$ 942,740

Road Maintenance Fund
FUND 406

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
31010	Property tax	875,000	450,000	485,192	575,000	625,000
34401	Street Aid	99,869	90,000	116,824	100,000	110,000
36210	INTEREST ON INVESTMENT	63,057	20,000	86,281	50,000	60,000
36101	SPECIAL ASSESSMENTS	154,036	200,000	165,111	440,000	200,000
36250	Refund Reimbursments	-	-	-	-	-
	TRANSFER FROM	-	-	-	-	-
	Revenue Total	**1,191,962**	**760,000**	**853,408**	**1,165,000**	**995,000**
	Expenditures					
437, 303, 304	Misc, Legal and Engineering	316,319	-	155,967	-	-
224	Road Maintenance	195,156	491,598	344,573	348,875	459,368
530	Road Improvements	65,933	-	309	1,417,229	-
700	Transfers	25,025	25,025	237,379	25,025	25,025
	Expenditure Total	**602,433**	**516,623**	**738,228**	**1,791,129**	**484,393**
	Surplus/(Deficit)	**589,529**	**243,377**	**115,180**	**(626,129)**	**510,607**
	Beginning Fund Balance	$ 839,953	$ 1,429,481	$ 1,429,481	$ 1,544,661	$ 1,418,532
	Projected positive fund balance				$ 500,000	$ -
	Surplus/(Deficit)	**589,529**	**243,377**	**115,180**	**(626,129)**	**510,607**
	Transfer from General					
	Ending Fund Balance	**1,429,481**	**1,672,858**	**1,544,661**	**1,418,532**	**1,929,139**

City of Minnetrista
2026 Final Budget
Special Revenue Funds

Tree Replacement Fund
FUND 407

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
31010	Property tax					
36210	INTEREST ON INVESTMENT	$ 16,457	$ 7,500	$ 17,352	$ 10,000	$ 8,000
36230	CONTRIBUTIONS/DONATIONS	$ -	$ -	$ -	$ -	$ -
]						
	Revenue Total	**16,457**	**7,500**	**17,352**	**10,000**	**8,000**
	Expenditures					
437	Misc	6,056	-	-	-	-
530	Trees/Eqipment	$ 18,706	$ 3,000	$ 19,322	$ 75,000	$ 10,000
700	Transfers	-	-	-	-	-
	Expenditure Total	**18,706**	**3,000**	**19,322**	**75,000**	**10,000**
	Surplus/(Deficit)	**(2,249)**	**4,500**	**(1,970)**	**(65,000)**	**(2,000)**
	Beginning Fund Balance	362,337	360,088	360,088	358,118	293,118
	Surplus/(Deficit)	**(2,249)**	**4,500**	**(1,970)**	**(65,000)**	**(2,000)**
	Ending Fund Balance	**360,088**	**364,588**	**358,118**	**293,118**	**291,118**

City of Minnetrista
2026 Final Budget
Project Funds

2023 Street Project Funds
FUND 433

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
39310	General Obligtion Bonds	**5,003,213**	**-**		**-**	**-**
36250	Refund Reimbursements	**-**	**-**		**-**	**-**
34301	Street State Aid	**255,788**	**-**		**-**	**-**
36210	INTEREST ON INVESTMENT	**87,656**	**-**	**55,147**	**10,000**	**-**
Total Revenue Financing Sources		**5,346,657**	**-**	**55,147**	**10,000**	**-**
	Expenditure					
437	**Misc Costs**		**-**			**-**
530	**Improvement/Project Costs**	**4,193,738**	**-**	**117,374**	**75,000**	**-**
Total Expenditures		**4,193,738**	**-**	**117,374**	**75,000**	**-**
	Surplus/(Deficit)	**1,152,919**	**-**	**(62,227)**	**(65,000)**	**-**
	Beginnng Fund Balance	**-**	**1,152,919**	**1,152,919**	**1,090,692**	**937,919**
	2024 Activity		**(150,000)**			
	Projected Ending Fund Balanc	**1,152,919**	**1,002,919**	**1,090,692**	**937,919**	**937,919**

Need to close out fund in early 2026

2026 Street Project Funds
FUND 434

		2023	2024	2024	2025	2026
39310	General Obligtion Bonds					**2,448,530**
36250	Refund Reimbursements					**112,500**
34301	Street State Aid					**809,240**
36210	INTEREST ON INVESTMENT					**10,000**
Total Revenue Financing Sources						**3,380,270**
	Expenditure					
530	**Improvement/Project Costs**					**3,370,270**
Total Expenditures						**3,370,270**
	Surplus/(Deficit)					**10,000**
						-
	Beginnng Fund Balance					**-**
	Projected Ending Fund Balance					**10,000**

REVOLVING STREET IMPROVEMENT FUND
FUND 490

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
31010	GENERAL PROPERTY TAX	$ -	$ -		$ -	$ -
33610	COUNTY AID FOR HIGHWAY	$ -	$ -		$ -	$ -
36210	INTEREST ON INVESTMENT	$ 15,724	$ -	$ 18,542	$ 2,000	$ 8,000
36230	CONTRIBUTIONS	$ -	$ -		$ -	$ -
40000	TRANSFERS IN/COSTS TO 499	$ -	$ -	$ -	$ -	$ -
	Revenue/Reallocaton Total	**$ 15,724**	**$ -**	**$ 18,542**	**$ 2,000**	**$ 8,000**
	Expenditures					
303	ENGINEERING SERVICES	$ -	$ -	$ -	$ -	$ -
320	CONSTRUCTION CONTRACT	$ -	$ -	$ -	$ -	$ -
437	MISCELLANEOUS EXPENSE	$ -	$ -	$ -	$ -	$ -
	Expenditure Total	$ -	$ -	$ -	$ -	
	Surplus/(Deficit)	$ 15,724	$ -	$ 18,542	$ 2,000	$ 8,000
	Beginning Fund Balance	$ 43,355	$ 59,079	$ 59,079	$ 77,621	$ 77,621
	Surplus/(Deficit)	$ 15,724	$ -	$ 18,542	$ 2,000	$ 8,000
	Ending Fund Balance	**$ 59,079**	**$ 59,079**	**$ 77,621**	**$ 79,621**	**$ 85,621**

City of Minnetrista
2026 Final Budget
Debt Service Funds

CIP EQUIPMENT CERTIFICATES
FUND 501

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
31010	GENERAL PROPERTY TAXES	99,138	154,400	153,158	279,500	354,500
36210	INVESTMENT INCOME	11,256	5,000	12,308	7,500	10,000
39310	BOND PROCEEDS	-	-	-	-	-
	CIP Equipment Cert. Revenue Tota	**110,394**	**159,400**	**165,466**	**287,000**	**364,500**
	Expenditures					
	BOND PRINCIPAL	145,000	95,000	95,000	145,000	250,000
	BOND INTEREST	9,025	14,591	20,592	31,772	31,125
	FISCAL AGENT FEES	650	1,000	638	650	1,000
	CIP Equip. Cert. Expenditure Total	**154,675**	**110,591**	**116,230**	**177,422**	**282,125**
	Surplus/(Deficit)	**(44,281)**	**48,809**	**49,236**	**109,578**	**82,375**
	Beginning Fund Balance	$ 348,523	$ 304,242	$ 304,242	$ 353,478	$ 463,056
	Surplus/(Deficit)	**(44,281)**	**48,809**	**49,236**	**109,578**	**82,375**
	Transfers Out					
	Ending Fund Balance	**304,242**	**353,051**	**353,478**	**463,056**	**545,431**

City of Minnetrista
2026 Final Budget
Debt Service Funds

Maple Crest Project Debt Fund
FUND 526

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
31010	GENERAL PROPERTY	20,323	35,500	-	-	-
33425	STATE AID OTHER	$ -	-		$ -	$ -
36101	SPECIAL ASSESSMENTS	6,111	5,000		-	-
36210	INTEREST ON INVESTMENT & CK(	810	500		-	-
40000	Transfers	$ -	-	212,354	$ -	$ -
	TOTAL REVENUE	**27,244**	**41,000**	**212,354**	**-**	**-**
	Expenditures					
620	Issuance Costs					
601	PRINCIPAL	50,000	45,000	200,000	-	-
611	BOND INTEREST	9,006	7,000	3,475	-	-
	Expenditure Total	**59,006**	**52,000**	**203,475**	**-**	**-**
	Surplus/(Deficit)	**(31,762)**	**(11,000)**	**8,879**	**-**	**-**
	Beginning Fund Balance	22,613	(10,587)	(9,149)	$ -	$ -
	Surplus/(Deficit)	**(31,762)**	**(11,000)**	**8,879**	**-**	**-**
	Transfer in to pay off and close fund		21,587			
	Ending Fund Balance	**(9,149)**	**$ -**	**$ -**	**$ -**	**$ -**

City of Minnetrista
2026 Final Budget
Debt Service Funds

Public Facilities Debt Fund
FUND 527

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
31010	GENERAL PROPERTY	343,017	346,000	342,995	346,000	346,000
33425	Other/Reimb	19,664	19,664	10,065	19,664	8,000
36210	INTEREST	10,660	3,000	19,664	7,500	19,664
39310	GENERAL OBL BOND	$ -	$ -	-	$ -	-
	TOTAL REVENUE	**373,340**	**368,664**	**372,724**	**373,164**	**373,664**
	Expenditures					
620	BOND ISSUANCE COSTS					
601	PRINCIPAL	290,000	295,000	295,000	305,000	320,000
611	BOND INTEREST	75,881	65,638	65,616	55,138	45,800
	Expenditure Total	**365,881**	**360,638**	**360,616**	**360,138**	**365,800**
	Surplus/(Deficit)	**7,459**	**8,026**	**12,108**	**13,026**	**7,864**
	Beginning Fund Balance	412,313	419,772	419,772	431,880	444,906
	Surplus/(Deficit)	**7,459**	**8,026**	**12,108**	**13,026**	**7,864**
	Ending Fund Balance	**419,772**	**427,798**	**431,880**	**444,906**	**452,770**

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

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
31010	GENERAL PROPERTY	$ 88,955	$ 89,729	$ 88,950	$ 89,729	$ 89,729
34401	Other/Reimb	$ 14,383	$ 14,383	$ 14,383	$ 14,383	$ 14,383
36101	SPECIAL ASSESSMENTS	$ 70,251	$ 35,000	$ 34,719	$ 40,000	$ 25,000
39310	GO Refunding Bonds	$ -	$ -		$ -	
36210	INTEREST	$ 5,107	$ 2,000	$ 6,309	$ 5,000	$ 6,000
	TOTAL REVENUE	**$ 178,696**	**$ 141,112**	**$ 144,361**	**$ 149,112**	**$ 135,112**
	Expenditures					
437	MISCELLANEOUS EXPENSE	-	-	-	-	-
601	PRINCIPAL	$ 85,000	$ 90,000	$ 90,000	$ 95,000	$ 100,000
611	BOND INTEREST	$ 43,681	$ 39,300	$ 41,083	$ 34,675	$ 29,800
	Expenditure Total	**$ 128,681**	**$ 129,300**	**$ 131,083**	**$ 129,675**	**$ 129,800**
	Surplus/(Deficit)	**50,015**	**11,812**	**13,278**	**19,437**	**5,312**
	Beginning Fund Balance	$ 156,186	$ 206,200	$ 206,200	$ 219,478	$ 238,915
	Surplus/(Deficit)	**50,015**	**11,812**	**13,278**	**19,437**	**5,312**
	Ending Fund Balance	**206,200**	**218,012**	**219,478**	**238,915**	**244,227**

City of Minnetrista
2026 Final Budget
Debt Service Funds

Highland Road Debt
FUND 529

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
40000	Transfers in	25,025	25,025	25,025	25,025	25,025
34401	Other/Reimb	31,075	31,000	31,047	31,000	31,000
36101	SPECIAL ASSESSMENTS	3,570	3,500	5,646	3,500	3,500
36210	INTEREST	4,411	2,000	4,859	3,000	4,000
	TOTAL REVENUE	64,081	61,525	66,577	62,525	63,525
	Expenditures					
601	PRINCIPAL	50,000	55,000	55,000	55,000	55,000
611	BOND INTEREST	7,124	5,159	5,898	3,825	2,408
	Expenditure Total	57,124	60,159	60,898	58,825	57,408
	Surplus/(Deficit)	6,957	1,366	5,679	3,700	6,117
	Beginning Fund Balance	$ 117,478	$ 124,435	$ 124,435	$ 130,114	$ 133,814
	Surplus/(Deficit)	6,957	1,366	5,679	3,700	6,117
	Transfers Out					
	Ending Fund Balance	124,435	125,801	130,114	133,814	139,931

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

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
31010	GENERAL PROPERTY	116,983	118,000	116,975	118,000	118,000
34401	Other/Reimb	-	-	-	-	-
36101	SPECIAL ASSESSMENTS	57,071	50,000	49,361	50,000	75,000
36210	INTEREST	20,272	10,000	20,759	15,000	18,000
	TOTAL REVENUE	194,326	178,000	187,095	183,000	211,000
	Expenditures					
437	MISCELLANEOUS EXPENSE					
601	PRINCIPAL	125,000	125,000	125,000	130,000	135,000
611	BOND INTEREST	72,281	67,525	68,503	63,700	59,725
	Expenditure Total	197,281	192,525	193,503	193,700	194,725
	Surplus/(Deficit)	(2,955)	(14,525)	(6,408)	(10,700)	16,275
	Beginning Fund Balance	$ 533,481	$ 507,206	$ 530,525	$ 524,117	$ 513,417
	Surplus/(Deficit)	(2,955)	(14,525)	(6,408)	(10,700)	16,275
	Transfers Out					
	Ending Fund Balance	530,525	492,681	524,117	513,417	529,692

City of Minnetrista
2026 Final Budget
Debt Service Funds

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

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
31010	GENERAL PROPERTY	-	350,000	346,961	350,000	350,000
34401	Other/Reimb	-	-	-	-	-
36101	SPECIAL ASSESSMENTS	611,500	70,000	113,532	70,000	70,000
36210	INTEREST	14,453	5,000	29,177	10,000	20,000
	TOTAL REVENUE	625,953	425,000	489,670	430,000	440,000
	Expenditures					
437	MISCELLANEOUS EXPENSE	$ -	$ -		$ -	$ -
601	PRINCIPAL	$ -	$ -		$ 150,000	$ 155,000
611	BOND INTEREST	$ -	150,792	250,320	$ 193,650	$ 186,025
	Expenditure Total	-	150,792	250,320	343,650	341,025
	Surplus/(Deficit)	625,953	274,208	239,350	86,350	98,975
	Beginning Fund Balance	$ -	$ 625,953	$ 625,953	$ 865,303	951,653
	Surplus/(Deficit)	625,953	274,208	239,350	86,350	98,975
	Transfers Out					
	2023 Prepaid Assessments					
	Ending Fund Balance	625,953	900,161	865,303	951,653	1,050,628

City of Minnetrista
2026 Final Budget
Enterprise Funds

WATER ENTERPRISE FUND
FUND 601

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
OPERATIONS						
33630	Grants	248,796	-	-	-	-
37110	WATER SALES	$ 1,667,158	$ 1,570,000	$ 1,285,494	$ 1,725,787	$ 2,148,605
37120	UNDISTRIBUTED UTILITIES	$ (3,201)	$ -	$ (7,529)	$ -	$ -
37158	WATER TEST SURCHARGE	$ 562	$ -	$ 1,710	$ -	$ -
37165	WATER METERS	$ 49,459	$ 50,000	$ 53,890	$ 50,000	$ 50,000
37170	OTHER	$ 179	$ -	$ 224	$ -	$ -
36210	SPECIAL ASSESSMENTS	$ 165	$ 500	$ -	$ 200	$ -
36210	INTEREST ON INVESTMENT & CH	$ 103,936	$ 20,000	$ 106,571	$ 70,000	$ 100,000
36250	REFUNDS & REIMB	$ 784	$ -	$ 34,369	$ -	$ -
	Water Operations SubTotal	**$ 2,067,837**	**$ 1,640,500**	**$ 1,474,729**	**$ 1,845,987**	**$ 2,298,605**
CAPITAL						
37150	WATER CONNECTION FEES	$ 765,482	$ 302,940	$ 387,934	$ 313,575	$ 202,500
37151	WATER AREA CHARGES	$ 22,504	$ 100,000	$ 24,339	$ 45,000	$ 10,000
36101	SPECIAL ASSESSMENTS	$ -	$ -	$ -	$ -	$ -
39311	REVENUE Bond/PFA	$ 1,915,000	$ 1,500,000	$ 3,703,036	$ 8,300,000	$ 12,000,000
	Water Capital SubTotal	**$ 2,702,986**	**$ 1,902,940**	**$ 4,115,309**	**$ 8,658,575**	**$ 12,212,500**
	Total Water Revenue	**$ 4,770,823**	**$ 3,543,440**	**$ 5,590,038**	**$ 10,504,562**	**$ 14,511,105**
	Expenditures					
101	SALARIES-REGULAR	$ 263,286	$ 219,135	$ 252,936	$ 221,875	$ 284,198
102	SALARIES-OVERTIME	$ 5,010	$ 7,000	$ 6,857	$ 9,000	$ 9,000
105	SALARIES - PAGER	$ 5,388	$ 8,000	$ 7,114	$ 9,000	$ 9,000
121	PERA - EMPLOYER CONTR	$ 16,609	$ 17,635	$ 19,400	$ 17,989	$ 22,665
122	FICA - EMPLOYER CONTR	$ 20,037	$ 18,000	$ 19,502	$ 18,349	$ 23,118
131	HEALTH & LIFE INS - E CONTR	$ 37,386	$ 50,000	$ 37,968	$ 50,000	$ 50,000
151	WORKMEN'S COMP INSURANCE	$ 18,741	$ 20,000	$ 20,339	$ 15,000	$ 20,000
202	COPY & PRINTING SUPPLIES	$ 1,485	$ 500	$ 884	$ 500	$ 1,000
212	MOTOR FUELS AND LUBRICANTS	$ 10,093	$ 10,000	$ 6,496	$ 10,000	$ 8,000
221	EQUIPMENT PARTS, TIRES	$ 546	$ 500	$ 920	$ 500	$ 1,000
227	UTILITY SYSTEM MAINT SUPPLIE	$ 241,343	$ 190,000	$ 246,429	$ 196,045	$ 250,000
240	SMALL TOOLS AND MINOR EQUII	$ 308	$ 500	$ 1,190	$ 500	$ 1,000
303	ENGINEERING SERVICE	$ 19,032	$ 30,000	$ 172,124	$ 30,000	$ 90,000
307	PROFESSIONAL SVCS	$ 7,199	$ 10,000	$ 26,373	$ 11,200	$ 10,000
322	POSTAGE	$ 4,732	$ 2,500	$ 3,640	$ 2,500	$ 3,000
351	LEGAL NOTICE & ORD PUBLICAT	$ 664	$ 750	$ 663	$ 750	$ 750
362	PROPERTY INSURANCE	$ 38,961	$ 31,000	$ 44,232	$ 29,331	$ 45,000
381	ELECTRIC UTILITIES	$ 183,869	$ 140,000	$ 126,458	$ 141,650	$ 150,000
383	NATURAL GAS	$ 17,478	$ 15,000	$ 15,053	$ 18,000	$ 18,000
401	BLDG & LAWN MAINTENANCE	$ 12,485	$ 13,000	$ 14,039	$ 13,870	$ 10,000
404	VEHICLE & EQUIP MAINT	$ 16,637	$ 5,000	$ 16,370	$ 5,000	$ 12,000
410	COMPUTER SERVICES/FEES	$ 9,455	$ 11,000	$ 7,427	$ 11,000	$ 7,000
433	DUES & SUBSRIPT & TRAINING	$ 697	$ 2,000	$ 11,343	$ 2,000	$ 12,000
437	MISCELLANEOUS EXPENSE	$ 96	$ 500	$ 3,517	$ 673	$ 4,000
580	OTHER EQUIPMENT	$ 114,481	$ 177,200	$ 660	$ 194,800	$ 500
720	Transfers	$ -	$ -	$ -	$ -	$ -
	Operating Expenditure Sub Total	**$ 1,046,017**	**$ 979,220**	**$ 1,061,934**	**$ 1,009,532**	**$ 1,041,231**

City of Minnetrista
2026 Final Budget
Enterprise Funds

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
	Capital Expenses					
307	ENGINEERING SVCS	$ 106,743	$ -	$ 55,772	$ -	$ -
304	LEGAL	$ -	$ -	$ 102,597	$ -	$ -
307	PROF SVCS	$ -	$ -		$ -	
530	IMPROVEMENTS	$ 1,982,556	$ 1,200,000	$ 446,366	$ 8,300,000	$ 12,052,400
514	Land	$ -	$ -		$ -	
	Capital Expenditure Sub Total	**$ 2,089,299**	**$ 1,200,000**	**$ 604,735**	**$ 8,300,000**	**$ 12,052,400**
	Dept 47000 - Capital Debt Service					
601	BOND PRINCIPAL	**$ 783,980**	**$ 840,000**	**$ 795,764**	**$ 850,000**	**$ 916,000**
611	BOND INTEREST	**$ 219,227**	**$ 228,141**	**$ 209,197**	**$ 252,143**	**$ 321,538**
	Capital Debt Expenditure Sub Tot	**$ 1,003,207**	**$ 1,068,141**	**$ 1,004,961**	**$ 1,102,143**	**$ 1,237,538**
	Total Water Fund Expenditures	**$ 4,138,523**	**$ 3,247,361**	**$ 2,671,630**	**$ 10,411,675**	**$ 14,331,169**
	Revenue/Exp Surplus/(Deficit)	**$ 632,300**	**$ 296,079**	**$ 2,918,408**	**$ 92,887**	**$ 179,936**
	Cash Balance at Beg of Year	$ 1,509,363	$ 2,141,663	$ 2,141,663	$ 5,060,071	$ 1,352,958
	Cash Surplus/(Deficit)	**$ 632,300**	**$ 296,079**	**$ 2,918,408**	**$ 92,887**	**$ 179,936**
	Watermain at school site project				$ (600,000)	
	net Bond proceeds 2024 A left to spend		$ 2,800,000		$ -	
	2024 bonds proceeds to spend in 2025				$ (2,800,000)	
	Revenues/Expenditures actual to budget		$ (200,000)		$ (400,000)	
	Cash Balance at Yr End	**$ 2,141,663**	**$ 5,037,742**	**$ 5,060,071**	**$ 1,352,958**	**$ 1,532,894**

City of Minnetrista
2026 Final Budget
Enterprise Funds

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget

SEWER ENTERPRISE FUND
FUND 602

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
	OPERATIONS					
34407	SEWER AVAILABILITY CHARGE	$ 2,758	$ 4,000	$ 3,007	$ 3,000	$ 4,000
37210	SEWER USE CHARGES	$ 1,133,912	$ 1,105,000	$ 1,222,301	$ 1,283,000	$ 1,399,412
37250	SEWER CONNECTION FEES	$ 15,495	$ 15,000	$ 16,025	$ 15,000	$ 15,000
36210	INTEREST ON INVESTMENT & CH	$ 53,366	$ 3,000	$ 30,000	$ 30,000	$ 30,000
	OPERATIONS Revenue Sub Total	**$ 1,205,532**	**$ 1,127,000**	**$ 1,271,333**	**$ 1,331,000**	**$ 1,448,412**
	Capital Revenue Sub Total					
37250	SEWER CONNECTION FEES	$ 331,000	$ 120,000	$ 206,000	$ 132,000	$ 103,000
37251	SEWER AREA CHARGES	$ 2,784	$ 20,000	$ 6,287	$ 10,000	$ 10,000
36101	SPECIAL ASSESSMENT		$ 200	$ 286	$ -	$ -
36210	INTEREST ON INVESTMENT & CKG		$ 20,000	$ 18,610	$ 10,000	$ 15,000
36250	OTHER	$ 1,815	$ -	$ -	$ -	$ -
		$ 335,599	$ 160,200	$ 231,183	$ 152,000	$ 128,000
	Total Sewer (602) Revenue	$ 1,541,130	$ 1,287,200	$ 1,502,516	$ 1,483,000	$ 1,576,412
	Operating Expenditures					
101	SALARIES-REGULAR	$ 157,118	$ 189,897	$ 197,709	$ 205,085	$ 211,238
102	SALARIES-OVERTIME	$ 8,574	$ 8,000	$ 4,901	$ 8,000	$ 8,240
105	SALARIES-PAGER	$ 5,307	$ 7,000	$ 6,634	$ 7,000	$ 7,210
121	PERA - EMPLOYER CONTR	$ 17,623	$ 15,667	$ 14,855	$ 15,358	$ 15,819
122	FICA - EMPLOYER CONTR	$ 12,133	$ 15,842	$ 14,898	$ 15,665	$ 16,135
131	HEALTH & LIFE INS - E CONTR	$ 28,709	$ 33,000	$ 30,107	$ 30,200	$ 31,106
151	WORKMEN'S COMP INSURANCE	$ 19,330	$ 20,000	$ 20,339	$ 16,000	$ 22,000
201	OFFICE SUPPLIES	$ -	$ -	$ -	$ -	$ -
202	COPY & PRINTING SUPPLIES	$ 250	$ -	$ 685	$ 250	$ 250
212	MOTOR FUELS AND LUBRICANTS	$ 7,594	$ 10,000	$ 6,947	$ 10,000	$ 8,000
215	SHOP MATERIALS	$ -	$ -	$ -	$ -	$ -
221	EQUIPMENT PARTS, TIRES	$ 921	$ -	$ -	$ 1,000	$ 1,000
227	UTILITY SYSTEM MAINT SUPPLIE	$ 263,938	$ 200,000	$ 370,472	$ 250,000	$ 260,000
240	SMALL TOOLS AND MINOR EQUII	$ 173	$ 500	$ -	$ 500	$ -
303	ENGINEERING SERV	$ 41,731	$ 25,000	$ 29,945	$ 30,000	$ 30,000
307	PROFESSIONAL SVCS	$ 7,199	$ 8,000	$ 9,367	$ 9,000	$ 9,000
322	POSTAGE	$ 2,172	$ 1,000	$ 1,739	$ 2,000	$ 2,000
351	LEGAL NOTICE & ORD PUBLICAT	$ -	$ -	$ -	$ -	$ -
362	PROPERTY INSURANCE	$ 8,579	$ 7,000	$ 8,659	$ 10,000	$ 9,000
381	ELECTRIC UTILITIES	$ 18,415	$ 19,000	$ 16,812	$ 20,000	$ 20,000
390	SEWER SERVICE TO OTHER GO'	$ 73,694	$ 75,000	$ 78,076	$ 85,000	$ 90,000
401	BLDG & LAWN MAINTENANCE	$ 2,425	$ 2,000	$ 3,831	$ 3,000	$ 3,000
404	VEHICLE & EQUIP MAINT	$ 4,714	$ 2,000	$ 8,046	$ 5,000	$ 6,000
410	COMPUTER SERVICES/FEES	$ 9,455	$ 11,000	$ 11,343	$ 12,000	$ 12,000
433	DUES & SUBSRIPT & TRAINING	$ 927	$ 1,000	$ 493	$ 1,000	$ 750
437	MISCELLANEOUS EXPENSE	$ (219)	$ 10,000	$ 3,483	$ 3,000	$ 2,000
438	EXPENSE MWCC	$ 390,881	$ 404,170	$ 404,170	$ 476,136	$ 506,335
540	MOTOR VEHICLES	$ -	$ -	$ -	$ -	$ -
580	OTHER EQUIPMENT	$ 114,481	$ 2,200	$ 20,000	$ -	$ -
	Operating Expenditure Sub Total	**$ 1,196,121**	**$ 1,067,276**	**$ 1,263,511**	**$ 1,215,194**	**$ 1,271,082**

City of Minnetrista
2026 Final Budget
Enterprise Funds

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
	Capital Expenses					
	Debt Service					
601	BOND PRINCIPAL	$ 74,200	$ 67,500	$ 72,600	$ 70,000	$ 72,000
611	BOND INTEREST	$ 11,293	$ 13,000	$ 9,601	$ 12,000	$ 10,000
	Debt Service Subtotal	**$ 85,493**	**$ 80,500**	**$ 82,201**	**$ 82,000**	**$ 82,000**
	Capital Projects					
307	PROFESSIONAL SVCS	$ 1,543	$ -	$ -	$ -	
437	MISCELLANEOUS EXPENSE	$ -	$ -	$ -	$ -	
530	IMPROVEMENTS	$ 286,632	$ 485,000	$ 74,330	$ 517,300	$ 435,000
580	E 602-43251-580 I & I	$ 48,885	$ 40,000	$ 117,516	$ 50,000	$ 50,000
	Capital Subtotal Sewer Fund	**$ 337,060**	**$ 525,000**	**$ 191,846**	**$ 567,300**	**$ 485,000**
	Total Sewer Fund Expenditures	**$ 1,618,674**	**$ 1,672,776**	**$ 1,537,558**	**$ 1,864,494**	**$ 1,838,082**
	Revenue/Exp Surplus/(Deficit)	**$ (77,544)**	**$ (385,576)**	**$ (35,042)**	**$ (381,494)**	**$ (261,670)**
	Cash Balance at Beg of Year	$ 1,205,726	$ 1,128,183	$ 1,128,183	$ 1,093,141	$ 711,647
	Cash Surplus/(Deficit)	**$ (77,544)**	**$ (385,576)**	**$ (35,042)**	**$ (381,494)**	**$ (261,670)**
	Projected positive variance		250,000			
	Cash Balance at Yr End	**$ 1,128,183**	**$ 992,607**	**$ 1,093,141**	**$ 711,647**	**$ 449,976**

City of Minnetrista
2026 Final Budget
Enterprise Funds

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget

STORM WATER ENTERPRISE FUND
FUND 651

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
37310	STORM WATER CHARGES	$ 433,998	$ 412,478	$ 452,102	$ 420,500	$ 435,000
36210	INTEREST ON INVESTMENT & CI	$ 30,914	$ 10,000	$ 42,245	$ 30,000	$ 30,000
34301	Refund Reimb	$ 1,544	$ -	$ -	$ -	$ -
	Revenue Total	**$ 466,456**	**$ 422,478**	**$ 494,347**	**$ 450,500**	**$ 465,000**
	Expenditures					
101	SALARIES-REGULAR	$ 66,219	$ 36,000	$ 42,958	$ 37,800	$ 45,000
102	SALARIES-OVERTIME	$ 265	$ 500	$ 347	$ 1,000	$ 500
121	PERA - EMPLOYER CONTR	$ 27,883	$ 3,000	$ 3,077	$ 2,910	$ 3,375
122	FICA - EMPLOYER CONTR	$ 4,807	$ 3,000	$ 3,069	$ 2,968	$ 3,443
131	HEALTH & LIFE INS - E CONTR	$ 11,032	$ 9,500	$ 9,726	$ 12,000	$ 11,000
151	WORKMEN'S COMP INSURANCE	$ 6,251	$ 6,000	$ 6,102	$ 5,925	$ 6,500
202	COPY & PRINTING SUPPLIES	$ 143	$ 100	$ 171	$ 100	$ 100
221	EQUIPMENT PARTS, TIRES	$ 2,502	$ 1,000	$ 66	$ 1,000	$ 1,000
224	PROJECT MAINTENANCE SUPPL	$ 71,198	$ 58,000	$ 117,554	$ 60,000	$ 75,000
307	PROFESSIONAL SERVICES	$ 26,856	$ 35,000	$ 31,742	$ 35,000	$ 30,000
303	ENGINEERING SERV	$ 16,420	$ 25,000	$ 30,027	$ 20,000	$ 25,000
322	POSTAGE	$ 724	$ 300	$ 567	$ 300	$ 500
351	LEGAL NOTICE & ORD PUBLICAT	$ 33	$ -	$ -	$ -	$ -
401	Bldg & Lawn Maint	$ -	$ -	$ -	$ -	$ -
404	VEHICLE & EQUIP MAINT	$ -	$ 1,500	$ -	$ 1,500	$ 500
433	DUES & SUBSRIPT & TRAINING	$ 15,244	$ 18,000	$ 15,173	$ 16,500	$ 17,000
437	MISCELLANEOUS EXPENSE	$ (146)	$ 500	$ 1,623	$ 500	$ 500
530	Improvements	$ -	$ 243,700	$ 57,079	$ 130,300	$ 168,400
580	Captial Projects	$ -	$ 32,500	$ 67,276	$ 25,000	$ 155,000
	Expenditure Total	**$ 249,430**	**$ 473,600**	**$ 386,557**	**$ 352,803**	**$ 542,818**
	Revenue/Exp Surplus/(Deficit)	**$ 217,027**	**$ (51,122)**	**$ 107,790**	**$ 97,697**	**$ (77,818)**
	Cash Balance at Beg of Year	$ 508,689	$ 725,716	$ 725,716	$ 833,506	$ 931,202
	Cash Surplus/(Deficit)	**$ 217,027**	**$ (51,122)**	**$ 107,790**	**$ 97,697**	**$ (77,818)**
	Projected positive variance		$ 100,000			
**	**Cash Balance at Yr End**	**$ 725,716**	**$ 774,594**	**$ 833,506**	**$ 931,202**	**$ 853,385**

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

City of Minnetrista
2026 Final Budget
Enterprise Funds

	Revenue	2023 Actuals	2024 Budget	2024 Actuals	2025 Budget	2026 Budget
	RECYCLING ENTERPRISE FUND					
	FUND 671					
	Revenue	**2023 Actuals**	**2024 Budget**	**2024 Actuals**	**2025 Budget**	**2026 Budget**
34711	Recycling Day Services	$ 12,592	$ 14,000	$ 10,891	$ 14,000	$ 11,000
33620	COUNTY AID FOR RECYCLING	$ 17,268	$ 15,000	$ 20,251	$ 13,000	$ 14,000
34950	SUPPLIES MAT SOLD	$ 1,766	$ -	$ 203	$ -	$ -
37410	RECYCLING SERVICE CHARGE	$ 183,257	$ 189,560	$ 204,039	$ 224,064	$ 260,928
36210	INTEREST ON INVESTMENT & CI	$ 5,918	$ 3,000	$ 4,573	$ 4,000	$ 4,000
	Revenue Total	**$ 220,802**	**$ 221,560**	**$ 239,957**	**$ 255,064**	**$ 289,928**
	Expenditures					
101	SALARIES-REGULAR	$ 10,001	$ 9,500	$ 10,692	$ 10,000	$ 11,000
102	SALARIES-OVERTIME	$ 3,383	$ 3,000	$ 573	$ 3,000	$ 1,500
121	PERA - EMPLOYER CONTR	$ 887	$ 1,000	$ 845	$ 1,000	$ 1,000
122	FICA - EMPLOYER CONTR	$ 1,016	$ 1,000	$ 861	$ 1,000	$ 1,000
131	HEALTH INSURANCE	$ 267	$ 300	$ 110	$ 300	$ 225
215	SHOP MATERIALS	$ -	$ -	$ -	$ -	$ -
307	PROF SERV	$ 4,839	$ 2,500	$ 4,058	$ 4,000	$ 5,000
322	POSTAGE	$ 724	$ 500	$ 568	$ 400	$ 700
384	REFUSE REMOVAL	$ 219,841	$ 226,253	$ 233,798	$ 244,370	$ 252,917
437	MISCELLANEOUS EXPENSE	$ 554	$ 500	$ 453	$ 17,000	$ 500
241	Recycling Day expense	$ 15,516	$ 17,000	$ 16,727	$ -	$ 17,000
	Expenditure Total	**$ 257,029**	**$ 261,553**	**$ 268,685**	**$ 281,070**	**$ 290,842**
	Revenue/Exp Surplus/(Deficit)	**$ (36,227)**	**$ (39,993)**	**$ (28,728)**	**$ (26,006)**	**$ (914)**
	Cash Balance at Beg of Year	$ 139,969	$ 103,742	$ 103,742	$ 75,014	$ 49,008
	Cash Surplus/(Deficit)	**$ (36,227)**	**$ (39,993)**	**$ (28,728)**	**$ (26,006)**	**$ (914)**
	Cash Balance at Yr End	**$ 103,742**	**$ 63,749**	**$ 75,014**	**$ 49,008**	**$ 48,094**
	Cable Fund					
	FUND 673					
	Revenue	**2023 Actuals**	**2024 Budget**	**2024 Actuals**	**2025 Budget**	**2026 Budget**
38050	Cable Revenue	$ 46,340	$ 47,000	$ 46,455	$ 47,000	$ 40,000
36210	INTEREST ON INVESTMENT	$ 6,289	$ 1,000	$ 1,506	$ 1,200	$ 500
33425	County Aid - Mid co project	$ 302,000	$ -	$ -	$ -	$ -
	Revenue Total	**$ 354,629**	**$ 48,000**	**$ 47,961**	**$ 48,200**	**$ 40,500**
	Expenditures					
101	SALARIES-REGULAR	56,375	50,000	50,260	48,000	25,000
121	PERA - EMPLOYER CONTR	4,228	3,750	3,769	3,600	1,875
122	FICA - EMPLOYER CONTR	4,280	3,825	3,804	3,672	1,913
131	Health Insurance	1,344	2,000	1,130	1,500	1,500
307	PROFESSIONAL SERVICES	999	5,000	24,920	3,000	4,000
560	Equipment/Midco Project	432,480	-	-	-	-
	Expenditure Total	**499,706**	**64,575**	**83,883**	**59,772**	**34,288**
	Surplus/(Deficit)	**(145,077)**	**(16,575)**	**(35,922)**	**(11,572)**	**6,213**
	Beginning Fund Balance	197,717	52,640	52,640	16,718	5,146
	Surplus/(Deficit)	**(145,077)**	**(16,575)**	**(35,922)**	**(11,572)**	**6,213**
	Technology improvements to chambers		(15,000)			
	Ending Fund Balance	**52,640**	**21,065**	**16,718**	**5,146**	**11,359**

Capital Improvements Plan
City of Minnetrista, Minnesota
TOTAL EQUIPMENT, VEHICLES, OTHER CAPITAL ITEMS
TAX LEVY SUPPORTED FUNDS
2026 thru 2030

Summary of Future Needs	2026	2027	2028	2029	2030	Total
Equipment & Vehicles						
Police	267,300	206,600	204,000	212,400	204,800	1,095,100
Campus Maintenance	12,400	42,650	14,000	14,500	515,500	599,050
Streets	345,750	517,000	740,100	775,200	172,800	2,550,850
Administration	$ 50,500	$45,000	$51,000	$57,000	$63,000	266,500
	675,950	811,250	1,009,100	1,059,100	956,100	4,511,500
Funding Sources:						
CIP equipment certificates (bond) - other	**398,250**	**561,250**	**759,100**	**809,100**	**656,100**	3,183,800
DTF Funds	**27,700**	**-**	**-**	**-**	**-**	27,700
CIP/General Fund Balance	-	-	-	-	-	-
Tax Levy	250,000	250,000	250,000	250,000	300,000	1,300,000
	675,950	811,250	1,009,100	1,059,100	956,100	4,511,500

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

ITEM DESCRIPTION					2026	2027	2028	2029	2030	REPLACEMENT POLICY			
										CURRENT MILES/HRS	YRS	MIN ANNUAL MILES	MAX MILES
VEHICLES & SQUAD EQUIPMENT													
Squad 70 - Investigations (2015 FPI Utility)					64,000							50000	100000
Squad 79 - Patrol (2020 FPI Utility)					65,000							50000	100000
Squad 68 - CSO (2014 Ford F-150 SSV)												50000	100000
Squad 80 - Lt. (2021 FPI Utuility)						66,000						50000	100000
Squad 78 - Patrol (2020 FPI Utility)												50000	100000
Squad 81 - Patrol (2021 FPI Utility)						66,000						50000	100000
Squad 84 - Chief (2023 FPI Utuility)									65,000			50000	100000
Squad 82 - Patrol (2022 FPI Utility)							67,000					50000	100000
Squad 85 - CSO (2022 FPI Utility)								68,000				50000	100000
Squad 86 - Patrol (2021 FPI Utility)							67,000					50000	100000
Additional Squad .									70,000				
Squad 87 - Patrol (2024 FPI Interceptor)								68,000					
Additional Squad Equipment.	0		0	0	2,500	3,000	3,000	3,000	3,000				
Mobile squad 800 Mhz radio	0		0	0	0	0	0	0					
Mobile Squad Computers	0		0	0	50,000	0	0	0					
Mobile Squad Car Printers	0		0	0	0	0	0	0					
Mobile Squad Video Systems	0		0	6	0	0	0	0					
Vehicle scales	0		0	0	6,000	0	0	0					
POLICE BUILDING EQUIPMENT													
Digital Finger Print & Booking photo system	0		0	0	0	0	0	0					
CIP Reserve from 2016 General Fund Surplus	##		0	0	0	0	0	0					
Other Software (scheduling, crime tracking, etc)	0		0	0	0	0	0	0					
Station and Range Maintenance	0		0	0	5,000	0	5,000	0	5,000				
Fitness Equipment	0		0	0	500	1,000	500	1,000	500				
Telecommunications equipment	0		0	0	0	0	0	0					
Copier - 5 yr replacement cycle	0		0	0	0	0	0	0					
Records software updates and video storage	0		0	0	0	0	0	0					
ID card maker replacement	0		0	0	0	0	0	0					
Building Security and monitoring	0		0	0	0	0	0	0					
LETG Mobile Software/Hardware	0		0	0	0	0	0	0					
Office Furnishings/ Computers for new office	0		0	0	3,000	500	1,500						
Video Equipment (non-squad)	0		0	0	0	0	0	0					
Additional Tech Equpiment	0		1	1	2,000	2,000	2,000	2,000	2,000				
Sub TOTAL					$198,000	$138,500	$146,000	$142,000	$145,500				

Capital Improvements Plan
PUBLIC SAFETY EQUIPMENT - EMERGENCY MANAGEMENT

PATROL EQUIPMENT & WEAPONS													
Squad Equipment Cases	0	0	0	0	0	0	0	0					
PBT's	2	2	2	1,000	1,200	1,300	1,400	1,500					
Cameras (still camera for patrol)	0	0	0	0	0	0	0						
First Aide Equipment	0	1	1	1,500	1,600	1,700	1,800	1,900					
Surveilance Equipment (varda, night-vision, binoculars)	0	0	0	0	0	0	0						
AED Defibrilators	0	0	0	0	0	0	0						
Speed Detection Equipment (lidar, smart trailer, laser)	0	0	1	0	5,000	0	5,000						
Additional Misc.	0	0	0	2,000	2,000	2,000	2,000	2,000					

ITEM DESCRIPTION					2026	2027	2028	2029	2030	REPLACEMENT POLICY			
										CURRENT MILES/HRS	YRS	MIN ANNUAL MILES	MAX MILES
Tactical Equipment	0	0	1		0	5,000	0	5,000					
Firearms	0	2	2		3,000	3,100	3,200	3,300	3,400				
Drones	0	0	0		14,500	300	300	300	300				
Tasers	0	2	2		13,200	13,200	13,200	13,200	13,200				
Training Equipment (D.T., simunitions, firearms)	0	1	0		1,100	1,200	1,300	1,400					
Animal Control Equipment	0	0	0		0	500	0	0					
Personal Protection Equipment (haz-mat or pathogen)	0	0	0		0	0	0	0					
COMMUNICATIONS EQUIPMENT													
Portable Radio Replacements/radio lease payments	0				33,000	34,000	35,000	36,000	37,000				
Portable radio batteries	0	6	6		0	1,000	0	1,000					
Portable radio microphones	0	0	0		0	0	0	0					
Portable radio Chargers	0	0	0		0	0	0	0					
Additional Misc.	0	0	0		0	0	0	0					
EMERGENCY MANAGEMENT													
Public Ed. And protection (CERT)	0	0	0		0	0	0	0					
EM Healy Ruff Replacement Units	0	0	0		0	0	0	0					
Additional Misc.	0	0	0		0	0	0	0					
Sub TOTAL					69,300	68,100	58,000	70,400	59,300				
TOTAL of Both CIP's					**267,300**	**206,600**	**204,000**	**212,400**	**204,800**				

Capital Improvements Plan

SUMMARY OF PUBLIC SAFETY CIP

Vehicles and Squad Equipment	187,500	135,000	137,000	139,000	138,000				
Police Building Equipment	10,500	3,500	9,000	3,000	7,500				
Patrol Equipment & Weapons	36,300	33,100	23,000	33,400	22,300				
Communications Equipment	33,000	35,000	35,000	37,000	37,000				
Emergency Management	0	0	0	0	0				
Sub TOTAL	267,300	206,600	204,000	212,400	204,800				
TOTAL	**$267,300**	**$206,600**	**$204,000**	**$212,400**	**$204,800**				

Campus Maintenance CIP						
	2026	2027	2028	2029	2030	Details/Comments
Campus Security						
Security system annual maintenance	$2,000	$2,250	$2,500	$3,000	$3,500	
Fuel management system	$0	$0	$0	$0	$0	
Sub Total	**$2,000**	**$2,250**	**$2,500**	**$3,000**	**$3,500**	
Physical Plant						
City Hall HVAC Maintenance (Furnace/AC units)	$2,500	$2,500	$3,000	$3,000	$3,000	
City Hall HVAC Replacemnt - AC unit	$0	$7,000	$0	$7,500	$0	Current AC units purchased 2005 (10-15 yr life cycle)
City Hall HVAC Replacemnt - Furnace	$7,000	$0	$7,500	$0	$8,000	Current Furnaces purchased 2006 (15-20 yr life cycle)
Sub Total	**$9,500**	**$9,500**	**$10,500**	**$10,500**	**$11,000**	
Building Exterior						
Repair/Replace City Hall concrete Front sidewalk/entry & rear entrance steps	$0	$30,000	$0	$0	$0	Total replacement of front entry area & rear steps. Look at reducing front entry area and enlarging turf area (save $)
Repair/Replace PD concrete sidewalks	$0	$0	$0	$0	$0	
Add retaining wall & redo plantings on east side of City Hall	$0	$5,000	$0	$0	$0	Would be done with in-house labor. Cost would be the block, mulch & plantings. Done after rear stairs replaced
Sub Total	**$0**	**$30,000**	**$0**	**$0**	**$0**	
Building Interior						
New carpeting in CH offices	$0	$0	$0	$0	$0	
Repaint Entry Foyer & Hallways	$0	$0	$0	$0	$0	
Repaint City Council Chambers	$0	$0	$0	$0	$0	Done by Public Works staff in March 2021
Replace City Hall hot water heaters*	$900	$900	$1,000	$1,000	$1,000	PW staff can do the replacement to save money
Server Room AC system	$0	$0	$0	$0	$0	Installed in 2023
ADA upgrades to City Hall entry & bathrooms	$0	$0	$0	$0	$500,000	Moved from 2023
Sub Total	**$900**	**$900**	**$1,000**	**$1,000**	**$501,000**	
Yearly Campus Maintenance CIP Total	**$12,400**	**$42,650**	**$14,000**	**$14,500**	**$515,500**	

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

#	PW VEHICLE/EQUIPMENT DESCRIPTION	2025	2026	2027	2028	2029	2030	2031	2032	REPLACEMENT POLICY			
										CURRENT MILES/HRS	YRS	MIN ANNUAL MILES/HOURS	MAX MILES / HOURS
101	Regular Cab Pickup **(Fleet add-on)**												
	Front plow / Lights / Bed liner												
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
102	Regular Cab Pickup **(Fleet add-on)**												
	Front plow / Lights / Bed liner												
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
103	2017 Mack GU432 Single Axle Dump Truck												
	Front plow & wing / Spreader / SS box / Lights / Hydraulics									11,619	20	2,000	75,000
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
104	2016 Ford F-550 Standard Cab Chassis	$75,000							$90,000				
	Dump body (short) & hoist **(Reuse equipment)**	$50,000							$25,000	48,748	7	6,000	50,000
	Plow / Sander / Lights								$25,000				
	SUB TOTAL	**$125,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$140,000**				
105	2016 Ford F-550 Standard Cab Chassis		$75,000										
	Dump body (long) & hoist **(Reuse equipment?)**		$20,000							32,800	7	6,000	50,000
	Sander **(Reuse?)** / Warning lights		$5,000										
	SUB TOTAL	**$0**	**$100,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
106	2024 Ford F-350 Standard Cab Pickup						$70,000						
	Front plow / Lights / Bed liner						$20,000			125,966	7	7,000	50,000
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$90,000**	**$0**	**$0**				
107	Regular Cab Pickup **(Fleet add-on)**												
	Front plow / Lights / Bed liner												
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
108	2015 Ford Escape - Building Offical's Vehicle **(Planning/Building Inspections CIP)**						$70,000			125,966	7	7,000	50,000
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$70,000**	**$0**	**$0**				
109	2016 Ford F-350 Standard Cab Pickup	$70,000						$70,000					
	Front plow / Lights / Bed liner	$15,000						$20,000		58,279	7	6,000	50,000
	SUB TOTAL	**$85,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$90,000**	**$0**				
110	Regular Cab Pickup **(Fleet add-on)**												
	Front plow / Lights / Bed liner												
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
111	2017 Freightliner Single Axle Dump Truck												
	Front plow & wing / Spreader / SS box / Lights / Hydraulics									16,523	20	2,000	75,000
	Estimated Trade in value												
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
112	2003 Sterling LT-9500 Tandem Axle w/tag **(¼ each: Street, Storm, Sewer and Water CIPs)**												
	Front plow & wing / Spreader / SS box / Lights / Hydraulics / Tarp / Pre-wetter									117,398	20	5,000	100,000
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
113	2005 Sterling LT-9500 Tandem Axle Dump Truck				$200,000								
	Front plow & wing / Spreader / SS box / Lights / Hydraulics / Tarp				$300,000					79,328	20	5,000	100,000
	SUB TOTAL	**$0**	**$0**	**$0**	**$500,000**	**$0**	**$0**	**$0**	**$0**				
114	Aerial lift truck **(Tree fund)**	$75,000									10	1,500	n/a
	SUB TOTAL	**$75,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
115	Chevrolet Colorado or Ford Ranger Pickup - **Fleet add-on for Engineering Tech**		$45,000										
	Lights / Bed liner / Topper **(¼ each: Storm, Sewer, Water & Planning CIPs)**		$8,000								8	6,000	60,000
	SUB TOTAL	**$0**	**$53,000**	**$0**	**$0**	**$0**	**$0**	**$0**					
116	2020 Chevrolet 3500HD Extended Cab Pickup				$60,000								
	Front plow / Lights / Bed liner				$16,000					29,000	7	6,000	60,000
	SUB TOTAL	**$0**	**$0**	**$0**	**$76,000**	**$0**	**$0**	**$0**	**$0**				
117	2006 Sterling LT-9500 Tandem Axle Dump Truck			$180,000									
	Front plow & wing / Spreader / SS box / Lights / Hydraulics / Tarp			$275,000						71,711	20	5,000	100,000
	SUB TOTAL	**$0**	**$0**	**$455,000**	**$0**	**$0**	**$0**	**$0**	**$0**				

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

118	2023 Ford F-150 Super Crew Pickup - PW Director's Truck							$70,000			8	6,000	60,000
	Lights / Bed liner & cover							$8,000					
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$78,000**	**$0**				
119	Single Axle Dump Truck **(New addition to the fleet when needed for expanded plowing)**					$175,000					20	6,000	75,000
	Front plow & wing / Spreader / SS box / Lights / hydraulics					$200,000							
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$375,000**	**$0**	**$0**	**$0**				
201	2017 Ford F-150 Extended Cab Pickup - 2WD **(Park CIP)**			$45,000						51,543	7	6,000	50,000
	Lights / Bed liner			$5,000									
	SUB TOTAL	**$0**	**$0**	**$50,000**	**$0**	**$0**	**$0**	**$0**	**$0**				
202	2017 Ford F-350 Extended Cab Pickup **(Park CIP)**		$55,000						$75,000	45,938	6	7,000	50,000
	Front plow / Lights / Bed liner		$15,000						$25,000				
	SUB TOTAL	**$0**	**$70,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$100,000**				
301	2017 Ford F-550 Extended Cab Chasis **(Sewer CIP)**	$90,000						$105,000		71,636	5	15,000	75,000
	Utility box body	$70,000						$80,000					
	Overhead crane **(Reuse on new truck?)**	$20,000						$20,000					
	SUB TOTAL	**$180,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$205,000**	**$0**				
701	2016 Ford F-550 Extended Cab Chasis **(Water Utility CIP)**	$90,000						$105,000		86,409	5	15,000	75,000
	Utility box body	$70,000						$80,000					
	Overhead crane **(Reuse on new truck?)**	$20,000						$20,000					
	SUB TOTAL	**$180,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$205,000**	**$0**				
	STREETS: VEHICLE TOTAL	**$210,000**	**$110,600**	**$455,000**	**$576,000**	**$375,000**	**$90,000**	**$168,000**	**$140,000**				
	WATER: VEHICLE TOTAL	**$180,000**	**$13,250**	**$0**	**$0**	**$0**	**$0**	**$205,000**	**$0**				
	SEWER: VEHICLE TOTAL	**$180,000**	**$2,000**	**$0**	**$0**	**$0**	**$0**	**$205,000**	**$0**				
	STORM WATER: VEHICLE TOTAL	**$0**	**$13,250**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
	PARKS: VEHICLE TOTAL	**$0**	**$70,000**	**$50,000**	**$0**	**$0**	**$0**	**$0**	**$100,000**				
	PLANNING/BUILDING INSPECTION: VEHICLE TOTAL	**$0**	**$13,250**	**$0**	**$0**	**$0**	**$70,000**	**$0**	**$0**				
	TREE FUND	**$75,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				

#	PW TRAILER DESCRIPTION	2025	2026	2027	2028	2029	2030	2031	2032	REPLACEMENT POLICY			
										CURRENT MILES/HRS	YRS	MIN ANNUAL MILES/HOURS	MAX MILES / HOURS
120	2015 Felling FT-15I **(Equipment trailer)**									n/a	10	n/a	n/a
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
120A	2024 Felling FT-16-2 **(Equipment trailer - galvanized)**									n/a	25	n/a	n/a
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
121	2014 Felling FT-6 T-1 **(Roller trailer)**									n/a	20	n/a	n/a
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
123	2004 Towmaster T-18DD **(Large equipment/Blacktopping trailer)**									n/a	20	n/a	n/a
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
124	2001 Towmaster T-50 **(Heavy equipment trailer)**									n/a	20	n/a	n/a
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
220	2009 Triton TRA/Rem CT167REB-7' **(Enclosed trailer - Park CIP)**									n/a	20	n/a	n/a
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
720	2005 Hallmark TH85X20WT2 **(Main break trailer - ½ each: Sewer & Water CIPs)**									n/a	25	n/a	n/a
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
	STREETS: TRAILER TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
	WATER: TRAILER TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
	SEWER: TRAILER TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
	PARKS: TRAILER TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

#	PW EQUIPMENT DESCRIPTION	2025	2026	2027	2028	2029	2030	2031	2032	REPLACEMENT POLICY			
										CURRENT MILES/HRS	YRS	MIN ANNUAL MILES/HOURS	MAX MILES / HOURS
130	2003 John Deere 624H Loader **(OVERHAUL COST IS 2/3 OF REPLACMENT COST)**				$225,000					5528	20	400	5,000
	Trade-in				-$65,000								
	SUB TOTAL	**$0**	**$0**	**$0**	**$160,000**	**$0**	**$0**	**$0**	**$0**				
131	2003 John Deere 772CH Grader **($105K overhaul 2019 - estimating 10 yrs added to service life)**					$400,000				5008	20	1,000	5,000
	Front plow mount & RH wing for snowplowing					-$85,000							
	Rear mounted pack & roll (replace?)					$50,000							
	Gravel retriever (replace?)												
	Trade-in												
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$365,000**	**$0**	**$0**	**$0**				
134	2007 Bobcat S300 Skid Steer Loader **(Street CIP)**	$80,000								2467	8	400	2,500
	Trade-in												
	SUB TOTAL	**$80,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
50	2024 John Deere										20		
AT50-1	Berti rear mount flail mower **(Replace w/Diamond flail mower) (½ - Stormwater & ½ Street)**		$75,000										
	SUB TOTAL	**$0**	**$75,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
136	2003 IR DD28HF Asphalt Roller **(Trade in for Wacker/Neuson RD28)**									1020	10	150	1,500
	Trade-in												
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
137	2013 Wacker/Neuson RD-12 Asphalt Roller **(Trade in for Wacker/Neuson RD28)**		$40,000							688	10	150	1,500
	Trade-in												
	SUB TOTAL	**$0**	**$40,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
138	2014 Kubota M7060 Tractor									1606	20	200	3,000
AT138-1	Front Mount snowblower **(Erskine 925FM - new 2020)**												
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
FL	2013 Caterpillar P5000 Forklift										25		
	Trade-in												
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
230	Kubota Zero Turn Mower ZD323-60 **(Park CIP item)**					$15,000				634	10	90	450
	Trade-in				-$15,000								
	SUB TOTAL	**$0**	**$0**	**$0**	**-$15,000**	**$15,000**	**$0**	**$0**	**$0**				
630	2017 Bobcat T595 Track Loader **(Stormwater CIP)**				$90,000					1415	8	180	2,500
	Trade-in				-$15,000								
	SUB TOTAL	**$0**	**$0**	**$0**	**$75,000**	**$0**	**$0**	**$0**	**$0**				
631	2016 Cat 420F2 Tractor Backhoe **(⅓ each: Stormwater, Sewer, and Water CIPs)**									860	20	180	2,000
	Trade-in												
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
632	2010 Bobcat S300 Skid Steer Loader **(Stormwater CIP)**			$80,000						2732	8	400	2,500
	Trade-in			-$15,000									
	SUB TOTAL	**$0**	**$0**	**$65,000**	**$0**	**$0**	**$0**	**$0**	**$0**				
633	2008 Cat 315D-L Track Hoe **(⅓ each: Stormwater, Sewer, and Water CIPs)**							$400,000		1785	20	150	3,000
	Trade-in												
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$400,000**	**$0**				
634	Mini Excavator **(¼ each: Street, Stormwater, Sewer and Water CIPs) New Equipment**										20	100	3,000
	Trade-in												
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
	BOBCAT ATTACHMENTS												
AT-1	Box Broom Sweeper (2024)					$8,000				n/a	5	n/a	n/a
AT-2	Bobcat Angle Broom (2011)									n/a	7	n/a	n/a
AT-3	18" High-flow Planer (2013)									n/a	10	n/a	n/a
AT-4	Bobcat Auger (2001)									**Replace as needed**			
AT-5	Bobcat Snow Blower SBX 240 (2011)									n/a	10	n/a	n/a
AT-6	Jackhammer (2020)				$7,000					n/a	5	n/a	n/a

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

AT-7	Virnig 66" Fork Grapple (2012)									n/a	10	n/a	n/a
AT-9	Pallet Fork (2023)									Replace as needed			
AT-10	E/Z Grade Bar (1997)									Replace as needed			
AT-11	Fork hook (1998)									Replace as needed			
AT-12	Tooth Bucket (1998)									Replace as needed			
AT-13	Rock Bucket (2010)									Replace as needed			
AT-14	Box Blade Snowplow									Replace as needed			
	SUB TOTAL	**$0**	**$0**	**$0**	**$7,000**	**$8,000**	**$0**	**$0**	**$0**				
	STREETS: HEAVY EQUIPMENT TOTAL	**$80,000**	**$115,000**	**$0**	**$167,000**	**$373,000**	**$0**	**$0**	**$0**				
	WATER: HEAVY EQUIPMENT TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$133,333**	**$0**				
	SEWER: HEAVY EQUIPMENT TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$133,333**	**$0**				
	STORMWATER: HEAVY EQUIPMENT TOTAL	**$0**	**$0**	**$0**	**$75,000**	**$0**	**$0**	**$133,333**	**$0**				
	PARKS: HEAVY EQUIPMENT TOTAL	**$0**	**$0**	**$0**	**-$15,000**	**$15,000**	**$0**	**$0**	**$0**				

#	PW TRAILER BASED EQUIPMENT DESCRIPTION	2025	2026	2027	2028	2029	2030	2031	2032	REPLACEMENT POLICY			
										CURRENT MILES/HRS	YRS	MIN ANNUAL MILES/HOURS	MAX MILES / HOURS
140	Patch trailer (2014 Stepp SPH 2.0 - 3 ton trailer unit)									n/a	10	n/a	n/a
141	Chipper (2009 Bandit 1890 XP Chipper)									791	10	150	1,500
142	Air Compressor (2008 IR P185)									221	20	180	2,700
AT142-1	Jackhammer attachment									Replace as needed			
AT142-2	Post pounder attachment									Replace as needed			
	SUB TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
143	Tack Kettle Trailer (2007 Stepp SMT-400)												
144	Infrared Asphalt Heater (2025 KM International KM2-18X)	$14,000								Replace as needed			
144T	Infrared Asphalt Heater Trailer	$4,000											
	SUB TOTAL	**$18,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
221	Sprayer trailer **(Park CIP)**									n/a	25	n/a	n/a
222	Water tank trailer **(Park CIP)**									n/a	25	n/a	n/a
620	Vac trailer **(90% Stormwater, 5% Sewer, and 5% Water CIPs)**									n/a	25	n/a	n/a
744	Generator (2000 Katolight 200 KW Generator - **Water CIP)**				$85,000					548	20	400	2,000
345	Generator (2000 Katolight 50 KW Generator - **Sewer CIP)**				$70,000					840	20	400	2,000
346	Generator (2016 Winco DR45 Generator - **Sewer CIP)**									26	20	400	2,000
	STREETS: TRAILER BASED EQUIPMENT TOTAL	**$18,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
	WATER: TRAILER BASED EQUIPMENT TOTAL	**$0**	**$0**	**$0**	**$85,000**	**$0**	**$0**	**$0**	**$0**				
	SEWER: TRAILER BASED EQUIPMENT TOTAL	**$0**	**$0**	**$0**	**$70,000**	**$0**	**$0**	**$0**	**$0**				
	STORMWATER: HEAVY EQUIPMENT TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				
	PARKS: HEAVY EQUIPMENT TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**				

	PW OTHER ITEMS DESCRIPTION	2025	2026	2027	2028	2029	2030	2031	2032	NOTES/COMMENTS
	Street sign replacement for reflectivity guidelines set by Federal government									**Project completed**
	Motorola radio lease program **(⅓ each: Street, Sewer, and Water CIPs)**	$8,500	$9,500	$9,500	$9,500	$9,500	$10,000	$10,000	$10,000	
	Cartegraph Asset Mgmt License Renewal **(¼ each: Street, Sewer, Water & Storm CIPs)**	$2,300	$2,400	$2,500	$2,600	$2,700	$2,800	$2,900	$3,000	
	Replace canvas roof on salt storage building (Built in 2015)		$25,000							
	STREETS: OTHER ITEMS TOTAL	**$10,800**	**$36,900**	**$12,000**	**$12,100**	**$12,200**	**$12,800**	**$12,900**	**$13,000**	
	WATER: OTHER ITEMS TOTAL	**$1,638**	**$1,788**	**$1,813**	**$1,838**	**$1,863**	**$1,950**	**$1,975**	**$2,000**	
	SEWER: OTHER ITEMS TOTAL	**$1,638**	**$1,788**	**$1,813**	**$1,838**	**$1,863**	**$1,950**	**$1,975**	**$2,000**	
	STORM WATER: OTHER ITEMS TOTAL	**$575**	**$600**	**$625**	**$650**	**$675**	**$700**	**$725**	**$750**	

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#	PW SHOP TOOLS DESCRIPTION	2025	2026	2027	2028	2029	2030	2031	2032	NOTES/COMMENTS
ST #1	Drill press (2004 Dayton 20")									Replace as needed
ST #2	Wire feed welder (2004 ESAB Model Multimaster 260)									Replace as needed
ST #3	Air compressor - old shop (2004 CastAire)									Replace as needed
ST #4	Air compressor - new shop (2010 Quincy)									Replace as needed
ST #5	Hydraulic hose crimping machine (2020									Replace as needed
ST #6	Pressure washer (2021 Hotsey Model 1452N)									Replace as needed
ST #7	Metal band Saw (2014 General International Model 90-730MT)									Replace as needed
ST #8	Table Saw (2016 Jet Model JPS-10TS)									Replace as needed
ST #9	Belt Sander (Shop Fox Model W1712)									Replace as needed
ST #10										Replace as needed
ST #11										Replace as needed
ST #12										Replace as needed
ST #13										Replace as needed
	STREETS: SHOP TOOLS TOTAL	$0	$0	$0	$0	$0	$0	$0	$0	

	2025	2026	2027	2028	2029	2030	2031	2032
STREET CIP TOTAL	$318,800	$262,500	$467,000	$755,100	$760,200	$102,800	$180,900	$153,000
WATER CIP TOTAL	$181,638	$15,038	$1,813	$86,838	$1,863	$1,950	$340,308	$2,000
SEWER UTILITY CIP TOTAL	$181,638	$3,788	$1,813	$71,838	$1,863	$1,950	$340,308	$2,000
STORM WATER CIP TOTAL	$575	$13,850	$625	$75,650	$675	$700	$134,058	$750
PARK CIP TOTAL	$0	$70,000	$50,000	-$15,000	$15,000	$0	$0	$100,000
TREE FUND TOTAL	$75,000	$0	$0	$0	$0	$0	$0	$0
PLANNING CIP	$0	$13,250	$0	$0	$0	$70,000	$0	$0
TOTAL TAX LEVY CIP	$318,800	$345,750	$517,000	$740,100	$775,200	$172,800	$180,900	$253,000

Capital Improvements Plan
City of Minnetrista, Minnesota
ADMINISTRATION EQUIPMENT, VEHICLES, 2026 thru 2030

Summary of Future Needs	2026	2027	2028	2029	2030	
Equipment & Vehicles						
IT Hardware Replacement Funds	10,000	12,000	14,000	16,000	18,000	** *5 PC replacements*
Other Equipment	2,000	4,000	6,000	8,000	10,000	
Docuware Accounts Payable software	11,500	-	-	-	-	
Substantial Technology Improvements	27,000	29,000	31,000	33,000	35,000	** *add PD Audit items*
	$50,500	$45,000	$51,000	$57,000	$63,000	

City of Minnetrista
Water Fund Improvement/Capital Department
Capital Improvement Program

PROJECTS	2026	2027	2028	2029	2030	2031	2032
	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted
Water Tower Maintenance/Improvements - Kings Point (Next rehab - 2028)			$900,000				
Water Tower Maintenance/Improvements - Sunnyfield (Rehab 2021)							
Water Tower Maintenance/Improvements - SW Tower (Built 2020)							
Central and South Water System Connection (Completed 2017)							
Water Main Installation - Westonka School (City owned 12" main completed 2025)							
Water Treatment Plants/Facilities (PFA)							
Watermain Repair/Replacement in Street Project Areas	$0						
SW Water Tower Construction (Completed 2020)							
Installation of Wells 6 & 7 (Completed 2016)							
Wells 8 & 9 (Completed 2025)							
Wells 8 & 9 (WTP pilot study)							
Woodland Cove Water Treatment Plant (3rd WTP)	$12,000,000	$12,000,000					
Upgrade Itron reading equipment (Completed 2023)							
Water meter replacement - North Water System (Completed 2023)							
Water meter replacement - South Wayer System (Completed 2023)							
Cartegraph Asset Mgmt License Renewal (¼ ea: Street/Sewer/Water/Storm water)	$2,400	$2,500	$2,600	$2,700	$2,800	$2,900	$3,000
Cartegraph Asset Mgmt Software Upgrade (¼ ea: Street/Sewer/Water/Storm water)							
Safety excavation trench box (½ each Sewer & Water - Purchased 2022)							
Road Project - Morningview area - watermain (Completed 2023)							
Re-roof - Well #1	$50,000						
Inspect & Rehab Well #1 (rehabbed - 2019)		$160,000					
Inspect & Rehab Well #2A (rehabbed - 2021)				$165,000			
Inspect & Rehab Well #3 (rehabbed - 2016 & 2024)						$185,000	
Inspect & Rehab Well #4 (rehabbed - 2012 & do not need to do this again)							
Inspect & Rehab Well #5 (rehabbed - 2016 & do not need to do this again)							
Inspect & Rehab Well #6 (installed - 2016 / rehabbed - 2024)							$185,000
Inspect & Rehab Well #7 (installed - 2016 / rehabbed - 2025)							
Actual CIP Dollars	**$12,052,400**	**$12,162,500**	**$902,600**	**$167,700**	**$2,800**	**$187,900**	**$188,000**

Exhibit A

City of Minnetrista, MN

CIP - Operating Department 602 Sewer

Project/Equipment	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET	2030 BUDGET
Replace Sewer Dept Service Truck (Truck #1)					
Replace 2005 Tandem Axle Dump Truck (Truck #12) **(⅓ each - Street / Sewer / Water CIP)**					
Computer & Server Upgrades (w/new WTP)			$50,000		
Replace 2016 CAT Tractor Backhoe **(⅓ each - Storm water / Sewer / Water CIP)**				$45,000	
Mini Excavator - New Equipment **(¼ each - Street / Storm water / Sewer / Water CIP)**					
IPad & software for locates and SCADA system					
Replace 2000 Katolight 50 KW Generator **(Evaluated yearly for replacement)**		$60,000			
I & I repair (MH lining & CIPP projects 602-43251-580)	$60,000	$60,000	$65,000	$65,000	$65,000
I & I repair w/street projects (MH recons/rebuilds)	$75,000	$100,000	$100,000	$150,000	$150,000
Emergency lift station repairs	$50,000	$50,000	$60,000	$60,000	$60,000
Emergency lift station pump replacement	$50,000	$50,000	$60,000	$60,000	$60,000
Equipment for water & sewer main break trailer (2020)					
Planned lift station replacements					
Planned sewer force main replacements/improvements					
Cartegraph OMS Asset Mgmt License Renewal **(¼ ea: Street/Sewer/Water/Storm water)**	$2,400	$2,500	$2,600	$2,600	
SCADA computer/software/component upgrades		$30,000			
Planned **LS pumps** & wet well piping/check valve replacement due to age	LS #2 ('07) $120,000	LS #7 ('08) $100,000	LS #16 ('08) $60,000	LS #15 ('08) $70,000	LS #20 ('09) $140,000
	LS #11		LS #19 ('08) $80,000	LS #17 ('03/'09) $70,000	
	LS		LS #1		
Planned **LS control panel** upgrade due to age & parts availability	LS #2 $125,000	LS #7 $130,000	LS #16 $135,000	LS #15 ('08) $145,000	LS #20 ('09) $150,000
	LS #11 $125,000	LS #10 $130,000	LS #19 ('08) $135,000	LS #17 ('03) $145,000	
	LS		LS		
Planned generator installation (for emergency power outages)	LS #11 $65,000	LS #7 $70,000	LS #16 $50,000	LS #16	LS #21 $75,000
		LS #10 $55,000	LS #19 $60,000	LS #22 $60,000	
Safety excavation trench box **(½ each Sewer & Water)** 2022					
Yearly Total	**$672,400**	**$837,500**	**$857,600**	**$872,600**	**$700,000**
Lift Station Upgrades Only Total	**$435,000**	**$485,000**	**$520,000**	**$490,000**	**$365,000**
	Notes From Above	**Notes From Above**	**Notes From Above**	**Notes From Above**	**Notes From Above**
	Easement needs to be moved to right location. Will need fence at this location	Will most likely move to 2028			
		This will have to evaluate if generator can be installeed at LS #7 (Easement?)	Generator need needs to be evaluated		
		Have easement but will need to notify neighbors of upcoming installation. Will need fence at this location			

City of Minnetrista Stormwater CIP

Surface Water CIP - Operating Fund 651

PROGRAMS	2026	2027	2028	2029	2030
NPDES/MS4/General Stormwater Consultant Services	$8,000	$8,000	$9,000	$9,000	$9,000
Re-ditching program (Includes in-house labor and erosion control)	$40,000	$40,000	$45,000	$45,000	$45,000
Storm Water System Outfall Cleaning Program (Includes in-house labor & equipment) NEW IN 2026	$25,000	$25,000	$25,000	$30,000	$30,000
Culvert replacement program (Includes in-house labor, pipe & equipment)	$30,000	$30,000	$30,000	$30,000	$35,000
Street Sweeping Program (100% paid from this fund)	$38,000	$45,000	$48,000	$52,000	$55,000
Cartegraph Asset Mgmt License Renewal **(¼ each - Street, Sewer, Water, & Stormwater CIPs)**	$2,400	$2,500	$2,600	$2,600	$2,600
Storm Water Pond Maintenance Program (large scale projects)	$25,000	$25,000	$30,000	$30,000	$35,000
TOTAL FOR PROGRAMS	**$168,400**	**$175,500**	**$189,600**	**$198,600**	**$211,600**
EQUIPMENT	**2026**	**2027**	**2028**	**2029**	**2030**
2025 Mack GR64F Tandem Axle Dump Truck (Unit #112) **(⅓ each - Stormwater, Sewer, and Water CIPs)**					
Skid Steer (tracked machine) - 2017 Bobcat T595 (Unit #630)			$100,000		
Tractor Backhoe - 2016 CAT 420F (Unit #631) **(⅓ each - Stormwater, Sewer, and Water CIPs)**					
Skid Steer (tracked machine) - 2025 Bobcat T770 (Unit #635)					$115,000
Excavator - 2008 CAT 315D-L (Unit #633) **(⅓ each - Stormwater, Sewer, and Water CIPs)**					
Mini-Excavator - 2025 CAT 305 (Unit #634) **(¼ each - Street, Stormwater, Sewer and Water CIPs)**					
Vac Trailer - 2024 Ditch Witch HX50 (Unit #620)					
TOTAL FOR EQUIPMENT	**$0**	**$0**	**$100,000**	**$0**	**$115,000**

Surface Water CIP - Surface Water Improvement Fund 651

PROJECTS	2026	2027	2028	2028	2028
Storm Water dollars for street projects (CB, pipe and outlet repairs & replacement / televising)	$50,000	$80,000	$80,000	$80,000	$90,000
Mpls Ave - ravine outlet stabilization. This is between 5103-5107 Mpls Ave. (Inlet area redone w/2021 Mpls Ave reclaim project)					
Mpls Ave - storm outlet stabilization. This is between 5135 Mpls Ave & 1060 Bayside Ln. (Pond & inlet area redone w/2021 Mpls Ave reclaim project)					
Painters Creek crossing on West Branch Rd - Replace culvert and re-establish slope for improved roadway shoulder		$200,000			
810 Cty Rd 110 N - Repair drainage to lake. Storm runoff has caused a large washout along property line from culvert outlet by 151 to lake. Add culvert piping & fix sewer MH I&I	$85,000				
D'Chene Ln ravine drainage issues (joint project)	$20,000				
Alum Treatment for Whaletail Lake (1st application - 2023 & 2nd application 2024)					
TOTAL FOR PROJECTS	**$155,000**	**$280,000**	**$80,000**	**$80,000**	**$90,000**

2026 MAINTENANCE PROJECT		AVAILABLE CIP FUNDING				#REF!	2025 CARRY OVER								
						$525,000.00	2026 FUNDING ADDITION								
						#REF!	2026 AVAILABLE FUNDING								
Project Type	**Development / Street Names (Project Year)**	**Segment / Section**	**Last Maintenance Performed**	**Year Completed**	**Lineal Feet of Road**	**Concrete Curb?**	**Estimated Crack Fill Cost/LF**	**Estimated Crack Fill Cost**	**Area (ft²)**	**Estimated Seal Coat Cost/yd²**	**Estimated Seal Coat Cost**	**Estimated Fog Seal Cost/yd²**	**Estimated Fog Seal Cost**	**Estimated Reclimite Cost/yd²**	**Estimated Reclimite Cost**	**Estimated Maintenance Total Cost**
CF / Rec	D'Chene Ln (Reclaim 2019)	N Branch to D'Chene Cir	Reclamite	2022	653	No	$0.95	$310.18	18,240	$0.00	$0.00	$0.00	$0.00	$1.63	$3,302.31	$3,612.48
CF / Rec	D'Chene Ln (Reclaim 2019)	D'Chene Cir to cul-de-sac	Reclamite	2022	913	No	$0.95	$867.35	30,752	$0.00	$0.00	$0.00	$0.00	$1.63	$5,567.58	$6,434.93
CF / Rec	D'Chene Cir (Reclaim 2019)	D'Chene Ln to cul-de-sac	Reclamite	2022	423	No	$0.95	$401.85	17,278	$0.00	$0.00	$0.00	$0.00	$1.63	$3,128.14	$3,529.99
CF / Rec	**D'Chene Addition (Reclaim 2019)**	**All**	**Reclamite**	**2022**	**1,989**	**No**	**$0.98**	**$1,579.38**	**66,270**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1.63**	**$11,998.03**	**$13,577.41**
CF / REC	Turtle Creek Blvd	Pondview to Pondview	M&O	2023	676	Yes	$1.29	$872.04	20,992	$0.00	$0.00	$0.00	$0.00	$1.63	$3,800.55	$4,672.59
CF / REC	Turtle Creek Blvd	Pondview to Eagle Nest	M&O	2023	277	Yes	$1.29	$357.33	9,813	$0.00	$0.00	$0.00	$0.00	$1.63	$1,776.62	$2,133.95
CF / REC	Turtle Creek Blvd	Eagle Nest to Turtle Rd	M&O	2023	435	Yes	$1.29	$560.68	13,922	$0.00	$0.00	$0.00	$0.00	$1.63	$2,520.55	$3,081.22
CF / REC	Turtle Creek Blvd	Turtle Rd to Forest Ct	M&O	2023	394	Yes	$1.29	$508.26	10,077	$0.00	$0.00	$0.00	$0.00	$1.63	$1,824.42	$2,332.68
CF / REC	Turtle Creek Blvd	Forest Ct to cul-de-sac	M&O	2023	381	Yes	$1.29	$491.49	13,435	$0.00	$0.00	$0.00	$0.00	$1.63	$2,432.38	$2,923.87
CF / REC	Turtle Rd	Northome Dr to dead end	M&O	2023	690	Yes	$1.29	$890.10	18,068	$0.00	$0.00	$0.00	$0.00	$1.63	$3,271.17	$4,161.27
CF / REC	Turtle Rd	Northome Dr to Eagle Nest Dr	M&O	2023	186	Yes	$1.29	$239.94	5,691	$0.00	$0.00	$0.00	$0.00	$1.63	$1,030.34	$1,270.28
CF / REC	Turtle Rd	Eagle Nest Dr to Stone Creek Ct	M&O	2023	328	Yes	$1.29	$423.12	9,506	$0.00	$0.00	$0.00	$0.00	$1.63	$1,721.04	$2,144.16
CF / REC	Turtle Rd	Stone Creek Ct to Turtle Creek Rd	M&O	2023	355	Yes	$1.29	$457.95	10,652	$0.00	$0.00	$0.00	$0.00	$1.63	$1,928.52	$2,386.47
CF / REC	Turtle Rd	Turtle Creek Rd to cul-de-sac	M&O	2023	821	Yes	$1.29	$1,059.09	24,628	$0.00	$0.00	$0.00	$0.00	$1.63	$4,458.84	$5,517.93
CF / REC	Eagle Nest Dr	Pondview Dr to Turtle Rd	M&O	2023	815	Yes	$1.29	$1,051.35	21,069	$0.00	$0.00	$0.00	$0.00	$1.63	$3,814.49	$4,865.84
CF / REC	Northome Dr	Turtle Rd to dead end	M&O	2023	400	Yes	$1.29	$516.00	11,949	$0.00	$0.00	$0.00	$0.00	$1.63	$2,163.34	$2,679.34
CF / REC	Pondview Dr	Highland Rd to Turtle Creek Blvd	M&O	2023	233	Yes	$1.29	$300.57	6,112	$0.00	$0.00	$0.00	$0.00	$1.63	$1,106.56	$1,407.13
CF / REC	Pondview Dr	Turtle Creek Blvd to Turtle Creek Blvd	M&O	2023	871	Yes	$1.29	$1,123.59	22,066	$0.00	$0.00	$0.00	$0.00	$1.63	$3,995.00	$5,118.59
CF / REC	Forest Ct	Turtle Creek Blvd to cul-de-sac	M&O	2023	237	Yes	$1.29	$305.73	9,757	$0.00	$0.00	$0.00	$0.00	$1.63	$1,766.48	$2,072.21
CF / REC	Stone Creek Ct	Trutle Rd to cul-de-sac	M&O	2023	422	Yes	$1.29	$544.38	14,319	$0.00	$0.00	$0.00	$0.00	$1.63	$2,592.42	$3,136.80
CF / REC	Adler Naure Trail (Overlay 2025)	Walking trail through park	Overlay	2025	1,000	No	$0.95	$950.00	10,000	$0.00	$0.00	$0.00	$0.00	$1.63	$1,810.48	$2,760.48
CF / REC	Merz Marsh Park(Overlay 2025)	Walking trail through park	Overlay	2025	300	No	$0.95	$71.25	3,000	$0.00	$0.00	$0.00	$0.00	$1.63	$543.14	$614.39
CF / REC	Forest Ct Trail (Overlay 2025)	Walking trail through park	Overlay	2025	140	No	$0.95	$33.25	1,400	$0.00	$0.00	$0.00	$0.00	$1.63	$253.47	$286.72
CF / REC	**Turtle Creek Addition (w/Trails)**	**All**	**M&O**	**2023**	**8,961**	**Both**	**$.95/$1.29**	**$10,756.12**	**236,456**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1.63**	**$42,809.81**	**$53,565.93**
CF / REC	**Wind Ridge Tr (Reclaim 2025)**	**110 to cul-de-sac**	**Reclamation**	**2025**	**2,163**	**No**	**$0.95**	**$2,054.46**	**58,659**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1.63**	**$10,620.08**	**$12,674.54**
CF / REC	**Pine Cir (Reclaim 2025)**	**Cty 44 to cul-de-sac**	**Reclamation**	**2025**	**255**	**No**	**$0.95**	**$242.19**	**7,126**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1.63**	**$1,290.15**	**$1,532.34**
CF / REC	Trillium Way (FDR 2025)	Lotus Dr to Trillium Ln split	FDR	**2025**	517	Yes	$1.29	$666.93	14,689	$0.00	$0.00	$0.00	$0.00	$1.63	$2,659.41	$3,326.34
CF / REC	Trillium Ln E (FDR 2025)	Trillium Way to Cty 44	FDR	**2025**	2,604	Yes	$1.29	$3,359.16	68,715	$0.00	$0.00	$0.00	$0.00	$1.63	$12,440.69	$15,799.85
CF / REC	Trillium Ln W (FDR 2025)	Trillium Way to cul-de-sac	FDR	**2025**	2,167	Yes	$1.29	$2,795.43	55,816	$0.00	$0.00	$0.00	$0.00	$1.63	$10,105.36	$12,900.79
CF / REC	**Trillium Addition (FDR 2025)**	**All**	**DFR**	**2025**	**5,288**	**Yes**	**$1.41**	**$6,821.52**	**139,220**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1.63**	**$25,205.46**	**$32,026.98**
CF / Rec	**Highland Rd (M&O 2025)**	**Highway 7 to Six Mile Creek bridge**	**M&O**	**2025**	**400**	**Yes**	**$1.41**	**$564.00**	**13,577**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1.63**	$2,458.08	$3,022.08
CF / Rec	Gene Lehner Park	Walking trail through park	New Construction	2023	570	No	$0.95	$541.56	14,251	$0.00	$0.00	$0.00	$0.00	$1.63	$2,580.19	$3,121.75
CF / Rec	Gene Lehner Park	Parking Lot	New Construction	2023	283	Yes	$1.29	$365.16	7,077	$0.00	$0.00	$0.00	$0.00	$1.63	$1,281.22	$1,646.37
CF / Rec	**Gene Lehner Park (2023)**	**Walking Trail & Parking Lot**	**Replacement**	**2023**	**853**	**Both**	**$.95/$1.29**	**$906.71**	**21,328**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1.63**	**$3,861.41**	**$4,768.12**
CF / SC / FS	Pheasant Crossing (M&O 2019)	Hunters Tr to Dead-End	Crack fill	2021	482	Yes	$1.29	$621.78	12,712	$4.00	$5,650.35	$0.75	$1,054.89	$0.00	$0.00	$7,327.02
CF / SC / FS	Glacier Ct (M&O 2019)	Glacier Rd to cul-de-sac	Crack fill	2021	1,020	Yes	$1.29	$1,315.80	14,868	$4.00	$6,608.67	$0.75	$1,233.80	$0.00	$0.00	$9,158.27
CF / SC / FS	Hunters Ct (M&O 2019)	Hunter Tr to cul-de-sac	Crack fill	2021	557	Yes	$1.29	$718.53	22,989	$4.00	$10,218.37	$0.75	$1,907.71	$0.00	$0.00	$12,844.61
CF / SC / FS	**Hunters Crest Area (M&O 2019)**	**Hunters Ct / Pheasant Crossing / Glacier Ct**	**Crack fill**	**2021**	**2,059**	**Yes**	**$1.29**	**$2,656.11**	**50,569**	**$4.00**	**$22,477.39**	**$0.00**	**$4,196.40**	**$0.00**	**$0.00**	**$29,329.90**

CF / SC / FS	Mpls Ave (Reclaim 2021)	Cty Rd 19 to Crest Ridge Ct	Recon	2021	1,848	Yes	$1.29	$2,383.51	40,649	$4.00	$18,068.03	$0.75	$3,373.19	$0.00	$0.00	$23,824.72
CF / SC / FS	Mpls Ave (Reclaim 2021)	Crest Ridge Ct to Hammmerhead	Recon	2021	728	Yes	$1.29	$939.36	16,020	$4.00	$7,120.73	$0.75	$1,329.40	$0.00	$0.00	$9,389.49
CF / SC / FS	Crest Ridge Ct (FDR 2016)	Mpls Ave to cul-de-sac	Crack Fill	2018	694	Yes	$1.29	$767.55	20,818	$4.00	$9,253.54	$0.75	$1,727.58	$0.00	$0.00	$11,748.67
CF / SC / FS	**Mpls Ave (2021)**	**All**	**Recon**	**2021**	**3,270**	**Yes**	**$1.29**	**$4,090.41**	**77,487**	**$4.00**	**$34,442.30**	**$0.75**	**$6,430.17**	**$0.00**	**$0.00**	**$44,962.88**
CF / SC / FS	**Nicolas Way**	**All**	**New Construction**	**2021**	**550**	**Yes**	**$1.41**	**$775.50**	**16,988**	**$4.00**	**$7,550.99**	**$0.75**	**$1,409.72**	**$0.00**	**$0.00**	**$9,736.21**
CF / SC / FS	Maple Forest (M&O 2017)	Cty 44 to Stonebridge Ln	Crack fill	2021	595	Yes	$1.29	$767.55	15,129	$4.00	$6,724.68	$0.75	$1,255.46	$0.00	$0.00	$8,747.69
CF / SC / FS	Maple Forest (M&O 2017)	Stonebridge Ln to cul-de-sac	Crack fill	2021	570	Yes	$1.29	$735.30	18,174	$4.00	$8,078.15	$0.75	$1,508.14	$0.00	$0.00	$10,321.60
CF / SC / FS	**Maple Forest Addition (M&O 2017)**	**Maple Forest**	**Crack fill**	**2021**	**1,165**	**Yes**	**$1.29**	**$1,502.85**	**33,303**	**$4.00**	**$14,802.83**	**$0.75**	**$2,763.60**	**$0.00**	**$0.00**	**$19,069.29**
CF / SC / FS	Red Oak Ln	Cty 19 to north private rd	New Construction	2014	427	Yes	$1.29	$550.61	10,244	$4.00	$4,553.33	$0.75	$850.08	$0.00	$0.00	$5,954.02
CF / SC / FS	Red Oak Ln	Private Rd to Fairway	New Construction	2014	138	Yes	$1.29	$177.89	3,310	$4.00	$1,471.04	$0.75	$274.63	$0.00	$0.00	$1,923.56
CF / SC / FS	Red Oak Ln	Fairway to west private rd	New Construction	2014	393	Yes	$1.29	$506.65	9,426	$4.00	$4,189.78	$0.75	$782.21	$0.00	$0.00	$5,478.64
CF / SC / FS	Red Oak Ln	West private rd to Grandview	New Construction	2014	386	Yes	$1.29	$497.40	9,254	$4.00	$4,113.29	$0.75	$767.93	$0.00	$0.00	$5,378.61
CF / SC / FS	Fairway Ln	Red Oak to Grandview	New Construction	2014	375	Yes	$1.29	$483.28	8,991	$4.00	$3,996.51	$0.75	$746.13	$0.00	$0.00	$5,225.92
CF / SC / FS	Red Oak Ln (West Private Rd)	Main Red Oak Ln to gravel road	New Construction	2014	155	Yes	$1.29	$199.73	3,085	$4.00	$1,371.25	$0.75	$256.00	$0.00	$0.00	$1,826.98
CF / SC / FS	Red Oak Ln (North Private Rd)	North private rd	New Construction	2014	0	Yes	$1.29	$0.00	3,575	$4.00	$1,589.05	$0.75	$296.67	$0.00	$0.00	$1,885.72
CF / SC / FS	Grand View Ave	Fairway to cul-de-sac	New Construction	2014	172	Yes	$1.29	$222.48	4,139	$4.00	$1,839.82	$0.75	$343.48	$0.00	$0.00	$2,405.78
CF / SC / FS	Grand View Ave	Fairway to Red Oak	New Construction	2014	267	Yes	$1.29	$344.02	6,400	$4.00	$2,844.90	$0.75	$531.13	$0.00	$0.00	$3,720.05
CF / SC / FS	Grand View Ave	Red Oak to City Park	New Construction	2014	921	Yes	$1.29	$1,188.62	22,114	$4.00	$9,829.35	$0.75	$1,835.08	$0.00	$0.00	$12,853.05
CF / SC / FS	Grand View Ave	City Park to Cty 19	New Construction	2014	930	No	$0.95	$883.67	13,023	$4.00	$5,788.37	$0.75	$1,080.65	$0.00	$0.00	$7,752.69
CF / SC / FS	**Red Oak Addition**	**All**	**New Construction**	**2014**	**4,163**	**Both**	**$.95/$1.29**	**$5,054.34**	**93,561**	**$4.00**	**$41,586.69**	**$0.75**	**$7,763.99**	**$0.00**	**$0.00**	**$54,405.01**
CF / SC / FS	Farmhill Dr (Reclaim 2017)	Halstead Dr to Farmhill Cir	Crack fill	2023	1,909	No	$0.95	$1,813.21	45,808	$4.00	$20,360.96	$0.75	$3,801.27	$0.00	$0.00	$25,975.44
CF / SC / FS	Farmhill Dr (Reclaim 2017)	Farmhill Cir to cul-de-sac	Crack fill	2023	1,366	No	$0.95	$1,297.28	34,139	$4.00	$15,174.40	$0.75	$2,832.97	$0.00	$0.00	$19,304.65
CF / SC / FS	Farmhill Cir (Reclaim 2017)	Farmhill Dr to cul-de-sac	Crack fill	2023	522	No	$0.95	$496.27	13,060	$4.00	$5,804.89	$0.75	$1,083.74	$0.00	$0.00	$7,384.90
CF / SC / FS	Farmhill Ct	Farmhill Dr to cul-de-sac	New Construction	2021	0	No	$0.95	$0.00	12,690	$4.00	$5,640.57	$0.75	$1,053.06	$0.00	$0.00	$6,693.63
CF / SC / FS	**Farmhill Area (Reclaim 2017)**	**All**	**Crack fill**	**2023**	**3,797**	**No**	**$0.95**	**$3,606.76**	**105,696**	**$4.00**	**$46,980.82**	**$0.75**	**$8,771.04**	**$0.00**	**$0.00**	**$59,358.62**
CF / SC / FS	Tuxedo Rd (Reclaim 2018)	Mound border to Wellesley Way	Crack fill	2024	78	No	$0.95	$73.81	1,554	$4.00	$690.66	$0.75	$128.94	$0.00	$0.00	$893.41
CF / SC / FS	Tuxedo Rd (Reclaim 2018)	Wellesley Way to St Mary's Rd	Crack fill	2024	290	No	$0.95	$275.41	5,798	$4.00	$2,577.21	$0.75	$481.15	$0.00	$0.00	$3,333.77
CF / SC / FS	Tuxedo Rd (Reclaim 2018)	St Mary's Rd to Edsall Rd	Crack fill	2024	345	No	$0.95	$327.73	8,280	$4.00	$3,680.19	$0.75	$687.07	$0.00	$0.00	$4,694.99
CF / SC / FS	Tuxedo Rd (Reclaim 2018)	Edsall/E Shore intersection area	Crack fill	2024	20	No	$0.95	$18.78	395	$4.00	$175.73	$0.75	$32.81	$0.00	$0.00	$227.31
CF / SC / FS	Tuxedo Rd (Reclaim 2018)	Edsall Rd to Lee Rd	Crack fill	2024	2,577	No	$0.95	$2,447.83	61,840	$4.00	$27,487.20	$0.75	$5,131.70	$0.00	$0.00	$35,066.73
CF / SC / FS	Enchanted Ln (Reclaim 2018)	Lee Rd to Shorewood border	Crack fill	2024	2,633	No	$0.95	$2,500.99	63,183	$4.00	$28,084.14	$0.75	$5,243.14	$0.00	$0.00	$35,828.27
CF / SC / FS	**ISLAND AREA (Reclaim 2018)**	**Tuxedo Rd/Enchanted Ln**	**Crack fill**	**2024**	**5,942**	**No**	**$0.95**	**$5,644.55**	**141,050**	**$4.00**	**$62,695.12**	**$0.75**	**$11,704.81**	**$0.00**	**$0.00**	**$80,044.48**
CF / SC / FS	Orchard Cove	Cty Rd 110 to Orchard Tr	New Construction	2014	342	Yes	$1.29	$441.10	8,548	$4.00	$3,799.66	$0.75	$709.37	$0.00	$0.00	$4,950.13
CF / SC / FS	Orchard Cove	Orchard Tr to cul-de-sac	New Construction	2014	413	Yes	$1.29	$532.89	10,327	$4.00	$4,590.35	$0.75	$856.99	$0.00	$0.00	$5,980.23
CF / SC / FS	Orchard Trail	Orchard Cove to Ridgewood Cove	New Construction	2104	368	Yes	$1.29	$475.01	9,206	$4.00	$4,091.77	$0.75	$763.91	$0.00	$0.00	$5,330.69
CF / SC / FS	**Orchard Cove Addition**	**All**	**New Construction**	**2014**	**1,123**	**Yes**	**$1.29**	**$1,448.99**	**28,081**	**$4.00**	**$12,481.79**	**$0.75**	**$2,330.28**	**$0.00**	**$0.00**	**$16,261.05**
CF / SC / FS	Woodland Cove Blvd (WCB)	KPR to Aster Ln	New Construction	2018	202	Yes	$1.29	$260.58	7,025	$4.00	$3,122.54	$0.75	$582.96	$0.00	$0.00	$3,966.08
CF / SC / FS	Woodland Cove Blvd (WCB)	Aster Ln to Cranesbill Rd	New Construction	2018	356	Yes	$1.29	$459.24	9,970	$4.00	$4,431.56	$0.75	$827.35	$0.00	$0.00	$5,718.15
CF / SC / FS	Woodland Cove Blvd (WCB)	Cransbill Rd to Foxglove Dr (west)	New Construction	2018	312	Yes	$1.29	$402.48	8,752	$4.00	$3,890.17	$0.75	$726.27	$0.00	$0.00	$5,018.92
CF / SC / FS	Woodland Cove Blvd (WCB)	Foxglove Dr (west) to Foxglove Dr (east)	New Construction	2018	300	Yes	$1.29	$387.00	8,418	$4.00	$3,741.71	$0.75	$698.56	$0.00	$0.00	$4,827.27
CF / SC / FS	Woodland Cove Blvd (WCB)	Foxglove Dr (east) to Bellflower/Bluestem	New Construction	2018	336	Yes	$1.29	$433.44	9,611	$4.00	$4,271.99	$0.75	$797.55	$0.00	$0.00	$5,502.98
CF / SC / FS	**Woodland Cove Blvd (WCB)**	**KPR to Bellflower/Bluestem**	**New Construction**	**2018**	1,506	Yes	**$1.29**	$1,942.74	43,776	$4.00	$19,457.97	$0.75	$3,632.69	$0.00	$0.00	**$25,033.40**
					42,564			**$49,646.63**	**1,133,147**	**SC Total**	**$262,475.91**	**FS Total**	**$49,002.69**	**REC Total**	**$98,243.02**	**$459,368.25**

A $4.4 million preliminary budget for this project was presented to the City Council on May 5, 2025. The opinion of probable cost developed with the feasibility report is broken down in the table below; additional proposed improvements are shown in *italics*. The costs in Table 1 include a 10% construction contingency and 20% indirect costs for engineering, administration, and legal costs. The improvements are proposed to be funded through a combination of City Funds, State Aid Funds, City of Mound Funds, and special assessments to the benefitting properties.

Table 1 – Opinion of Probable Cost Summary				
2026 Street Improvement Project				
Proposed Improvements	**City Responsibility**	**State Aid Funding**	**Other Funding**	**Total Estimated Funding**
Surface Improvements, per Feasibility Report	$1,938,230	$740,240	$150,000 (Special Assessments)	$2,828,470
Resurface bituminous trail: Westedge Blvd / North Saunders Lake Dr	$22,800	-	-	$22,800
Game Farm Road Culverts	-	*$69,000*	-	*$69,000*
Westedge Boulevard Improvements	*$337,500*	-	*$112,500 (City of Mound)*	*$450,000*
Opinion of Probable Cost	**$2,298,530**	**$809,240**	**$262,500**	**$3,370,270**

Recommended City Council Action:

Staff recommends:

1. Approving Resolution No. 80-25, ordering the improvements and authorizing the preparation of plans and specifications for the 2026 Street Improvement Project, City Project 01-26, and
2. Authorize adding Westedge Road (CR 15 to City Limits) to the 2026 Street Improvement Project, City Project 01-26, and
3. Authorize an additional $13,820 in WSB fees for the design and wetland permitting for the culvert replacement under Game Farm Road, and for the design of Westedge Road.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

CITY COUNCIL WORK SESSION MINUTES

November 17, 2025 at 4:30 PM
7701 County Road 110 West Minnetrista, MN 55364

1) CALL TO ORDER

Mayor Whalen called the meeting to order at 4:30 p.m.

Council present: Mayor Whalen, Councilmembers Reffkin, Vickery, Lacy, Govern. Staff present: City Administrator Kruggel, Community Development Director Abel, Public Works Director Peters, Assistant City Administrator Bauman, Director of Public Safety Squires, City Clerk Meyerhoff, City Engineer Fauske, City Attorney Sonsalla.

2) DISCUSSION ITEMS

a) Water Rate Discussion

During the discussion on upcoming water rate adjustments, staff reviewed proposed residential and commercial rate structures intended for adoption on December 8. The residential proposal includes quarterly rates for Q1 and Q2 of next year, with a transition to monthly billing starting in Q3. Council members reviewed tiered rate increases and clarified that the larger percentage jumps in higher tiers reflect both the creation of an additional tier and the goal of discouraging excessive irrigation use, especially during peak summer months. Staff confirmed that the proposed rates would generate sufficient revenue in both wet and dry years and fit within long-term financial planning that anticipates further increases in 2027 due to bond obligations. Council also discussed average residential usage and expected impacts on typical bills, noting that most residents will see modest increases except for high-volume users. For commercial and school accounts—of which there are only about 20—staff recommended mirroring the residential structure, as usage varies significantly but the revenue impact is minor. Council confirmed that apartment buildings are billed under the residential structure because they have a single meter, and no concerns have been raised by those properties. The council reached general agreement on the proposed residential and commercial structures, and staff will present quarterly rates for formal adoption on December 8, with monthly rates to be added through a future amendment closer to implementation.

b) 2026 Pay Plan Discussion

The Council continued its discussion on updates to the non-union employee pay plan, following prior review by the Personnel Committee. Staff provided an overview of compensation fundamentals, including job evaluation methods, pay equity requirements, and the structure of grades and steps. The Council reviewed several proposed pay plan options, each using a new structure of 13 grades and 15 steps, with differences based on the cost-of-living adjustment (COLA). Members discussed goals of market competitiveness, retention, fairness, and maintaining employee morale. Concerns were raised about delaying action and about potential inequities if some employees saw reductions under lower-COLA options. After weighing the fiscal impact—estimated at approximately $11,500 to the general fund for the 4% option—and recognizing the need for ongoing, annual market review, the Council reached

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consensus to adopt Option 3, which includes a 4% COLA and implements the expanded grade/step structure beginning in 2026. Under this approach, employees will receive the COLA but no step increase in 2026, with both COLA and step progression resuming in 2027 following a mid-year market review. Staff will bring forward the updated non-union pay plan policy and pay table for approval on December 8.

c) Park Dedication and Tree Replacement Discussion

Staff presented the annual park review and the Park Commission's recommendations for 2026 improvements. As in prior years, $50,000 is earmarked for future playground installation at Lyle Park, which still lacks playground equipment. Proposed projects also include re-roofing the pavilions at Linden and Perennial Parks, trail and concrete maintenance in several parks, and replacement of the basketball court surface and backboards at Linden Park. The Park Commission reviewed and supported the recommendations, noting that while there is interest in completing Lyle Park, limited funding in the parks budget requires balanced use of available resources. Council members discussed the need to update the parks packet with current photos and completed project information and acknowledged ongoing opportunities to pursue grants. Appreciation was expressed to public works staff for completing the trail connection to the Dakota Rail Trail, which has received positive feedback from residents.

d) Property Discussion (Hunter/Bosma)

Staff provided an update on two properties that have received complaints regarding code violations, including unlicensed vehicles, storage of materials, and potential nuisance activity. The discussion addressed both criminal and civil enforcement options. One property has been somewhat cooperative, providing periodic updates and removing items from the site, while the other property (9550 West Hill Road) has been largely unresponsive, with ongoing accumulation of materials and a history of scrap metal activity.

Staff outlined the potential process and costs for abatement, including legal fees and estimated removal costs of $75,000–$100,000 per parcel, as well as possible environmental concerns. Council discussed establishing a clear deadline for cleanup, with significant visible improvement required within six months. Consent from property owners may be needed for monitoring, including potential aerial photography or drone use.

Council directed staff to notify both property owners of the July 1st deadline for substantial progress and to provide periodic updates on compliance, with a formal status report scheduled for the first council meeting in July. Staff will also explore potential volunteer or community support options for cleanup, though one property owner is unlikely to participate voluntarily.

e) Bathymetric Survey Summary

The Council received a presentation on the recent bathymetric surveys conducted on several stormwater ponds within the city, as authorized previously for WSB to assess sediment accumulation. The ponds were selected using the surface water asset management program, which calculates anticipated sediment loads. Survey results indicated that some ponds, such as P61 near Heatherwood Glen, are functioning properly and require no action, while others, including ponds in Hunter's Crest and Jennings Bay, require excavation ranging from 2.5 to 4.7 feet, with estimated costs between $16,400 and $20,800. Council discussed the potential for over-excavation, the

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methods for determining excavation depth, and considerations related to pond accessibility and size. The discussion also addressed the role of homeowners' associations (HOAs) in maintaining these ponds, noting that some developments, like Palmer Point, have HOAs responsible for future maintenance, whereas others, such as Jennings Cove, do not. Legal considerations under Chapter 429 were discussed regarding the city's ability to assess costs to property owners, and the importance of documenting agreements with HOAs to ensure future maintenance responsibility was emphasized. Council highlighted the need for a fair distribution of costs among beneficiaries, the timing and seasonality of pond maintenance, and the potential for special assessments if property owners do not agree to assume future costs. The consensus was to proceed with the immediate pond projects, while simultaneously engaging HOAs to discuss cost-sharing arrangements and responsibilities for ongoing maintenance, with staff directed to provide high-level cost estimates and follow up on HOA responses before finalizing further actions.

3) ADJOURNMENT

Motion by Councilmember Reffkin, seconded by Councilmember Govern to adjourn the meeting at 6:11 p.m.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

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CITY COUNCIL MEETING MINUTES

November 17, 2025 at 6:30 PM
7701 County Road 110 West Minnetrista, MN 55364

1) CALL TO ORDER

Mayor Whalen called the meeting to order at 6:30 p.m.

a) Pledge of Allegiance

b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Claudia Lacy, Peter Vickery, Brian Govern Staff: City Administrator Jasper Kruggel, Community Development Director David Abel, Director of Public Safety Craig Squires, Assistant City Administrator Paula Bauman, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering

c) Approval of Agenda

Mayor Whalen added approve quote for Bayside Drainage to Business Items.

Motion made by Councilmember Reffkin, Seconded by Councilmember Vickery to approve the agenda as amended.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

2) SPECIAL PRESENTATIONS

a) Michael Kirkwood LMCD Discussion

Michael Kirkwood, the City's representative to the Lake Minnetonka Conservation District (LMCD), attended the meeting to request Council support for urging the LMCD to explore establishing designated non-motorized or restricted-wake areas on Lake Minnetonka. He summarized recent University of Minnesota research showing that wake boats and other large vessels can stir lake sediments at depths up to 20 feet, contributing to environmental damage and safety concerns, particularly in smaller bays where paddle-sport users and small fishing boats have been affected. Kirkwood noted that the LMCD's current 300-foot shoreline buffer has been mostly followed, but the Board remains hesitant to consider additional restrictions. He asked the Council to support initiating further study and discussion through an LMCD work group. John Bent of Citizens for Sharing the Lake added context, describing impacts to lake ecology, safety incidents, and overcrowding from wake-surfing activity. He highlighted Vermont's model of creating wake-surf zones supported by a navigational enforcement app, suggesting a similar approach for Lake Minnetonka with a 20-foot minimum depth and larger contiguous zones. Council members raised concerns about enforcement challenges, displacement of wake boats to other bays, and ongoing issues with jet ski safety and rental operations. Following discussion, Council reached consensus to support providing a letter encouraging the LMCD to formally study wake-surfing impacts and potential regulatory approaches, with the City Administrator preparing the letter for the Mayor's signature.

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3) PERSONS TO BE HEARD

4) CONSENT AGENDA

a) Approve Work Session Meeting Minutes from November 03, 2025

b) Approve City Council Regular Meeting Minutes from November 03, 2025

c) Res. No. 98-25 Approve Claims

d) Res. No. 99-25 Approve Simple Subdivision between 6560 & 6580 South Bay Drive

e) Res. No. 100-25 Approve Lift Station Control Panel Replacement at Lift Station #4 and Lift Station #6

f) Approve AE2S SCADA Task Order No. 01-26 for Consulting Services for Control Panel Replacement at Sewer Lift Station #2

g) Approve AE2S SCADA Task Order No. 02-26 for Communications Upgrade at Flow Station #14

h) Approve Amendment to Data Storage Server Sharing and Governance Agreement

Councilmember Vickery had a question regarding Hennepin County's role in an upcoming records and reporting initiative. Chief Squires confirmed that Hennepin County intends to participate and will share information with the City. Although many departments currently operate on a shared records management system owned by the County, Hennepin County is expected to move to a different reporting platform. The new mechanism under development will allow continued access to shared data across systems, ensuring that departments can still view necessary information even if they are using different reporting tools. Staff confirmed that information-sharing will continue among all participating agencies.

Motion made by Councilmember Vickery, Seconded by Councilmember Govern to adopt the consent agenda as presented.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

5) PUBLIC HEARINGS

6) BUSINESS ITEMS

a) Motion to Deny Preliminary Grading Agreement Request for North Pointe at Halsted Bay

Community Development Director Abel presented a request from the North Point (Halstead Bay) development team for a preliminary grading agreement allowing tree removal and stumping prior to submission of their final plat application. The developer has until January 31, 2026, to submit the final plat and currently has approximately three remaining Council meetings to do so. Staff noted that such early grading agreements are discretionary and not required by statute, and that approval would require a letter of credit equal to 150% of public improvements as well as funding for significant tree-preservation obligations. Engineering concerns remain, particularly the need for soil borings to determine whether planned stormwater basins are feasible given clay soils. Council discussed risks of permitting early clearing, including potential neighborhood concerns, erosion, weeds, and complications if the developer walked away or if infrastructure locations changed. The applicant's representatives stated they seek tree removal during winter to minimize disease spread and soil disturbance and offered to complete all outstanding staff requirements before any permit is issued. They

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also explained that tree removal would assist with soil borings and improve lot visibility for prospective buyers. Council emphasized caution and clarified that the final plat could be split from the Mound portion if desired to avoid delays. Following discussion, the Council agreed to continue the item to the December 8 meeting, directing the applicant to return with all required engineering and planning items completed before any early tree-removal authorization would be considered.

b) Res. No. 101-25 and 102-25 Approve AE2S Task Orders for the Woodland Cove Water Treatment Plant Construction Observation and SCADA Services

Public Works Director Peters presented two related requests associated with construction of the new Woodland Cove Water Treatment Plant: (1) a task order for construction observation and administration services, and (2) a task order for SCADA system installation and programming services. Public Works explained that SCADA controls all plant operations—from chemical feed and pumping to valve operation, monitoring, and reporting—and that AE2S provides dedicated professional support not available in-house. Council confirmed that SCADA services qualify as professional services and do not require competitive bidding. Staff noted the new system will significantly improve reporting efficiency and consolidate servers into a cleaner, more reliable configuration. AE2S representatives described their role, clarifying that they provide programming and oversight but not hardware manufacturing, and that future compatibility depends on industry availability. Council asked about cost escalation, warranty timing, staffing hours, and opportunities for in-house work; staff emphasized the need for designer oversight to avoid liability and ensure proper installation. For construction observation, AE2S will provide approximately 25 hours per week of onsite presence plus administrative review of submittals, field changes, and inspection coordination. Discussion included the importance of submittal accuracy, past issues with outdated equipment, rate adjustments tied to inflation, and ensuring the warranty period aligns with meaningful operational use.

Motion by Councilmember Reffkin, seconded by Councilmember Vickery to approve Resolution 101-25, Approving AE2S Task Order No. 18 for Construction Observation Services as stated in said Task Order for the New Woodland Cove Water Treatment Plant.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Motion by Councilmember Reffkin, seconded by Councilmember Govern to approve Resolution 101-25 Approving AE2S Task Order No. 18 for Construction Observation Services as stated in said Task Order for the New Woodland Cove Water Treatment Plant.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

c) Approve Quote for Installing Drainage Pipe for 925 Bayside Lane (City Project 08-25)

Staff presented an urgent request related to longstanding drainage issues at 925 Bayside Lane. In 2002, the City installed a pump system on the property following resident complaints, but the system has since failed due to root infiltration and deteriorated piping, creating ongoing expense and maintenance challenges for the homeowner. At Council direction, staff evaluated multiple alternatives, including connecting to an existing rear-yard storm line or boring to a front-yard catch basin; however, both options posed elevation and surcharge risks that could cause basement

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flooding during heavy rain events. The recommended solution is to bore a new drainage pipe to the stormwater pond within Jennings Park, which provides adequate elevation and capacity. A contractor experienced in this type of work provided a quote of $21,170, which staff considers favorable compared to initial estimates ranging from $18,000 to $40,000. Staff requested approval to proceed contingent on the property owner signing an easement and maintenance agreement prepared by the City Attorney, under which the City will own the pipe within the easement but the homeowner will assume long-term maintenance responsibility. Council agreed the solution is appropriate and directed staff to obtain the signed agreement before initiating the work.

Motion by Councilmember Lacy, seconded by Councilmember Vickery to award City Project No. 08-25 to T.P. Schroeder Construction for the installation of a 4" pipe from rear property of 925 Bayside Lane to the pond in Jennings Park at a cost not to exceed $21,170.00

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

7) ADMINISTRATIVE ITEMS

a) Staff Reports

- Next meeting is December 8th instead of December 1st

b) Council Reports

i) Mayor Lisa Whalen

- Tree Lighting December 4th 5:00 – 7:00
- Northwest League

ii) Cathleen Reffkin

- Attended the Mound Fire Commission Meeting
- The next district meeting will be January

iii) Claudia Lacy

- Attended the Westonka Chamber Meeting
- Gillespie Center 25th Anniversary was a sell out

iv) Peter Vickery

v) Brian Govern

8) ADJOURNMENT

Motion made by Councilmember Reffkin, Seconded by Councilmember Govern to adjourn the meeting at 7:52 p.m.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

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RESOLUTION NO. 103-25

RESOLUTION APPROVING JUST AND CORRECT CLAIMS AGAINST CITY FUNDS

WHEREAS, the City Council of the City of Minnetrista, pursuant to MS 412.241, shall have the full authority over the financial affairs of the City; and

WHEREAS, the City Council reviewed the Claims for payment, with checks numbered 73634 through 73690; electronic checks E1003489 through E1003503; Claims batch includes electronic transfers for payroll in the amount of $108,306.66.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of $1,570,717.97 and wire transfers to our 4m Fund of $3,500,000.00 are hereby approved.

ADOPTED this 8th day December 2025 by a vote of ____ Ayes _____ Nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
Ann Meyerhoff, City Clerk

CITY OF MINNETRISTA

*Check Detail Register©

Batch: AE2SOct2025,CH PC 11182025,11-17-25 BRIDGE,PR11202025,Tasc112425,112625HP,120825AP,12-1-25 4MP,WELLS 8,9, 12-8-25,120425 psn,120825WATRMAINREPLA

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1010 1ST BK OF THE LAKES					
73634	11/26/25	**CINTAS**			
E 101-43121-417		UNIFORMS	$144.50	4250046866	Uniforms
		Total	$144.50		
73635	11/26/25	**MEDICA**			
E 101-41320-131		HEALTH & LIFE INS - E C	$4,710.00	62596251253	Insurance Premium
E 101-41910-131		HEALTH & LIFE INS - E C	$2,275.00	62596251253	Insurance Premium
E 101-43121-131		HEALTH & LIFE INS - E C	$3,877.55	62596251253	Insurance Premium
E 101-42110-131		HEALTH & LIFE INS - E C	$15,525.00	62596251253	Insurance Premium
E 101-43125-131		HEALTH & LIFE INS - E C	$916.51	62596251253	Insurance Premium
E 101-45202-131		HEALTH & LIFE INS - E C	$493.51	62596251253	Insurance Premium
E 601-49440-131		HEALTH & LIFE INS - E C	$2,200.01	62596251253	Insurance Premium
E 602-49490-131		HEALTH & LIFE INS - E C	$1,905.01	62596251253	Insurance Premium
E 651-49590-131		HEALTH & LIFE INS - E C	$647.50	62596251253	Insurance Premium
E 101-42401-131		HEALTH & LIFE INS - E C	$2,275.00	62596251253	Insurance Premium
G 101-2340		PAYROLL CLEARING HE	$2,600.00	62596251253	Insurance Premium
		Total	$37,425.09		
73636	11/26/25	**MET COUNCIL**			
G 602-2395		SAC CLEARING	$4,920.30	October 2025	* Monthly SAC
		Total	$4,920.30		
73637	11/26/25	**Star Tribune**			
E 101-41320-433		DUES & SUBSRIPT & TR	$141.34	7633734	Newspaper
		Total	$141.34		
73638	11/26/25	**XCEL ENERGY**			
E 101-43160-381		ELECTRIC UTILITIES	$2,449.23	51-6565411-9	Electricity-Street Lights
E 101-42110-381		ELECTRIC UTILITIES	$2,649.82	51-9597547-2	Electricity-Police
		Total	$5,099.05		
73639	12/08/25	**ADVANTAGE PROPERTY MAINTENANCE**			
E 101-45202-402		LAWN MAINTENANCE	$8,978.00	4045	October Mowing and Aeration
E 601-49440-402		LAWN MAINTENANCE	$2,184.00	4045	October Mowing and Aeration
E 602-49490-402		LAWN MAINTENANCE	$704.00	4045	October Mowing and Aeration
E 101-41940-402		LAWN MAINTENANCE	$1,344.00	4045	October Mowing and Aeration
		Total	$13,210.00		
73640	12/08/25	**AMAZON CAPITAL SERVICES**			
E 101-43121-224		STREET MAINTENANCE	$411.51	13TL-DJ1G-T	Batteries and Winter Gloves
E 101-43121-215		SHOP MATERIALS	$31.03	19MG-TPDX-	Boot Scraper
E 602-49490-227		UTILITY SYSTEM MAINT	$44.27	19MG-TPDX-	Mouse Repellant
E 101-41940-211		CLEANING & MAINT SUP	$72.50	1JGC-TTWY-	Coffee
E 601-49440-227		UTILITY SYSTEM MAINT	$65.75	1KKL-7GH9-	Power Strips for Camera Installation
E 101-43121-224		STREET MAINTENANCE	$34.73	1KKL-7GH9-	Batteries
E 101-41320-201		OFFICE SUPPLIES	$97.49	1NDY-Y1DM-	City Hall Office Supplies
E 101-43121-215		SHOP MATERIALS	$269.90	1QHY-CMPK	Batteries and Table Saw Blades
E 101-43121-224		STREET MAINTENANCE	$297.96	1R43-1PPD-	Tylenol and Folding Tables
E 101-41320-201		OFFICE SUPPLIES	$46.48	1YWF-7L76-	Office Supplies

CITY OF MINNETRISTA

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Check #	Check Date	Vendor Name		Amount	Invoice	Comment
			Total	$1,371.62		
73641	12/08/25	**ATKINSON, DARCI**				
E 101-41320-435		COUNCIL TRAIN/RETRE		$64.40		Mileage reimbursement
			Total	$64.40		
73642	12/08/25	**AUTOMATIC SYSTEMS CO.**				
E 602-43251-530		IMPROVEMENTS		$111,500.00	044273	LS 13 Replacement Panel (2024 CIP Item)
			Total	$111,500.00		
73643	12/08/25	**BIFFS, INC.**				
E 101-41110-440		APPRECIATION EVENTS		$368.00	INV280762	Porta-Potty and Hand Washing Station for Tree Lighting
			Total	$368.00		
73644	12/08/25	**Transwest Truck Trailer -St Michael**				
E 101-43121-221		EQUIPMENT PARTS, TIR		$432.49	093P44490	Part for Truck 17
			Total	$432.49		
73645	12/08/25	**CAMPBELL KNUTSON**				
E 101-41610-305		PROSECUTING ATTORN		$270.00		Prosecution Services
E 101-41610-305		PROSECUTING ATTORN		$2,927.82		Prosecution Services
			Total	$3,197.82		
73646	12/08/25	**CANON FINANCIAL SERVICES INC**				
E 101-42110-202		COPY & PRINTING SUPP		$104.50	42128984	Copier-PD
			Total	$104.50		
73647	12/08/25	**CEMSTONE PRODUCTS CO.**				
E 101-43121-224		STREET MAINTENANCE		$1,216.00	7955005	Sidewalk Extension Project in Hunters Crest
			Total	$1,216.00		
73648	12/08/25	**Center Point Energy**				
E 601-49440-383		NATURAL GAS		$67.69		Gas - Well #5
E 101-43121-383		NATURAL GAS		$168.47		Gas Utility - PW
E 101-43121-383		NATURAL GAS		$80.26		Gas Utility - PW
E 601-49440-383		NATURAL GAS		$484.12		Gas Utility
E 601-49440-383		NATURAL GAS		$29.43		Gas Utility
E 601-49440-383		NATURAL GAS		$495.46		Gas Utility
E 601-49440-383		NATURAL GAS		$29.46		Gas Utility
E 601-49440-383		NATURAL GAS		$20.65		Gas Utility
E 601-49440-383		NATURAL GAS		$18.45		Gas Utility
E 601-49440-383		NATURAL GAS		$19.55		Gas Utility
E 601-49440-383		NATURAL GAS		$20.65		Gas Utility
E 601-49440-383		NATURAL GAS		$18.45		Gas Utility
E 101-41940-383		NATURAL GAS		$438.77	5651357-5	Gas Utility - Gov't Bldg
E 101-42110-383		NATURAL GAS		$230.27	8486433-9	Gas Utility - PD
			Total	$2,121.68		
73649	12/08/25	**CENTERPOINT ENERGY**				
E 602-49490-227		UTILITY SYSTEM MAINT		$3,332.00	3001374694	Installation of Gas Line for New Generator

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Check #	Check Date	Vendor Name		Amount	Invoice	Comment
			Total	$3,332.00		
73650	12/08/25	**CINTAS**				
E 101-43121-417		UNIFORMS		$144.50	4249259741	uniforms
E 101-43121-417		UNIFORMS		$144.50	4250781319	uniforms
E 101-43121-417		UNIFORMS		$144.50	4251448826	uniforms
			Total	$433.50		
73651	12/08/25	**CLASSIC CLEANING COMPANY**				
E 101-41940-211		CLEANING & MAINT SUP		$600.00	38519	Monthly Cleaning-City hall Nov 2025
E 101-43121-211		CLEANING & MAINT SUP		$469.00	38519	Monthly Cleaning-PW Nov 2025
E 101-42110-211		CLEANING & MAINT SUP		$775.00	38520	Monthly Cleaning-Police Nov 2025
			Total	$1,844.00		
73652	12/08/25	**CORE AND MAIN**				
E 601-49440-227		UTILITY SYSTEM MAINT		$56.40	INV0023190	Water testing chemicals
E 601-49440-227		UTILITY SYSTEM MAINT		$420.04	INV0023732	Water testing chemicals
E 601-49440-227		UTILITY SYSTEM MAINT		$371.94	INV0023895	Water testing chemicals
			Total	$848.38		
73653	12/08/25	**CORNER HOUSE**				
G 101-1350		PREPAID ITEMS		$2,557.00	5852	2026 Forensic Interviewing
			Total	$2,557.00		
73654	12/08/25	**DASH MEDICAL GLOVES**				
E 101-42110-417		UNIFORMS		$121.08	INV1341431	Gloves
			Total	$121.08		
73655	12/08/25	**ECM PUBLISHERS, INC**				
E 101-41910-351		LEGAL NOTICE & ORD P		$55.90	1073209	Public hearing
E 101-41320-351		LEGAL NOTICE & ORD P		$38.70	1074128	Ord No 503
			Total	$94.60		
73656	12/08/25	**EROSION PRODUCTS, LLC**				
E 101-43121-224		STREET MAINTENANCE		$175.95	INV-202511.3	Seed and Erosion Blanket for Hunters Sidewalk
			Total	$175.95		
73657	12/08/25	**Robert Goodman**				
E 101-41910-331		TRAVEL EXPENSE		$52.50		Mileage Inspections
			Total	$52.50		
73658	12/08/25	**Gopher State One Call**				
E 601-49440-227		UTILITY SYSTEM MAINT		$93.15	5110611	Sewer & Water Locates
E 602-49490-227		UTILITY SYSTEM MAINT		$93.15	5110611	Sewer & Water Locates
			Total	$186.30		
73659	12/08/25	**GREAT AMERICA FINANCIAL SVCS**				
E 101-41320-322		POSTAGE		$175.85	40544676	Postage meter
			Total	$175.85		
73660	12/08/25	**GREATER MN COMMUNICATIONS**				
E 101-43121-437		MISCELLANEOUS EXPE		$450.00	34403	Newsletter

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42401-202		COPY & PRINTING SUPP	$249.58	34403	Newsletter
E 101-41320-202		COPY & PRINTING SUPP	$900.00	34403	Newsletter
E 101-42110-202		COPY & PRINTING SUPP	$350.00	34403	Newsletter
E 101-41910-202		COPY & PRINTING SUPP	$700.00	34403	Newsletter
		Total	$2,649.58		
73661	12/08/25	**HAWKINS INC**			
E 601-49440-227		UTILITY SYSTEM MAINT	$110.00	758068	Chlorine Cylinder Demurrage
		Total	$110.00		
73662	12/08/25	**KENNEDY & GRAVEN, CHARTERED**			
E 101-41610-304		LEGAL FEES - ATTORNE	$3,000.00	MN415-0000	General
E 101-41610-304		LEGAL FEES - ATTORNE	$636.00	MN415-0014	Administration
E 101-41610-304		LEGAL FEES - ATTORNE	$215.60	MN415-0026	General Personnel Matters
E 101-41610-304		LEGAL FEES - ATTORNE	$50.00	MN415-0038	Sunnyfield Road Code Enforcement Matter
G 801-1170		LAND USE RECEIVABLE	$1,550.00	MN415-0039	* Halstead Estates
		Total	$5,451.60		
73663	12/08/25	**LANO EQUIPMENT, INC.**			
E 101-43121-221		EQUIPMENT PARTS, TIR	$112.76	03-1198185	Flail Mower Part
E 101-43121-416		RENTAL	$750.00	181176	Forestry Cutter Attachment Rental
		Total	$862.76		
73664	12/08/25	**LE-AST SERVICE COUNSELING**			
E 101-42110-307		PROFESSIONAL SERVIC	$480.00	1879	Check Up Neck Up and Retainer
		Total	$480.00		
73665	12/08/25	**LELS**			
G 101-2360		PAYROLL CLEARING UN	$949.00	Dec 2025	PD Union Dues (13x$73.00)
G 101-2360		PAYROLL CLEARING UN	$64.66	Dec 2025	CSO Union Dues (1x$64.66)
		Total	$1,013.66		
73666	12/08/25	**LOFFLER**			
E 401-43126-560		EQIUP AND FURNISHIN	$105.00	5189386	Domain Change Project
E 401-43126-560		EQIUP AND FURNISHIN	$1,480.05	5199149	Security Camera Project-Monthly
E 101-41940-321		TELEPHONE	$466.77	5199479	Monthly Phone Service
E 101-42110-321		TELEPHONE	$466.77	5199479	Monthly Phone Service
E 101-43121-321		TELEPHONE	$466.78	5199479	Monthly Phone Service
E 101-41320-410		COMPUTER SERVICES/	$2,433.96	5200474	Monthly General Support
E 101-42110-410		COMPUTER SERVICES/	$3,476.60	5200474	Monthly General Support
E 101-43121-410		COMPUTER SERVICES/	$521.52	5200474	Monthly General Support
E 601-49440-410		COMPUTER SERVICES/	$1,129.96	5200474	Monthly General Support
E 602-49490-410		COMPUTER SERVICES/	$1,129.96	5200474	Monthly General Support
E 401-43126-560		EQIUP AND FURNISHIN	$94.00	5201147	.Gov Transition Project
E 401-43126-560		EQIUP AND FURNISHIN	$39,076.99	CW256770	Security Camera Project
E 401-43126-560		EQIUP AND FURNISHIN	$93.00	CW258119	In Tune Project
		Total	$50,941.36		
73667	12/08/25	**M/I HOMES OF MPLS**			
G 101-2025		DEPOSITS PAYABLE	$10,000.00	MB-21304 R1	Temp Co Rtn - 6764 Bellflower Dr
G 101-2025		DEPOSITS PAYABLE	$10,000.00	MB-22003 R1	Temp Co Rtn - 6734 Woodland Cove Blvd

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-22022 R1 Temp Co Rtn - 6784 Bellflower Drive
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-22034 R1 Temp Co Rtn - 6788 Bellflower Dr
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-22123 R1 Temp Co Rtn - 6670 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-22124 R1 Temp Co Rtn - 6674 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-22190 R1 Temp Co Rtn - 4533 Lotus Drive
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-23052 R1 Temp Co Rtn - 4549 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-23053 R1 Temp Co Rtn - 4715 Bottlebrush Lane
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-23054 R1 Temp Co Rtn - 4719 Bottlebrush Lane
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-23055 R1 Temp Co Rtn - 4723 Bottlebrush Lane
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-23056 R1 Temp Co Rtn - 4727 Bottlebrush Lane
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-23162 R1 Temp Co Rtn - 4714 Bottlebrush Lane
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-23163 R1 Temp Co Rtn - 4718 Bottlebrush Lane
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-23164 R1 Temp Co Rtn - 4722 Bottlebrush Lane
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-23165 R1 Temp Co Rtn - 4726 Bottlebrush Lane
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-23166 R1 Temp Co Rtn - 4730 Bottlebrush Lane
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-24048 R1 Temp Co Rtn - 4581 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$10,000.00		MB-24049 R1 Temp Co Rtn - 4573 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-24091 R1 Temp Co Rtn - 4556 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$10,000.00		MB-24093 R2 Temp Co Rtn - 4541 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-24107 R1 Temp Co Rtn - 4532 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-24116 R1 Temp Co Rtn - 4517 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-24129 R1 Temp Co Rtn - 4548 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$10,000.00		MB-24130 R1 Temp Co Rtn - 4580 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-24149 R1 Temp Co Rtn - 4572 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-24158 R1 Temp Co Rtn - 4654 Carnation Court
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-24159 R1 Temp Co Rtn - 4564 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$5,000.00		MB-24226 R1 Temp Co Rtn - 4540 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$10,000.00		MB-24274 R1 Temp Co Rtn - 6648 Wolfberry Cur
G 101-2025		DEPOSITS PAYABLE	$10,000.00		MB-25022 R1 Temp Co Rtn - 4612 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$10,000.00		MB-25032 R1 Temp Co Rtn - 4578 Woodland Cove Pkwy
G 101-2025		DEPOSITS PAYABLE	$10,000.00		MB-25039 R1 Temp Co Rtn - 4620 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$10,000.00		MB-25059 R1 Temp Co Rtn - 4604 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	$10,000.00		MB-25077 R1 Temp Co Rtn - 4775 Switchgrass Lane
G 101-2025		DEPOSITS PAYABLE	$10,000.00		MB-25087 R1 Temp Co Rtn - 4670 Wolfberry Cur
G 101-2025		DEPOSITS PAYABLE	$10,000.00		MB-25088 R1 Temp Co Rtn - 6591 Bellflower Dr
G 101-2025		DEPOSITS PAYABLE	$10,000.00		MB-25097 R1 Temp Co Rtn - 6561 Wolfberry Cur
		Total	$260,000.00		
73668	12/08/25	**MENARDS BUFFALO**			
E 101-41110-440		APPRECIATION EVENTS	$190.57	40054	Carpet and Supplies for Gazebo
E 101-43121-224		STREET MAINTENANCE	$239.94	40483	Mailbox Posts for Winter
		Total	$430.51		
73669	12/08/25	**Metropolitan Council WW Servic**			
G 602-1350		PREPAID ITEMS	$42,194.59	0001197842	* Monthly Sewer
		Total	$42,194.59		
73670	12/08/25	**METRO SALES INC**			
E 101-41320-202		COPY & PRINTING SUPP	$200.00	INV2946661	Copies
E 101-42401-202		COPY & PRINTING SUPP	$175.00	INV2946661	Copies

CITY OF MINNETRISTA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41910-202		COPY & PRINTING SUPP	$99.50	INV2946661	Copies
E 101-43121-201		OFFICE SUPPLIES	$266.14	INV2948463	Copies
		Total	$740.64		
73671	12/08/25	**MGX Equipment Services, LLC**			
E 401-43126-540		MOTOR VEHICLES & MA	$11,607.00	SWO058270-	Snowplow and Installation on New Truck #104
		Total	$11,607.00		
73672	12/08/25	**MID COUNTY**			
E 601-49440-212		MOTOR FUELS AND LUB	$637.77	53005	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	$637.77	53005	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	$1,594.43	53005	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	$318.88	53005	Dyed Diesel Fuel
E 601-49440-212		MOTOR FUELS AND LUB	$727.46	83893	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	$727.46	83893	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	$1,818.66	83893	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	$363.73	83893	Dyed Diesel Fuel
		Total	$6,826.16		
73673	12/08/25	**MN DEPT OF HEALTH**			
R 601-400-37158		WATER TEST SURCHAR	$4,721.00		Community Water Supply Service Connection Fee
		Total	$4,721.00		
73674	12/08/25	**MOUND TRUE VALUE HARDWARE**			
E 101-43121-224		STREET MAINTENANCE	$13.98	199893	Paint Roller Covers
		Total	$13.98		
73675	12/08/25	**NCPERS MINNESOTA - 632400**			
G 101-2380		PAYROLL CLEARING LIF	$224.00	63240012202	*PERA life Ins Employer Paid
		Total	$224.00		
73676	12/08/25	**OFFICE OF MNIT SERVICES**			
E 101-42110-410		COMPUTER SERVICES/	$100.00	DV25100453	WAN Services
		Total	$100.00		
73677	12/08/25	**OVERLINE & SON, INC**			
E 602-49490-227		UTILITY SYSTEM MAINT	$7,980.00	1459	Fall Cleaning of Lift Station
		Total	$7,980.00		
73678	12/08/25	**Per Mar Security Services**			
G 101-1350		PREPAID ITEMS	$246.00	3730535	PW Fire Suppression Monitoring-1st Qtr 2026
G 601-1350		PREPAID ITEMS	$246.00	3730788	NWTP Fire Suppression Monitoring-1st Qtr 2026
G 601-1350		PREPAID ITEMS	$246.00	3730789	NWTP Fire Suppression Monitoring-1st Qtr 2026
		Total	$738.00		
73679	12/08/25	**RUSCH CREEK SERVICES**			
E 601-49440-404		VEHICLE & EQUIP MAIN	$710.63	1423	Repair of #7
		Total	$710.63		
73680	12/08/25	**Stericycle, Inc.**			
E 101-41320-307		PROFESSIONAL SERVIC	$182.26	8012739018	Shredding Services

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	$182.26		
73681	12/08/25	**THE MODERN SPORTSMAN**			
E 101-42110-434		POLICE TRAINING	$798.00	2333	For Milo-Red Dot
		Total	$798.00		
73682	12/08/25	**Toll Gas & Welding Supply**			
E 101-43121-215		SHOP MATERIALS	$25.92	0040222176	Shop Torch and Welder Cylinder
		Total	$25.92		
73683	12/08/25	**TOWMASTER**			
E 401-43126-540		MOTOR VEHICLES & MA	$13,525.00	1608	Equipment Swap for New Truck #104
		Total	$13,525.00		
73684	12/08/25	**TWIN CITY GARAGE DOOR CO.**			
E 101-42110-401		BLDG/STRUCT MAINTEN	$511.37	441333052	Fall Inspection of Garage Doors
E 101-43121-401		BLDG/STRUCT MAINTEN	$738.63	441333052	Fall Inspection of Garage Doors
		Total	$1,250.00		
73685	12/08/25	**US BANK EQUIPMENT FINANCE**			
E 101-41320-307		PROFESSIONAL SERVIC	$41.86	569265564	Copier
E 101-41910-307		PROFESSIONAL SERVIC	$41.86	569265564	Copier
E 101-43121-307		PROFESSIONAL SERVIC	$41.86	569265564	Copier
E 601-49440-307		PROFESSIONAL SERVIC	$41.87	569265564	Copier
E 602-49490-307		PROFESSIONAL SERVIC	$41.87	569265564	Copier
		Total	$209.32		
73686	12/08/25	**USA BLUEBOOK**			
E 601-49440-227		UTILITY SYSTEM MAINT	$82.49	INV00870334	Sample Port Hydrant Adapter
		Total	$82.49		
73687	12/08/25	**VERIZON WIRELESS**			
E 101-42110-321		TELEPHONE	$40.01	6129268550	PD Cell phones
		Total	$40.01		
73688	12/08/25	**Wm Mueller & Sons Inc.**			
E 101-43121-224		STREET MAINTENANCE	$95.20	319164	Aspalt for Patching
E 101-43121-224		STREET MAINTENANCE	$208.95	319408	Asphalt for Patching
		Total	$304.15		
73689	12/08/25	**WRIGHT-HENNEPIN COOPERATIVE**			
E 101-42110-339		SIREN AND MAINTENAN	$22.19	150-1680-355	Co Rd 15
E 101-42110-339		SIREN AND MAINTENAN	$21.83	150-1680-355	675 Apple Garden
E 101-42110-339		SIREN AND MAINTENAN	$21.83	150-1680-381	Rolling Hills Drive
E 101-42110-339		SIREN AND MAINTENAN	$21.83	150-1680-381	765 Game Farm Rd
E 101-42110-339		SIREN AND MAINTENAN	$21.83	150-1680-433	Co Rd 26
E 101-43160-381		ELECTRIC UTILITIES	$19.49	150-1699-567	Co Road 110N
		Total	$129.00		
73690	12/08/25	**WSB & ASSOCIATES**			
E 651-49590-303		ENGINEERING SERV	$1,921.00	R-013428-00	MS4 Services

CITY OF MINNETRISTA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 433-43122-303		ENGINEERING SERV	$192.02	R-020668-00	2023 Street and Utility Reconstruction
E 601-43241-303		ENGINEERING SERV	$180.72	R-020668-00	2023 Street and Utility Reconstruction
E 602-49490-303		ENGINEERING SERV	$3.76	R-020668-00	2023 Street and Utility Reconstruction
E 406-43121-303		ENGINEERING SERV	$2,886.25	R-026511-00	2025 Street Improvement Project
E 601-49440-303		ENGINEERING SERV	$500.00	R-026558-00	General Engineering Svcs
E 602-49490-303		ENGINEERING SERV	$500.00	R-026558-00	General Engineering Svcs
E 651-49590-303		ENGINEERING SERV	$500.00	R-026558-00	General Engineering Svcs
E 101-42600-303		ENGINEERING SERV	$1,250.00	R-026558-00	General Engineering Svcs
E 651-49590-303		ENGINEERING SERV	$5,386.50	R-026559-00	Bayside Rear Yard Sewer, Mpls Ave Outlet and Ravine
E 101-43121-307		PROFESSIONAL SERVIC	$125.50	R-026559-00	Sight Lines Woodland Cove and Big Woods
E 406-43121-303		ENGINEERING SERV	$508.75	R-026559-00	4 Way Stop and TAC Meeting
E 602-49490-303		ENGINEERING SERV	$2,568.00	R-026674-00	2025 GIS Services
G 801-1170		LAND USE RECEIVABLE	$5,177.00	R-026766-00	* 2025 WCA Services
E 406-43121-303		ENGINEERING SERV	$9,456.50	R-028526-00	Pavement Maintenance Project
G 801-1170		LAND USE RECEIVABLE	$220.50	R-028750-00	* Halstead Bay Estates
E 406-43121-303		ENGINEERING SERV	$26,674.50	R-029049-00	2026 Street Improvement Project
		Total	$58,051.00		
1003489 e	11/21/25	**Petty Cash**			
E 101-41320-322		POSTAGE	$19.29		Postage
E 101-43121-224		STREET MAINTENANCE	$50.00		2020 Ford XPL Tabs
		Total	$69.29		
1003490 e	11/21/25	**BRIDGEWATER BANK**			
E 101-41320-437		MISCELLANEOUS EXPE	$218.00	11/17/2025	REMOTE DEPOSIT & POSITIVE PAY MONTHLY FEE
		Total	$218.00		
1003491 e	11/24/25	**Internal Revenue Service**			
G 101-2300		PAYROLL CLEARING FE	$17,508.43		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FI	$16,280.64		* PR - SS/Medicare w/h
		Total	$33,789.07		
1003492 e	11/24/25	**MINNESOTA DEPT. OF REV.**			
G 101-2310		PAYROLL CLEARING ST	$7,901.74		* State w/h
		Total	$7,901.74		
1003493 e	11/24/25	**Public Employees Retirement**			
G 101-2330		PAYROLL CLEARING PE	$33,913.73		* Pera w/h
		Total	$33,913.73		
1003494 e	11/24/25	**HCSP**			
G 101-2370		PAYROLL CLEARING DE	$275.00		* HCSP Retirement
		Total	$275.00		
1003495 e	11/24/25	**EDWARD JONES**			
G 101-2370		PAYROLL CLEARING DE	$3,031.43		* Deferred Comp w/h
		Total	$3,031.43		
1003496 e	11/24/25	**Optum**			
G 101-2347		HSA CLEARING ACCT	$5,618.54		HSA Employer and Employee Cont

CITY OF MINNETRISTA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	$5,618.54		
1003497 e	11/24/25	**ICMA**			
G 101-2370		PAYROLL CLEARING DE	$290.00		* Roth IRA Contributions
		Total	$290.00		
1003498 e	11/25/25	**TASC**			
G 101-2346		PR CLEARING DAYCARE	$312.49		* Dependent Care
		Total	$312.49		
1003499 e	12/01/25	**Four M Fund**			
G 101-1040		INVESTMENTS	$3,500,000.00	12/1/2025	TRANSFER FROM CHECKING INTO INVESTMENT 4M FUND
		Total	$3,500,000.00		
1003500 e	12/08/25	**AE2S**			
E 602-49490-303		ENGINEERING SERV	$4,051.25	106991	AE2S October Invoicing for LS 4 and LS 6 Control Panel Replacement
E 601-49440-303		ENGINEERING SERV	$1,708.50	107018	AE2S October Invoicing for General Services
E 602-49490-303		ENGINEERING SERV	$4,440.15	107019	AE2S October Invoicing for Scada
E 601-49440-303		ENGINEERING SERV	$766.50	107026	AE2S October Invoicing for Wells 8 and 9
E 601-49440-303		ENGINEERING SERV	$3,019.25	107027	AE2S October Invoicing for Well 7 Rehab
E 601-49440-303		ENGINEERING SERV	$7,462.00	107035	AE2S October Invoicing for WTP Design
		Total	$21,447.65		
1003501 e	12/08/25	**TRAUT Companies**			
E 601-43241-530		IMPROVEMENTS	$59,124.87	12/8/25	Minnetrista Wells 8 & 9_Final Paymt #9
		Total	$59,124.87		
1003502 e	12/08/25	**PSN**			
E 601-49440-307		PROFESSIONAL SERVIC	$796.48	12/4/25	MONTHLY ONLINE PAYMENT FEES NOVEMBER 2025
E 602-49490-307		PROFESSIONAL SERVIC	$796.48	12/4/25	MONTHLY ONLINE PAYMENT FEES NOVEMBER 2025
E 651-49590-307		PROFESSIONAL SERVIC	$530.99	12/4/25	MONTHLY ONLINE PAYMENT FEES NOVEMBER 2025
E 671-43230-307		PROFESSIONAL SERVIC	$530.98	12/4/25	MONTHLY ONLINE PAYMENT FEES NOVEMBER 2025
		Total	$2,654.93		
1003503 e	12/08/25	**WESTONKA PUBLIC SCHOOLS**			
E 601-43241-530		IMPROVEMENTS	$630,234.00	11/10/2025	CITY WATERMAIN REPLACEMENT - Westonka School Site
		Total	$630,234.00		
		1010	$4,962,411.31		

CITY OF MINNETRISTA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment

Fund Summary

1010 1ST BK OF THE LAKES	
101 GENERAL FUND	$3,933,637.06
401 CAPITAL IMPROVEMENT PROGRAM	$65,981.04
406 ROAD MAINTENANCE FUND	$39,526.00
433 2023 STREET PROJECTS	$192.02
601 WATER FUND	$719,040.70
602 SEWER FUND	$187,570.02
651 STORM WATER MGMT FUND	$8,985.99
671 RECYCLING FUND	$530.98
801 LANDUSE AGENCY	$6,947.50
	$4,962,411.31

CITY OF MINNETRISTA

CONSENT AGENDA ITEM

Subject: **Resolution Accepting Annual Donations**

Prepared By: **Paula Bauman, Assistant City Administrator**

Meeting Date: **December 8, 2025**

Issue:
The City of Minnetrista is authorized to accept donations pursuant to Minnesota Statutes, Section 465.03. Attached is a resolution accepting donations received in fiscal year 2025.

Background:
Below is a breakdown of the donations received for fiscal year 2025. The City of Minnetrista would like to thank everyone who donated to the City.

Company	Received	Note
AE2S	$2,500	Holiday Event
CPF	$1,000	Paul Falls Retirement
CPF	$7,992.58	Community Events Reimbursements
Jubilee	$250	Holiday Tree Lighting Event
Kennedy & Graven	$500	Holiday Tree Lighting Event
Loffler	$250	Holiday Tree Lighting Event
Midco	$1,000	Holiday Tree Lighting Event
North Risk	$500	Holiday Tree Lighting Event
Overline	$250	Holiday Tree Lighting Event
Voigt Bus Service	$600	Holiday Tree Lighting Event
WSB	$2,500	Holiday Tree Lighting Event
Xcel Energy	$250	Holiday Tree Lighting Event
Anonymous	$25	Police Department

Summary:
City Staff recommends adopting the attached resolution accepting donations totaling $17,618 for the fiscal year 2025.

CITY OF MINNETRISTA
RESOLUTION NO. 104-25

RESOLUTION APPROVING DONATION AGREEMENT

WHEREAS, the City of Minnetrista is generally authorized to accept donations pursuant to Minnesota Statutes, Section 465.03, for the benefit of its citizens; and

WHEREAS, the following entities have contributed to the City of Minnetrista for the benefit of its citizens.

Company	Received	Note
AE2S	$2,500	Holiday Event
CPF	$1,000	Paul Falls Retirement
CPF	$7,992.58	Community Events Reimbursements
Jubilee	$250	Holiday Tree Lighting Event
Kennedy & Graven	$500	Holiday Tree Lighting Event
Loffler	$250	Holiday Tree Lighting Event
Midco	$1,000	Holiday Tree Lighting Event
North Risk	$500	Holiday Tree Lighting Event
Overline	$250	Holiday Tree Lighting Event
Voigt Bus Service	$600	Holiday Tree Lighting Event
WSB	$2,500	Holiday Tree Lighting Event
Xcel Energy	$250	Holiday Tree Lighting Event
Anonymous	$25	Police Department

NOW, THEREFORE, BE IT RESOLVED, by the city council of the City of Minnetrista, that the donations described above are hereby recognized and accepted.

This resolution was adopted by the City Council of the City of Minnetrista on this 8th day of December 2025, by a vote of ___ ayes and ___ nays.

_____
Lisa Whalen, Mayor

Attest:

_____
Ann Meyerhoff, City Clerk

CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

Subject: Item –Resolution No 105-25 Approve and finalize 2025 Budgeted Transfers

Prepared By: Brian Grimm, Finance Director

Meeting Date: December 8, 2025

Item: As part of the 2025 Budget and financing of the 2010A and 2012A bond issues there are a couple cost sharing items that are related to these issues. For the 2010A (Game Farm Road Project/South Bay Project) there is an annual cost that is picked up the Park Dedication Fund. For the 2012A (Highland Road Project), the annual cost has been picked up by the Road Maintenance Fund as when the project was completed, this was designated as the funding source in lieu of an annual debt services levy.

These funds are still available to be transferred as per the budget and the attached list should be approved to complete the transaction of actually transferring these funds.

Recommended City Council Action: Approve Res No 105-25 which approves actual transfers that were budgeted for 2025 on the attached listing

Does Recommended Action meet City Mission Statement? Yes No
Does Recommended Action meet City Goals/Priorities? x Yes No
Explain: Adapt to a changing economy – monitor budget

This agenda item is part of financial monitoring of the current year budget.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

RESOLUTION NO. 105-25

RESOLUTION APPROVING AND FINALIZING BUDGETED TRANSFERS FOR 2024 AND AUTHORIZING ACTUAL TRANSACTIONS

WHEREAS, the City of Minnetrista is a municipal corporation, organized and existing under the laws of the State of Minnesota; and

WHEREAS, there are annual transfers/cost sharing regarding bond issues that had multiple/other financing sources

AND WHERAS, the City of Minnetrista has budgeted for the above transactions through the 2025 budget.

BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the transfers as outlined on the attached listing

This resolution was adopted on the 8th day of December 2025 by a vote of Ayes _____ and Nays _____.

_____
ATTEST: Mayor

_____
City Clerk

2025 Transfers

Transfer IN:

R 528-700-40000 **Game Farm Road Debt Fund Transfer In**	$	14,383	Transfer in from Park Dedication Fund for annual debt service
R 529-700-40000 Highland Road Debt Fund Transfer In	$	25,025	Transfer in from Road Maintenance Fund for annual debt service
Total Transfers IN	$	39,408	

Transfer OUT:

E 404-49300-720 **Park Dedication Fund Transfers Out**	$	14,383	Transfer out to Game Farm Road Debt Fund
E 406-49300-720 **Road Maintenance Fund Transfers Out**	$	25,025	Transfer out to Highland Road Debt Fund
Total Transfers OUT	$	39,408	

CITY OF MINNETRISTA

CITY COUNCIL CONSENT AGENDA ITEM

Subject:	**Application from Jason and Anna Wilkerson for a front yard setback variance at 5995 Loring Drive.**
Prepared By:	**Nickolas Olson, Senior City Planner**
Through:	**David Abel, Community Development Director**
Meeting Date:	**December 8, 2025**

Overview: Jason and Anna Wilkerson (the "Applicants") has made a request for a front yard setback variance to reduce the required setback from 35 feet to 28.9 feet for a front porch addition onto the existing home at 5995 Loring Drive; R-1: Low-Density Single-Family Residence Zoning District; PID # 35-117-24-12-0009 (the "Property").

Background: The Applicants contacted the City regarding a remodel project they were considering for the existing home on their Property. Most of the remodel project meets the required setbacks, except for a covered front porch addition. However, the existing home is non-conforming and while the covered front porch does not extend past the existing home, it does still extend into the required front setback. Because City Code does not exempt covered front porches from the required setbacks, a variance is required. The Applicants have appropriately applied for the required variance, and the application materials have been attached for the City Council to review. The City Council should consider the standard variance criteria when reviewing the request and making a motion.

Variance Request: City Code Section 505.05 Subd. 9 allows the City to issue variances from the provisions of the zoning code. A variance is a modification or variation of the provisions of the zoning code as applied to a specific piece of. A variance is only permitted when:

a. **The variance is in harmony with the general purposes and intent of this ordinance.**
   Section 505.03 Subd. 1 outlines the specific purpose and intent of the City's zoning ordinance. One of those purpose and intent is to protect the general health and safety of the inhabitants of the City. This is accomplished through the promotion of proper use of land and structures with reasonable standards to which buildings, structures, and land will conform to for the benefit of all.

   The proposed front porch addition does not change the use from a single-family home, which is a proper use of R-1 Low-Density Single-Family Residence zoned property. The proposed front porch does not extend closer to the roadway, which will help preserve the boulevard and space between the home and street.

b. The variance is consistent with the comprehensive plan.
The basic intent of the comprehensive planning process is to provide a well-founded and coordinated decision-making framework to guide both public and private development and community improvements. In this regard, the comprehensive plan represents the development framework to guide and direct future land development decisions within the City. The Land Use Plan is a narrative and graphic representation of the community's land use and growth management goals and policies that provides the background and rationale for land use designations as represented on the Proposed Land Use Map.

The Property is guided for long term Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The requested variance does not change the use from a single-family home, which is a use consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land Use Map, the proposed front porch addition does not further encroach upon the roadway or adjacent properties which helps minimize its impact.

A variance may be granted when the applicant establishes there are practical difficulties in complying with this ordinance. Practical difficulties, as used in connection with granting a variance, means:

1. **The property owner proposes to use the property in a reasonable manner not permitted by this ordinance.**
This factor means that the landowner would like to use the property in a particular reasonable way, but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance.

The Applicants are proposing to attached a covered front porch onto the existing home which does not extend beyond the current forward most protrusion of the existing home. This will not change the use of the Property. A covered front entry is reasonable and the size is appropriate relative to the home.

2. **The plight of the landowner is due to circumstances unique to the property not created by the landowner.**
The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner. When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property.

The location of the existing home is really what is limiting the Applicants. With the home already in the front setback and the existing layout of the home, the proposed location of the front porch is really the only place that makes sense. Since the homeowners did not build the home themselves in the current location nor design its layout, they did not create their owner plight.

3. **The variance would not alter the essential character of the locality.**
   Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area.

   Most of the proposed addition meets the City Code requirements, but the front porch does not. The front porch itself is not out of place or out of scale as the resulting structure is consistent in size and massing to those in the neighborhood and many of the other homes also have a covered front entry.

Neighborhood Comments: Notices were sent out to all property owners within 500 feet of the subject property. To date, staff has not spoken with any neighboring property owners nor received any written comments or concerns regarding this request as a result of sending the public notice.

Planning Commission Recommendation: The Applicants' request was presented to the Planning Commission at their November 24, 2025 meeting. At that meeting, the Planning Commission held the required public hearing. There was no one besides the Applicants present to speak. After holding the required public hearing, hearing no public testimony, and reviewing the request amongst themselves, the Planning Commission made a motion to recommend the City Council approve the request, based on certain findings of fact and subject to conditions. Motion passed 5-0. Absent Hussain, Livermore, Taylor, and Rognli.

Conclusion: The City Council should review the staff report and the recommendation of the Planning Commission. After review, the City Council should consider the entire record before it prior to making a motion. Along with making a motion, findings of fact should be established which support the motion. Findings of fact based on the information submitted by the Applicants may be as follows:

1. The requested variance is in harmony with the purpose and intent of the City's zoning ordinances because the proposed front porch addition does not change the use from a single-family home, which is a proper use of R-1 Low-Density Single-Family Residence zoned property. The proposed front porch does not extend closer to the roadway, which will help preserve the boulevard and space between the home and street;
2. The requested variance is consistent with the City's comprehensive plan because the Property is guided for long term Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The requested variance does not change the use from a single-family home, which is a use consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land Use Map, the proposed front porch addition does not further encroach upon the roadway or adjacent properties which helps minimize its impact;
3. The Applicant proposes to use the Property in a reasonable manner because the Applicants are proposing to attached a covered front porch onto the existing home which does not extend beyond the current forward most protrusion of the existing home. This will not change the use of the Property. A covered front entry is reasonable and the size is appropriate relative to the home.;

4. The requested variance is the result of unique circumstances not created by the landowner because the existing home was built in 1920, which is well prior to the Applicants owning the Property. The home has always been in its existing location and the roof angles appear original as well. The Applicants did not choose the home location nor design the roof angles; and
5. The requested variance will not alter the character of the locality because the front porch addition is not out of place or out of scale as the resulting structure is consistent in size and massing to those in the neighborhood and many of the other homes also have a covered front entry.

Recommended Action: Motion to adopt a resolution approving the requested front yard setback variance at 5995 Loring Drive based on certain findings of fact outlined in the staff report and subject to the following conditions:

1. Any required grading shall maintain existing drainage patterns or improve the existing drainage of the lot and adjacent lots;
2. The Applicants shall obtain all necessary permits and approvals from the City and other applicable entities with jurisdiction over the Property prior to any construction;
3. The Applicants are responsible for all fees incurred by the City in review of this application; and
4. The variance approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the site.

Attachments:

1. Location Map
2. Applicants' Narrative
3. Proposed Survey
4. Proposed Plans
5. Res. No. 106-25 Approve Front Yard Setback Variance at 5995 Loring Drive

5995 Loring Drive



1 in = 100 Ft

City Boundary

Address Labels

Parcels

CITY OF MINNETRISTA

N

November 025

Map Powere afi

wsb

Variance Application

Current Property Owners: Jason & Anna Wilkerson

Subject Property: 5995 Loring Drive, Minnetrista MN 55364
Lot 2, Block 2 of Loring Acres
Property ID 35-117-24-12-0009
R-1 Residential

City Code: Section 505.15 Subd. 2. Lot area, depth, with, coverage, ***setbacks***, and height standards.

Proposal: Property owners seek approval to have a porch in front of their to-be-built front entry addition. The porch is 28.9' back from the front property line, plus roof overhang. See survey and drawings.

Remodel plans for this home are being finalized and submitted for permits and approvals. (The new portions of structure fall within the setbacks of the City Code, therefore no variances are requested for the building.)

A portion of the existing structure, however, is inside the front setback of 35 feet, at 26.4' from front property line. This was built 30+ years ago by a previous property owner. The new structure includes a front-facing entry and front door and is 35.9 feet back from the front property line. The property owners are seeking a variance to put a porch (floor, roof, and posts) in front of that entry and door. This porch is 28.9' back from the front property line, but behind the existing front-most part of the home.

Pre-Application Discussions: Both Anna Wilkerson and the builder, Shawn Paine, have had discussions with Nick Olson.

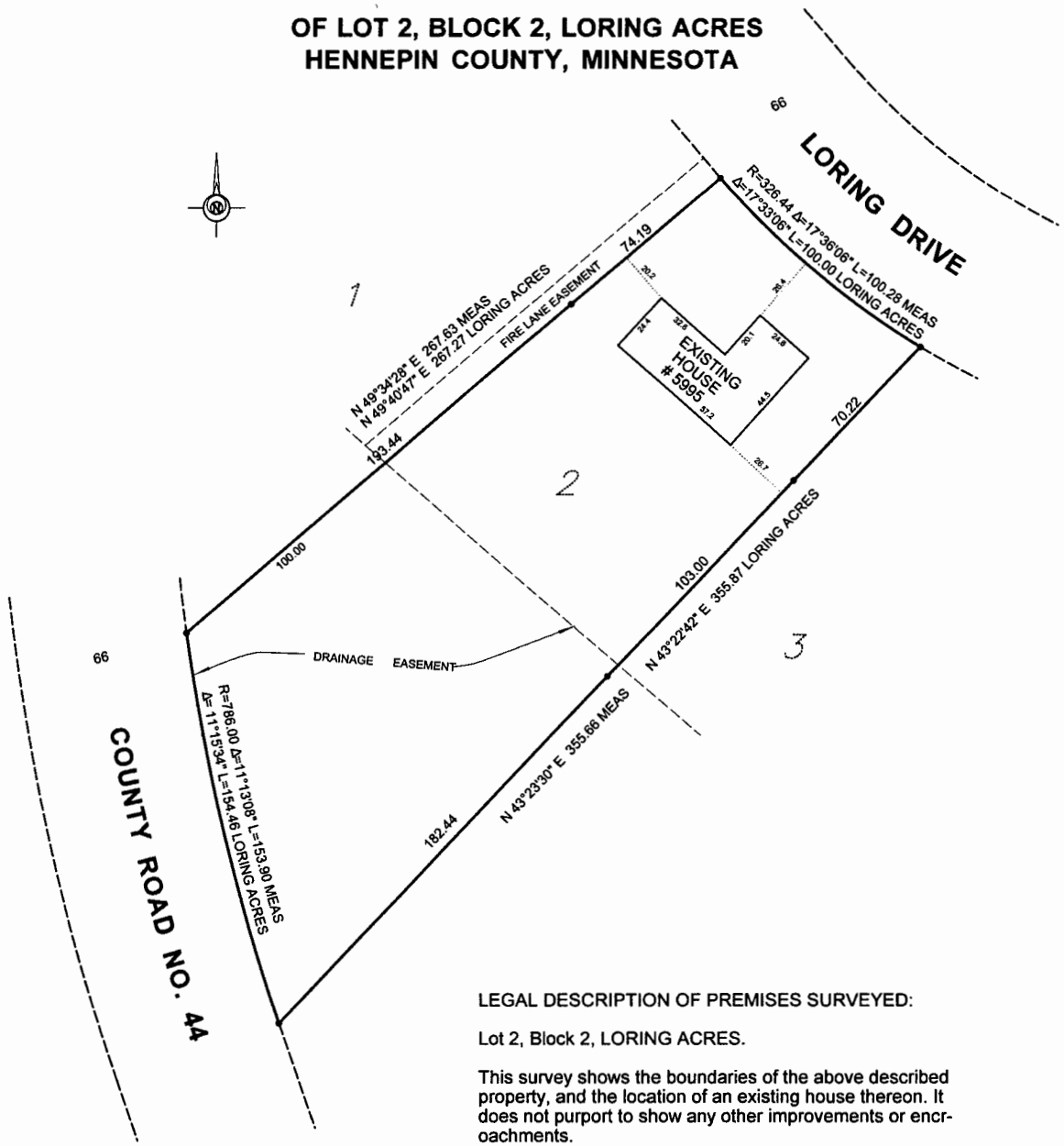
Harmony & General Purpose: This porch will make the home look and function better. Porches are common on this street, they also provide the functionality of protection from the weather.

Practical difficulty in complying is presented by the existing structure – it was built by a previous owner and plans have been made to work with it.

Justification: A porch will make the house look better. It also will lessen the amount of rain and snow that come in the front door.

Further Justification: This porch will not affect anyone else's view, health, light, or air. If anything, it will be a dramatic improvement from the current state of the home.

CERTIFICATE OF SURVEY FOR
JASON & ANNA WILKERSON
OF LOT 2, BLOCK 2, LORING ACRES
HENNEPIN COUNTY, MINNESOTA



LEGAL DESCRIPTION OF PREMISES SURVEYED:

Lot 2, Block 2, LORING ACRES.

This survey shows the boundaries of the above described property, and the location of an existing house thereon. It does not purport to show any other improvements or encroachments.

- • : Iron marker found
- ○ : Iron marker set

Bearings shown are based upon an assumed datum

0 30 60 120

SCALE IN FEET

DESIGNED	REVISION	DATE	DESCRIPTION
DRAWN			
CHECKED			

GRONBERG & ASSOCIATES, INC.
CONSULTING ENGINEERS, LAND SURVEYORS,
SITE PLANNERS
445 N. WILLOW DR. LONG LAKE, MN. 55356
952-473-4141

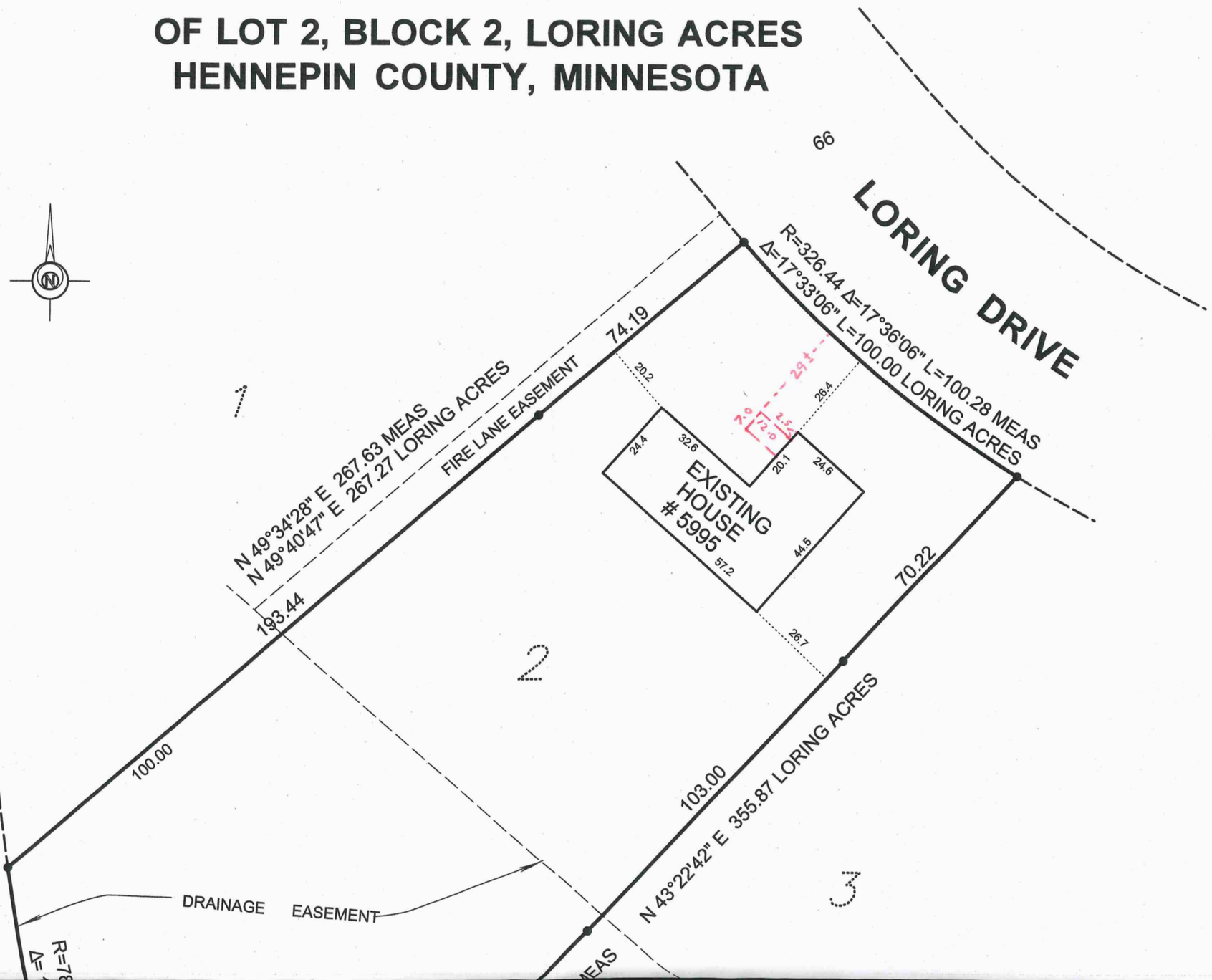
I hereby certify that this plan, specification, or report was prepared by my or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

DATE _____ MN LICENSE NUMBER _____

SCALE 1"=30'
DATE 1-21-15
JOB NO. 15-020

15-020

CERTIFICATE OF SURVEY FOR
JASON & ANNA WILKERSON
OF LOT 2, BLOCK 2, LORING ACRES
HENNEPIN COUNTY, MINNESOTA





FRONT ELEVATION

1/4"=1'-0"

- ALL NEW EXTERIOR MATERIALS



REAR ELEVATION

1/4"=1'-0"

- ALL NEW EXTERIOR MATERIALS



LEFT ELEVATION

1/4"=1'-0"

- ALL NEW EXTERIOR MATERIALS



RIGHT ELEVATION

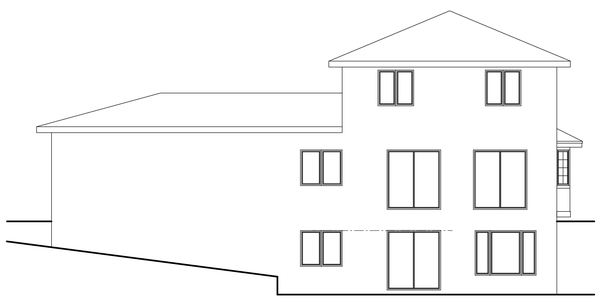
1/4"=1'-0"

- ALL NEW EXTERIOR MATERIALS



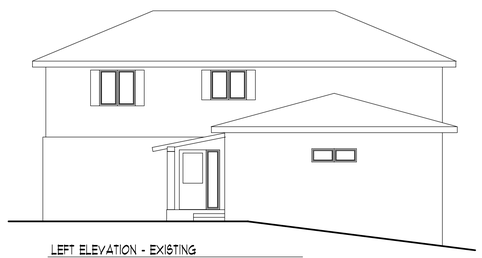
FRONT ELEVATION - EXISTING

1/8"=1'-0"



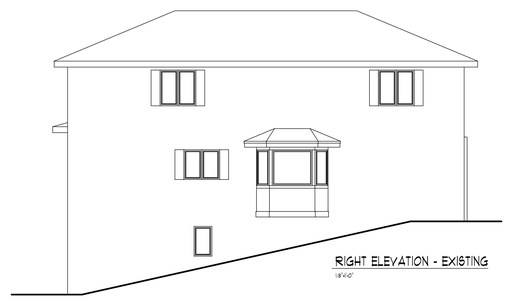
REAR ELEVATION - EXISTING

1/8"=1'-0"



LEFT ELEVATION - EXISTING

1/8"=1'-0"



RIGHT ELEVATION - EXISTING

1/8"=1'-0"

PRELIMINARY PLAN

WILKERSON RESIDENCE
5995 LORING DRIVE
MINNETRISTA, MN 55364

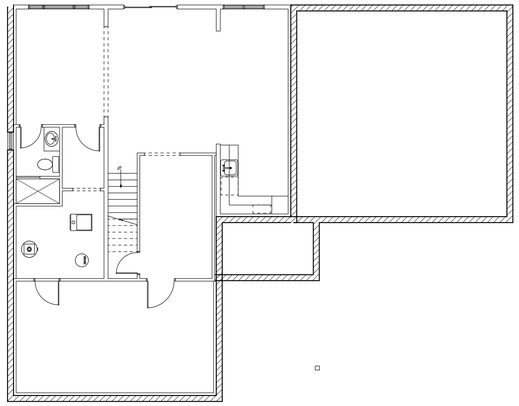
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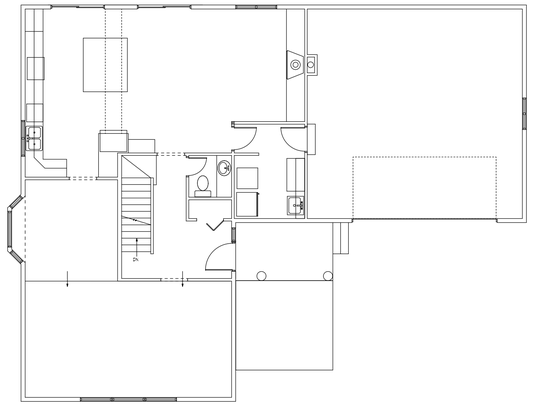
SHEET

A1



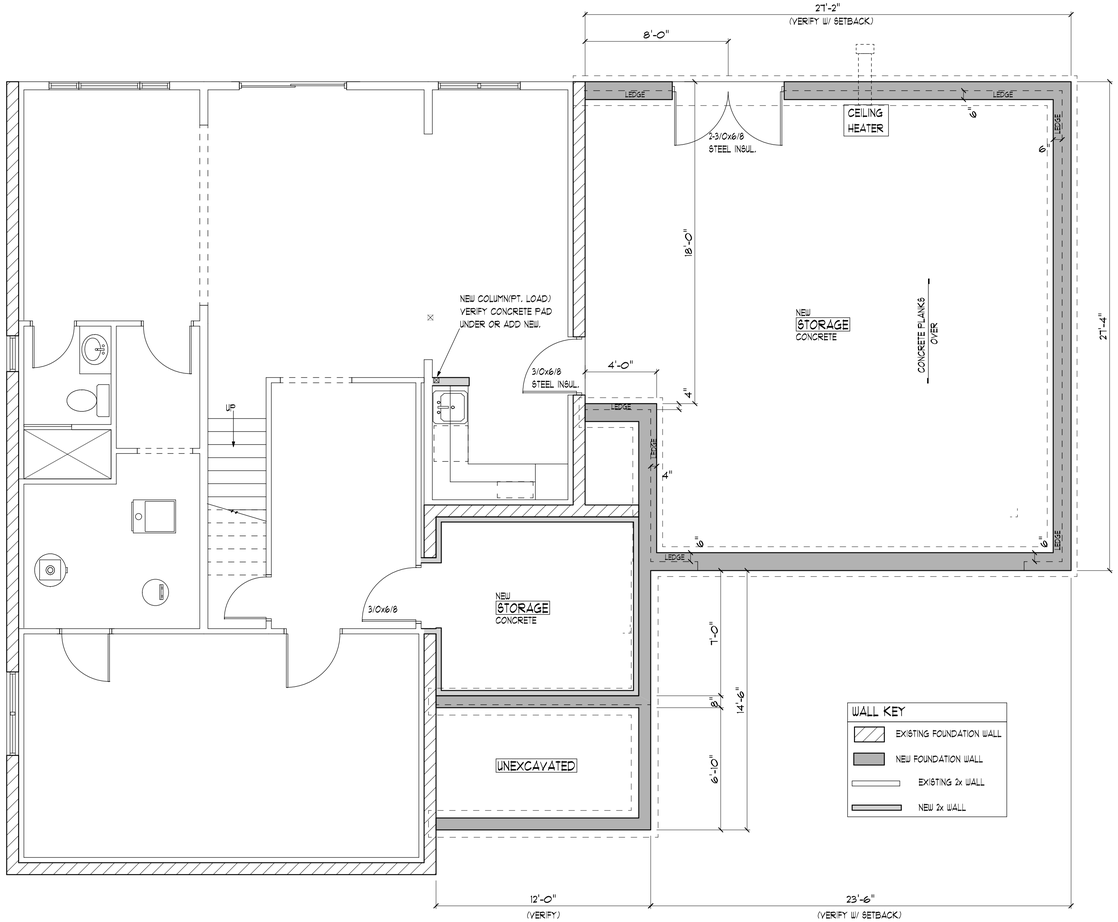
LOWER LEVEL

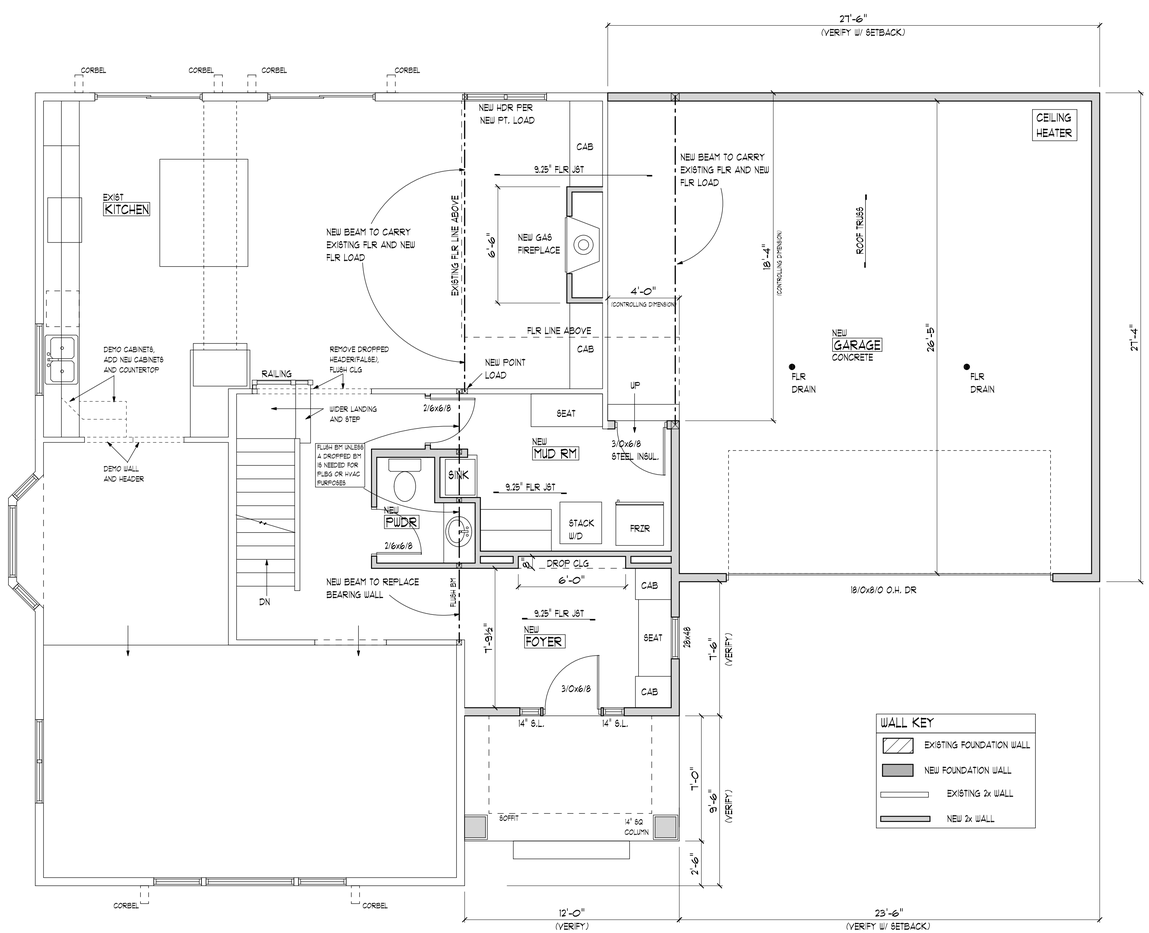
1/8"=1'-0"



MAIN LEVEL - EXISTING

1/8"=1'-0"





LOWER LEVEL (PROPOSED)

1/4"=1'-0"

NOTE: REPLACE ALL EXISTING WINDOWS AND DOORS. DOORS AND WINDOWS NOTED BY SIZE ARE EITHER NEW WINDOWS OR NEW WINDOW SIZES (PER CODE REQUIREMNTS) AT EXISTING OPENINGS.

MAIN LEVEL (PROPOSED)

1/4"=1'-0"

NOTE: REPLACE ALL EXISTING WINDOWS AND DOORS. DOORS AND WINDOWS NOTED BY SIZE ARE EITHER NEW WINDOWS OR NEW WINDOW SIZES (PER CODE REQUIREMNTS) AT EXISTING OPENINGS.

PRELIMINARY PLAN

REVISIONS
-

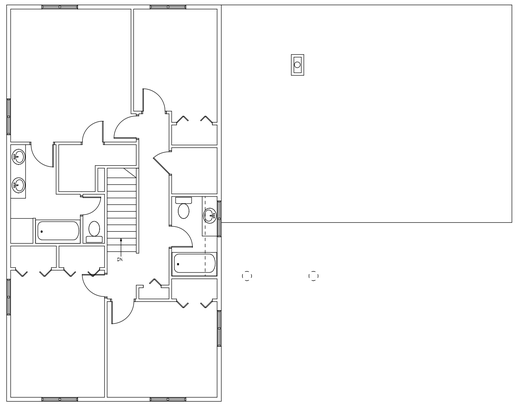
WILKERSON RESIDENCE
5995 LORING DRIVE
MINNETRISTA, MN 55364

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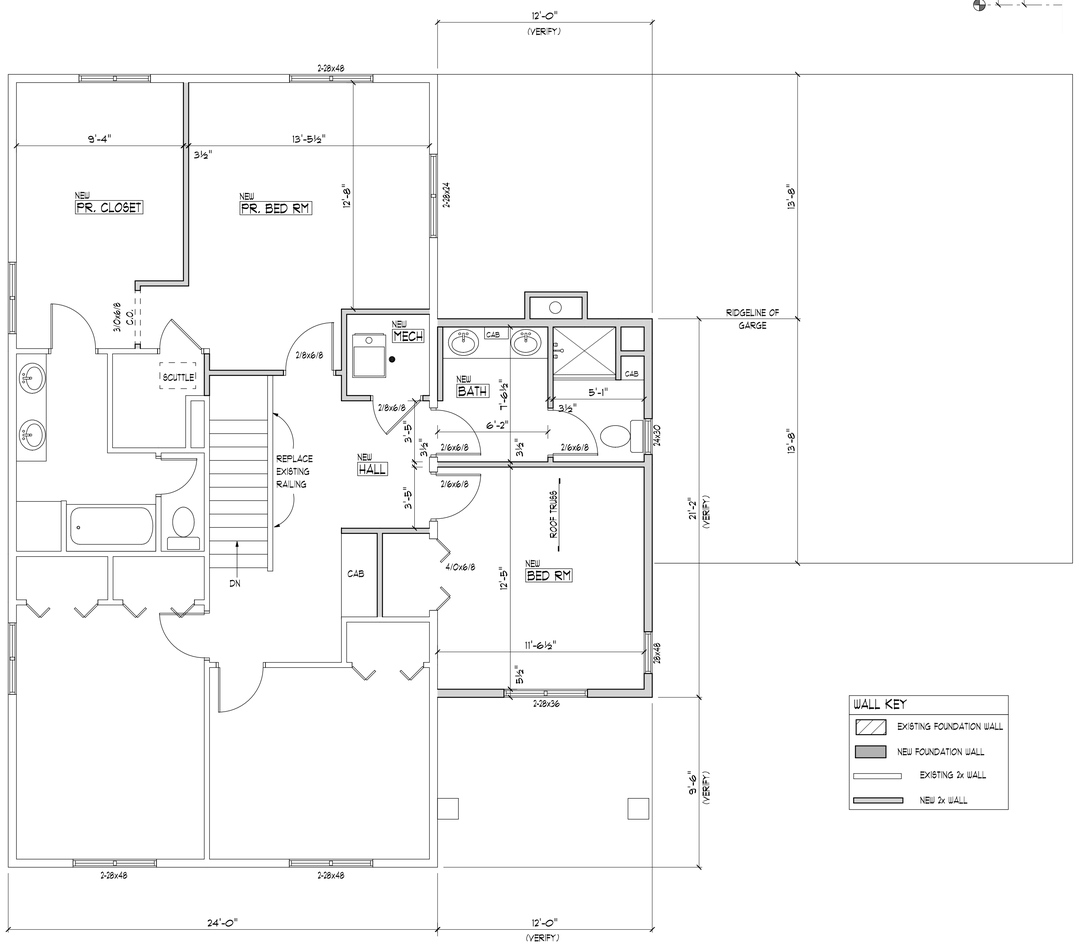
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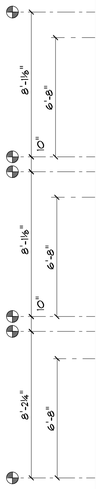
SHEET
A2
of 5

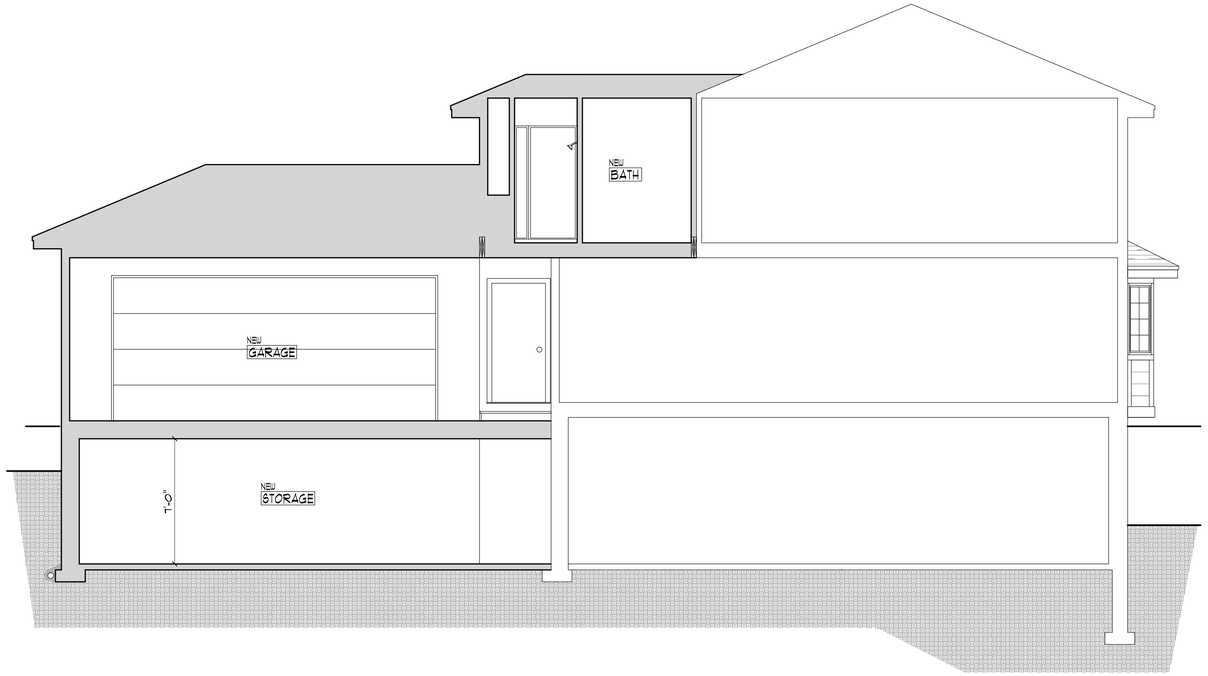


UPPER LEVEL - EXISTING

1/4"=1'-0"







SECTION

1/4"=1'-0"

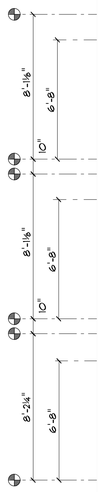
- SHADED REPRESENTS NEW

WALL KEY
EXISTING FOUNDATION WALL
NEW FOUNDATION WALL
EXISTING 2x WALL
NEW 2x WALL

UPPER LEVEL (PROPOSED)

1/4"=1'-0"

NOTE: REPLACE ALL EXISTING WINDOWS AND DOORS. DOORS AND WINDOWS NOTED BY SIZE ARE EITHER NEW WINDOWS OR NEW WINDOW SIZES (PER CODE REQUIREMNTS) AT EXISTING OPENINGS.





SECTION

1/4"=1'-0"

- SHADED REPRESENTS NEW

PRELIMINARY PLAN

WILKERSON RESIDENCE
5995 LORING DRIVE
MINNETRISTA, MN 55364

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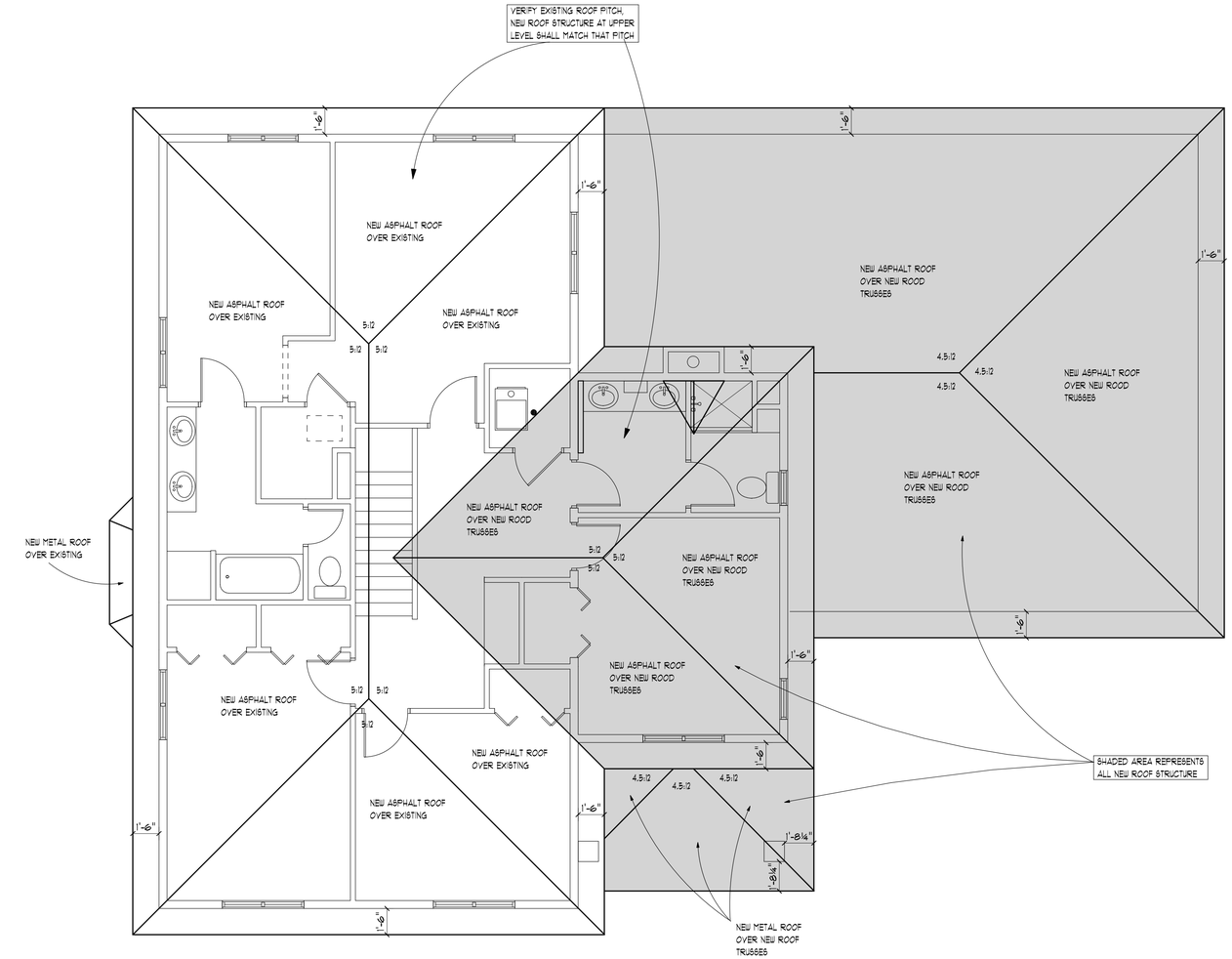
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SHEET

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of 5



ROOF PLAN

1/4"=1'-0"

PRELIMINARY PLAN

WILKERSON RESIDENCE
5995 LORING DRIVE
MINNETRISTA, MN 55364

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SHEET

A4

of 5

OPTION:

- GARAGE DEPTH REMAINS AS IS, ADD 3'-0" TO GARAGE WIDTH, NEW 18'-0" x 8'-0" OVERHEAD DOOR TO BE LOCATED PER PLAN.



FRONT ELEVATION

1/4"=1'-0"

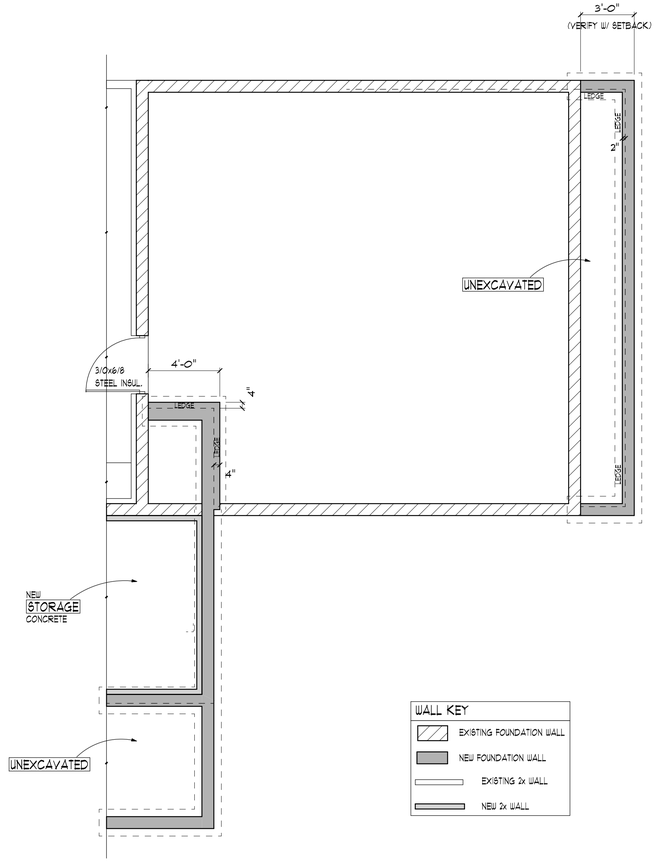
- ALL NEW EXTERIOR MATERIALS



LEFT ELEVATION

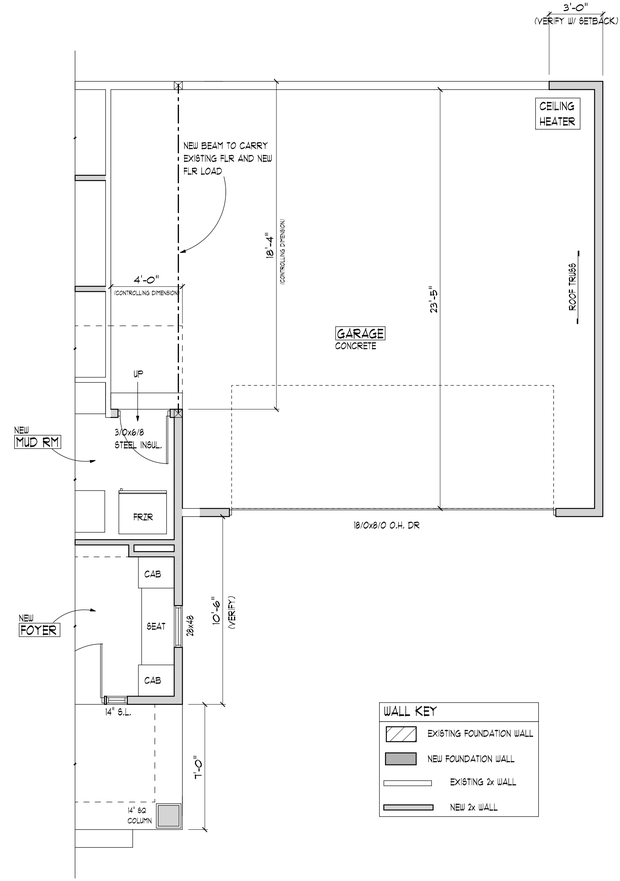
1/4"=1'-0"

- ALL NEW EXTERIOR MATERIALS



LOWER LEVEL (PROPOSED OPTION)

1/4"=1'-0"



MAIN LEVEL (PROPOSED OPTION)

1/4"=1'-0"

PRELIMINARY PLAN

WILKERSON RESIDENCE
5995 LORING DRIVE
MINNETRISTA, MN 55364

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SHEET

A5

of 5

RESOLUTION NO. 106-25

CITY OF MINNETRISTA

RESOLUTION APPROVING FRONT YARD SETBACK VARIANCE FOR JASON AND ANNA WILKERSON FOR THE CONSTRUCTION OF A COVERED FRONT PORCH AT 5995 LORING DRIVE

WHEREAS, the City of Minnetrista (the "City") is a municipal corporation, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City Council of the City of Minnetrista has adopted zoning and subdivision regulations, per Chapter 5 of the Municipal Code, to promote the orderly, economic and safe development and utilization of land within the city; and

WHEREAS, Jason and Anna Wilkerson (the "Applicants") have made an application for a front yard setback variance to reduce the required setback from 35 feet to 28.9 feet for the construction of a covered front porch at 5995 Loring Drive (the "Property") and which is legally described on Exhibit A attached hereto; and

WHEREAS, on November 24, 2025, the Minnetrista Planning Commission considered the requested front yard setback variance, held a public hearing and, after consideration of the entire record before it, voted 5-0 in favor of recommending approval of the requested setback variance; and

WHEREAS, the Minnetrista City Council has reviewed the application, as submitted, and has made the following findings of fact:

1. The requested variance is in harmony with the purpose and intent of the City's zoning ordinances because the proposed front porch addition does not change the use from a single-family home, which is a proper use of R-1 Low-Density Single-Family Residence zoned property. The proposed front porch does not extend closer to the roadway, which will help preserve the boulevard and space between the home and street;
2. The requested variance is consistent with the City's comprehensive plan because the Property is guided for long term Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The requested variance does not change the use from a single-family home, which is a use consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land Use Map, the proposed front porch addition does not further encroach upon the roadway or adjacent properties which helps minimize its impact;
3. The Applicant proposes to use the Property in a reasonable manner because the Applicants are proposing to attached a covered front porch onto the existing home which does not extend beyond the current forward most protrusion of the existing home. This will not change the use of the Property. A covered front entry is reasonable and the size is appropriate relative to the home;

4. The requested variance is the result of unique circumstances not created by the landowner because the existing home was built in 1920, which is well prior to the Applicants owning the Property. The home has always been in its existing location and the roof angles appear original as well. The Applicants did not choose the home location nor design the roof angles; and
5. The requested variance will not alter the character of the locality because the front porch addition is not out of place or out of scale as the resulting structure is consistent in size and massing to those in the neighborhood and many of the other homes also have a covered front entry.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the requested front yard variance for the construction of a covered front porch at the property generally located at 5995 Loring Drive, subject to the following conditions:

1. Any required grading shall maintain existing drainage patterns or improve the existing drainage of the lot and adjacent lots;
2. The Applicants shall obtain all necessary permits and approvals from the City and other applicable entities with jurisdiction over the Property prior to any construction;
3. The Applicants are responsible for all fees incurred by the City in review of this application; and
4. The variance approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the site.

This resolution was adopted by the City Council of the City of Minnetrista on the 8th day of December, 2025 by a vote of ___ Ayes and ___ Nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
Ann Meyerhoff, City Clerk

(SEAL)

EXHIBIT A

Legal Description of 5995 Loring Drive:

Lot 2, Block 2, Loring Acres, Hennepin County, Minnesota.

CITY OF MINNETRISTA

CITY COUNCIL CONSENT AGENDA ITEM

Subject:	**Application from John Watkins and Kathryn Hammond for a lakeshore setback variance and a side yard setback variance at 5415 Cedar Point Road.**
Prepared By:	**Nickolas Olson, Senior City Planner**
Through:	**David Abel, Community Development Director**
Meeting Date:	**December 8, 2025**

Overview: John Watkins and Kathryn Hammond (the "Applicants") has made a request for a lakeshore setback variance to reduce the required setback from 50 feet to 46 feet and a side yard setback variance from 15 feet to 7 feet to correct the roof angle of the existing home at 5415 Cedar Point Road; RDB: Douglas Beach Single-Family Zoning District; PID # 25-117-24-24-0052 (the "Property").

Background: The Applicants contacted the City regarding a remodel project they were considering for the existing home on their Property. Part of the project includes fixing the existing roof angle of the home. However, the existing home is non-conforming with respect to the lakeshore and side yard setback requirements. Because the correction increases the height of the home and with the home being non-conforming, a variance is required. The Applicants have appropriately applied for the required variances, and the application materials have been attached for the City Council to review. The City Council should consider the standard variance criteria when reviewing the request and making a motion.

Variance Request: City Code Section 505.05 Subd. 9 allows the City to issue variances from the provisions of the zoning code. A variance is a modification or variation of the provisions of the zoning code as applied to a specific piece of. A variance is only permitted when:

a. **The variance is in harmony with the general purposes and intent of this ordinance.**
   Section 505.03 Subd. 1 outlines the specific purpose and intent of the City's zoning ordinance. One of those purpose and intent is to protect the general health and safety of the inhabitants of the City. This is accomplished through the promotion of proper use of land and structures with reasonable standards to which buildings, structures, and land will conform to for the benefit of all.

   The proposed roof addition/pitch correction does not change the use from a single-family home, which is a proper use of R-1 Low-Density Single-Family Residence

zoned property. The proposed roof project does not alter the existing setbacks and the overall height increase is minimal.

b. The variance is consistent with the comprehensive plan.
The basic intent of the comprehensive planning process is to provide a well-founded and coordinated decision-making framework to guide both public and private development and community improvements. In this regard, the comprehensive plan represents the development framework to guide and direct future land development decisions within the City. The Land Use Plan is a narrative and graphic representation of the community's land use and growth management goals and policies that provides the background and rationale for land use designations as represented on the Proposed Land Use Map.

The Property is guided for long term Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The requested variances do not change the use from a single-family home, which is a use consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land Use Map, the proposed roof project does not change the location of the existing home, which minimizes the impact on the lakeshore and adjacent properties.

A variance may be granted when the applicant establishes there are practical difficulties in complying with this ordinance. Practical difficulties, as used in connection with granting a variance, means:

1. **The property owner proposes to use the property in a reasonable manner not permitted by this ordinance.**
This factor means that the landowner would like to use the property in a particular reasonable way, but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance.

   The Applicants are proposing to correct the angle of the existing roof so it is symmetrical and alleviates issues caused by the existing pitch. The proposed addition frames over the existing roof and does not further encroach upon the lake or neighboring properties. For these reasons, the request is reasonable.

2. **The plight of the landowner is due to circumstances unique to the property not created by the landowner.**
The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner. When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property.

   The existing home was built in 1920, which is well prior to the Applicants owning the Property. The home has always been in its existing location and the roof angles appear original as well. The Applicants did not choose the home location nor

design the roof angles, which means they did not create their own circumstances and are working within the confines of the existing home and its location.

3. **The variance would not alter the essential character of the locality.**
   Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area.

   The proposed roof project does not change the location of the home relative to the side property line or lakeshore and the overall height increase is minimal. The project is also expected to improve the aesthetic view of the home from the lake. For these reasons, the request will not alter the character of the locale.

Neighborhood Comments: Notices were sent out to all property owners within 500 feet of the subject property. To date, staff has heard from one neighbor in support of the request as a result of sending the public notice.

Planning Commission Recommendation: The Applicants' request was presented to the Planning Commission at their November 24, 2025 meeting. At that meeting, the Planning Commission held the required public hearing. There was no one besides the Applicants present to speak. After holding the required public hearing, hearing no public testimony, and reviewing the request amongst themselves, the Planning Commission made a motion to recommend the City Council approve the request, based on certain findings of fact and subject to conditions. Motion passed 5-0. Absent Hussain, Livermore, Taylor, and Rognli.

Conclusion: The City Council should review the staff report and the recommendation of the Planning Commission. After review, the City Council should consider the entire record before it prior to making a motion. Along with making a motion, findings of fact should be established which support the motion. Findings of fact based on the information submitted by the Applicants may be as follows:

1. The requested variance is in harmony with the purpose and intent of the City's zoning ordinances because the proposed roof addition/pitch correction does not change the use from a single-family home, which is a proper use of R-1 Low-Density Single-Family Residence zoned property. The proposed roof project does not alter the existing setbacks and the overall height increase is minimal;
2. The requested variance is consistent with the City's comprehensive plan because the Property is guided for long term Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The requested variances do not change the use from a single-family home, which is a use consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land Use Map, the proposed roof project does not change the location of the existing home, which minimizes the impact on the lakeshore and adjacent properties;
3. The Applicant proposes to use the Property in a reasonable manner because the Applicants are proposing to correct the angle of the existing roof so it is symmetrical and alleviates issues caused by the existing pitch. The proposed addition frames over the existing roof and does not further encroach upon the lake or neighboring properties;

4. The requested variance is the result of unique circumstances not created by the landowner because the existing home was built in 1920, which is well prior to the Applicants owning the Property. The home has always been in its existing location and the roof angles appear original as well. The Applicants did not choose the home location nor design the roof angles; and
5. The requested variance will not alter the character of the locality because the proposed roof project does not change the location of the home relative to the side property line or lakeshore and the overall height increase is minimal. The project is also expected to improve the aesthetic view of the home from the lake.

Recommended Action: Motion to adopt a resolution approving the requested side yard and lakeshore setback variances at 5415 Cedar Point Road based on certain findings of fact outlined in the staff report and subject to the following conditions:

1. Any required grading shall maintain existing drainage patterns or improve the existing drainage of the lot and adjacent lots;
2. The Applicants shall obtain all necessary permits and approvals from the City and other applicable entities with jurisdiction over the Property prior to any construction;
3. The Applicants are responsible for all fees incurred by the City in review of this application; and
4. The variance approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the site.

Attachments:

1. Location Map
2. Applicants' Narrative
3. Proposed Survey
4. Proposed Plans
5. Res. No. 107-25 Approve Lakeshore and Side Yard Setback Variances at 5415 Cedar Point Road

5415 Cedar Point Road



1 in = 100 Ft

City Boundary

Address Labels

Parcels

CITY OF MINNETRISTA

N

November 2025

Map Powered by GIS

wsb

To: Minnetrista Planning Commission
Re: Written statements for set-back variance request for property located at:
5415 Cedar Point Rd., Minnetrista, MN 55364
Date: 10/28/2025
From: John Kyle Watkins and Kathryn Hammond

a). List of current property owners:

John Kyle Watkins and Kathryn Lee Hammond

b). Site data:

Address: 5415 Cedar Point Rd., Minnetrista, MN 55364

Legal Description: That part of Lot 5 lying east of a line drawn parallel with the easterly and westerly lines of said Lot equidistant from the northeasterly and northwesterly corners of Lot 5 on ELL'S PLACE and equidistant from the southeasterly and southwesterly corners of the Lot on the shore of Lake Minnetonka, in Block 10, DOUGLAS; also Lot 4, Block 10, DOUGLAS.

PID: 25 117 24 24 0052

Parcel size: 31,992 square feet

Existing use of land: Homestead

Current zoning: Dwelling/Residential Lakeshore

c). Provisions of Minnetrista city code from which variance is sought:

Section 505.25 – RDB Residential-Douglas Beach. Subd. 2 *Lot area, depth, width, coverage, setbacks, height standards*.

d). Written description of proposal:

We are respectfully requesting a variance to the zoning ordinances to allow for us to correct a roof angle and improve the aesthetic from the lake view by constructing a small roof overlay, and we would also like to add an overhang/awning over our dining room windows to help reduce flooding in our basement.

The roof angle correction would not protrude out towards the lake any farther than our current roof or add any hardcover. It would add an additional 32" inches of height at the most at the ridge.

The overhang/awning would add 66 square feet of roofing. It would not protrude out any farther than a current overhang/awning that is located over a window right next to it.

We will remove a deck that is currently outside our second floor primary bedroom. This current deck protrudes towards the lake farther than the overhang/awning that we are proposing.

Reason for Variance:
We have a unique property condition because a portion of our home that was built in 1920 is already in the setback.

e). Narrative of pre-application discussions with staff:

We spoke with Nick Olson concerning the ability to fix the roof angle and add the overhang/awning. Nick advised that we needed to go through the variance process because a portion of our home as built in 1920 is within the setback.

f). How the proposal is in harmony with the general purpose and intent of current code and comprehensive plan:

The requested variance would allow for two small alterations to the existing single-family home, which is a use consistent with the long term plan for the property.

g). Practical difficulties in complying with city code:

Our home was built in 1920 and is already within the setback, thus the only way for us to fix the roof angle and add the overhang to reduce water in our basement, is to request a variance to the code.

We propose to use the property in a reasonable manner not permitted by this ordinance. We hope to fix the incorrect roof line that was existing in 2009 when we purchased the home and add a small overhang/awning to help reduce the basement flooding that we now experience

These circumstances are unique to the property and were not created by us. The existing home was built prior to us purchasing the property and we inherited the existing non-conformity. A portion of the existing home is already located within the setback. This makes the alteration of the existing structure very challenging due to its existing location, which we did not create.

The variance would not alter the essential character of the locality. The proposed alterations result in a very modest change. We don't believe that the variance will alter the essential character of the locality because our changes will remove a deck and correct a roof angle that do not look like they belong on a 1920 cabin/lake home and adding an overhang will help bring down the current scale of our windows. Both of these changes will cause our home to be more true to the other lake homes/cabins near our home.

h). Justification that request is not based upon a desire to increase the value of the land:

We are only trying to correct a roof angle that was present when we purchased the house in 2009 and add a small overhang over our dining room windows to help keep water out of our basement.

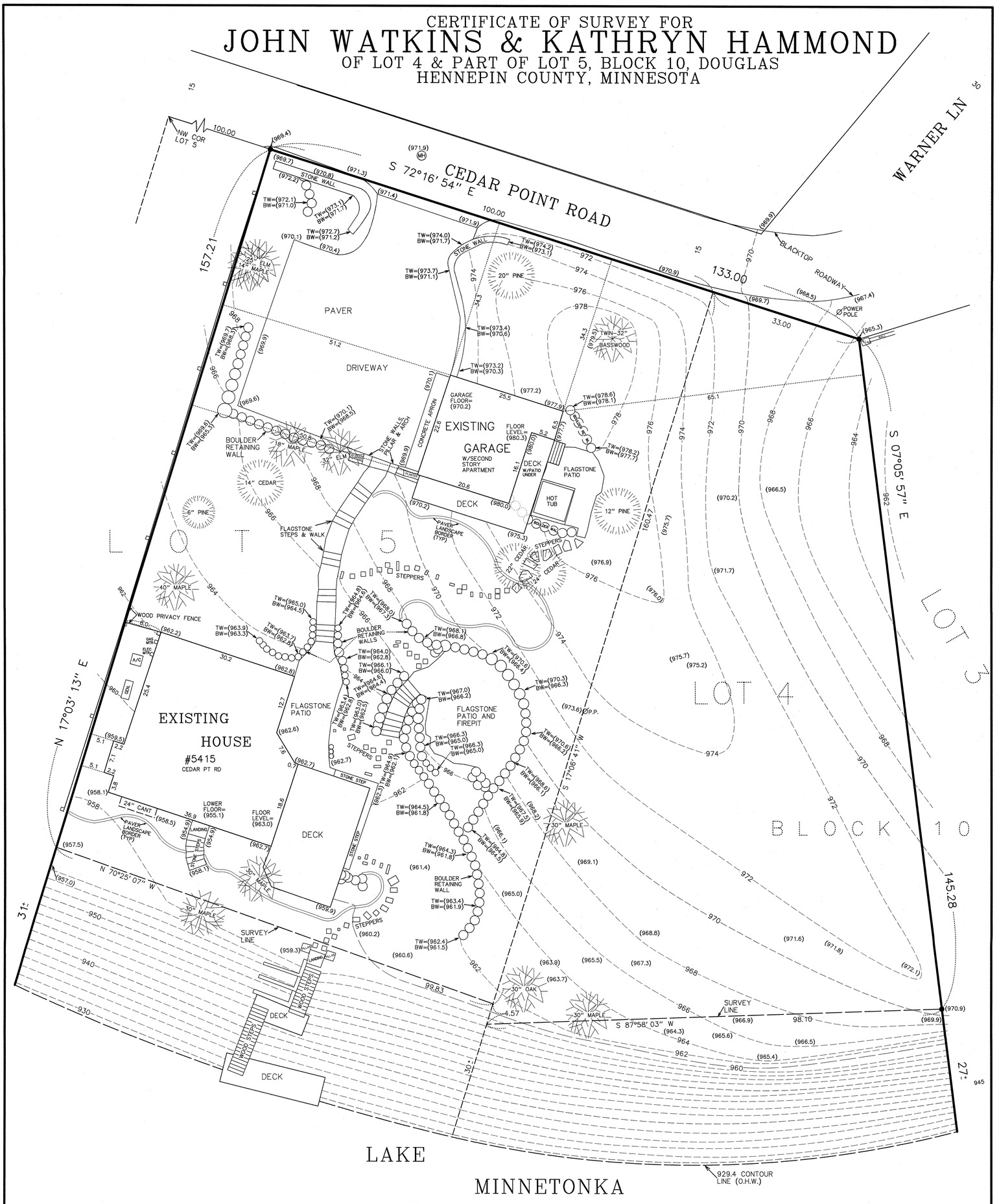
i). Justification that the requested variance will not adversely affect health/safety of neighbors, impair air/light to adjacent properties, injure the neighborhood, increase street congestion, endanger public safety or diminish values within the neighborhood.

We feel none of the above will be an issue because:

1. The alterations are very small and will not affect the health/safety of our neighbors
2. It will not affect light or air to adjacent neighbors as it is not visible to neighbors
3. It will not be injurious to neighbors as it is not visible to neighbors
4. It does not face a public street so will not increase any congestion
5. The alterations could in no way endanger public safety
6. It will not diminish or impair property values, as it will improve the look and functionality of our house which would increase property values of our neighbors.

25-182

CERTIFICATE OF SURVEY FOR
JOHN WATKINS & KATHRYN HAMMOND
OF LOT 4 & PART OF LOT 5, BLOCK 10, DOUGLAS
HENNEPIN COUNTY, MINNESOTA



HARDCOVER CALCULATIONS :

Lot area = 31,992 Sq. ft.

House = 1254 sf
Steps & landing off lakeside of house = 38 sf
Garage = 496 sf
Driveway & apron = 1932 sf
Stone arch & planters @ gar. = 26 sf
Flagstone steps & walk
to house patio = 168 sf
Deck & steps @ garage with
patio underneath = 92 sf
Flagstone patio @ gar. = 192 sf
Flagstone patio @ house = 258 sf
Flagstone patio fire pit & steps = 494 sf
Steppers = 77 sf
Paver landscape borders (3) = 88 sf
Pillars @ steps to shore = 7 sf
Steps to shore = 100 sf
Gen. & A/C pads = 12 sf

Total = 5234 Sq. ft.

5234 / 31,992 x 100 = 16.36%

LEGAL DESCRIPTION : (per Certificate of Title No. 1301253)

That portion of Lot 5 lying East of a line drawn parallel with the Easterly and Westerly lines of the lot, equally distant from the Northeasterly and Northwesterly corners of Lot 5 on Ell's Place and equally distant from the Southeasterly and Southwesterly corners of the lot on the shores of Lake Minnetonka, Block 10, "Douglas".
also
Lot 4, Block 10, DOUGLAS (abstract)

● : denotes iron marker found

(908.3) : denotes existing spot elevation, mean sea level datum

—917—: denotes existing contour line, mean sea level datum

Bearings shown are based upon an assumed datum.

This survey intends to show the boundaries of the above described property, and the location of an existing house, garage, major trees, spot elevations, topography and all visible "hardcover" thereon. It does not purport to show any other improvements or encroachments.

SCALE IN FEET
0 10 20 40

DATE	REVISIONS

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 Land Surveyor under the laws of the State of Minnesota.

Mark S. Gronberg Minnesota License Number 12755

PROJECT

DATE 7-30-25
SCALE 1"=10'
JOB NO 25-182

GRONBERG & ASSOCIATES, INC.
CIVIL ENGINEERS, LAND SURVEYORS, LAND PLANNERS
445 NORTH WILLOW DRIVE LONG LAKE, MN 55356
952-473-4141

101

Section 4, Item g)



LAN-DE-CON INC.
LANDSCAPE ~ DESIGN ~ CONSTRUCTION
P.O. BOX 308 ~ EXCELSIOR, MN 55331
Ph: (952) 474-2260 ~ Fax: (952) 474-0155

NORTH
0' 5' 10' 20'

PROJECT NAME/LOCATION:
Cedar Point
5415 Cedar Point Rd.
Minnetrista, MN 55364

TITLE:
Grading & Retaining Wall Plan

PREPARED BY:
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* under the laws of the state of Minnesota.

SIGNATURE: _____
PRINTED NAME: Daren M. Laberee
DATE: _____ LIC. NUMBER: 43233

NO.	REVISION / ISSUE	DATE

DESIGNED: DML
DRAWN: DML
CHECKED: DML
DATE: 10/28/2025
SHEET: **L1**

CEDAR POINT CABIN

PROJECT TEAM

OWNERS
KATHRYN & KYLE HAMMOND-WATKINS

SALA ARCHITECTS, INC.
326 E HENNEPIN AVE #200,
MINNEAPOLIS, MN 55414

PROJECT ARCHITECT:
ERIC ODOR
612.767.4130
EODOR@SALAARC.COM

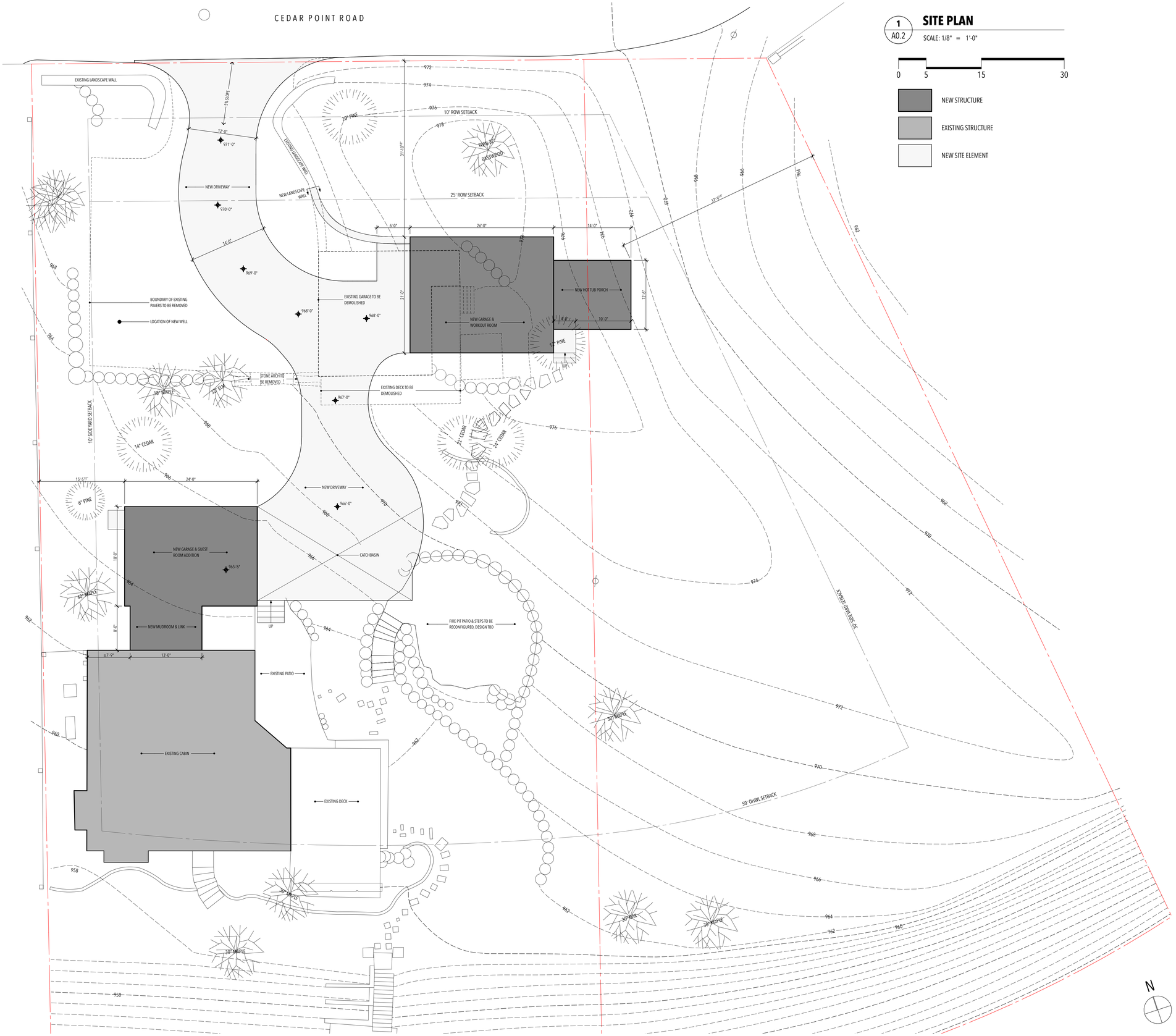
PROJECT MANAGER:
ALYSSA JAGDFELD
612.767.4142
AJAGDFELD@SALAARC.COM

WOODCRAFT DESIGN BUILD
5269 US HIGHWAY 12
MAPLE PLAIN, MN 55359

RYAN MUONIO
612.290.0895
RYAN@WOODCRAFTDESIGNBUILD.COM

SHEET INDEX

A0.1	COVER SHEET AND SITE PLAN
A1.2	MAIN LEVEL PLAN
A1.3	UPPER LEVEL PLAN
A1.4	ROOF PLAN
A2.1	ELEVATIONS NE
A2.2	ELEVATIONS SW
A3.1	SECTIONS



1 A0.2 **SITE PLAN**

SCALE: 1/8" = 1'-0"

0 5 15 30

NEW STRUCTURE
EXISTING STRUCTURE
NEW SITE ELEMENT

N

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T 612.379.3037
F 612.379.0001
326 E HENNEPIN AVE #200
MINNEAPOLIS, MN 55414

NOT FOR CONSTRUCTION

CEDAR POINT CABIN

5415 CEDAR POINT ROAD
MINNETRISTA, MN

DATE	DESCRIPTION
10/10/25	SCHEMATIC DESIGN

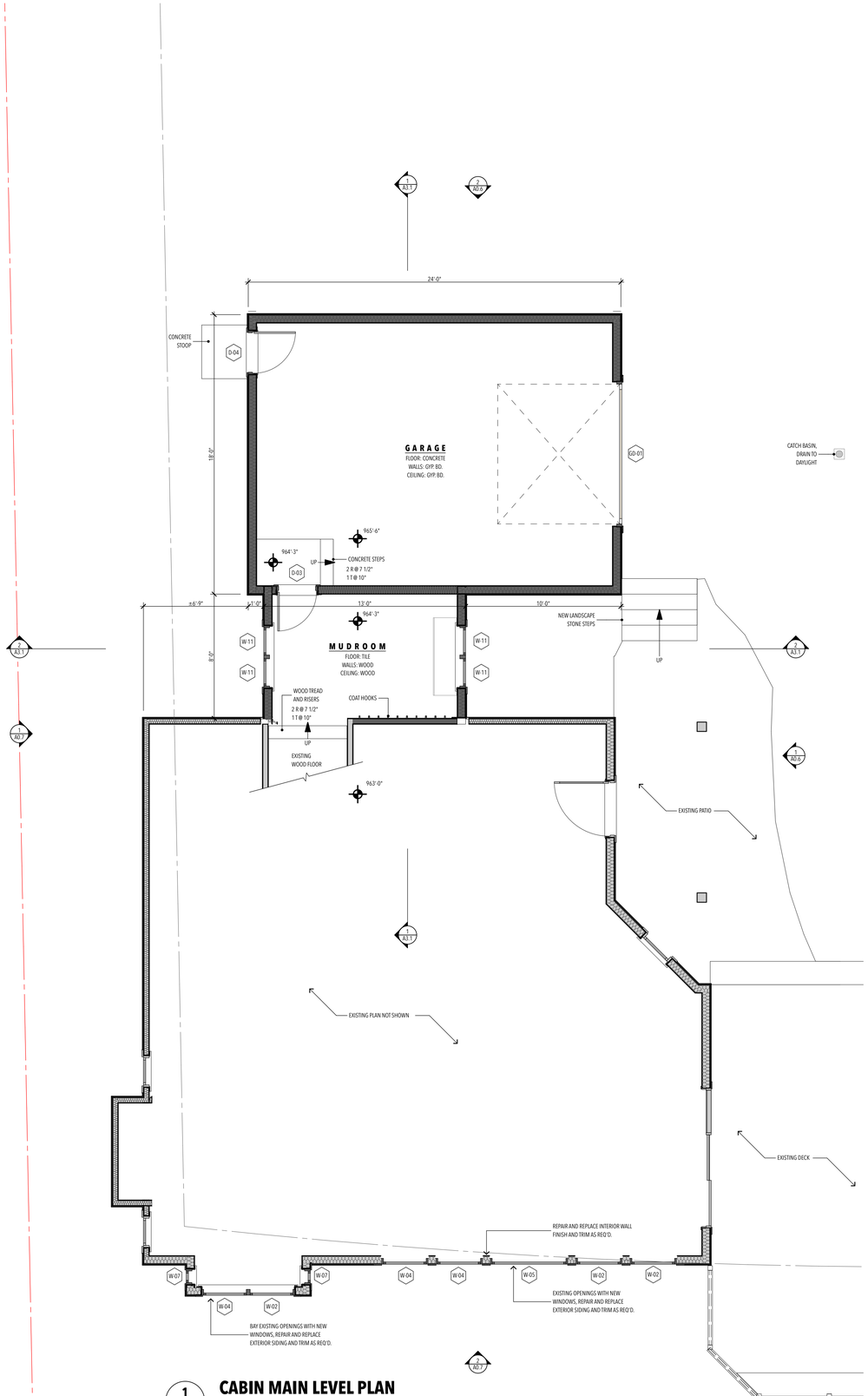
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PROJECT ARCHITECT ERIC ODOR

DRAWN BY ALYSSA JAGDFELD

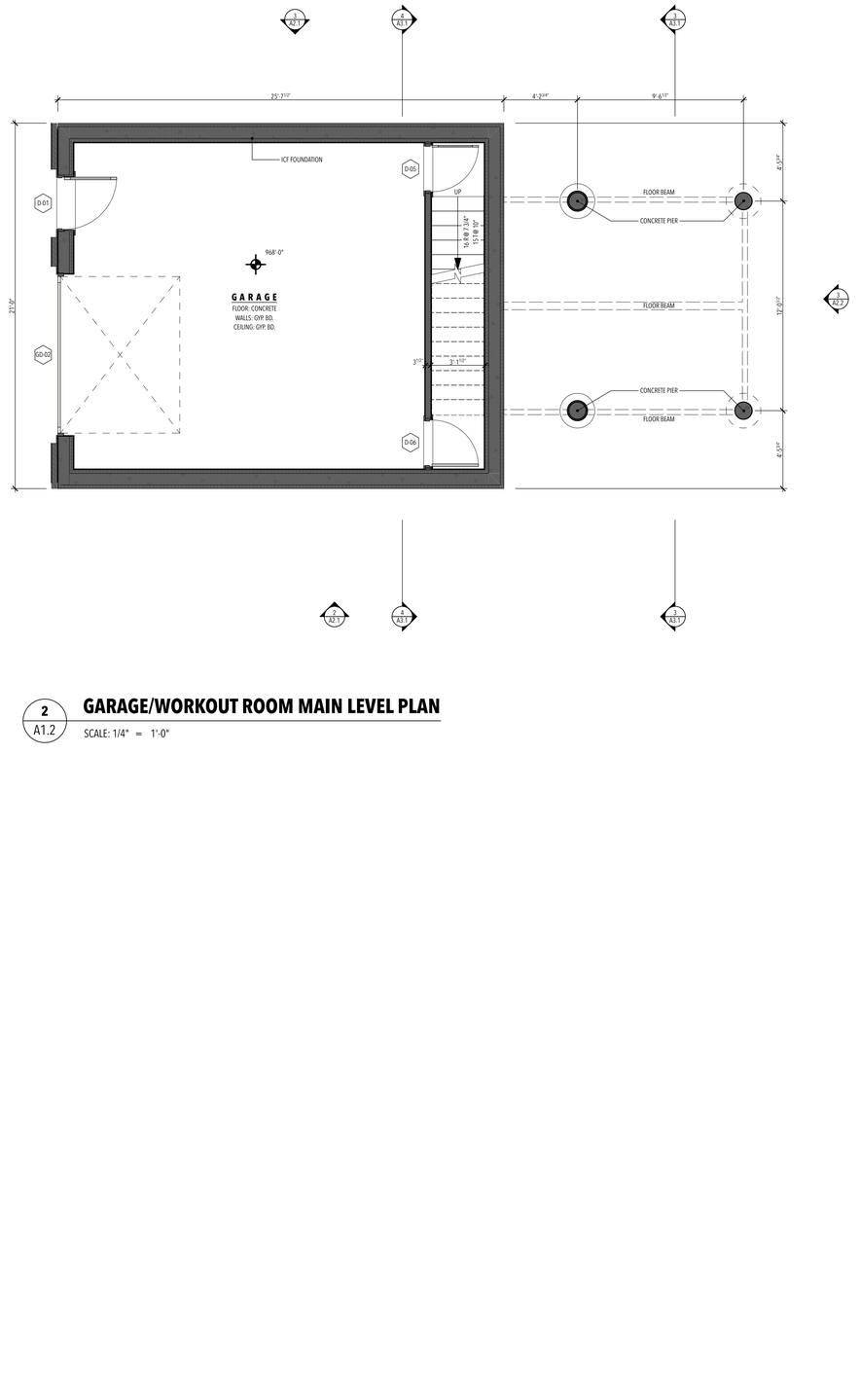
Dimensions are not to be determined by scaling off of these drawings. Should dimensions be required beyond those provided, please contact the architect.
These documents are instruments of service and as such remain the property of SALA Architects. Use or publication requires the written approval from SALA Architects.

SHEET NO. **A0.2**



1 A1.2 CABIN MAIN LEVEL PLAN

SCALE: 1/4" = 1'-0"



2 A1.2 GARAGE/WORKOUT ROOM MAIN LEVEL PLAN

SCALE: 1/4" = 1'-0"

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CEDAR POINT CABIN

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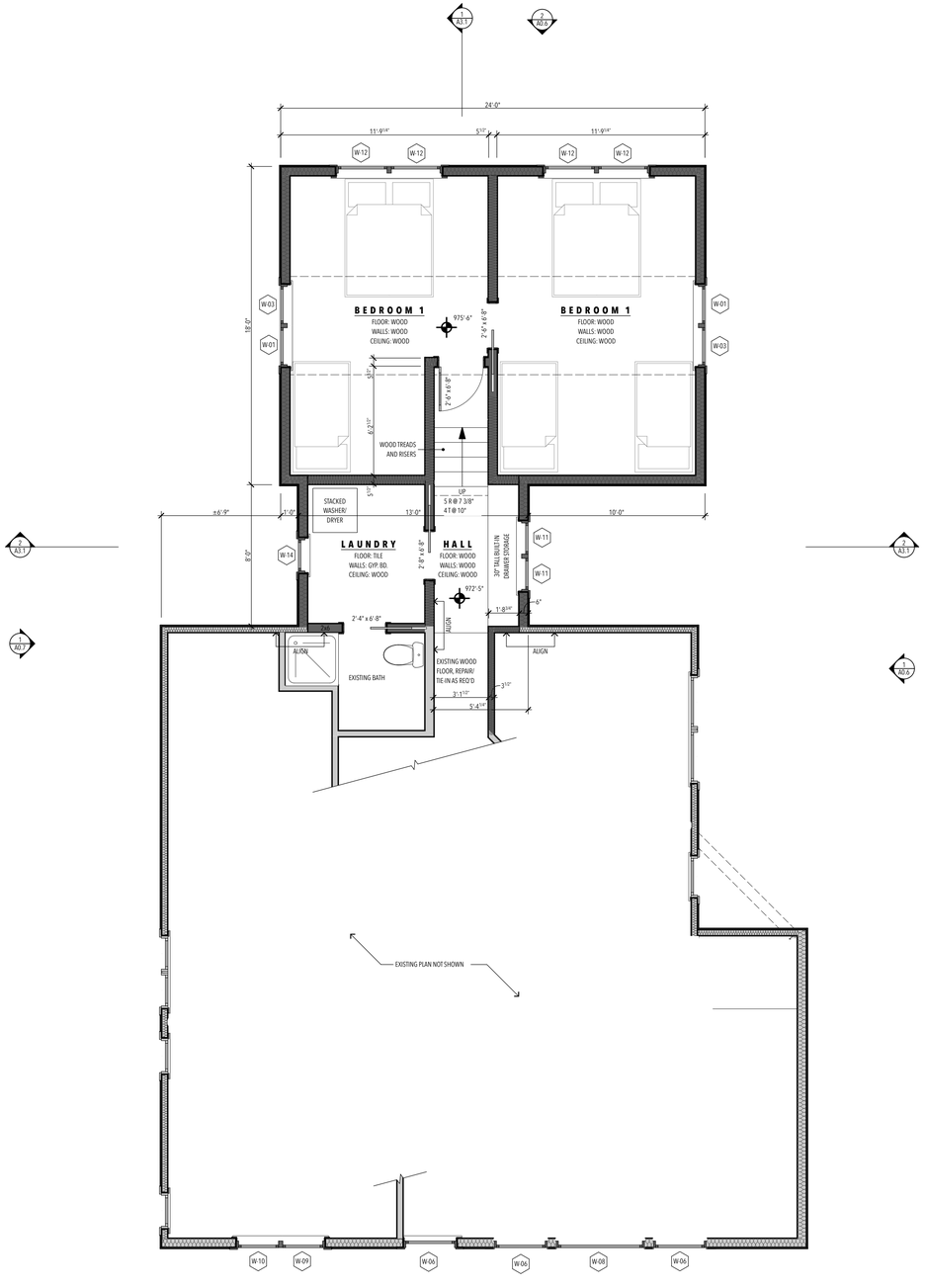
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PROJECT ARCHITECT
ERIC ODOR

DRAWN BY
ALYSSA JAGDFELD

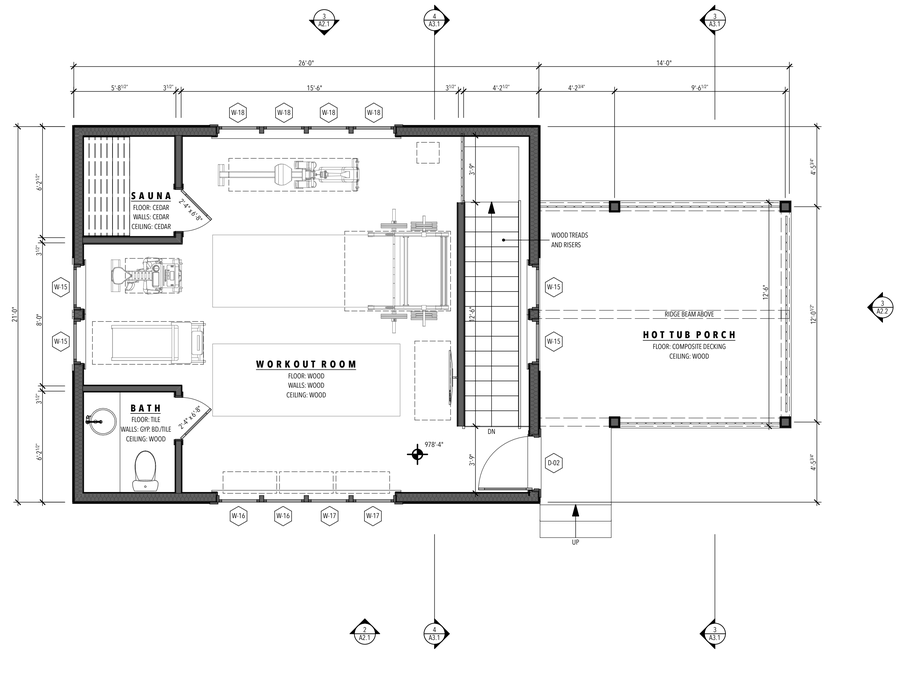
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SHEET NO.
A1.2



1 A1.3 **CABIN UPPER LEVEL PLAN**

SCALE: 1/4" = 1'-0"



2 A1.3 **GARAGE/WORKOUT ROOM UPPER LEVEL PLAN**

SCALE: 1/4" = 1'-0"

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MINNEAPOLIS, MN 55414

NOT FOR CONSTRUCTION

CEDAR POINT CABIN

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MINNETRISTA, MN

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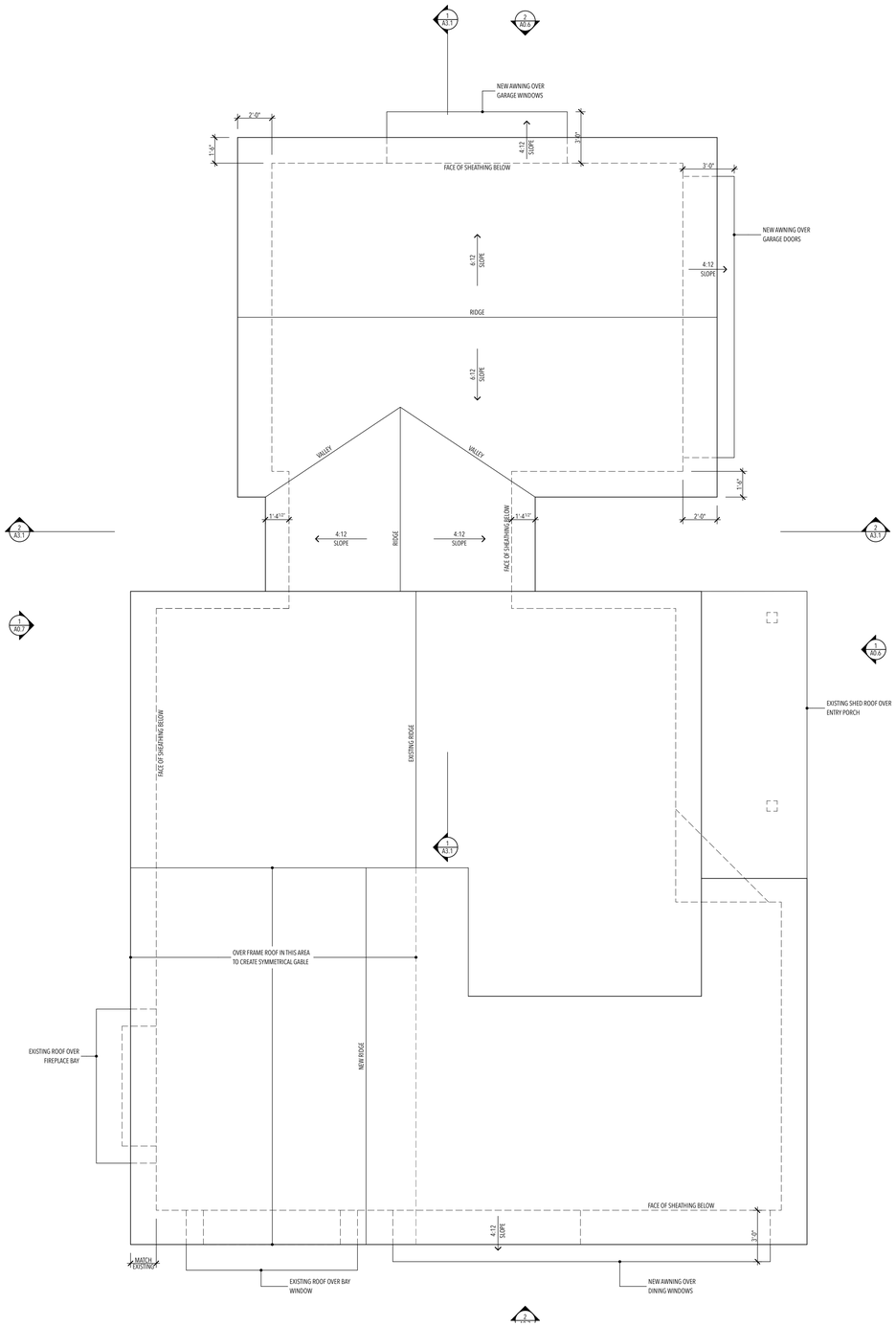
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ALYSSA JAGDFELD

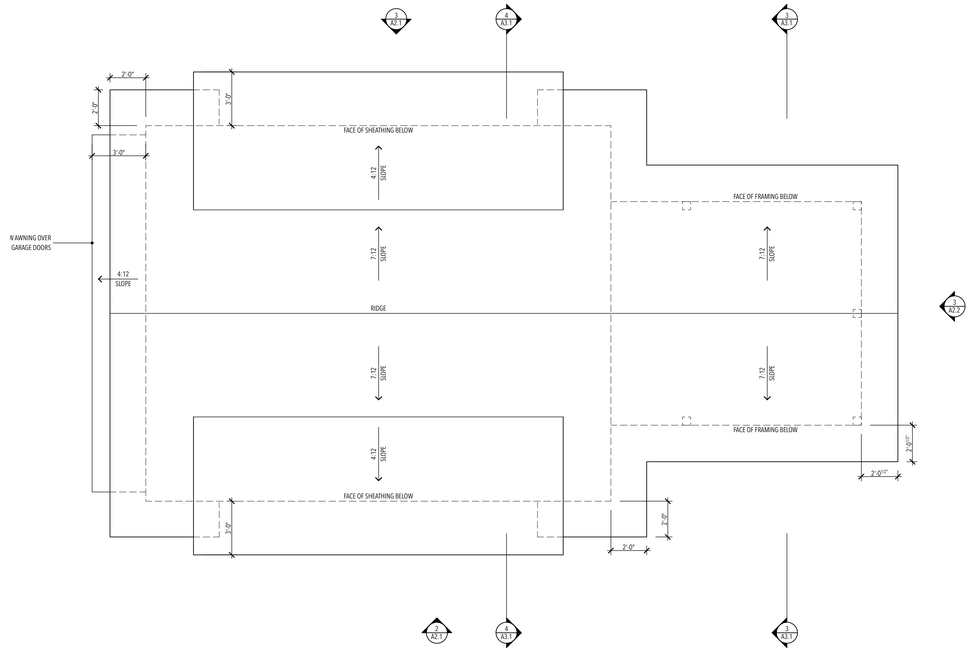
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SHEET NO.
A1.3



1 A1.4 **CABIN ROOF PLAN**

SCALE: 1/4" = 1'-0"



2 A1.4 **GARAGE/WORKOUT ROOM PLAN**

SCALE: 1/4" = 1'-0"

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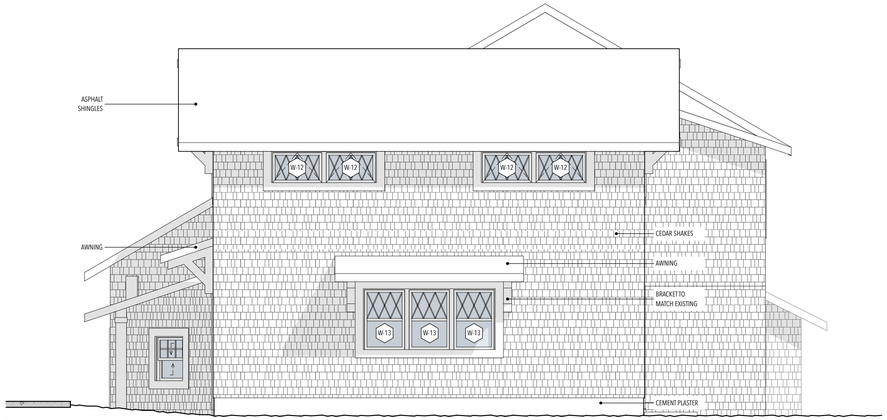
PROJECT NUMBER
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PROJECT ARCHITECT
ERIC ODOR

DRAWN BY
ALYSSA JAGDFELD

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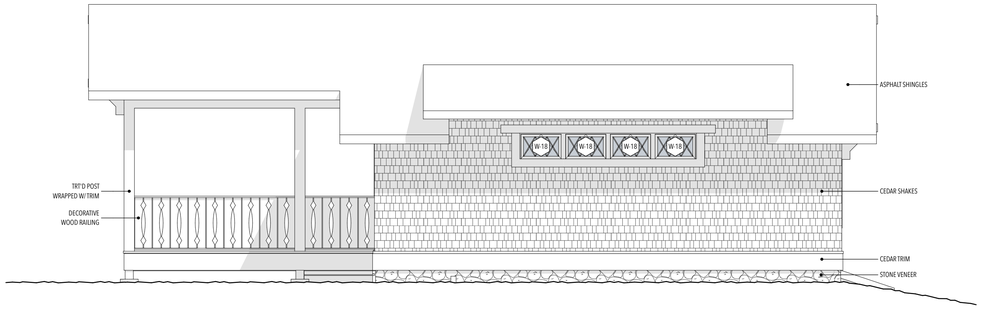
SHEET NO.
A1.4



4 A2.1

NORTH ELEVATION - CABIN ADDITION

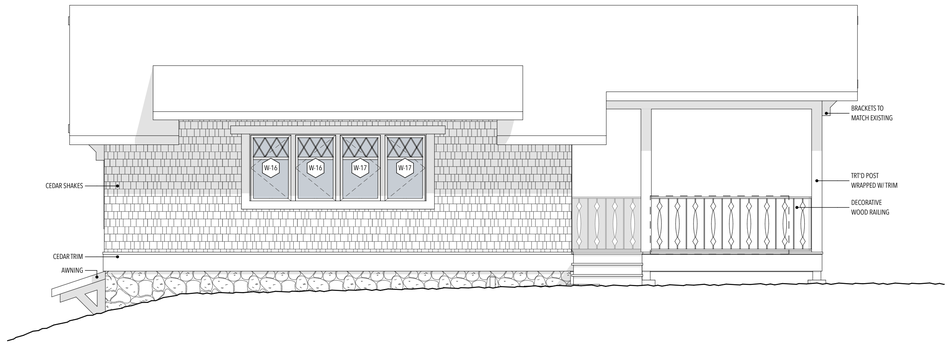
SCALE: 1/4" = 1'-0"



3 A2.1

NORTH ELEVATION - GARAGE/WORKOUT ROOM

SCALE: 1/4" = 1'-0"



2 A2.1

SOUTH ELEVATION - GARAGE/WORKOUT ROOM

SCALE: 1/4" = 1'-0"



1 A2.1

SOUTH ELEVATION - CABIN

SCALE: 1/4" = 1'-0"

Exterior Window and Door Schedule

ID	Qty	Manufacturer	Model	Type	Width	Height	Note
D-01	1	Undefined	Undefined	Inswing Door	3'-0"	7'-0"	LEAF SIZE
D-02	1	Undefined	Undefined	Inswing Door	3'-0"	6'-8"	LEAF SIZE
D-03	1	Undefined	Undefined	Undefined	2'-6"	6'-8"	LEAF SIZE
D-04	1	Undefined	Undefined	Undefined	2'-8"	6'-8"	LEAF SIZE
D-05	1	Undefined	Undefined	Undefined	2'-8"	6'-8"	LEAF SIZE
D-06	1	Undefined	Undefined	Undefined	2'-8"	6'-8"	LEAF SIZE
GD-01	1	Undefined	CARRIAGE STYLE	Garage Door	9'-0"	8'-0"	LEAF SIZE
GD-02	1	Undefined	CARRIAGE STYLE	Garage Door	9'-0"	7'-0"	LEAF SIZE
W-01	2	MARVIN	UCA2860 E RIGHT	Casement	2'-4"	4'-11 1/8"	FRAME SIZE
W-02	3	MARVIN	UCA3660 E RIGHT	Casement	3'-0"	4'-11 1/8"	FRAME SIZE
W-03	2	MARVIN	UCA2860 E LEFT	Casement	2'-4"	4'-11 1/8"	FRAME SIZE
W-04	3	MARVIN	UCA3660 E LEFT	Casement	3'-0"	4'-11 1/8"	FRAME SIZE
W-05	1	MARVIN	ULTIMATE PICTURE	Fixed	5'-0"	4'-11 1/8"	FRAME SIZE
W-06	3	MARVIN	ULTIMATE PICTURE	Fixed	3'-0"	1'-11 1/8"	FRAME SIZE
W-07	2	MARVIN	ULTIMATE PICTURE	Fixed	1'-0"	4'-11 1/8"	FRAME SIZE
W-08	1	MARVIN	ULTIMATE PICTURE	Fixed	5'-0"	1'-11 1/8"	FRAME SIZE
W-09	1	MARVIN	UCA3060 E RIGHT	Casement	2'-6"	4'-11 1/8"	FRAME SIZE
W-10	1	MARVIN	UCA3060 E LEFT	Casement	2'-6"	4'-11 1/8"	FRAME SIZE
W-11	6	MARVIN	ULTIMATE PICTURE	Fixed	2'-0"	3'-3 1/8"	FRAME SIZE
W-12	4	MARVIN	UAWN3624	Awning	3'-0"	1'-11 1/8"	FRAME SIZE
W-13	3	MARVIN	ULTIMATE PICTURE	Fixed	2'-6"	3'-7 1/8"	FRAME SIZE
W-14	1	MARVIN	UCA2440	Casement	2'-0"	3'-3 1/8"	FRAME SIZE
W-15	4	MARVIN	ULTIMATE PICTURE	Fixed	2'-6"	4'-11 1/8"	FRAME SIZE
W-16	2	MARVIN	UCA3048 E LEFT	Casement	2'-6"	3'-11 1/8"	FRAME SIZE
W-17	2	MARVIN	UCA3048 E RIGHT	Casement	2'-6"	3'-11 1/8"	FRAME SIZE
W-18	4	MARVIN	UAWN3020	Awning	2'-6"	1'-7 1/2"	FRAME SIZE
	53						

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NOT FOR CONSTRUCTION

CEDAR POINT CABIN

5415 CEDAR POINT ROAD
MINNETRISTA, MN

DATE	DESCRIPTION
10/10/25	SCHEMATIC DESIGN

PROJECT NUMBER
25042

PROJECT ARCHITECT
ERIC ODOR

DRAWN BY
ALYSSA JAGDFELD

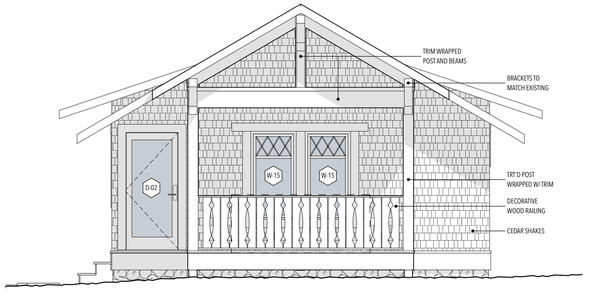
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SHEET NO.
A2.1



4 A2.2 **EAST ELEVATION - CABIN & ADDITION**

SCALE: 1/4" = 1'-0"



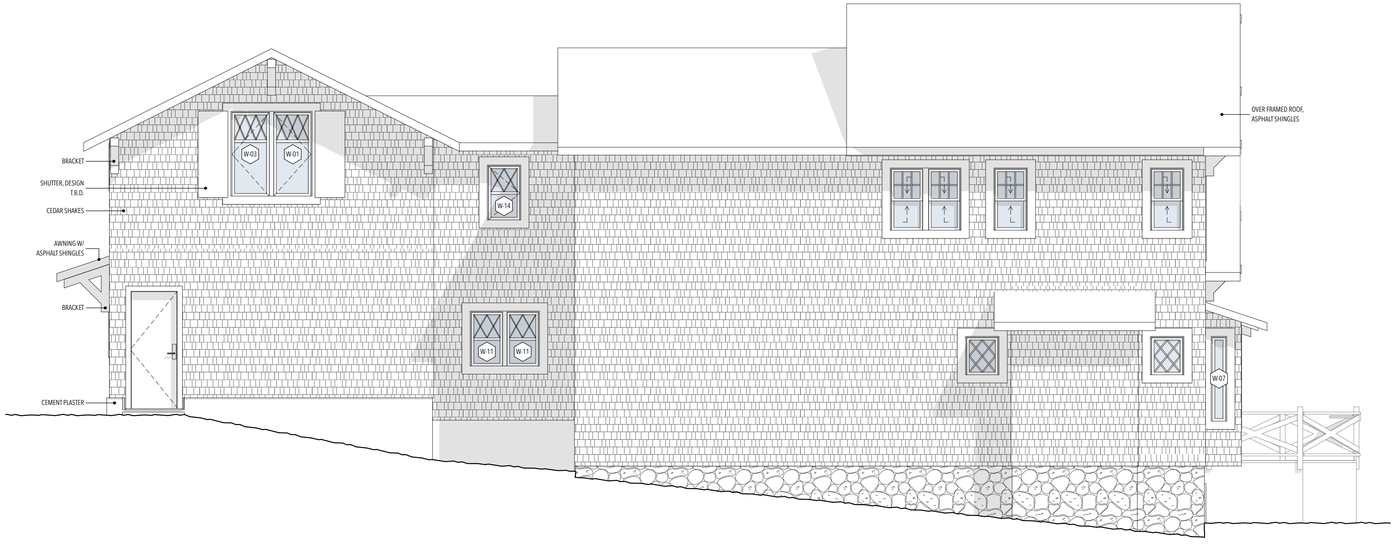
3 A2.2 **EAST ELEVATION - HOT TUB PORCH/WORKOUT ROOM**

SCALE: 1/4" = 1'-0"



2 A2.2 **WEST ELEVATION - GARAGE/WORKOUT ROOM**

SCALE: 1/4" = 1'-0"



1 A2.2 **WEST ELEVATION - CABIN & ADDITION**

SCALE: 1/4" = 1'-0"

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CEDAR POINT CABIN

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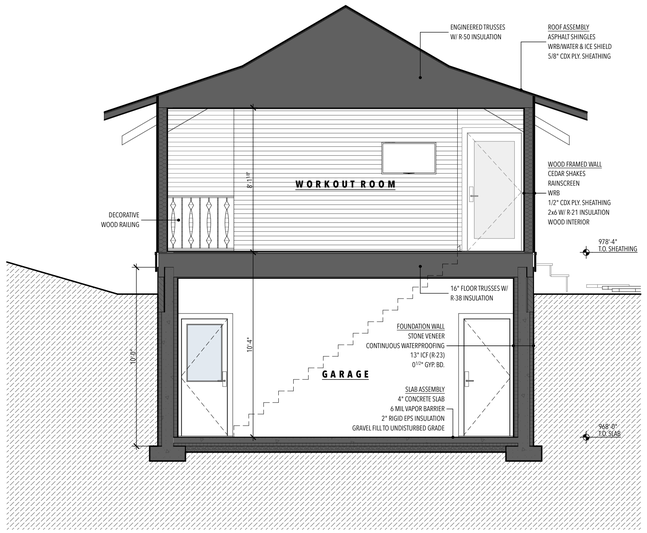
PROJECT NUMBER
25042

PROJECT ARCHITECT
ERIC ODOR

DRAWN BY
ALYSSA JAGDFELD

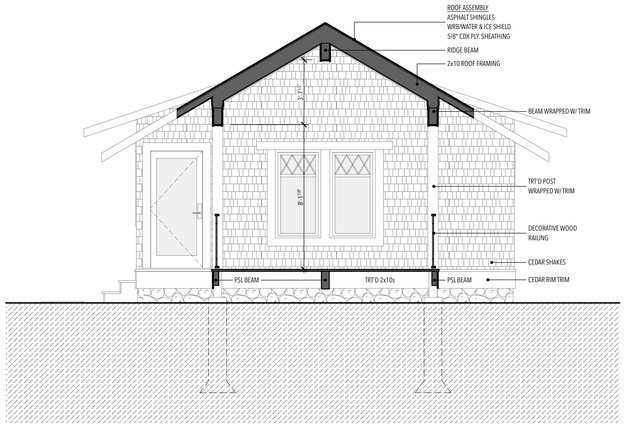
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SHEET NO. **A2.2**



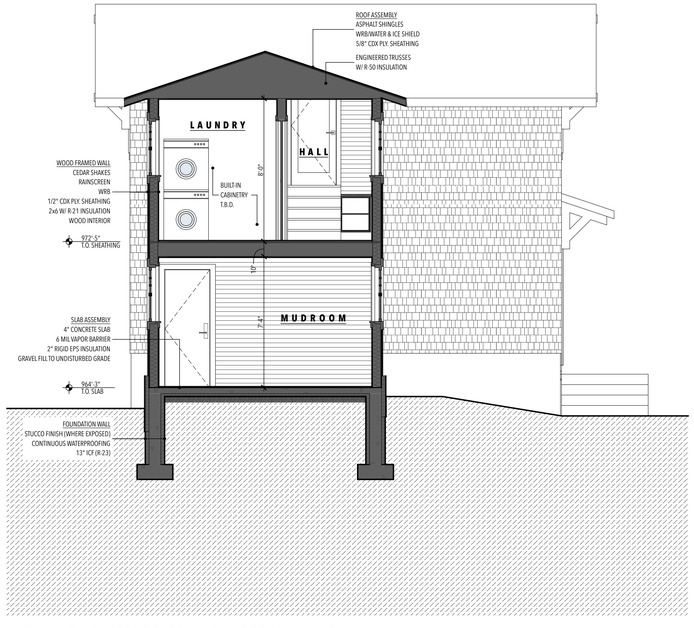
4 A3.1 **GARAGE/WORKOUT SECTION**

SCALE: 1/4" = 1'-0"



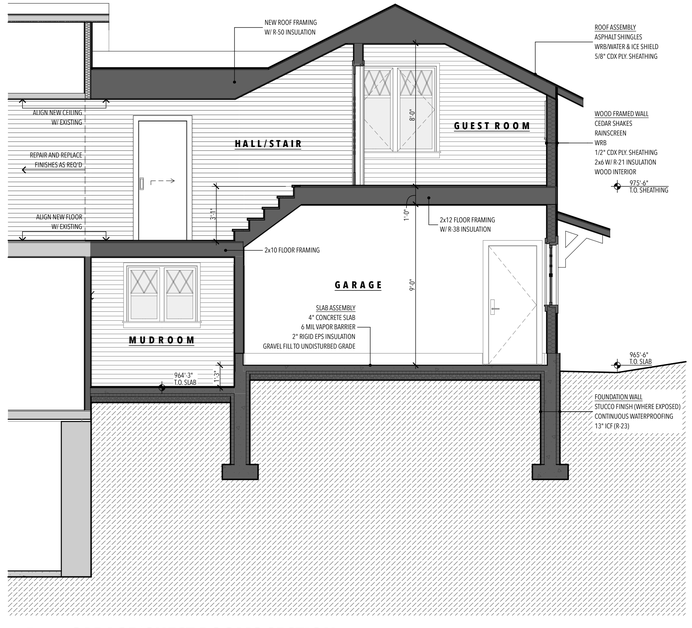
3 A3.1 **HOT TUB PORCH SECTION**

SCALE: 1/4" = 1'-0"



2 A3.1 **SECTION LOOKING NORTH - LINK**

SCALE: 1/4" = 1'-0"



1 A3.1 **GARAGE/GUEST ROOMS SECTION**

SCALE: 1/4" = 1'-0"

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CEDAR POINT CABIN

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DATE	DESCRIPTION
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SHEET NO.
A3.1

See dotted line for current roof angle. Roof overlay will be 32" higher at ridge + will not add hardover.



New overhang - comes out 36" - it is the same as other existing overhang.

1 SOUTH ELEVATION - CABIN - Proposed

Angle to be fixed



Deck to be removed. Sliding door to be removed + replaced with window

LAKE SIDE ELEVATION 1/4" = 1'-0"

•ALL DOOR & WINDOW HEADERS TO BE A.B.F. #2 OR BETTER

- Current as of 10/25

RESOLUTION NO. 107-25

CITY OF MINNETRISTA

RESOLUTION APPROVING LAKESHORE AND SIDE YARD SETBACK VARIANCES FOR JOHN WATKINS AND KATHRYN HAMMOND TO CORRECT THE ROOF ANGLE OF THE EXISTING HOME AT 5415 CEDAR POINT ROAD

WHEREAS, the City of Minnetrista (the "City") is a municipal corporation, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City Council of the City of Minnetrista has adopted zoning and subdivision regulations, per Chapter 5 of the Municipal Code, to promote the orderly, economic and safe development and utilization of land within the city; and

WHEREAS, John Watkins and Kathryn Hammond (the "Applicants") have made an application for a lakeshore setback variance to reduce the required setback from 50 feet to 46 feet and a side yard setback variance from 15 feet to 7 feet to correct the roof angle of the existing home at 5415 Cedar Point Road (the "Property") and which is legally described on Exhibit A attached hereto; and

WHEREAS, on November 24, 2025, the Minnetrista Planning Commission considered the requested lakeshore and side yard setback variances, held a public hearing and, after consideration of the entire record before it, voted 5-0 in favor of recommending approval of the requested setback variances; and

WHEREAS, the Minnetrista City Council has reviewed the application, as submitted, and has made the following findings of fact:

1. The requested variance is in harmony with the purpose and intent of the City's zoning ordinances because the proposed roof addition/pitch correction does not change the use from a single-family home, which is a proper use of R-1 Low-Density Single-Family Residence zoned property. The proposed roof project does not alter the existing setbacks and the overall height increase is minimal;
2. The requested variance is consistent with the City's comprehensive plan because the Property is guided for long term Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The requested variances do not change the use from a single-family home, which is a use consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land Use Map, the proposed roof project does not change the location of the existing home, which minimizes the impact on the lakeshore and adjacent properties;
3. The Applicant proposes to use the Property in a reasonable manner because the Applicants are proposing to correct the angle of the existing roof so it is symmetrical and alleviates issues caused by the existing pitch. The proposed addition frames over the existing roof and does not further encroach upon the lake or neighboring properties;

4. The requested variance is the result of unique circumstances not created by the landowner because the existing home was built in 1920, which is well prior to the Applicants owning the Property. The home has always been in its existing location and the roof angles appear original as well. The Applicants did not choose the home location nor design the roof angles; and
5. The requested variance will not alter the character of the locality because the proposed roof project does not change the location of the home relative to the side property line or lakeshore and the overall height increase is minimal. The project is also expected to improve the aesthetic view of the home from the lake.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the requested lakeshore and side yard variances to correct the roof angle of the existing home at the property generally located at 5415 Cedar Point Road, subject to the following conditions:

1. Any required grading shall maintain existing drainage patterns or improve the existing drainage of the lot and adjacent lots;
2. The Applicants shall obtain all necessary permits and approvals from the City and other applicable entities with jurisdiction over the Property prior to any construction;
3. The Applicants are responsible for all fees incurred by the City in review of this application; and
4. The variance approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the site.

This resolution was adopted by the City Council of the City of Minnetrista on the 8th day of December, 2025 by a vote of ___ Ayes and ___ Nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
Ann Meyerhoff, City Clerk

EXHIBIT A

Legal Description of 5415 Cedar Point Road:

Lot 4 & Part of Lot 5, Block 10, Douglas, Hennepin County, Minnesota.

CITY OF MINNETRISTA

CITY COUNCIL CONSENT AGENDA ITEM

Subject:	**Application from Lance and Desiree Libengood for a conditional use permit to allow for the construction of a guest home over 1,000 square feet at 7655 County Road 15.**
Prepared By:	**Nickolas Olson, Senior City Planner**
Through:	**David Abel, Community Development Director**
Meeting Date:	**December 8, 2025**

Overview: Lance and Desiree Libengood (the "Applicants") have made an application for a conditional use permit to allow for the construction of a guest home over 1,000 square feet at 7655 County Road 15; A: Agriculture Zoning District; PID # 16-117-24-21-0005 (the "Property").

Background: It is the intent of the city in establishing general and specific criteria for conditional uses that such uses, by subject to careful evaluation to ensure that their location, size, and design, are consistent with the standards, purposes, and procedures of the city code and the comprehensive plan. The city may also consider whether the proposed use complies or is likely to comply in the future with all standards and requirements set out in other regulations or ordinances of the city or other governmental bodies having jurisdiction over the city.

The city may grant conditional use permits when such permits are authorized by this section and may impose conditions and safeguards in such permits to protect the health, safety and welfare of the community and assure harmony with the comprehensive plan of the city.

Discussion: When acting upon an application for a conditional use permit, the city will consider the effect of the proposed use upon the health, safety, and general welfare of the city. When considering the effect, the city should look at the following:

(1) The factors of noise, glare, odor, electrical interference, vibration, dust, and other nuisances; fire and safety hazards; existing and anticipated traffic conditions; parking facilities on adjacent streets and land.

In regards to nuisances, a guest home should operate in a very similar manner as any other accessory building, which means no discernable nuisances tied to its presence. It also will not present any additional fire or safety concerns. Since the guest home is intended for the Applicants and their family, the traffic conditions should not change and with the size of the Property, there should be ample off-street parking for the use.

(2) The effect on surrounding properties, including valuation, aesthetics and scenic views, land uses, character and integrity of the neighborhood.
The proposed guest home has been designed to match the existing primary single-family dwelling unit. It is also a large property and the guest home is far away from any adjacent homes, so there shouldn't be impact to neighboring views. Taking these circumstances into consideration, there should not be a negative impact to the surrounding properties or the character of the neighborhood.

(3) Consistency with the city's comprehensive plan; impact on governmental facilities and services, including roads, sanitary sewer, water and police and fire.
The City's comprehensive plan and zoning code allow for a guest home over 1,000 square feet by conditional use permit. The Applicants have appropriately applied for a conditional use permit and, as the Commission will see later in the staff report, the criteria for a guest home are being complied with as proposed and conditioned. As the guest home is intended for family and non-paying guests of the Applicants, the property use will remain single family residential, which is consistent with the future land use map. Therefore, the proposed guest home is consistent with the comprehensive plan. The guest home will also have no negative impacts on governmental facilities and services as there should be no additional traffic as a result of the proposed guest home and the guest home will be served by a private sewer and water system. It is also anticipated that the need for police and fire services will not change with a guest home.

(4) The effect on sensitive environmental features including lakes, surface and underground water supply and quality, wetlands, slopes, flood plains and soils.
The proposed guest home location is out on an island/peninsula located on the Property. The proposed guest home complies with all the required building setbacks, which should minimize the impact on the sensitive environmental features that surround its location.

(5) Any other factors as found relevant by the city.
Based on the request, the information submitted with this land use application, and the lack of neighborhood concerns, there appears to be no other relevant factors to consider.

Where permitted by city code, guest homes shall be subject to the following requirements:

(1) The lot must contain an existing conforming single-family dwelling unit.
There is an existing conforming single-family home on the Property. This requirement will be met.

(2) The guest home must be completely detached from the primary residence.
The proposed primary home is completely detached from the guest home. This requirement will be met.

(3) The guest home must conform to accessory structure setbacks, lot coverage and all other requirements set forth by the city code that are applicable to primary residential dwellings in the zoning district in which the property is located.
The existing home conforms to all the zoning requirements for an accessory structure. This requirement will be met.

(4) The height of the guest home must not exceed 25 feet.
The existing home is less than 25" from the average grade to the mean of the highest peak of the roof. This requirement will be met.

(5) The roof pitch, architectural design, and exterior materials and colors of the guest home shall be consistent with the primary residence, and the appearance of the guest home shall be that of a single-family dwelling unit.
Based on the information included with the application, the proposed primary guest home is designed to match the existing single-family dwelling unit. This requirement will be met.

(6) The driveway to the primary residence must be used to access the guest home. No additional driveway or curb cut will be permitted.
The primary and guest home are proposed to access off of the existing driveway. There are no additional curb cuts being proposed. This requirement will be met.

(7) A guest home may have an attached garage. The attached garage shall count towards the total allowed square footage of the guest home with the exception for guest homes that are located in agricultural zoning districts.
There is an attached garage on the guest home, but the Property is also zoned Agriculture. This requirement need not be considered.

(8) The guest home shall have a separate address from the primary residence.
The guest home shall be used by the occupants residing in the primary residence on the Property, their nonpaying guests or their domestic service employees that work on the premises. There is no reason at this time to assign a separate address. This requirement will be met.

(9) The guest home must be served by the same electrical, water, and gas meters that serve the primary residence. A separate individual sewage treatment system is permitted if required by the county or other permitting authority.
This has been included as a condition of approval. As conditioned, this requirement will be met.

(10) Any riparian rights belong to the primary residence on the property. No additional boat slips will be permitted for the guest home.
This has been included as a condition of approval. As conditioned, this requirement will be met.

(11) No guest home shall be sold or conveyed separate from the primary residence.

This has been included as a condition of approval. As conditioned, this requirement will be met.

(12) A conditional use permit is required for guest homes that have a gross floor area of more than 1,000 square feet or square footage that is 30 percent or more of the primary residence's footprint, whichever is less.
The Applicants have appropriately applied for a conditional use permit. This requirement is being met.

Neighborhood Comments: Notices were sent out to all property owners within 500 feet of the subject property. To date, staff has not spoken with any neighboring property owners nor received any written comments or concerns regarding this request as a result of sending the public notice.

Planning Commission Recommendation: The Applicants' request was presented to the Planning Commission at their November 24, 2025 meeting. At that meeting, the Planning Commission held the required public hearing. There was no one besides the Applicants present to speak. After holding the required public hearing, hearing no public testimony, and reviewing the request amongst themselves, the Planning Commission made a motion to recommend the City Council approve the request, based on certain findings of fact and subject to conditions. Motion passed 5-0. Absent Hussain, Livermore, Taylor, and Rognli.

Conclusion: The City Council should review the staff report and the recommendation of the Planning Commission. After review, the City Council should consider the entire record before it prior to making a motion. Along with making a motion, findings of fact should be established which support the motion. Findings of fact based on the information submitted by the Applicants may be as follows:

1. The proposed guest home over 1,000 square feet is allowed with a Conditional Use Permit;
2. The proposed use does not pose any discernable concerns to the general public health, safety, morals, comfort or general welfare of the inhabitants of the city; and
3. The request is consistent with the Minnetrista Comprehensive Plan.

Recommended Action: Motion to adopt a resolution approving the requested conditional use permit for a guest home over 1,000 square feet at 7655 County Road 15, based on the findings of fact outlined in the staff report and subject to the following conditions:

1. The guest home is proposed to have an attached deck. The deck cannot exceed 30" above the adjacent grade as it does not meet the setback requirement from the wetland. If the deck is to be built and exceeds 30" above adjacent grade, then a variance must first be approved before a permit can be issued;
2. The guest home shall not be sold or conveyed separate from the primary residence;
3. The guest home must be served by the same electrical, water, and gas meters that serve the primary residence. A separate individual sewage treatment system is permitted if required by the county or other permitting authority;
4. No additional driveway or curb cut shall be permitted for the guest home;

5. Any riparian rights belong to the primary residence on the property. No additional boat slips will be permitted for the guest home;
6. The Property shall be developed in accordance with the plans submitted with this land use application last dated October 23, 2025;
7. The Applicants shall obtain all necessary permits and approvals from the City and other applicable agencies with jurisdiction over the Property prior to any construction;
8. The Applicants are responsible for all fees incurred by the City in the review of this application;
9. This approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the Property; and
10. Any other conditions as required by the City Council.

Attachments:

1. Location Map
2. Applicants' Narrative
3. Property Survey
4. Building Plans
5. Res. No. 108-25 Approve Guest Home Conditional Use Permit at 7655 County Road 15

7655 County Road 15



1 in = 600 Ft

City Boundary

Address Labels

N

November 2025

Map Powe... afi

120

wsb

Minnetrista CUP Written Statement

B. A listing of the following site data: Address, current zoning, parcel size in acres and square feet, property identification number(s) (PID), and current legal description(s);

7655 Co. Rd. No. 15
Minnetrista MN 55364
Zone: Residential
Parcel size: 33.71 acres / 1,468,612 sq ft
PID: 16-117-24-21-0005
WHALE TAIL LAKE ESTATES
Lot: 001 Block: 001

c. A narrative regarding the history of the property (current and past uses) and any pre-application discussions with staff.

The property was used as Agriculture land until current homeowner, Lance Libengood, purchased it in 2021. Lance & Desiree as well as their 5 children, then built a single family residence on the property. The Libengood's are currently looking to build an ADU on the back portion of the property as a residence for Desiree's aging mother and father to be near their grandchildren and also for Lance & Desiree to be close by to offer support. There are no commercial uses proposed for the ADU

d. A specific written description of the proposed use(s). Incorporate information describing how the use will work on the proposed site including proposed site changes, existing open spaces, landscaping, traffic circulation, transition areas to adjacent properties, individual uses for existing and proposed structures, and effects on natural areas (wetlands, forests, etc.) both on-site and in the general vicinity of the project.

Proposed use is to build a new single family home for Desiree's aging parents who have had a recent medical diagnosis which will require them to need additional support.
The build site will have little to no impact on the existing open spaces, landscaping, traffic circulation, transitions areas to adjacent properties and all efforts will be made to maintain the beauty of the natural landscape surrounding the build site. There are minimal landscape changes proposed, other than directly around the home so that the perimeter of the building can easily be maintained, i.e. rockbeds roughly 2 ft. around the home with minimal plantings.

e. Address how the proposed use would affect the health, safety, and general welfare of the city—including but not limited to the factors listed below. For all potential adverse effects, please address how the conflict(s) and/or disturbance(s) would be avoided or mitigated.

Noise, glare, odor, electrical interference, vibration, dust, etc.
None
Possible fire and safety hazards;
None
Existing and anticipated traffic conditions;
None
Parking facilities on adjacent streets and land;
None

The effect on surrounding properties including valuation, aesthetics, scenic views, current and possible land uses, character, and integrity of the neighborhood;

The proposed structure will be contained through the privately owned peninsula on the Libengood property and only trees to be removed will be directly on the build site and the approach to the garage. All buffering and perimeter trees on the island will be left as is to maintain the natural buffering of the build site from country road 15. We would anticipate that this structure would have a positive impact on the property valuation of 7655 County Rd. 15 as well as the neighboring properties.

Impact on governmental facilities and services including roads, parks, schools, sanitary sewer system, water facilities & supply, and police & fire protection;
All utilities will be privately held other than electric services. No impact on city sewer and water use.

Effect on sensitive environmental features including lakes, surface and underground water supply, wetlands, slopes, flood plains, and soils; and

SWPPP measures will be in place prior to any work being performed on the property to ensure that there is no negative impact on the surrounding wetlands as well as Whale Tail Lake and these measures will remain in place throughout the build cycle of the proposed structure. Final grading plans for the home will ensure that no excessive amounts of surface water, beyond the current natural flow of surface water, will be directed toward the wetlands and the Contractor is open to additional measures, if needed, to satisfy any Municipality requests. The proposed build site location on the property lends itself to having as little impact on the native surroundings as possible.

Any other factors as found relevant by the city.
None

f. Describe how the proposed use meets the objectives outlined within the Minnetrista Comprehensive Plan;
The proposed use of the structure, single family residential home, meets the objectives outlined in the Minnetrista Comprehensive Plan because the build site will have little to no impact on the

existing open spaces, landscaping, traffic circulation, transitions areas to adjacent properties and all efforts will be made to maintain the beauty of the natural landscape surrounding the build site.

g. Provide a narrative addressing concerns/issues raised by neighboring properties (staff always suggests discussing your proposal with the neighboring land owners to get a sense of what issues may arise as your application is processed);

At this time no neighboring land owners have expressed any issues with the proposed structure.

h. Describe how conflicts with nearby land uses (livability, value, potential future development, etc.) and/or disturbances to wetlands or natural areas are being avoided or mitigated;

The build site will have little to no impact on the existing open spaces, landscaping, traffic circulation, transitions areas to adjacent properties and all efforts will be made to maintain the beauty of the natural landscape surrounding the build site. There are minimal landscape changes proposed, other than directly around the home so that the perimeter of the building can easily be maintained, i.e. rockbeds roughly 2 ft. around the home with minimal plantings. SWPPP measures will be in place prior to any work being performed on the property to ensure that there is no negative impact on the surrounding wetlands as well as Whale Tail Lake and these measures will remain in place throughout the build cycle of the proposed structure. Final grading plans for the home will ensure that no excessive amounts of surface water, beyond the current natural flow of surface water, will be directed toward the wetlands and the Contractor is open to additional measures, if needed, to satisfy any Municipality requests. The proposed build site location on the property lends itself to having as little impact on the native surroundings as possible.

i. Provide justification that the proposal will not place an excessive burden on roads (traffic), sewage, water supply, parks, schools, fire, police, or other public facilities/services (including traffic flows) in the area; and

The ADU structure will utilize privately held utilities for sewer and water and the two elderly residences that will occupy the home will have little to no impact on any traffic controls on County Rd. 15.

j. Outline a proposed development/operating schedule (when will the use begin, hours of operation, etc). If new construction is proposed, provide a development schedule indicating the approximate date when construction of the project—or stages of the same—can be expected to begin and be completed.

The proposed ADU will have no commercial application or hours of operation as it is a single family residence only. The construction of the project will be dependent on city approval but

would potentially start as soon as the approval is granted, which would likely be the end of 2025 or Q1 of 2026.

(g)Guest homes. Where permitted by this code, guest homes shall be subject to the following requirements:

(1)The lot must contain an existing conforming single-family dwelling unit.

Lot does contain a single-family dwelling unit

(2)The guest home must be completely detached from the primary residence.

Guest home will be detached from primary residence

(3)The guest home must conform to accessory structure setbacks, lot coverage and all other requirements set forth by the city code that are applicable to primary residential dwellings in the zoning district in which the property is located.

We will comply with all city code requirements

(4)The height of the guest home must not exceed 25 feet.

Yes, we are in compliance with this requirement.

(5)The roof pitch, architectural design, and exterior materials and colors of the guest home shall be consistent with the primary residence, and the appearance of the guest home shall be that of a single-family dwelling unit.

The overall architectural details will compliment the main home on the property with similar roof pitches, dormer details and overall color pallet

(6)The driveway to the primary residence must be used to access the guest home. No additional driveway or curb cut will be permitted.

Yes, the new driveway will be a continuation of the primary residence existing driveway

(7)A guest home may have an attached garage. The attached garage shall count towards the total allowed square footage of the guest home with the exception for guest homes that are located in agricultural zoning districts.

Yes, we will comply with this requirement

(8)The guest home shall have a separate address from the primary residence.

Yes, we will comply with this regulations

(9)The guest home must be served by the same electrical, water, and gas meters that serve the primary residence. A separate individual sewage treatment system is permitted if required by the county or other permitting authority.

We will comply with this regulation, the home will have private utilities including private well, septic system and propane gas service.

(10)Any riparian rights belong to the primary residence on the property. No additional boat slips will be permitted for the guest home.

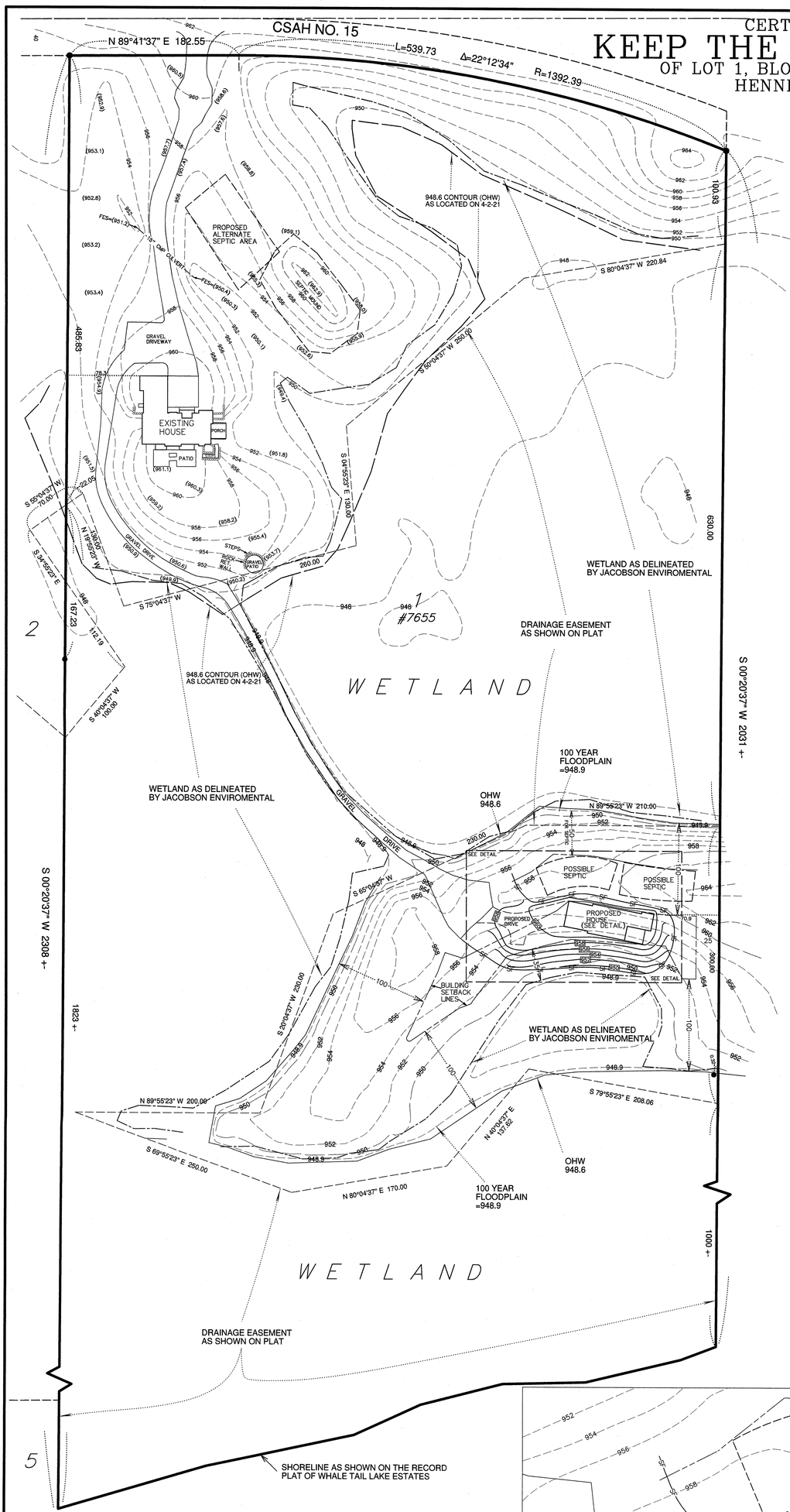
The guest home will not have any boat slips and we understand that all riparian rights are with the primary residence

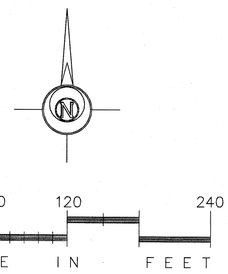
(11)No guest home shall be sold or conveyed separate from the primary residence.

Yes, the home is to stay in the family as it is meant to become a multi generational property.

25-063A

CERTIFICATE OF SURVEY FOR
KEEP THE FAITH CONTRACTING
OF LOT 1, BLOCK 1, WHALE TAIL LAKE ESTATES
HENNEPIN COUNTY, MINNESOTA





LEGAL DESCRIPTION :

Lot 1, Block 1, WHALE TAIL LAKE ESTATES

o : denotes iron marker set

● : denotes iron marker found

(908.3) : denotes existing spot elevation, mean sea level datum

910.8 : denotes proposed spot elevation

--917-- : denotes existing contour line, mean sea level datum

—930— : denotes proposed contour line

This survey intends to show the boundary of the above described property, and the location of an existing house, spot elevations, topography and all visible "hardcover", and the proposed location of a proposed guest house, driveway and grades thereon. It does not purport to show any other improvements or encroachments.

PID = 16-117-24-21-0005

ADDRESS: 7655 COUNTY ROAD 15

EXISTING HARDCOVER CALCULATIONS :

Lot area = 1,032,943 Sq. ft.

House = 3669 sf
Gravel driveway = 20,368 sf
Walk = 52 sf
Screen porch & patio under = 288 sf
Stoops (3) = 273 sf
Concrete on west side of house = 20 sf
Concrete patio = 745 sf
Concrete drive = 1105 sf
Steps by rear patio = 108 sf
Gravel patio & steps = 314 sf

Total = 26,942 Sq. ft.

26,942 / 1,032,943 x 100 = 2.61%

PROPOSED HARDCOVER CALCULATIONS :

Lot area = 1,032,943 Sq. ft.

Existing hardcover = 26,942 Sq. ft.

Proposed guest house = 2487 sf
Proposed porch = 313 sf
Proposed driveway = 2102 sf

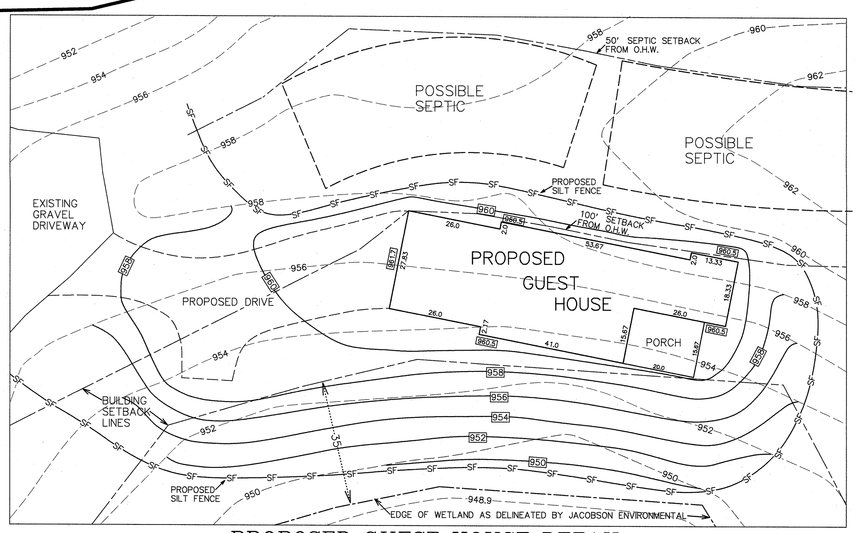
Total proposed hardcover = 4902 Sq. ft.

4902 + 26,942 = 31,844 Sq. ft.

31,844 / 1,032,943 x 100 = 3.08%

PROPOSED GUEST HOUSE ELEVATIONS : (verify)

1) Garage = 961.7
2) First floor = 961.7
3) Top of foundation = 961.0
4) Basement = 952.0



PROPOSED GUEST HOUSE DETAIL
1" = 20' SCALE

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 Land Surveyor under the laws of the State of Minnesota.

Mark S. Gronberg

Mark S. Gronberg Minnesota License Number 12755

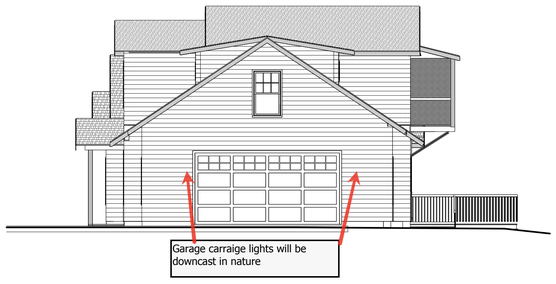
GRONBERG & ASSOCIATES, INC.
CIVIL ENGINEERS, LAND SURVEYORS, LAND PLANNERS
445 NORTH WILLOW DRIVE LONG LAKE, MN 55356
952-473-4141

DATE 7-14-23
SCALE 1"=60'
JOB NO. 25-063A

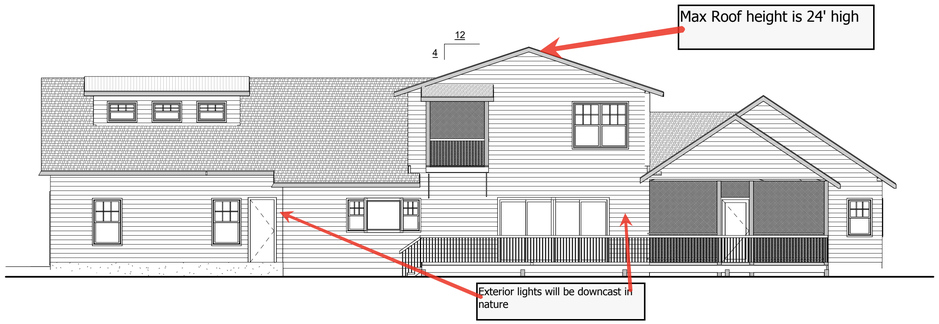
DATE	REVISIONS
10-23-23	REVISED RETAINING WALL ELEVATIONS ON EAST SIDE OF HOUSE
10-22-25	PROPOSED GUEST HOUSE ADDED



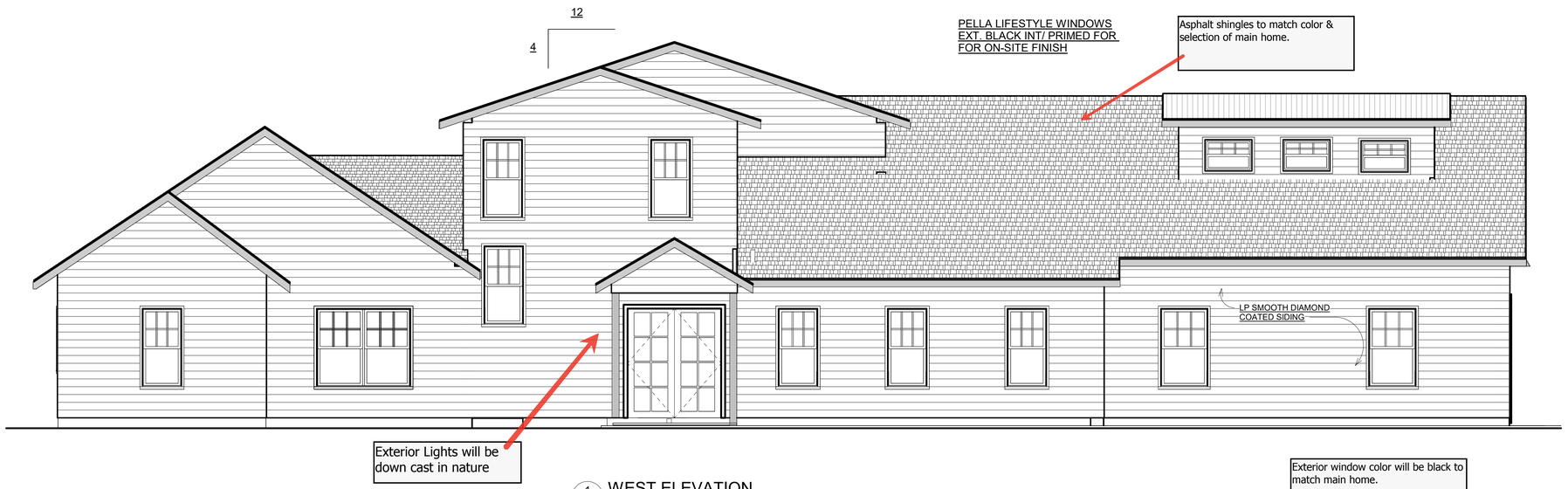
4 A-1 NORTH ELEVATION
1/8" = 1'-0"



3 A-1 SOUTH ELEVATION
1/8" = 1'-0"



2 A-1 EAST ELEVATION
1/8" = 1'-0"



1 A-1 WEST ELEVATION
1/4" = 1'-0"

PROJECT:
2 STORY PRELIM. PLAN

OWNER:

ADDRESS:
7665 COUNTY RD. 15
MINNETRISTA, MN.

CONTRACTOR:
KTF CONTRACTING
CONTACT: SAM LEMKE
PHONE: (612) 961-6630
E-MAIL:Sam@ktfcontracting.com

REVISIONS			
NO.	DATE	DESCRIPTION	BY

REVISED BID PLAN

OCTOBER 23, 2025

NOT FOR CONSTRUCTION

PLANS PROVIDED BY:

SCHWIETERS HOME DESIGN
1628 COUNTY HIGHWAY 10 N.E.
SPRING LAKE PARK, MN 55432

TEL: (763) 785-2105
SchHomDsgn@aol.com

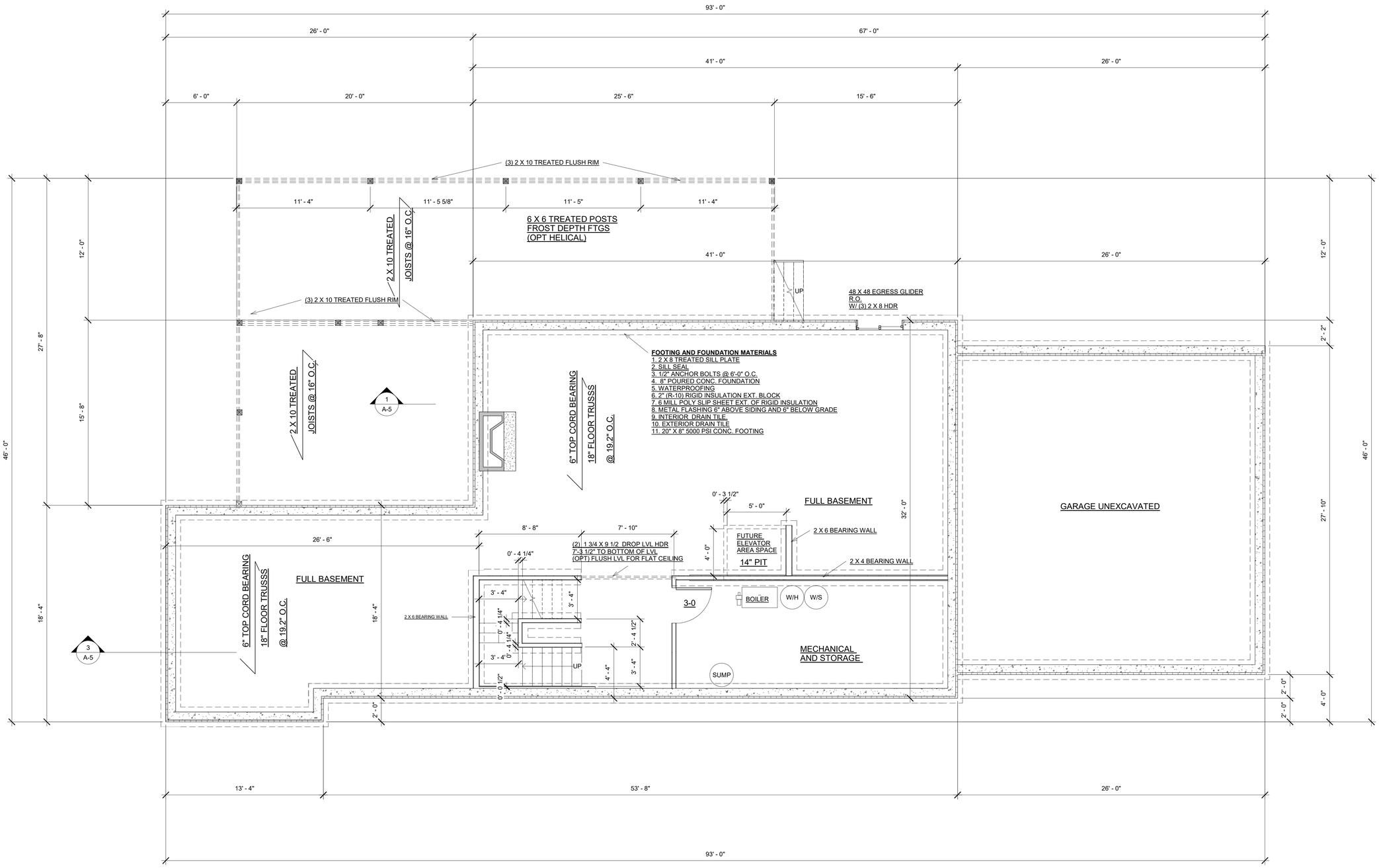
DATE: **02/07/2025**

DATE: **10/23/2025**
JOB NO: **02509**
DRAWN: **DICK S.**
CHECKED : **R.J.S.**

ELEVATIONS

SCALE: **As indicated**

PAGE NO: **A-1**



1 A-2 BASEMENT FOUND
1/4" = 1'-0"

PROJECT:
2 STORY PRELIM. PLAN

OWNER:

ADDRESS:
7665 COUNTY RD. 15
MINNETRISTA, MN.

CONTRACTOR:
KTF CONTRACTING
CONTACT: SAM LEMKE
PHONE: (612) 961-6630
E-MAIL:Sam@ktfcontracting.com

REVISIONS			
NO.	DATE	DESCRIPTION	BY

REVISED BID PLAN

OCTOBER 23, 2025

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TEL: (763) 785-2105
SchHomDsgn@aol.com

DATE: **02/07/2025**

DATE: **10/23/2025** DRAWN: **DICK S.**
JOB NO: **02509** CHECKED : **R.J.S.**

FOOTING AND FOUNDATION PLAN

SCALE: **1/4" = 1'-0"**

PAGE NO: **A-2**

PROJECT:
2 STORY PRELIM. PLAN

OWNER:

ADDRESS:
7665 COUNTY RD. 15
MINNETRISTA, MN.

CONTRACTOR:
KTF CONTRACTING
CONTACT: SAM LEMKE
PHONE: (612) 961-6630
E-MAIL:Sam@ktfcontracting.com

REVISIONS			
NO.	DATE	DESCRIPTION	BY

REVISED BID PLAN

OCTOBER 23, 2025

NOT FOR CONSTRUCTION

PLANS PROVIDED BY:

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1628 COUNTY HIGHWAY 10 N.E.
SPRING LAKE PARK, MN 55432

TEL: (763) 785-2105
SchHomDsgn@aol.com

DATE: **02/07/2025**

DATE: **10/23/2025** DRAWN: **DICK S.**
JOB NO: **02509** CHECKED : **R.J.S.**

MAIN FLOOR PLAN
1756 SQ. FT
313 SQ. FT. PORCH
2069 SQ. FT. TOTAL

SCALE: **1/4" = 1'-0"**

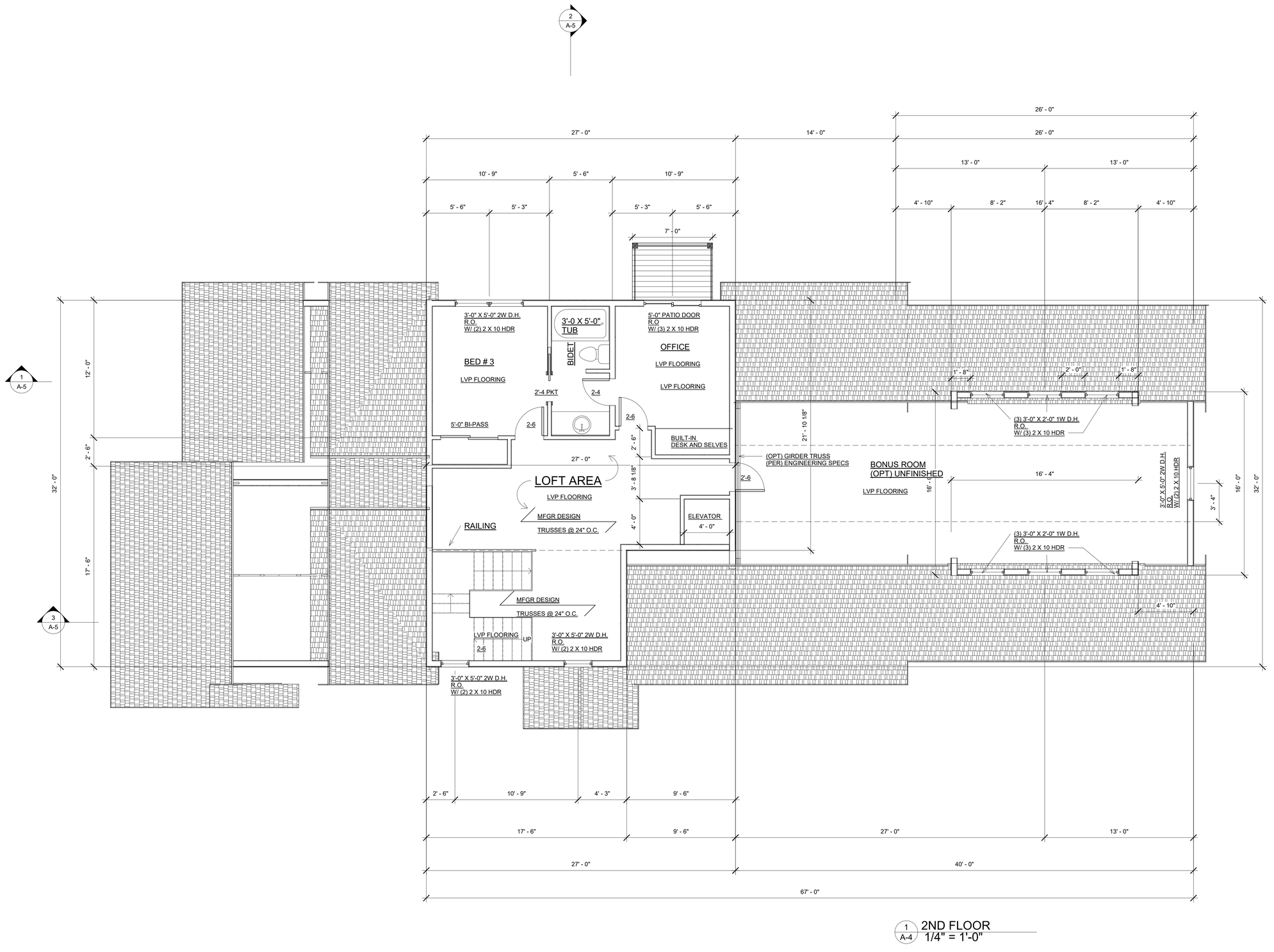
PAGE NO: **A-3**

1 A-3 MAIN FLOOR PLAN
1/4" = 1'-0"

CONSTRUCTION NOTES:

1. INFRA RED HEATERS IN SCREEN PORCH
2. WINDOWS EXT. BLACK, INT PRIMED FOR SITE FINISH (PELLA WINDOWS)
3. RAILING: WHITE OAK AND BLACK BALUSTERS
4. FLOORING: LVP THROUGH ALL MAIN LEVEL (OPT) WHITE OAK ON-SITE FINISH
5. BEDROOMS: TILE FOR BATHS
6. GARAGE : EPOXY FLOOR WITH (OPT.) SCREEN DOOR
7. APPLIANCES - 30" RANGE -(LP GAS) DRAWER MICROWAVE, FRIDGE/FREEZER COLUMNS
8. WATER FILTRATION SYSTEM WITH RO FAUCET.
9. ROOF ASPHALT ROOFS, PAINTED METAL GARAGE BONUS ROOM W/ TRANSOMS
10. SIDING SMOOTH DIAMOND COAT FINISH

MAIN FLOOR PLAN	1756 SQ. FT.
3 SEASON PORCH	313 SQ. FT
2ND FLOOR PLAN	771 SQ, FT,
BONUS ROOM	640 SQ. FT.
TOTAL SQ, FT	3480 SQ. FT.
DECK	552 SQ. FT.



1 A-4 2ND FLOOR
1/4" = 1'-0"

PROJECT:
2 STORY PRELIM. PLAN

OWNER:

ADDRESS:
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MINNETRISTA, MN.

CONTRACTOR:
KTF CONTRACTING
CONTACT: SAM LEMKE
PHONE: (612) 961-6630
E-MAIL:Sam@ktfcontracting.com

REVISIONS			
NO.	DATE	DESCRIPTION	BY

REVISED BID PLAN

OCTOBER 23, 2025

NOT FOR CONSTRUCTION

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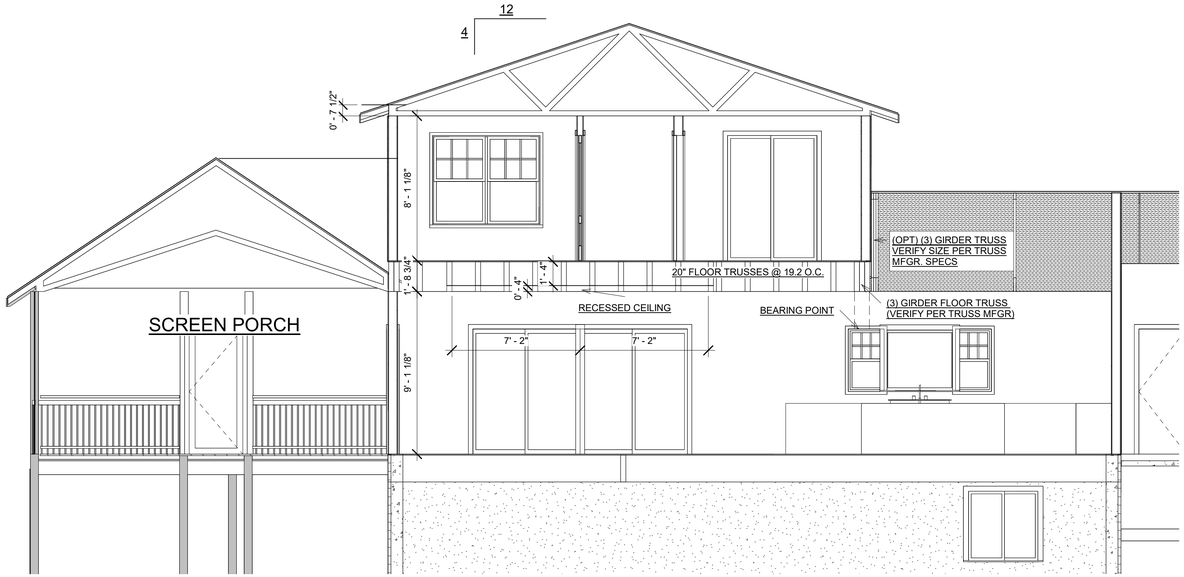
DATE: **02/07/2025**

DATE: **10/23/2025**
JOB NO: **02509**
DRAWN: **DICK S.**
CHECKED : **R.J.S.**

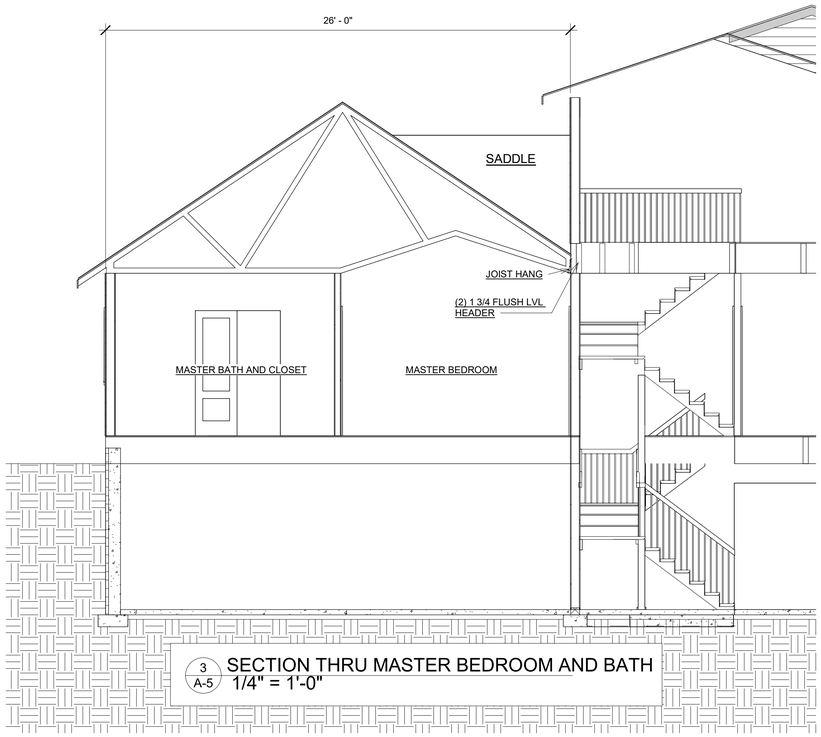
2ND FLOOR PLAN
771 SQ. FT.
640 SQ. FT. BONUS
1411 SQ. FT. TOTAL

SCALE: **1/4" = 1'-0"**

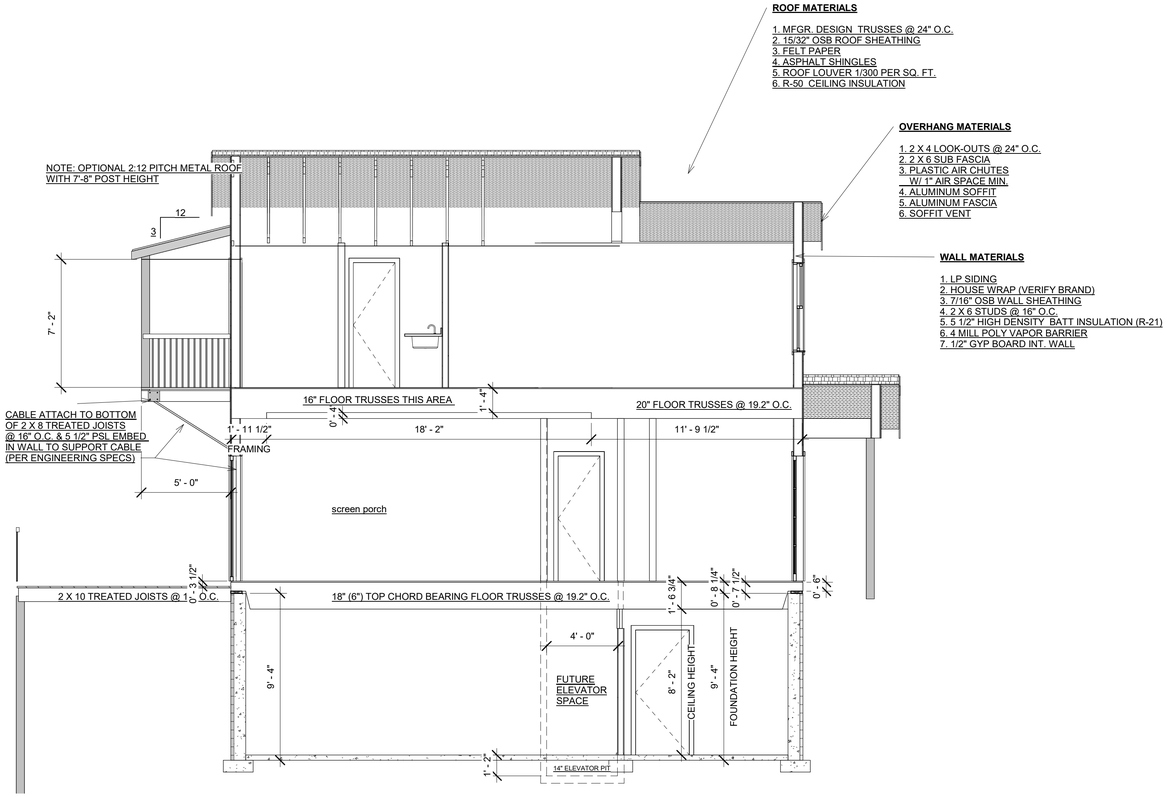
PAGE NO: **A-4**



1 A-5 SECTION THRU 2ND FLOOR TRUSSES AND SCREEN PORCH
1/4" = 1'-0"



3 A-5 SECTION THRU MASTER BEDROOM AND BATH
1/4" = 1'-0"



2 A-5 SECTION THRU HOUSE WIDTH
1/4" = 1'-0"

PROJECT:
2 STORY PRELIM. PLAN

OWNER:

ADDRESS:
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MINNETRISTA, MN.

CONTRACTOR:
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CONTACT: SAM LEMKE
PHONE: (612) 961-6630
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REVISIONS			
NO.	DATE	DESCRIPTION	BY

REVISED BID PLAN

OCTOBER 23, 2025

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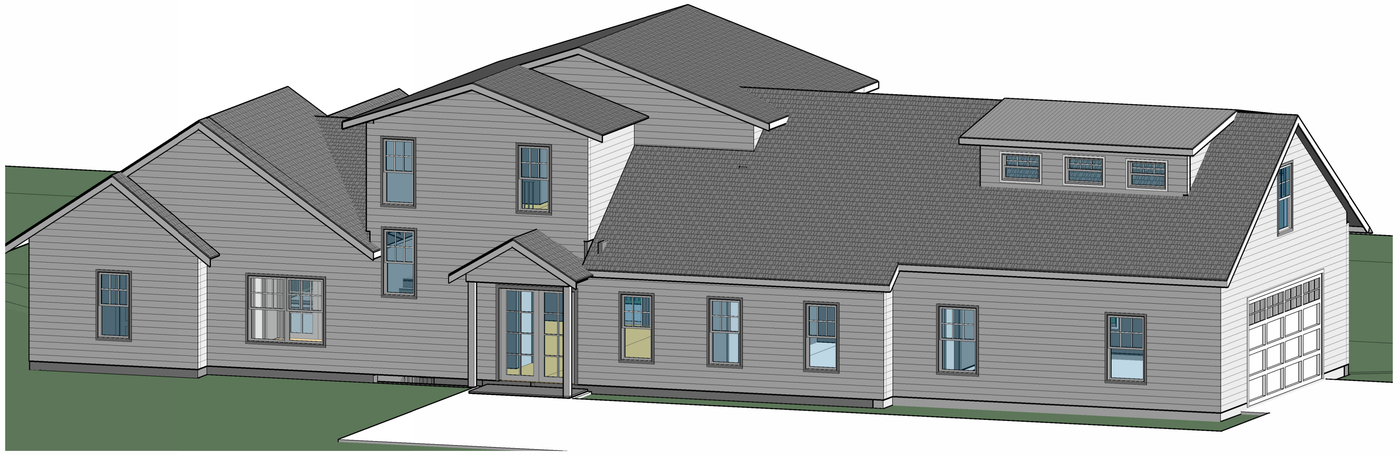
DATE: **02/07/2025**

DATE: **10/23/2025** DRAWN: **DICK S.**
JOB NO: **02509** CHECKED : **R.J.S.**

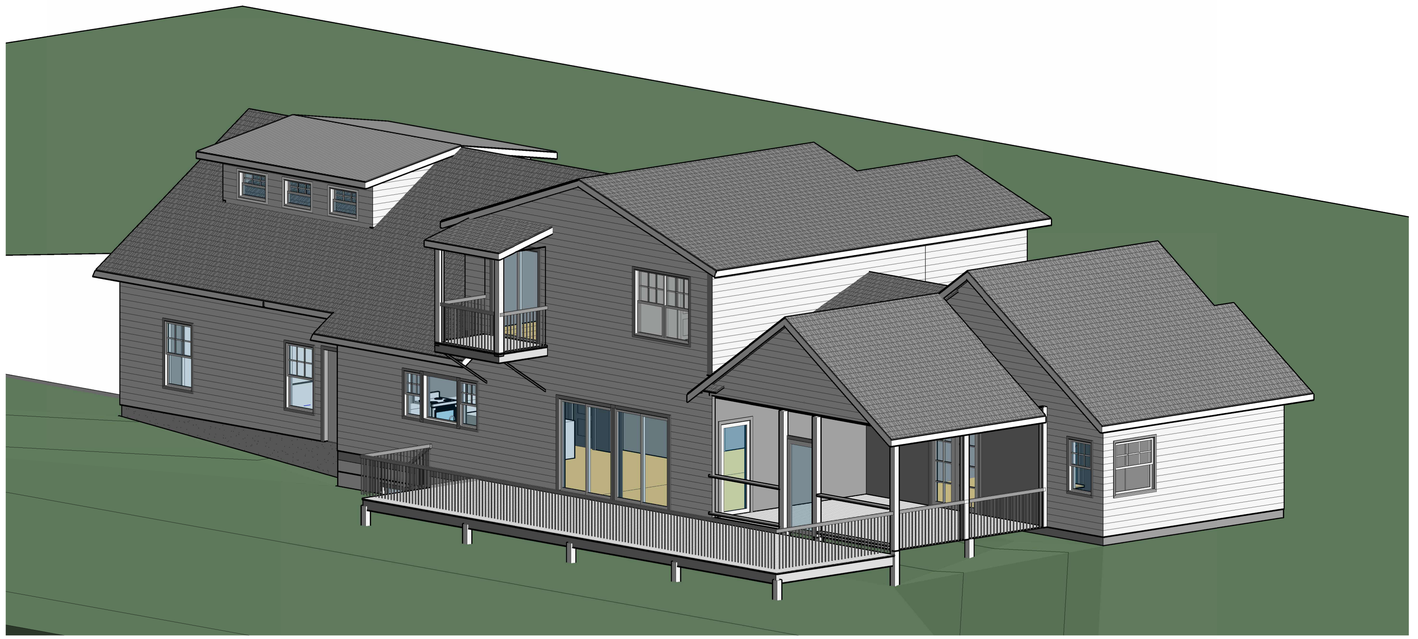
SECTIONS

SCALE: **1/4" = 1'-0"**

PAGE NO: **A-5**



2 D-1 3-D PERSPECTIVE SOUTH WEST VIEW



1 D-1 3-D PERSPECTIVE NORTH EAST VIEW

PROJECT:
2 STORY PRELIM. PLAN

OWNER:

ADDRESS:
7665 COUNTY RD. 15
MINNETRISTA, MN.

CONTRACTOR:
KTF CONTRACTING
CONTACT: SAM LEMKE
PHONE: (612) 961-6630
E-MAIL:Sam@ktfcontracting.com

REVISIONS			
NO.	DATE	DESCRIPTION	BY

REVISED BID PLAN

OCTOBER 23, 2025

NOT FOR CONSTRUCTION

PLANS PROVIDED BY:

SCHWIETERS HOME DESIGN
1628 COUNTY HIGHWAY 10 N.E.
SPRING LAKE PARK, MN 55432

TEL: (763) 785-2105
SchHomDsgn@aol.com

DATE: **02/07/2025**

DATE: **10/23/2025** DRAWN: **DICK S.**
JOB NO: **02509** CHECKED : **R.J.S.**

3-D PERSPECTIVES

SCALE:

PAGE NO: **D-1**

RESOLUTION NO. 108-25

CITY OF MINNETRISTA

RESOLUTION APPROVING A GUEST HOME CONDITIONAL USE PERMIT FOR LANCE AND DESIREE LIBENGOOD AT 7655 COUNTY ROAD 15

WHEREAS, the City of Minnetrista (the "City") is a municipal corporation, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City Council of the City of Minnetrista has adopted zoning and subdivision regulations, per Chapter 5 of the Municipal Code, to promote the orderly, economic and safe development and utilization of land within the city; and

WHEREAS, Lance and Desiree Libengood (the "Applicants") have made an application for a guest home conditional use permit at 7655 County Road 15 (the "Property") and which is legally described on Exhibit A attached hereto; and

WHEREAS, on November 24, 2025, the Minnetrista Planning Commission considered the requested guest home conditional use permit, held a public hearing and, after consideration of the entire record before it, voted 5-0 in favor of recommending approval of the requested conditional use permit; and

WHEREAS, the Minnetrista City Council has reviewed the application, as submitted, and has made the following findings of fact:

1. The proposed guest home over 1,000 square feet is allowed with a Conditional Use Permit;
2. The proposed use does not pose any discernable concerns to the general public health, safety, morals, comfort or general welfare of the inhabitants of the city; and
3. The request is consistent with the Minnetrista Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the requested guest home conditional use permit at the property generally located at 7655 County Road 15, subject to the following conditions:

1. The guest home is proposed to have an attached deck. The deck cannot exceed 30" above the adjacent grade as it does not meet the setback requirement from the wetland. If the deck is to be built and exceeds 30" above adjacent grade, then a variance must first be approved before a permit can be issued;
2. The guest home shall not be sold or conveyed separate from the primary residence;
3. The guest home must be served by the same electrical, water, and gas meters that serve the primary residence. A separate individual sewage treatment system is permitted if required by the county or other permitting authority;
4. No additional driveway or curb cut shall be permitted for the guest home;

5. Any riparian rights belong to the primary residence on the property. No additional boat slips will be permitted for the guest home;
6. The Property shall be developed in accordance with the plans submitted with this land use application last dated October 23, 2025;
7. The Applicants shall obtain all necessary permits and approvals from the City and other applicable agencies with jurisdiction over the Property prior to any construction;
8. The Applicants are responsible for all fees incurred by the City in the review of this application; and
9. This approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the Property.

This resolution was adopted by the City Council of the City of Minnetrista on the 8th day of December, 2025 by a vote of ___ Ayes and ___ Nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
Ann Meyerhoff, City Clerk

EXHIBIT A

Legal Description of 7655 County Road 15:

Lot 1, Block 1, Whale Tail Lake Estates, Hennepin County, Minnesota.

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM

Subject: Accept improvements and authorize final payment for the drilling and development of new City Well #8 and Well #9 (City Project No. 05-24)

Prepared By: Gary Peters, Public Works Director and Jake Puffe, AE2S

Meeting Date: December 8, 2025

Issue:
The drilling and development of new City wells #8 and #9 have been satisfactorily completed and project acceptance and final payment is requested by the contractor.

Overview:
The City of Minnetrista previously awarded a contract on May 20, 2024 for the drilling and development of new City Well #8 and Well #9 (City Project No. 05-24) to Traut Companies.

All punch list items have been completed, and closeout paperwork has been submitted. Acceptance of the project will start the warranty period, effective as of the date of substantial completion, October 2, 2025.

Staff recommends that the drilling and development of new City Well #8 and Well #9 (City Project No. 05-24) be accepted, and that final payment be issued to Traut Companies.

Fiscal Impact:
The bid awarded to Traut Companies was for a total base bid of $1,659,188.00, with another $38,840.00 for Option Alternative #2B (Well #9 screen/filter pack). The Engineers opinion of construction cost was $1,798,780.00 for the base bid, and $39,550.00 for the Alternative #2B bid for a stainless-steel well screen/filter pack.

All quantities have been checked and verified, and the revised final contract amount is $1,182,497.50. This project was a unit price contract, meaning that the contractor is paid for the actual contract units completed. The cost of the project is $515,530.50 lower than the bid amount since not all the bid items were used, in part or whole, reducing the overall well drilling and development costs (see attached Change Order No.1). Previous contractors application for payment requests in the amount of $1,123,372.63 were approved and issued. The total final project amount requested by the contractor on the attached Contractor's Application for Payment is $59,124.87 for final retainage.

Recommended City Council Action:
Staff recommends a motion to approve Resolution No. 109-25, accepting the drilling and development of new City Well #8 and Well #9 (City Project No. 05-24) and authorizing final payment to Traut Companies in the amount of $59,124.87.

CHANGE ORDER NO. 1

Owner:	City of Minnetrista	Owner's Project No.:	
Engineer:	AE2S	Engineer's Project No.:	P05355-2022-005
Contractor:	Traut Companies	Contractor's Project No.:	
Project:	Minnetrista Wells No. 8 and No. 9		
Contract Name:	Contract No. 1 – Minnetrista Wells No. 8 and No. 9		
Date Issued:	December 2nd, 2025	Effective Date of Change Order:	December 2nd, 2025

The Contract is modified as follows upon execution of this Change Order:

Description:

Balancing change order to adjust the Contract sum for all items not completed.

Attachments:

Attachment No. 1 – Line item breakdown of work completed and work not completed and balancing change order.

Attachment No. 2 - Email approving additional hours for air surging for well development.

Attachment No. 3 – Email from Traut explaining screen dimensions

Change in Contract Price	**Change in Contract Times [State Contract Times as either a specific date or a number of days]**
Original Contract Price: $ 1,698,028.00	Original Contract Times: Substantial Completion: May 15th, 2025 Ready for final payment: May 30th, 2025
Decrease from previously approved Change Orders No. 0 to No. 1. $ 0	**Increase** from previously approved Change Orders No.0 to No. 1: Substantial Completion: 0 days Ready for final payment: 0 days
Contract Price prior to this Change Order: $ 1,698,028.00	Contract Times prior to this Change Order: Substantial Completion: May 15th, 2025 Ready for final payment: May 30th, 2025
Decrease this Change Order: $ 515,530.50	**Increase** this Change Order: Substantial Completion: 140 days Ready for final payment: 158 days
Contract Price incorporating this Change Order: $ 1,182,497.50	Contract Times with all approved Change Orders: Substantial Completion: October 2nd, 2025 Ready for final payment: November 4th, 2025

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	Recommended by Engineer (if required)	Accepted by Contractor
By:	Jake Puffe	Travis Trait
Title:	Project Manager	Dual Rotary Drilling Manager
Date:	12/2/2025	12/3/2025
	Authorized by Owner	Approved by Funding Agency (if applicable)
By:	Gary Peters	
Title:		
Date:		

EJCDC® C-941, Change Order EJCDC® C-941, Change Order, Rev.1.
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		TRAUT (Original Bid)			Traut (Final Pay App)			Contract Modifications (Notes)
No.	Description	Qty.	Unit		Qty.	Unit		
Optional Alternative No. 2A								
A.01	MOBILIZATION AND DEMOBILIZATION/ SITEWORK	1	LS	$72,940 $72,940	1	LS	$72,940.00 $72,940.00	
A.02	SILT FENCE	300	LF	$9 $2,700		LF	$9.00 $ -	
A.03	DRILL/DRIVE 30-INCH CASING	200	LF	$550 $110,000	210	LF	$550.00 $115,500.00	
A.04	INSTALL 24-INCH CASING	200	LF	$230 $46,000	210	LF	$230.00 $48,300.00	
A.05	DRILL/DRIVE 24-INCH CASING	88	LF	$280 $24,640	102	LF	$280.00 $28,560.00	
A.06	DRILL 24-INCH OPEN HOLE	482	LF	$200 $96,400	463	LF	$200.00 $92,600.00	
A.07	PEA ROCK PLACEMENT AND REMOVAL	206	CY	$287 $59,122	14	CY	$287.00 $4,018.00	
A.08	INSTALL 18-INCH CASING	649	LF	$190 $123,310	651	LF	$190.00 $123,690.00	
A.09	PLUMBNESS AND ALIGNMENT TEST	1	LS	$1,000 $1,000	1	LS	$1,000.00 $1,000.00	
A.10	GROUT ANNULAR SPACES	140	CY	$795 $111,300	55	CY	$795.00 $43,327.50	
A.11	F.I.R. DEVELOPMENT EQUIPMENT	1	LS	$17,430 $17,430	1	LS	$17,430.00 $17,430.00	
A.12	BLASTING WITH EXPLOSIVES	700	LB	$70 $49,000	678	LB	$70.00 $47,460.00	
A.13	ROCK/SANDSTONE REMOVAL	1,300	CY	$115 $149,500	716	CY	$115.00 $82,340.00	
A.14	AIR SURGING	80	HR	$475 $38,000	120	HR	$475.00 $57,000.00	40 more hours of air surging was requested on 5/15/2025
A.15	DISPOSAL OF ROCK/SANDSTONE	1,300	CY	$40 $52,000		CY	$40.00 $ -	
A.16	RE-INSTALL DEVELOPMENT EQUIPMENT	1	LS	$2,730 $2,730	1	LS	$2,730.00 $2,730.00	
A.17	F.I.R. TEST PUMPING EQUIPMENT	1	LS	$17,000 $17,000	1	LS	$17,000.00 $17,000.00	
A.18	TEST PUMPING	80	HR	$250 $20,000	37	HR	$250.00 $9,250.00	
A.19	RE-INSTALL TEST PUMPING EQUIPMENT	1	LS	$5,200 $5,200		LS	$5,200.00 $ -	
A.20	WATER ANALYSIS	1	LS	$4,318 $4,318	1	LS	$4,318.00 $4,318.00	
A.21	ADDITIONAL SAND TESTS	5	EA	$500 $2,500		EA	$500.00 $ -	
A.22	WELL VIDEO SURVEY	1	LS	$1,900 $1,900	1	LS	$1,900.00 $1,900.00	
A.23	GEOPHYSICAL LOG	1	LS	$2,100 $2,100	1	LS	$2,100.00 $2,100.00	
A.24	TEMPORARY PIPING	250	LF	$9 $2,250	250	LF	$9.00 $2,250.00	
A.25	SITE RESTORATION	1	LS	$3,180 $3,180	1	LS	$3,180.00 $3,180.00	
A.26	CONSTRUCTION VIBRATION MONITORING	1	LS	$15,000 $15,000	0.6	LS	$15,000.00 $9,000.00	
				$1,029,520			$785,893.50	
Optional Alternative No. 2A - Schedule B - Subst. Comp. 5/15/2025 & Final Comp. 5/31/2025								
B.01	SITEWORK	1	LS	$49,340.00 $49,340.00	1	LS	$49,340.00 $49,340.00	
B.02	SILT FENCE	260	LF	$9.00 $2,340.00		LF	$9.00 $ -	
B.03	DRILL/DRIVE 30-INCH CASING	200	LF	$550.00 $110,000.00	207	LF	$550.00 $113,850.00	
B.04	INSTALL 24-INCH CASING	200	LF	$230.00 $46,000.00	207	LF	$230.00 $47,610.00	
B.05	DRILL/DRIVE 24-INCH CASING	88	LF	$280.00 $24,640.00	108	LF	$280.00 $30,240.00	
B.06	DRILL 24-INCH OPEN HOLE	60	LF	$200.00 $12,000.00	21	LF	$200.00 $4,200.00	
B.07	PLUMBNESS AND ALIGNMENT TEST	1	LS	$1,000.00 $1,000.00	1	LS	$1,000.00 $1,000.00	
B.08	GROUT ANNULAR SPACE	40	CY	$795.00 $31,800.00	13	CY	$795.00 $9,937.50	
B.09	F.I.R. DEVELOPMENT EQUIPMENT	1	LS	$8,760.00 $8,760.00	1	LS	$8,760.00 $8,760.00	
B.10	BLASTING WITH EXPLOSIVES	700	LB	$70.00 $49,000.00		LB	$70.00	
B.11	ROCK/SANDSTONE REMOVAL	1,200	CY	$115.00 $138,000.00		CY	$115.00	
B.12	AIR SURGING	80	HR	$475.00 $38,000.00	70	HR	$475.00 $33,012.50	
B.13	DISPOSAL OF ROCK/SANDSTONE	1,200	CY	$40.00 $48,000.00	231	CY	$40.00 $9,240.00	
B.14	RE-INSTALL DEVELOPMENT EQUIPMENT	1	LS	$1,240.00 $1,240.00		LS	$1,240.00	
B.15	F.I.R. TEST PUMPING EQUIPMENT	1	LS	$14,400.00 $14,400.00	1	LS	$14,400.00 $14,400.00	
B.16	TEST PUMPING	80	HR	$250.00 $20,000.00	35	HR	$250.00 $8,750.00	
B.17	RE-INSTALL TEST PUMPING EQUIPMENT	1	LS	$3,900.00 $3,900.00		LS	$3,900.00	
B.18	WATER ANALYSIS	1	LS	$4,318.00 $4,318.00	1	LS	$4,318.00 $4,318.00	
B.19	ADDITIONAL SAND TESTS	5	EA	$500.00 $2,500.00		EA	$500.00	
B.20	WELL VIDEO SURVEY	1	LS	$1,900.00 $1,900.00	1	LS	$1,900.00 $1,900.00	
B.21	GEOPHYSICAL LOG	1	LS	$2,100.00 $2,100.00	1	LS	$2,100.00 $2,100.00	
B.22	TEMPORARY PIPING	250	LF	$9.00 $2,250.00	250	LF	$9.00 $2,250.00	
B.23	SITE RESTORATION	1	LS	$3,180.00 $3,180.00	1	LS	$3,180.00 $3,180.00	
B.24	CONSTRUCTION VIBRATION MONITORING	1	LS	$15,000.00 $15,000.00		LS	$15,000.00	
Optional Alternative No. 2A - Schedule A and Schedule B				$629,668.00			$344,088.00	
No.	Description	Qty.	Unit		Qty.	Unit		
Optional Alternative No. 2B - Schedule C -								
C.01	STAINLESS STEEL WELL SCREEN	83	LF	$400.00 $33,200.00	98	LF	$400.00 $39,200.00	The original screen deisgn length was too short. Traut added 15'. Traut notified on 6/9/2025
C.02	FILTER PACK	80	CF	$38.00 $3,040.00	282	CF	$38.00 $10,716.00	More gravel pack was needed than originally anticipated.

		TRAUT (Original Bid)			Traut (Final Pay App)			Contract Modifications (Notes)
C.03	FIGURE K PACKER, REMOVABLE J HOOK TYPE JOHNSON PACKER OR GRAVEL PACK REFILL RING WITH STAINLESS STEEL VALVE	1 LS	$2,600.00	$2,600.00	1 LS	$2,600.00	$2,600.00	
	Subst. Comp. 5/15/2025 & Final Comp. 5/31/2025			$38,840.00			$52,516.00	
		Original Contract Total		**$1,698,028.00**	**Final Contract Total**		**$1,182,497.50**	

Balancing Change Amount **$515,530.50** **Deduction from Original Contract Total**

Bri Amundson

From: Bri Amundson
Sent: Thursday, May 15, 2025 3:14 PM
To: Tony Traut; Travis Traut
Cc: Jake Puffe
Subject: RE: Minnetrista well 8

Hi Tony,

Thanks for adding up the hours! We discussed with the City and they are good with the 40 extra hours for air surging. Please let me know if you need anything else from me. We will plan to just have you guys add it to your next Pay App.

Thanks,
Bri

Bri Amundson, EIT
Engineer in Training
Mobile: 763-264-1493

From: Tony Traut <tonyt@trautcompanies.com>
Sent: Wednesday, May 14, 2025 1:10 PM
To: Travis Traut <travist@trautcompanies.com>; Bri Amundson <Bri.Amundson@AE2S.com>
Subject: Minnetrista well 8

CAUTION: [EXTERNAL] This email originated from outside of AE2S. Do not click links or open attachments unless you recognize the sender and know the content is safe.

As of yesterday I have 75 hrs of well development done,
It's still pretty dirty and producing sand.
We should ask the city to approve 40 more hours.
That should hopefully get it clean by then?

Get Outlook for iOS

Bri Amundson

From: Travis Traut <travist@trautcompanies.com>
Sent: Monday, June 9, 2025 3:44 PM
To: Jake Puffe
Cc: Tony Traut; David Traut; Bri Amundson
Subject: RE: Minnetrista Well 9 Design
Attachments: Minnetrista Well 9 Screen Design 6-9-2025.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Jake,

After further discussion with Dave and Tony, I realized I made a mistake in my screen design previously discussed. I had 18" pipe size screen and 18" casing in my head. This is 18" pipe size screen with a 24" k-packer.

With this, we recommend the design attached.
Let me know your thoughts.

Travis Traut
Dual Rotary Drilling Manager/Sales Engineer
Cell: 320.249.6496
Office: 320.251.5090
travist@trautcompanies.com
www.trautcompanies.com

From: Bri Amundson <Bri.Amundson@AE2S.com>
Sent: Wednesday, April 30, 2025 12:15 PM
To: Travis Traut <travist@trautcompanies.com>
Cc: Tony Traut <tonyt@trautcompanies.com>; David Traut <Davet@trautcompanies.com>; Jake Puffe <Jake.Puffe@ae2s.com>
Subject: RE: Minnetrista Well 9 Design

Hi Travis,

Could you send us the submittal documents for the well screen and K-Packer for Well 9?

Thanks,
Bri

Bri Amundson, EIT
Engineer in Training
Mobile: 763-264-1493

From: Jake Puffe <Jake.Puffe@ae2s.com>
Sent: Monday, April 21, 2025 2:21 PM
To: Travis Traut <travist@trautcompanies.com>
Cc: Bri Amundson <Bri.Amundson@AE2S.com>; Tony Traut <tonyt@trautcompanies.com>; David Traut <Davet@trautcompanies.com>
Subject: Re: Minnetrista Well 9 Design

Travis,

Please proceed as you have described below. This is what Dave had recommended initially so it is what we were expecting.

Can you please send us the submittal documents for these items?

Thanks

AE2S Jake Puffe, PE
Senior Project Engineer
Mobile: (701) 425-7747

From: Travis Traut <travist@trautcompanies.com>
Sent: Monday, April 21, 2025 10:53 AM
To: Jake Puffe <Jake.Puffe@ae2s.com>
Cc: Bri Amundson <Bri.Amundson@AE2S.com>; Tony Traut <tonyt@trautcompanies.com>; David Traut <Davet@trautcompanies.com>
Subject: RE: Minnetrista Well 9 Design

Jake,

Did you decide on how you want this built?
I spoke with Doug from MDH and he recommended keeping the screen AND the gravel pack all within the Jordan formation.
With that, we would need 82' of screen, set from 336' up to 254'. Then 10' of gravel pack above it.
Let me know if that is what you had in mind, and I can get the screen and K-Packer ordered up.

Thanks,

Travis Traut
Dual Rotary Drilling Manager/Sales Engineer
Cell: 320.249.6496
Office: 320.251.5090
travist@trautcompanies.com
www.trautcompanies.com
TRAUT COMPANIES

From: Travis Traut
Sent: Thursday, April 10, 2025 2:19 PM
To: Jake Puffe <Jake.Puffe@ae2s.com>

Cc: Bri.amundson@ae2s.com; Tony Traut <tonyt@trautcompanies.com>; David Traut <Davet@trautcomp
Subject: Minnetrista Well 9 Design

Jake,

See attached Gamma Log Summary for Well 8.
The Jordan Sandstone Formation was identified from 244' to 336'.

Things to note from Well 8 drilling:

- There is no PDC hard ceiling present to complete Well 9 with blasting and bailing
- We had to drive the 24" casing down to 307' to prevent cave ins before starting to cut open hole.
    - It was soft above 307'
    - This eliminates the chance of drilling an open hole in the Jordan and just developing it without blasting a cavern.

This leads us to the option of installing an 18" screen with 30-slot with a K-Packer and Gravel Refill Ring, Install #40 well pack. This combo has worked well for us.

Let us know where you would like the screen set.

Travis Traut
Dual Rotary Drilling Manager/Sales Engineer
Cell: 320.249.6496
Office: 320.251.5090
travist@trautcompanies.com
www.trautcompanies.com



TRAUT COMPANIES

Contractors Application for Payment - Final Retainage

Application #	9	**Application Date:**	12/3/2025
Project:	Minnetrista Well 8 & 9	**Contract Date:**	8/2/2024
Job Number:	9015794		
Owner:	City of Minnetrista	**Contact Name:**	Gary Peters
Address:	7701 County Road 110 W	**Contact Email:**	garypeters@ci.minnetrista.mn.us
	Minnetrista, MN 55364	**Contact Phone #**	952-241-2532
Engineer:	AE2S	**Contact Name:**	Jake Puffe
Address:	6901 East Fish Lake Road, Suite 184	**Contact Email:**	jake.puffe@ae2s.com
	Maple Grove, MN 55369	**Contact Phone #**	701-425-7747
		Engineer Project #	PO5355-2022-005

Billing Instructions: Email to Jake Puffe for Approval

1. Original Contract Amount	$	1,698,028.00
2. Change Order Addition		
3. Change Order #1 Deduction	$	(515,530.50)
4. Revised Contract Amount	$	1,182,497.50
5. Value Completed to Date	$	1,182,497.50
6. Less 5 % Retainage		
7. Subtotal	$	1,182,497.50
8. Less Amount Of Previous Pay Requests	$	1,123,372.63
9. **Amount Due This Request**	**$**	**59,124.87**

Representative of Traut Companies: Travis Traut Date: 12/3/2025

Representative of Owner: Date:

Representative of Engineer: Date: 12/3/2025

32640 County Road 133 - St. Joseph, MN 56374
320-251-5090

Pay Applications

Project: **Minnetrista Well 8 & 9** **Job Number:** 9015794 & 3015794

No.	Description	Unit	Unit Price	ESTIMATED Bid Qty	ESTIMATED Bid Amount	BILLING TO DATE Qty	BILLING TO DATE Price	%COMP
	Schedule A: Well No. 8 Construction							
A.01	Mobilization/Demobilization, Sitework	LS	72,940.00	1	72,940.00	1	72940.00	100%
A.02	Silt Fence	LF	9.00	300	2,700.00	0	0.00	0%
A.03	Drill/Drive 30" Casing	LF	550.00	200	110,000.00	210	115500.00	105%
A.04	Install 24" Casing	LF	230.00	200	46,000.00	210	48300.00	105%
A.05	Drill/Drive 24" Casing	LF	280.00	88	24,640.00	102	28560.00	116%
A.06	Drill 24" Open Hole	LF	200.00	482	96,400.00	463	92600.00	96%
A.07	Pearock Placement and Removal	CY	287.00	206	59,122.00	14	4018.00	7%
A.08	Install 18" Casing	LF	190.00	649	123,310.00	651	123690.00	100%
A.09	Plumbness and Alignment Test	LS	1,000.00	1	1,000.00	1	1000.00	100%
A.10	Grout Annular Space	CY	795.00	140	111,300.00	54.5	43327.50	39%
A.11	FIR Development Equipment	LS	17,430.00	1	17,430.00	1	17430.00	100%
A.12	Blasting with Explosives	LB	70.00	700	49,000.00	678	47460.00	97%
A.13	Rock/Sandstone Removal	CY	115.00	1300	149,500.00	716	82340.00	55%
A.14	Air Surging	HR	475.00	80	38,000.00	120	57000.00	150%
A.15	Disposal of Rock/Sandstone	CY	40.00	1300	52,000.00	0	0.00	0%
A.16	Re-Install Development Equipment	LS	2,730.00	1	2,730.00	1	2730.00	100%
A.17	FIR Test Pumping Equipment	LS	17,000.00	1	17,000.00	1	17000.00	100%
A.18	Test Pumping	HR	250.00	80	20,000.00	37	9250.00	46%
A.19	Re-Install Test Pumping Equipment	LS	5,200.00	1	5,200.00	0	0.00	0%
A.20	Water Analysis	LS	4,318.00	1	4,318.00	1	4318.00	100%
A.21	Additional Sand Test	EA	500.00	5	2,500.00	0	0.00	0%
A.22	Well Video Survey	LS	1,900.00	1	1,900.00	1	1900.00	100%
A.23	Geophysical Log	LS	2,100.00	1	2,100.00	1	2100.00	100%
A.24	Temporary Piping	LF	9.00	250	2,250.00	250	2250.00	100%
A.25	Site Restoration	LS	3,180.00	1	3,180.00	1	3180.00	100%
A.26	Construction Vibration Monitoring	LS	15,000.00	1	15,000.00	0.6	9000.00	60%
		Total Base Bid (Schedule A):			**$ 1,029,520.00**	**Total:**	$ 785,893.50	
	Schedule B: Well No. 9 Construction							
B.01	Sitework	LS	49,340.00	1	49,340.00	1	49340.00	100%
B.02	Silt Fence	LF	9.00	260	2,340.00	0	0.00	0%
B.03	Drill/Drive 30" Casing	LF	550.00	200	110,000.00	207	113850.00	104%
B.04	Install 24" Casing	LF	230.00	200	46,000.00	207	47610.00	104%
B.05	Drill/Drive 24" Casing	LF	280.00	88	24,640.00	108	30240.00	123%
B.06	Drill 24" Open Hole	LF	200.00	60	12,000.00	21	4200.00	35%
B.07	Plumbness and Alignment Test	LS	1,000.00	1	1,000.00	1	1000.00	100%
B.08	Grout Annular Space	CY	795.00	40	31,800.00	12.5	9937.50	31%
B.09	FIR Development Equipment	LS	8,760.00	1	8,760.00	1	8760.00	100%
B.10	Blasting with Explosives	LB	70.00	700	49,000.00	0	0.00	0%
B.11	Rock/Sandstone Removal	CY	115.00	1200	138,000.00	0	0.00	0%
B.12	Air Surging	HR	475.00	80	38,000.00	69.5	33012.50	87%
B.13	Disposal of Rock/Sandstone	CY	40.00	1200	48,000.00	231	9240.00	19%
B.14	Re-Install Development Equipment	LS	1,240.00	1	1,240.00	0	0.00	0%
B.15	FIR Test Pumping Equipment	LS	14,400.00	1	14,400.00	1	14400.00	100%
B.16	Test Pumping	HR	250.00	80	20,000.00	35	8750.00	44%
B.17	Re-Install Test Pumping Equipment	LS	3,900.00	1	3,900.00	0	0.00	0%
B.18	Water Analysis	LS	4,318.00	1	4,318.00	1	4318.00	100%
B.19	Additional Sand Test	EA	500.00	5	2,500.00	0	0.00	0%
B.20	Well Video Survey	LS	1,900.00	1	1,900.00	1	1900.00	100%
B.21	Geophysical Log	LS	2,100.00	1	2,100.00	1	2100.00	100%
B.22	Temporary Piping	LF	9.00	250	2,250.00	250	2250.00	100%
B.23	Site Restoration	LS	3,180.00	1	3,180.00	1	3180.00	100%
B.24	Construction Vibration Monitoring	LS	15,000.00	1	15,000.00	0	0.00	0%
		Total Base Bid (Schedule B):			**$ 629,668.00**	**Total:**	$ 344,088.00	
	Schedule C: Well No. 9 - Screened Well Alt.							
C.01	Stainless Steel Screen	LF	400.00	83	33,200.00	98	39200.00	118%
C.02	Filter Pack	CF	38.00	80	3,040.00	282	10716.00	353%
C.03	Figure K Packer and Refill Ring	LS	2,600.00	1	2,600.00	1	2600.00	100%
		Total Base Bid (Schedule C):			**$ 38,840.00**	**Total:**	$ 52,516.00	
	Change Order #1 - Balance Adjust to Contract Sum							
	Contract Adjustment	LS	-515,530.50	1	(515,530.50)	0	0.00	0%
		Change Order # 1 Total:			**$ (515,530.50)**	**Total:**	$ -	
	Project Totals							
		Original Contract Amount:			**$ 1,698,028.00**		$ 1,182,497.50	
		Change Order #1 Total:			**$ (515,530.50)**		$ -	
		Total Contract Amount:			**$ 1,182,497.50**	**Total:**	**$ 1,182,497.50**	

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-237-781-984
Submitted Date and Time:	17-Oct-2025 8:23:11 AM
Legal Name:	TRAUT COMPANIES
Federal Employer ID:	41-1429889
User Who Submitted:	SavannahJannette
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**79114240**
Minnesota ID:	4477266
Project Owner:	CITY OF MINNETRISTA
Project Number:	P05355-2022-005
Project Begin Date:	14-Jan-2025
Project End Date:	16-Oct-2025
Project Location:	MINNETRISTA, MN
Project Amount:	$1,182,497.50
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please print this page for your records using the print or save functionality built into your browser.

RESOLUTION NO. 109-25

RESOLUTION APPROVING FINAL APPLICATION TO TRAUT COMPANIES FOR THE DRILLING AND DEVELOPMENT OF MUNICIPAL WELLS #8 AND #9 (CITY PROJECT NO. 05-24)

WHEREAS, pursuant to a written contract signed with the City on May 20, 2024, Traut Companies has requested Final Application for Payment for the drilling and development of municipal Wells #8 and #9 (City Project No. 05-24).

WHEREAS, the Final Application for Payment, in the amount of $59,124.87, submitted by Traut Companies, has been found to be true and accurate; and

NOW, THEREFORE, BE IT RESOLVED, **BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, as follows:**

This resolution was adopted by the City Council of the City of Minnetrista on the 8th day of December 2025, by a vote of _____ Ayes and _____ Nays.

_____
Mayor Lisa Whalen

ATTEST:

_____
Ann Meyerhoff
City Clerk

CITY OF MINNETRISTA

CONSENT AGENDA ITEM

Subject: **Approving City Calendar for 2026**

Prepared By: **Ann Meyerhoff, City Clerk**

Meeting Date: **December 8, 2025**

Issue:

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

Background:

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

City Council Work Session meetings starting at 5:00pm will be scheduled along with Regular meetings starting at 6:30pm for each meeting date.

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

The Parks Commission meets on the 4th Monday of every month with a start time of 6:00 p.m. They typically do not meet in December due to the holiday.

Discussion:

A color coded calendar is attached for your review:

January 2026

- 1 – City Offices closed, New Year's Holiday
- 7 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 19 – City Offices closed, Martin Luther King Holiday
- 21 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 26 – Parks Commission meeting 6:00pm / Planning Commission meeting 6:30pm

February 2026

- 2 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 2 – Annual EDA meeting 6:00pm
- 16 – City Offices Closed, President's Day Holiday
- 18 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 23 – Parks Commission meeting 6:00pm / Planning Commission meeting 6:30pm

March 2026

- 2 –. Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 16 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 23 – Parks Commission meeting 6:00pm / Planning Commission meeting 6:30pm

April 2026

- 6 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 20 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 27 – Parks Commission meeting 6:00pm / Planning Commission meeting 6:30pm

May 2026

- 2 – Recycle Clean-up Day 8:00am – 3:00pm
- 4 - Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 13 – Trista Day 4:30pm – 7:00pm
- 18 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 25 – City Offices closed, Memorial Day Holiday
- 26 – Parks Commission meeting 6:00pm / Planning Commission meeting 6:30 p.m.

June 2026

- 1 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 15 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 19 – City Offices closed, Juneteenth
- 22 – Parks Commission meeting 6:00pm / Planning Commission meeting 6:30pm

July 2026

- 3 – City Offices Closed, Independence Day Holiday
- 13 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 27 – Parks Commission meeting 6:00pm / Planning Commission meeting 6:30pm

August 2026

- 3 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 11 – Primary Election 7:00am – 8:00pm
- 17 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 24 – Parks Commission meeting 6:00pm / Planning Commission meeting 6:30pm

September 2026

- 7 – City Offices Closed, Labor Day Holiday
- 9 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 21 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 28 – Parks Commission meeting 6:00pm / Planning Commission meeting 6:30pm

October 2026

- 5 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 19 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 26 – Parks Commission meeting 6:00pm / Planning Commission meeting 6:30pm

November 2026

- 3 – General Election 7:00am - 8:00pm
- 11 – City Offices Closed, Veterans Day Holiday
- 16 – Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 23 – Parks Commission meeting 6:00pm / Planning Commission meeting 6:30pm
- 26 – City Offices Closed, Thanksgiving Holiday
- 27 – City Offices Closed, Day after Thanksgiving Holiday

December 2026

- 3 – Holiday Tree Lighting
- 7 - Work Session meeting 5:00pm / Regular City Council meeting 6:30pm
- 24 – City Offices Closed; Christmas Holiday
- 25 - City Offices Closed, Christmas Holiday

City Council work session (5:00pm) and regular meeting (6:30pm)
Parks Commission 6pm
Planning Commission 6:30pm

EDA Meeting
Recycle Day
Trista Day
Holiday Tree Lighting Event

Holiday- Offices Closed
Primary/General Election

2026

City Council

January

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CITY OF MINNETRISTA

CONSENT AGENDA ITEM

Subject: **2026 Personnel Policy**

Prepared By: **Paula Bauman, Assistant City Administrator**

Meeting Date: **December 8, 2025**

Issue:
The City of Minnetrista conducts an annual review of its Personnel Policy. This year's updates reflect state-mandated changes and revised city practices. All revisions have been reviewed by City Attorney Mary Tietjen and the Personnel Committee.

Background:

The recommended updates are outlined below:

Section 9: Work Schedules – Page 24 (Meal Breaks and Rest Periods)
This update reflects the 2025 legislative changes to the Minnesota Fair Labor Standards Act.

Section 13: Earned Sick and Safe Time (ESST) Policy – Page 30
This section has been updated to align with the League of Minnesota Cities template and applicable state statute.

Section 17: Minnesota Paid Leave (MPL) – Page 37
This new section incorporates the Minnesota Paid Family and Medical Leave statute, which takes effect on January 1, 2026. The statewide law establishes a publicly funded program providing paid family and medical leave.

Section 38: Employee Recognition Program – Page 57
The Employee Recognition Program, approved by the City Council in December 2024, has been added to the Personnel Policy as previously adopted.

All changes noted above are redlined in the attached proposed Personnel Policy. Upon approval of the 2026 Personnel Policy, the Policy will be distributed to all staff. Employees will then be required to submit an acknowledgment of receipt, which is filed within their Personnel File.

Summary:

Staff is requesting approval of the 2026 Personnel Policy, effective January 1, 2026.

City of Minnetrista
Personnel Policy

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Adopted by City Council: December XX, 2025

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EMPLOYEE ACKNOWLEDGEMENT FORM

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

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

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

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

Print Name:_____

Signature:_____

Date: _____

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	Council and Commission Descriptions	
	City Staff and Departments	
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	At-Will Employment	
	Administration of Policy	
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	Recruitment	
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	Interview and Evaluation	
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SECTION 1: INTRODUCTION

Dear City of Minnetrista Employee:

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

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

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

The City of Minnetrista Council

Lisa Whalen~~aylon~~, Mayor
Cathleen Reffkin, Councilmember
Peter Vickery, Councilmember
Claudia Lacy, Councilmember
Brian Govern, Councilmember

***

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

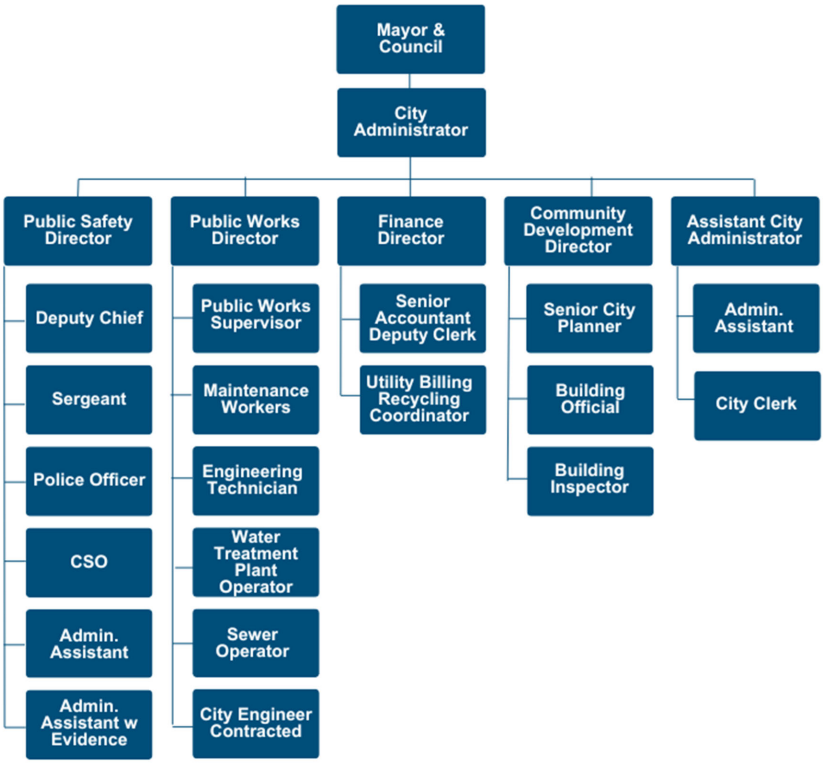
City of Minnetrista Employee Mission Statement
Employees of the City of Minnetrista work as a team to enhance the quality of life for our residents through excellent customer service, quality performance, and ongoing communication. We are responsive to citizens' needs, maintain a high degree of ethics,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

City of Minnetrista Safety Compliance Policy Statement

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

SECTION 2: ORGANIZATION & DEPARTMENTS

City of Minnetrista Organizational Chart: 2026



Council and Commission Descriptions

1. **City Council**
   The City Council consists of the mayor and four members of the council, each elected at large. The Council meets on the first and third Monday of each month at 6:30 p.m. City Council work sessions are held on the first and third Monday of each month, with special meetings being called as necessary.

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

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

City Departments

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

2. **Administration**
   The Administration Department is responsible for implementing the policies adopted by the City Council and overseeing the general management of the City. The Administration Department is responsible for personnel, compensation and benefits administration, labor relations, communications, policy research and implementation, and elections. The Administration Department cConsists of the City Administrator, Assistant City Administrator, City Clerk, and Administrative Assistant.

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

4. **Public Safety**

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

5. **Public Works**
   Public Works maintains all C~~c~~ity buildings, water, sewer, and storm water facilities, streets, sidewalk maintenance, gravel roads, and park maintenance. Public W~~w~~orks are also responsible for snow removal. The Director of Public Works is assisted by Maintenance Personnel.

SECTION 3: PURPOSE AND SCOPE OF THE POLICY

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

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

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

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

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

If any specific provisions of the personnel policies conflict with any current union agreement, the union agreement will prevail. Union employees are encouraged to consult their collective bargaining

agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

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

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

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

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

Any subcontractor not complying with all applicable Equal Employment Opportunity laws, directives, and regulations of the Federal and State governing bodies or agencies thereof will be subject to appropriate legal sanctions. If any employee or applicant for employment believes they have been discriminated against, they are encouraged to contact the City Administrator.

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

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

Provisions Superseded in Certain Cases. Any employee included in a collective bargaining agreement entered in accordance with the Public Employment Labor Relations Act, Minnesota Statutes Section l79A.0l to 179A.25, shall be exempt from any provision of this policy that is inconsistent with such agreement. Any employee within the jurisdiction of a personnel board established under Minnesota Statutes Chapters 44, 419, or 420 is exempt from any provision of this policy that is inconsistent with such statutes, rules, and regulations adopted thereunder. Nothing in this policy is intended to modify or supersede any provision of the Veterans Preference Act, Minnesota Statutes Sections 197.455, 197.46,

and 43A.11. Where this policy is inconsistent with state or federal law, the applicable law will be followed.

Orientation of New Employees. All new employees will go through an orientation of the City with the Assistant City Administrator. The orientation will include a review of this Personnel Policy, benefits information, introductions, emergency procedures, and basic information to get employees started in their new position with the City.

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

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

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

SECTION 4: DEFINITIONS

Regular Full-time Employee. A regular full-time employee is regularly employed for forty (40) or more hours per week.

Regular Part-time Employee. A regular part-time employee is regularly employed for less than forty (40) hours per week, but more than fourteen (14) hours per week.

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

New Hire. A newly hired employee has been assigned a regular full-time or part-time position but has not been employed with the City for a twelve (12) month period.

Elected Official. An elected official has been elected to a constitutional or statutory office within the City's governmental system.

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

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

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

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

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

SECTION 5: EMPLOYEE RECRUITMENT AND SELECTION

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

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

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

1. **Job Descriptions.** The C~~c~~ity will maintain job descriptions for each regular position. New positions will be developed as needed and must be approved by the City Council before the position is filled.

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

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

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

2. **Job Descriptions and Classifications.** Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

3. **Assigning and Scheduling Work.** Assignment of work duties and scheduling work is the responsibility of the supervisor, subject to the approval of the City Administrator.

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

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

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

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

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

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

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

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

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

All information about an employee shall be accumulated and disseminated according to the Minnesota Government Data Privacy Act and any other related federal laws. The City Administrator is designated

as the authority responsible under this act. Each file is accessible to the affected employee, but information shall be released to other people only as required under the Act.

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

1. H~~h~~ome address ~~and~~
2. T~~t~~elephone number
3. ~~1.~~Changes in dependent status
4. ~~2.~~Emergency contact
5. ~~3.~~Beneficiary changes (i.e., group life and pension)
6. ~~4.~~Legal name changes

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

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

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

Employment Verifications and References. To ~~assure~~ ensure compliance with data privacy law, all verbal and written requests for employment verification shall be responded to by the City Administrator's Office.

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

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

SECTION 6: NEW HIRE PROTOCOL

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

1. New h~~H~~ire employees may use accumulated paid time off, as approved by the City Administrator and Supervisor. Compensatory or Administrative time may be used at the discretion of the City Administrator and Supervisor.
2. Upon request and approval of the Supervisor, employees may go into a negative PTO balance of no more than forty (40) hours. In the case of a negative balance, any leave taken beyond 40

hours will be unpaid leave until the leave bank has been brought out of negative balance. If employment is terminated and the PTO balance is negative, the employee must reimburse the Ccity for the negative balance at their hourly rate.

3. The City reserves the right to terminate employment for any reason without cause.
4. Paid Time Off shall have no cash value to any employee terminated, for any reason, within the first year of an original hire.

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

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

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

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

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

SECTION 7: COMPENSATION

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

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

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

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

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

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

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

Pay Period/Pay Dates. Payday occurs every other Thursday. The pay period covers the previous two (2) weeks from Sunday to Saturday. Payroll questions can be directed to the Finance Officer.

Compulsory Deductions. The following deductions from payroll are mandatory for all regular employees. Some of these deductions, however, may not apply to all departments. Employees should check with their Department Head or the Finance Officer regarding their deductions:

1. Federal Income Tax
2. State Income Tax
3. FICA (Social Security)
4. Public Employees Retirement Association (PERA) or an acceptable alternative in the case of the Administrator.
4.5. Paid Family Medical Leave (PFML)
5.6. Recovery of any pro-rated clothing allowance
6.7. Any garnishments provided by law.
7.8. Union Dues

Voluntary Deductions. The Cc~~c~~ity offers options for voluntary payroll deductions. They are:

1. **Deferred Compensation**. There is a deferred compensation plan available (savings of income before taxes). The City of Minnetrista will follow the allowable maximum contribution amounts set forth by law. For more information on deferred compensation, contact the Assistant City Administrator.
2. **Additional Life Insurance**. Low-cost, group term life insurance with additional coverage for accidental death and dismemberment is available to regular employees through P.E.R.A. and the City's group life insurance plan, with premiums deducted from the employee's paycheck. Brochures are provided with new employee packets or from the Benefits Administrator.

Direct Deposit. Paychecks are administered through automatic direct deposit. Employees will be asked to submit information pertinent to the bank account they would like their check deposited. As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the City Administrator of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

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

SECTION 8: GENERAL PROVISIONS:

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

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

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

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

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

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

Dress. The dress and appearance of City employees is a direct reflection of the professionalism of our services. A neat, well-groomed, and appropriately dressed employee will present a positive image of the Cc~~i~~ity and demonstrate the pride of our Cc~~i~~ity employees. Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contact with other people, and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs to vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the Cc~~i~~ity. City staff shall not enforce the Cc~~i~~ity's dress code more strictly against transgender and gender diverse employees than against other employees.

Non-uniformed Personnel. The following items are considered inappropriate attire for the office environment:

1. Tube tops, halter tops, tank tops, muscle shirts
2. Clothing that is revealing, outlandish, or body-hugging, such as spandex
3. Clothing that is worn, faded, or in diesrepair
4. Shorts in general
5. Mini skirts

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

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

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

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

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

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

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

Whistleblower protections are provided in two important areas: confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals with their legal rights of defense. The Ccity will not retaliate against whistleblowers. This includes but is not limited to protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments, and threats of physical harm. Any whistleblower who believes they are being retaliated

against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

Political Activities of Employees. City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no Ceity 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 Ceity 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 of a political organization.

Smoking. The City of Minnetrista observes and supports the Minnesota Clean Indoor Air Act. All Ceity buildings and vehicles, in their entirety, shall be designated as tobacco-free, meaning that smoking in any form (using tobacco products such as pipes, cigars, and cigarettes) or "vaping" with e-cigarettes is prohibited while in a Ceity facility or vehicle.
Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

SECTION 9: WORK SCHEDULES

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

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

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

Meal Breaks and Rest Periods. Department Heads are responsible for scheduling lunch periods that do not interfere with work requirements. ~~In most City departments, the normal lunch period is half (1/2) hour long. It is not part of the compensated workday. Full-time employees shall receive two (2) fifteen~~

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~~(15) minute rest periods in each regular work shift, as designated by their Department Head. There is no accumulation of rest period time.~~

A paid rest break of at least fifteen minutes or enough time to utilize the nearest convenient restroom (whichever is longer) is allowed within each four consecutive hours of work. Effective January 1, 2026, an unpaid thirty-minute lunch period is provided when an employee works six or more consecutive hours. Non-exempt employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks. The lunch period will be paid in instances when an employee is not completely relieved of work duties.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the C~~c~~ity A~~a~~dministrator, on the use of meal breaks and rest periods.

Office Hours. Business hours of the City Offices and the Administrative Offices of the Public Safety~~Police~~ Department are 8:00 a.m. to 4:30 p.m. (including the noon hour), Monday through Friday. Memorial Day through Labor Day, City Offices and Administrative Offices of the Public Safety~~Police~~ Department are 7:30 a.m.-4:30 p.m. Monday- Thursday, and Friday 7:30 a.m.-12:00 p.m. Police operations are on duty twenty-four hours a day, seven days a week. Public Works is open from 7:00 am to 3:30 pm.

Overtime. The City of Minnetrista has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

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

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

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

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

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

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

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

Non-Exempt (Overtime-Eligible) Employees. All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. Paid time off and paid holidays do not count toward "hours worked." Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-a-half hours off for each hour of overtime worked.

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

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

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

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

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

Exempt (Non-Overtime-Eligible) Employees. Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors.

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

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity

of work performed, and they receive their full weekly salary for any week in which any work is performed.

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

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

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

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

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

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

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

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

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

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

SECTION 10: OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Minnetrista regard the Ceity as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the City Administrator.

Any Ceity employee accepting employment in an outside position that is determined by the City Administrator to conflict with the employee's Ceity job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

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

1. Outside employment must not interfere with a full-time employee's availability during the Ceity's regular hours of operation or with a part-time employee's regular work schedule.
2. Outside employment must not interfere with the employee's ability to fulfill the essential requirements of their position.
3. The employee must not use Ceity of Minnetrista equipment, resources, or staff in the course of outside employment.
4. The employee must not violate any Ceity personnel policies because of outside employment.
5. The employee must not receive compensation from another individual or employer for services performed during hours for which they are also being compensated by the Ceity. Work performed for others while on approved paid time off or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
6. No employee will work for another employer, or for their own business, while using paid time off from the Ceity for those same hours.
7. Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

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

SECTION 11: CONDUCT AS A CITY EMPLOYEE

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

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

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

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

Accrual Rates

Tier	Year	Total Hours	Severance
1	0-2 Years	140	100%
2	3-5 Years	180	100%
3	6-10 Years	220	100%
4	11-15 Years	240	100%
5	16 +	280	100%

PTO/ESST. All eligible non-union employees will accrue Paid Time Off (PTO)/Earned Sick and Safe Time (ESST) based on years of service with the City of Minnetrista. (See section 13 regarding ESST Policy)

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

Use of PTO/ESST. If the need for PTO/ESST is foreseeable, the Ceity requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for PTO/ESST as soon as practicable. If the leave is to be for one day or less, permission will be granted without notice if the department head feels that City service will not be adversely affected. Priority will be given to leave scheduling based on the earliest date of request and seniority. Leave scheduling for employees is the responsibility of their supervisor.

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

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

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

Eligible non-regular employees will earn 1 hour of sick and safe leave for every 30 hours worked up to a maximum of 48 hours per year. Accrual begins upon hire but cannot be used until employees meet the 80 hours worked threshold. Earned and unused hours are not eligible for cash out or conversion to any other form of payment at any time. Employees who are rehired within 180 days of separation shall have earned and unused sick and safe leave reinstated. These hours for non-regular employees can be used for any time off as allowed under Section 12B (below) and the Minnesota ESST law.

SECTION 1312A: EARNED SICK AND SAFE TIME (ESST) POLICY

The purpose of this policy is to provide employees with earned sick and safe paid leave to comply with Minnesota's "Earned Safe and Sick Time" (ESST) law, effective on January 1, 2025. The uses below are in addition to the uses allowed by the City of Minnetrista's Paid Time Off and Vacation policy.

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

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1. An employee's own:
    a. Mental or physical illness, injury, or other health condition
    b. Need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition
    c. Need for preventative medical or health care, or

   d. Need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member
2. Care of a family member:
   a. With mental or physical illness, injury, or other condition
   b. Who needs medical diagnosis, care or treatment of a mental or physical illness
   c. Who needs preventative medical or health care
3. Absence due to domestic abuse, sexual assault or stalking of the employee or employee's family member, provided the absence is to:
   a. Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
   b. Obtain services from a victim services organization
   c. Obtain psychological or other counseling
   d. Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
   e. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
4. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been close ~~dure~~due to weather or other public emergency
5. The employee's inability to work or telework because the employee is prohibited from~~form~~ working by the C~~c~~ity due to health concern related to the potential transmission of a communicable illness related to a public emergency, or seeking, or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease or the C~~c~~ity has requested a test or diagnosis
6. When it has been determined by health ~~authroticies~~authorities or a health care professional that the presence of the employee or family member in the community would jeopardize the health of others because of the exposure of the employee or family member of employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

~~**7. An employee's own:**~~
~~8. Mental or physical illness, injury, or other health conditions~~
~~9. Need for medical diagnosis, care, or treatment of a mental or physical illness injury or health condition~~
~~10. Need for preventative care~~
~~11. Closure of the employee's place of business due to weather or other public emergency~~
~~12. The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.~~
~~13. Absence due to domestic abuse, sexual assault, or stalking of the employee, provided the absence is to:~~
   ~~a. Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking~~
   ~~b. Obtain services from a victim services organization~~

~~c. Obtain psychological or other counseling~~
~~d. Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking~~
~~e. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking~~
~~f. Need to plan for or attend a funeral or a memorial service for a family member, or the need to address financial or legal matters after the death of a family member.~~

~~**Care of a family member:**~~
~~1. With mental or physical illness, injury, or other health condition~~
~~2. Who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition~~
~~3. Who needs preventative medical or health care~~
~~4. Whose school or place of care has been closed due to weather or other public emergencies~~
~~5. When it has been determined by a health authority or a health care professional that the presence of a family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease~~
~~6. Absence due to domestic abuse, sexual assault, or stalking of the employee's family member, provided the absence is to:~~
~~a. Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking~~
~~b. Obtain services from a victim services organization~~
~~c. Obtain psychological or other counseling~~
~~d. Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking~~
~~e. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking~~

Family Members.
For ESST purposes, "family member" includes an employee:
1. Spouse or registered domestic partner
2. Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
3. Sibling, stepsibling, or foster sibling
4. Biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child
5. Grandchild, foster grandchild, or step grandchild
6. Grandparent or step-grandparent
7. A child of a sibling of the employee
8. A sibling of the parent of the employee or
9. A child-in-law or sibling-in-law
10. Any of the above family members of a spouse or registered domestic partner
11. Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship

12. Up to one individual annually designated by the employee

Advance Notice for use of ESST. If the need for ESST is foreseeable, the City requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for ESST as ~~soon as practicable~~reasonably required by the City. When an employee uses ESST for more than ~~three~~two consecutive days, the City may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records, or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, or an employee cannot obtain documentation (e.g., court records) regarding the need for safety leave, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, ESST for a qualifying purpose. The City will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking, or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the City will not require an employee using ESST to find a replacement worker to cover the hours the employee will be absent.

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

The City will not require, as a condition of using ESST, an employee to find a replacement worker to cover the hours the employee uses as ESST. An employee may voluntarily seek or trade shifts with a replacement employee to cover their hours.

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

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

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

SECTION 1~~3~~4: EXTENDED ILLNESS BANK

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

Use of the Extended Illness Bank. Use of the Extended Illness Bank complies with the minimum standards and requirements of the Minnesota Earned Sick and Safe Time law, effective January 1, 2025.

Parameters for Requesting Extended Illness Bank. When an employee is required to use their Extended Illness Bank, the City~~employer~~ may require reasonable documentation from an employee for the need for leave for illness or medical reasons, but if an employee cannot obtain documentation from a health care provider within a reasonable time or without added expense, the City~~employer~~ must accept an employee's written statement about the need for leave.

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

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

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

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

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

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

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

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

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

SECTION 154: FUNERAL LEAVE

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

The Department Head or City Administrator may approve additional time.

SECTION 165: FAMILY AND MEDICAL LEAVE

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

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

FMLA Eligibility Requirements. To be eligible for FMLA leave, an employee must:

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

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

Minnesota Parental Leave Act (state law requirement for employers with one or more employees)

All employees are entitled to take unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Unpaid pregnancy and parenting leave for up to 12 weeks is available to female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions, as well as a biological or adoptive parent, in conjunction with after the birth or adoption of a child. For leave related to the birth or adoption of a child, the leave must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employees should provide reasonable notice, which is at least 3 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable. Time off to attend prenatal care appointments will not be counted against an employee's leave entitlement.

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

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

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

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

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

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

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

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

It is at the discretion of the City Administrator whether to assign light-duty work to the employee.

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

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

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy.
The Ceity will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

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

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

SECTION 17: MINNESOTA PAID LEAVE

The Ceity provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The Ceity of Minnetrista is a participant in the State of Minnesota's Paid Leave program ("MNPL"). MNPL benefits are funded through premium contributions payable to the State of Minnesota. The premium cost will be split between the Ceity and employee as follows: The City of Minnetrista will pay 50% of the required premium and employees will pay 50% of the premium costs through payroll deductions starting January 1, 2026.

Eligibility. Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, employees must:

1. Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.

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2. Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by under Minnesota law at the time of their~~r~~ requested time off.

Benefit Amount. An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Leave Entitlement and Usage. The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

1. Up to 12 weeks of medical leave (for the employee) to take care of themselves for a serious health condition, including pregnancy, childbirth, recovery, or surgery
2. Up to 12 weeks of family leave to:
    a. Bond with a child through birth, adoption, or foster placement
    b. Care for a family member with a serious health condition
    c. Support military family member called to active duty
    d. Receive covered types of care for themselves or a family member because of domestic abuse, sexual assault, or stalking

An employee~~You~~ can take both types of leave in the same year, but an employee~~you~~ cannot exceed 20 weeks total within a single benefit year.

For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition.

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Employee benefit starts the first day they take Paid Leave. There is no waiting period for MN-PL if the employee is~~you are~~ granted the benefit.

MNPL Intermittent Leave. Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

1. **Eligibility**
In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

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2. **Notice**
In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the Assistant City Administrator of the need for intermittent leave *before* applying for MNPL benefits through the State program. As part of the notice, employees must provide the C~~c~~ity with the following:
    - Proposed intermittent leave schedule; and
    - A completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration, and treatment schedule for the leave.

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3. **Increments of Leave and Maximum Number of Hours**
Consistent with other forms of leave provided by the C~~c~~ity, employees may take intermittent leave in increments of one calendar day. If eligible for intermittent leave, the C~~c~~ity allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the

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maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Definitions

Family member. A family member includes:

1. Spouse or partner
2. Child (including biological, adopted, step, or foster children, or a child the employee raised, even if not legally related)
3. Parent or person who raised the employee
4. Sibling
5. Grandchild or grandparent
6. In-laws (including son, daughter, father, or mother)
7. Anyone close to employee who depends on the employee like family, even if not related by blood

Serious Health Condition. A physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Notice of Leave. Prior to starting a claim with the State, employees should reach out to their supervisor and the Assistant City Administrator to notify them of their intention to take leave. If the need is foreseeable, the City requests a two-week notice before taking leave. If the leave is not foreseeable, the employee will still be able to take leave under MNPL, and we ask that the employee provide as much notice as possible.

How to Apply for Minnesota Paid Leave. After the employee's leave has been discussed, employees need to apply for MNPL through the State of Minnesota's Paid Leave portal: https://paidleave.mn.gov/. The City of Minnetrista does not apply for the employee.

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Interaction with Other Laws and Benefits. MNPL will run concurrently with any leave and/or wage supplement for which the employee may be eligible under local, state, or federal law, which may include Family and Medical Leave Act (FMLA).

The Ceity offers a short-term disability (STD) policy that may run concurrently and require its own filing requirement pursuant to the terms of the STD policy. Please see the policy for more information. STD payments may be reduced, pursuant to the terms of the STD policy, as a result of receiving state-paid benefits.

Supplementing MNPL Benefits with Accrued Paid Leave. If the employee is receiving MNPL benefits, the Ceity allows the employee to supplement their MNPL benefits with any accrued but unused paid leave. If the employee chooses to supplement their MNPL benefits this way, the combined weekly sum of MNPL benefits and Ceity-provided paid leave benefits cannot exceed the employee's Individual Average Weekly Wage (IAWW). For more information, contact the Assistant City Administrator.

Maintaining Health Coverage During Leave. Unless the employee revokes coverage while on MNPL< the Ceity will continue to provide group health insurance coverage for an employee on MNPL under the

same conditions as the coverage was provided before the employee took Leave. Employees must continue to make timely payments of their share of the premiums for such coverage. If the employee is not using paid time off to cover part or all of the leave, the employee will be responsible for remitting their portion of health care premiums to the City in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the City will provide written notice to the employee at least 15 days before the coverage is terminated, listing the final date payment is due (30 days past the due date). To avoid cancellation, the date of coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. Prepaid at or before the start of the leave, in which the employee's health deductions may be modified to accept the agreed-upon amounts and cadence of premium deductions
2. Arrange to write a check every two weeks for the duration that the employee may be out
3. Be postpaid after the leave has ended, in which the employee's health deductions may be modified to accept the agreed-upon amounts and cadence of premium deductions.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Reinstatement. Upon return from covered MNPL, employees will be reinstated to their previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave, if the employee has worked for the City for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the City may engage in an interactive process, consistent with the Americans with Disabilities Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation. The City will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

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SECTION 18: LEAVE OF ABSENCE WITHOUT PAY

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

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

Normally, employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental, and life insurance may continue, if approved by the City

Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

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

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

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

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

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

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

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

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

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

SECTION 1~~9~~8: MILITARY LEAVE

Paid Leave. Pursuant to Minnesota Statutes Section 192.26, employees who are members of the National Guard, or any other branch of the state militia or the officers' reserve corps, the enlisted reserve corps, the Naval Reserve, the Marine Corps reserve, or any other reserve branch of the military or naval forces of the United States are entitled to a paid leave of absence of up to fifteen (15) days calendar year for training or active service authorized by the proper authority. The employee shall not

lose pay, seniority, paid time off, or any other benefits during the leave of absence. The leave will not be allowed if the employee does not return to work immediately upon being relieved from service, unless the employee is prevented from returning by physical or mental disability or other cause not the employee's fault, or is required by the proper authority to continue in service beyond the 15-day leave period. Where possible, notice is to be provided to the Ceity at least ten (10) working days in advance of the requested leave.

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

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

SECTION 2019: SCHOOL ACTIVITY / SCHOOL CONFERENCE LEAVE

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

SECTION 210: BONE MARROW / ORGAN DONATION LEAVE

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

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

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

SECTION 2~~1~~2: VOTING AND ELECTION JUDGE LEAVE

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

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

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

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

SECTION 2~~3~~2: JURY OR WITNESS DUTY:

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

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

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

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

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

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

SECTION 243: SHORT-TERM AND LONG-TERM DISABILITY COVERAGE:

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

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

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

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

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

SECTION 245: HOLIDAYS

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

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

Regular full-time employees shall receive one (1) day's pay for each holiday. Regular part-time employees shall receive holiday pay pro-rated by their normal percentage of full-time employment. City Council in December 2018 approved combining two half-day holidays (Christmas Eve and New Year's Eve) into one full-day holiday, to be observed on Christmas Eve (December 24th), and eliminated any holiday time associated with New Year's Eve (December 31st).
Holiday Work. In the instance of a nonunion non-exempt employee, any time worked on a holiday shall be subject to the provisions of the section titled "Overtime". Union employees should refer to their applicable contracts.

Observance. Whenever any of the holidays listed above falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above falls on a Sunday, the succeeding Monday shall be observed as the holiday.

SECTION 265: INCLEMENT WEATHER

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

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

Emergencies. Employees are required to advise the Public Safety Department of any possible or potential threat made against the City, an employee, or any City property. The Public Safety Department will

Commented [MT7]: The ESST law was changed last year related to certain employees (police; fire; CDL holders) being required to report to work during weather events (the "weather exception") Employers who want to take advantage of that must have it in their written policies and/or applicable CBAs. If this is already covered in your union contracts, you don't need to put it in this policy document unless there are non-union employees subject to the weather exception. I can suggest language if that is the case.

investigate and/or respond to emergencies within the Ceity. Employees should ask their Department Head for directions if they are concerned about their welfare. Emergencies may include but are not limited to: natural and manmade disasters, security and safety threats, and weather-related situations.

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

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

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

SECTION 267: HEALTH, DENTAL, LIFE INSURANCE BENEFITS

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

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the Assistant City Administrator.

Provider. The City of Minnetrista provides a medical and dental plan.

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

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

Leave and Benefits. Any employee on unpaid leave of absence shall be responsible for paying premiums for their employee coverage. The City Administrator will determine the payment option in such an

instance on a case-by-case basis. The employee shall contribute the difference in benefits after the employer's contribution is applied.

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

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

SECTION 28~~7~~: EMPLOYEE ASSISTANCE

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

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

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

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

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

SECTION 28~~8~~9: EMPLOYEE EDUCATION AND TRAINING

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

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

Job-Related Training & Conferences. The subject of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements, and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

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

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

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

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

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

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

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

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

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

Memberships and Dues. The purpose of membership in various professional organizations must be directly related to the betterment of the services of the Ceity. Normally, one Ceity membership per agency, as determined by the City Administrator, funds are available.

Upon separation of employment, individual memberships remain with the Ceity and will beare transferred to another employee by the supervisor.

SECTION 3029: EXPENSES

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

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

If an employee is injured because of an accident in their vehicle while doing City business, however, workers' compensation covers the cost of the expenses associated with the injury.

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

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

- Breakfast: $11.00
- Lunch: $15.00
- Dinner: $21.00

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

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

1. Wine, beer, or liquor;

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

Meal costs within the City are only reimbursable when the meal is a part of a meeting:
1. Between governmental bodies, or
2. Of a council, commission, or organization involving official meetings with staff representation.

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

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

Elected Education Tuition Reimbursement. Employees are encouraged to continue their education to improve their skills and knowledge. To promote this goal, the City will reimburse employees on a case-by-case basis for tuition up to $2500 annually, provided that the expenses have been budgeted for and only after all of the following conditions are met:
1. The employee is a regular, full-time employee in good standing, and the employee has been employed for at least a year;
2. Tuition payment or reimbursement is approved by the employee's Department Head and City Administrator;
3. The course is directly related to the employee's current job or to a position to which the employee could be promoted or deemed beneficial to the employee's performance;
4. Coursework is completed in a manner that does not conflict with the established work schedule;
5. Courses are offered by an institution approved by the Department Head or City Administrator; and
6. Proof of successful completion of the course is provided upon its conclusion. (A passing grade of "C" or equivalent constitutes successful completion. Where grades are not provided, the employee and Department Head shall agree upon a standard to measure completion.)

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

Reimbursing Personal Expenses to the City
Employees should, wherever possible, pay for personal expenses with their own resources. However, within narrow limits, City accounts may be used to temporarily pay for the personal expenses needed, provided these are promptly repaid. These situations include:
1. Incidental personal expenses charged along with City expenses. i.e.,
    a. tips
    b. beverages accompanying meals
    c. personal phone calls
    d. accompanying lodging expenses.
2. Personal calls and faxes made on City phone equipment
3. Extra lodging costs for guests accompanying the employee on business requiring an overnight stay.

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

SECTION 310: PURCHASING

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

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

SECTION 312: VEHICLES

City-Owned Vehicles. Many Department Heads and other employees are required to drive in the course of their job responsibilities. Some, such as the Director of Public Safety, are assigned vehicles that remain in their possession. City vehicles are available for the use of other employees, who use them whenever possible to avoid personal mileage expense. In all cases, City-owned vehicles are to be used for official City business only. Arrangements to utilize City vehicles must be made through the Administration Department.

Traveling in City-Owned and Personal Vehicles. Whenever possible, employees shall use City-owned vehicles for work-related travel.

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

SECTION 323: RESIGNATION

Employees wishing to resign in good standing shall give written notice to their Department Head not less than two (2) weeks before such date that the resignation shall become effective. Department Heads

shall give three (3) weeks' minimum notice of resignation to the City Administrator and City Council. Employees may be required to participate in an exit interview. Failure to comply may be considered a cause for denying future employment.

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

Commented [MT8]: You may want to consider adding a definition for "severance pay" so this isn't confused with severance related to a settlement after separation. I think you are referring to payout of accrued leave for employees leaving in good standing.

SECTION 3~~3~~4: RETIREMENT

An employee shall be eligible for retirement when they meet the minimum requirements in effect for their PERA program.

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

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

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

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

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

Commented [MT9]: Same comment as above regarding "severance pay" definition.

See Section 39 of this Personnel Policy for more information regarding retiring employee recognition.

SECTION 345: LAYOFFS

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

SECTION 356: DISCIPLINE

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

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

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

Progressive Discipline. Discipline against any employee may be progressive, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. However, the City reserves the right to take any disciplinary action, including immediate termination, that it deems appropriate under the circumstances.

Nothing in these personnel policies implies that any Ceity employee has a contractual right or guarantee (also known as a property right) to the job they perform.

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

The following are descriptions of the types of disciplinary actions:

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

Verbal reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change

must be. The supervisor will document the verbal reprimand, including date(s) and a summary of the discussion and corrective action needed.

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

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

A written reprimand will state the following:

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

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

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

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

Dismissal. The City Administrator, or designee, may, with City Council approval, dismiss any employee after the employee is given notice. The notice shall contain:

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

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

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

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

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

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

Section 3~~6~~7: GRIEVANCE PROCEDURE

Process. Any dispute between an employee and the C~~c~~ity relative to the application, meaning, or interpretation of these personnel policies will be settled in the following manner:

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

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

Waiver. If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled based on the C~~c~~ity's last answer. If the C~~c~~ity does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in

each step may be extended by mutual agreement of the Ceity and the employee without prejudice against either party.

The following actions are not grievable:

1. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate, are challengeable, other performance evaluation data, including subjective assessments, are not.
2. Pay increases or lack thereof; and
3. Merit pay awards.
4. The above list is not meant to be all-inclusive or exhaustive.

SECTION 3~~7~~8: PERFORMANCE REVIEWS

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

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

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

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

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

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

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

1. Review their job description
2. Write down questions or concerns about their performance or their position
3. Write down some goals employees would like to accomplish over the next year

Acknowledgement of Performance Evaluation. The eEmployee's performance evaluation will be included in their personnel file. Once the evaluation is administered by their Department Head, they should review the evaluation. Oftentimes, Department Heads will even leave the room to allow for the employee's written comments. Employees are required to sign their performance evaluations. An employee's signature does not mean that they necessarily agree with the evaluation; it only acknowledges that they have been informed of their performance. Each employee must then return their evaluation to their Department Head so that it may be turned into the administration department and filed in their personnel file. Each employee may retain a copy of their performance evaluation for themselves.

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SECTION 38: EMPLOYEE RECOGNITION

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The objectives of the Employee Recognition program are:

1. Increase morale and employee motivation
2. Encourage loyalty and long-term retention of employees
3. Celebrate the accomplishments and service of retiring employees, to demonstrate the appreciation of the City Council, employees and citizens of the City of Minnetrista for the public service provided by all Minnetrista employees

Employees eligible for recognition under this policy are regular full and part-time Ceity employees. Seasonal employees are not eligible.

Service Anniversary Awards. Employees will be presented with a certificate recognizing their years of service upon completion of five years of service and every five years thereafter. This certificate will be signed by the Mayor and the City Administrator and/or department head and any other supervisors designated by the department.

1. The City Administrator is ~~directed~~authorized to purchase suitable gift cards for this purpose in the amount of~~for~~ approximately $100.
2. The Mayor will present the award at a City Council meeting on a date as close as practical to the service anniversary date.

Commented [MT10]: Changed for consistency with the Employee Recognition policy adopted by Council. That uses the word "authorized" rather than "directed".

Retirement Recognition. Employees who are retiring from service that have been employed at the City of Minnetrista for 10 years or more shall receive a gift commemorating their retirement in the following increments:

Commented [MT11]: The Council policy does not reference "10 years" - just FYI.

Years of Service	Gift Amount
10-14 Years	$300
15+ Years	$500

The City will hold a retirement reception honoring the retiree. The City will contribute not more than $500 to the cost of refreshments, venue costs, or light snacks for the reception, 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.

Should an employee choose not to participate in a retirement reception, no compensation will be paid to the employee in place of the Ceity contribution to the reception.

Retirement, for this policy, will be defined as meeting the qualifications for retirement under the rules of the Minnesota Public Employee Retirement Association (PERA)

Other Recognition Programs:

1. The City may provide memorials, flowers, or other hospitalization gifts in an amount not to exceed $100 upon the hospitalization (of at least three nights) or death of any City employee, councilmember, or member of a Ceity committee, commission, or board, or immediate family member. Also, past Mayors of the City of Minnetrista, upon their death, are eligible for this section of the program.
2. An annual event may be held to recognize the public service of City staff. An amount not to exceed $1,000 will be provided for the event and must be expended as necessary to achieve the objectives of the City's Employee Recognition Policies. The City may also utilize additional community donations for this event.
3. Expenditure of public funds to purchase alcohol or intoxicating beverages or foods for the annual recognition event shall not be permitted.

Commented [MT12]: Regarding numbers 1 and 2, if the council has not approved these kinds of expenditures as lawful public expenditures, I suggest they do that.

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SECTION ~~37~~40: DRUG FREE WORKPLACE

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

1. Employees are expected and required to report to work on time and in an appropriate mental and physical condition. It is the Ceity's intent and obligation to provide a safe and secure work environment free from drugs, alcohol, or cannabinoid products.
2. Cannabinoid products: Products, including those that can be consumed or ingested, usually in the form of a food or beverage, containing a cannabinoid ingredient, particularly tetrahydrocannabinols (THC). Tetrahydrocannabinols (THC): The psychoactive ingredient occurring in the Cannabis sativa plant, whether derived naturally or synthetically.
3. The unlawful manufacture, distribution, possession, or use of a controlled substance, alcohol, or cannabinoid products on Ceity property or while conducting Ceity business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

4. The Cc~~e~~ity recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
5. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting Cc~~e~~ity business. A report of the conviction must be made within five (5) days after the conviction, as required by the Drug-Free Workplace Act of 1988.

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

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

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

Drug and Alcohol Testing. Employees are subject to drug and alcohol testing in the following circumstances:

1. **Job Applicant Testing.** The City may require that all applicants who have received conditional offers of employment undergo a drug and/or alcohol or cannabis test, if applicable, among other conditions. The Cc~~e~~ity will not request or require a job applicant to undergo testing related to "lawful consumable products" pursuant to Minn. Stat. § 181.938, including alcohol, cannabis, lower-potency hemp edibles, and hemp-derived consumer products, except with respect to the categories of positions listed below in the definition of "Drug" or if otherwise required by state or federal law. ~~.~~ If the offer of conditional employment is subsequently withdrawn, the Cc~~e~~ity will notify the applicant of the reason for the withdrawal.

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

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

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

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

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

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

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

Emergency Call Back to Work Provisions. If an employee is called out for a C~~e~~ity emergency and he or she reports to work and is suspected of being under the influence of drugs, alcohol, or cannabis, he or she will not be subject to the testing procedures of this policy and will not be allowed to work. Appropriate arrangements for returning transportation to the employee's residence will be made. It is

the sole responsibility of the employee who is under the influence of alcohol, drugs, or cannabis and who is called out for a City emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

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

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

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

1. Discipline. An employee who has a positive test result on a confirmatory test, when this is the first such result for the employee, will be subject to discipline but shall not be discharged unless:
    a. The employee has been allowed to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency, and
    b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to complete the program as evidenced by withdrawal from the program before its completion or a positive test result on a confirmatory test after completion of the program.

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

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

For additional information on Commercial Motor Vehicle Operator Drug and Alcohol Testing, see Section 37.

SECTION 4138: COMMUNICATION TECHNOLOGY

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

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

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

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

Employees should lock down computers when leaving their workstations.

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

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

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

General Cell Phone Policy. Cellular telephones are intended for the use of C~~c~~ity employees in the conduct of their work for the C~~c~~ity. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment, provided that:

1. Its use in no way limits the conduct of work of the employee or other employees.
2. No personal profit is gained, nor outside employment is served.

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

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

Use of public resources by City employees for personal gain and/or private use, including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action, which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

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

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

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

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

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

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

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

Employee Responsibilities. When utilizing Ce~~i~~ty-owned equipment of any kind, employees should always use the following behavior:

1. Use good judgment
2. Do not engage in inappropriate uses
3. Protect the City's equipment from damage, including viruses
4. Ensure security
5. Follow password guidelines if applicable
6. Properly store records created
7. Engage only in appropriate personal use
8. Report inappropriate use
9. Expect consequences for violating any of the employee responsibilities listed above

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

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

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

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

SECTION 42~~39~~: PUBLIC RELATIONS

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

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

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

1. Discussions should focus on facts, not speculation.

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

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

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

Except for routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator. No Cc~~e~~ity employee is authorized to speak on behalf of the Cc~~e~~ity 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 City Administrator of the request.
2. If the request is regarding information about Cc~~e~~ity personnel, potential litigation, controversial issues, an opinion on a Cc~~e~~ity matter, or if an employee is unsure if the request is a "routine" question, forward the request to the City Administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your~~their~~ request to the appropriate person, who will get back to you~~them~~ as soon as they can." Then ask the media representative's name, questions, deadline, and contact information.

All news releases concerning Cc~~e~~ity personnel will be the responsibility of the City Administrator.

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

1. Identify themselves as representing the Cc~~e~~ity. Account names on social media sites must be clearly connected to the Cc~~e~~ity and approved by the City Administrator.
2. Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: "The Cc~~e~~ity finished street

cleaning on 16 streets in the northwest corner of the Cеity this past week" instead of "The Cеity is doing a great job with street cleaning this year!" Corrections must be issued when needed.

3. Generally not include personal opinions in official Cеity statements. One exception is communications related to promoting a Cеity service. For example, an employee could post the following on the Cеity's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the Cеity should seek assistance from the City Administrator on this topic.
4. Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for Cеity business. Employees should be aware that data transmitted or stored may be subject to the Minnesota Government Data Practices Act

SECTION ~~40~~43: PERSONAL COMMUNICATIONS AND USE OF SOCIAL MEDIA

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

All employees should remember that what they write or post is public and will be so for a long time. It may also spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos employees would not want their boss or other employees to read, or that they would be embarrassed to see in the newspaper. Keep in mind that harassment, bullying, threats of violence, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home, and on home computers.

The City of Minnetrista expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other people associated with the Cеity. Avoid using statements, photographs, video, or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status concerning public assistance or membership or activity in a local human rights commission.
If employees publish something related to Cеity business, they must identify themselves and use a disclaimer such as, "I am an employee of the City of Minnetrista. However, these are my own opinions and do not represent those of the City of Minnetrista."

City resources, working hours, or official Cеity positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the Cеity's logo, email, or working time to promote their side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.

Personal social media account name or email names should not be tied to the Cеity (e.g., Minnetrista Cop).

SECTION ~~41~~44: CONFIDENTIAL INFORMATION

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

SECTION ~~42~~45: ETHICS

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

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

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

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

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

Gift Exceptions. The prohibition in this section does not apply if the gift or gratuity is one of the following:

1. contribution as defined in Minnesota Statutes section 211A.01, subdivision 5;
2. services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
3. service, trinket or memento of insignificant monetary value;
4. a plaque or similar memento recognizing individual services in a field or specialty or to a charitable cause;
5. informational material of unexceptional value; or
6. food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program.~~;~~

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

1. because the recipient's membership in a group and a majority of members are not local officials, and an equivalent gift is given to the other group members; or
2. by an interested person who is a member of the family of the recipient, unless the gift is given on behalf of the someone who is not a member of that family; or

3. by a national or multi-state organization of governmental organizations or public officials, if a majority of the dues to the organization are paid from public funds, to attendees at a conference sponsored by that organization, if the gift is food or a beverage given at a reception or meal and an equivalent gift is given or offered to all other attendees.

Consult with the Department Head. Exceptions to the prohibition against gifts are rare. Employees should courteously decline all offers of gifts and gratuities. If an employee has any doubt about the propriety of a gift, the employee shall report the gift to his or her Department Head immediately.

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

Judgement. As City employees, everyone will be required to use sound judgment within the decision-making capacities of their position, as well as in areas surrounding ethical practices and conflicts of interest. Employees will also be called to make judgment calls regarding interactions with fellow employees, vendors, and citizens. City employees are responsible for using good judgment in all areas and capacities of their job. Failure to practice sound judgment could result in disciplinary action.

SECTION ~~43~~46: CONFLICTS OF INTEREST

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

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

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

SECTION ~~44~~47: LEGAL ACTIONS

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

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

Conciliation Court Claims. If an employee accepts the claim, please note the time, method, and any other pertinent information. All original copies are to be provided promptly to the City Administrator.

Court Notices. If an employee receives a court notice, please note the time, method, and any other pertinent information. Employees should contact their Department Head or the City Administrator immediately.

General Claims. If an employee accepts the claim, please note the time, method, and other pertinent information. All original copies are to be provided promptly to the City Administrator.

Employee Matters. Matters including workers' compensation claims and discrimination allegations should be promptly reported to the City Administrator or Assistant City Administrator.

SECTION ~~45~~48: RESPECTFUL WORKPLACE

This policy intends to provide general guidelines about conduct that is and is not appropriate in the workplace and other C~~c~~ity-sponsored social events.

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

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

Abusive Customer Behavior. While the C~~c~~ity has a strong commitment to customer service, the C~~c~~ity does not expect employees to accept verbal and other abuse from any customer or citizen.

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

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

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

Violent behavior. Includes the use of physical force, harassment, bullying or intimidation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Commented [SS13]: I don't know if it is a good idea to allow them to notify elected officials of this type of issue.

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

Supervisor's Response to Allegations of Disrespectful Workplace Behavior
Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

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

Step 1(b). Supervisors, when talking with the reporting employee, will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note that the City cannot promise complete confidentiality due to the need to investigate the issue properly. However, any

investigation process will be handled as confidentially as possible, and related information will only be shared on a need-to-know basis and in accordance with the Minnesota Data Practices Act.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of their own choosing present during the interview. Typically, the investigator will obtain the following:
Dd~~d~~escription of the incident, including date, time and place;~~:~~
Corroborating evidence;~~.~~
A list of witnesses; and~~.~~
Identification of the offender.

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

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

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

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

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

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the C~~c~~ity A~~a~~ttorney, who will confer with the m=Mayor and City Council regarding appropriate investigation and action.

If a councilmember is perceived to be the cause of a disrespectful workplace behavior incident involving C~~c~~ity personnel, the report will be made to the City Administrator and referred to the C~~c~~ity A~~a~~ttorney, who will undertake the necessary investigation. The C~~c~~ity A~~a~~ttorney will report their findings to the City Council, which will take the action it deems appropriate.

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

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

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

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

SECTION ~~46~~49: SEXUAL HARASSMENT

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

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

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

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

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

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

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

Examples of Harassment and Offensive Behavior. Sexual harassment, harassment, and offensive behavior, which may resemble sexual harassment, are strictly prohibited and include, but are not limited to:

1. Unwanted sexual comments, compliments, flirtations, advances, and jokes;
2. Sexual suggestions or remarks about a person's clothing, body, or sexual activity;
3. Unwanted or unnecessary touching, brushing against, patting, or pinching
4. Requesting sexual favors;
5. Unwelcome or repeated invitations to social engagements or other activities;
6. Display in the workplace sexually suggestive pictures, cartoons, or objects;
7. Any indications or threat, expression or otherwise that an employee's job security, job assignment, conditions of employment, or opportunities for advancement may depend on the granting of sexual favors;
8. Conduct, whether deliberate or careless, which creates an intimidating, hostile, or offensive work environment, interfering with an employee's work;
9. Offensive comments or actions that are based on a person's age, marital status, religion, disability, national origin, race, or sexual orientation.

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

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

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

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

Expectations. The City of Minnetrista recognizes the need to educate its employees, volunteers, members of boards and commissions, and elected officials about sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the public with respect and assist in fostering an environment free from offensive behavior or

harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

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

1. A supervisor;
2. City Administrator;
3. Assistant City Administrator;
4. Mayor or Cc~~c~~ity councilmember.

In addition to notifying one of the above people and stating the nature of the harassment, the employee is also encouraged to take the following steps, if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use their discretion to call 911, and as soon as feasible, a supervisor.

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

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

In the case of a sexual harassment complaint, a supervisor must report the allegations promptly to the City Administrator.

If the City Administrator is the subject of the complaint, then the supervisor is to report the complaint to the City Attorney.

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

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

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

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

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

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

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

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

If an employee feels retaliation is occurring within the workplace, they should~~please~~ report their~~your~~ concern immediately to any of the following:

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

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

SECTION ~~46~~50: SAFETY

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

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

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

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

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

Reporting Accidents and Illnesses. Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require that all on-the-job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to their supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear. Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

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

Possession and Use of Dangerous Weapons. Possession or use of a dangerous weapon (see attached definitions) is prohibited on C~~c~~ity property, in C~~c~~ity vehicles, or in any personal vehicle that is being used for C~~c~~ity business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

1. Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
2. A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
3. Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

SECTION 51: QUESTIONS

For questions on the Personnel Policy, please contact your supervisor or the Human Resources Department.

CITY OF MINNETRISTA

CONSENT AGENDA ITEM

Subject:	**Request to Approve an Offer of Employment for Zachary Vidmar for the Position of Police Officer**
Prepared By:	**Paula Bauman, Assistant City Administrator** **Craig Squires, Director of Public Safety** **Personnel Committee: Councilmembers Reffkin and Vickery**
Meeting Date:	**December 8, 2025**

Issue:
The City Council is asked to approve an offer of employment for Zachary Vidmar to fill the position of Police Officer for the Minnetrista Police Department

Background:

As previously approved by the City Council, an additional police officer position was added to the Police Department. The position was posted, and one application was received. Mr. Vidmar was interviewed by Chief Squires, Deputy Chief Cummings, and me. Following the interview process, staff agreed that Mr. Vidmar is a highly qualified candidate who will serve the Department well.

Mr. Vidmar has served as a Deputy Sheriff with the Hamlin County Sheriff's Department for the past six years. He also holds a Peace Officer License through the Minnesota Board of Peace Officer Standards and Training.

Based on his qualifications and experience, staff recommends hiring Mr. Vidmar at Level 4 of the LELS 116 pay schedule at $46.46 per hour, along with a $3,000 signing incentive – half payable after six months of successful employment and the remaining half after one year. The conditional offer is attached for your review, and the candidate has accepted the terms of this conditional offer letter.

At tonight's Council meeting, we are requesting approval of this conditional offer of employment, contingent upon Mr. Vidmar's successful completion of a psychological evaluation and physical exam. His background investigation has been completed.

Summary:

The Personnel Committee recommends approval of the full offer of employment for Zachary Vidmar as Police Officer with the City of Minnetrista, contingent upon the successful completion of all components of the conditional offer.

Municipal Offices
7701 County Road 110 West
Minnetrista, MN 55364-9552
Email: minnetrista@ci.minnetrista.mn.us

November 24, 2025

Zachary J Vidmar

RE: Conditional Offer Letter – Minnetrista Police Officer

Dear Zachary,

This letter serves as a **conditional offer of employment** for the Police Officer position with the City of Minnetrista. Final approval of your hiring will be granted by the Minnetrista City Council at a future meeting. In the meantime, this conditional offer allows us to proceed with the remaining steps in the hiring process.

The City of Minnetrista is offering you the **2025 rate of pay at Level 4** of the Police Officer wage program, which is **$46.46 per hour** (equivalent to **$96,631.40 annually**), along with a comprehensive benefits package that begins on your first day of employment. In addition, we are offering a **signing incentive of $1,500** payable after six months of successful employment, and an additional **$1,500** upon successful completion of your one-year probationary period. You will accrue leave benefits at the **five-year threshold (80 hours per year)** and will be placed at **five years on the longevity schedule**.

In accordance with City policy and the LELS Local #116 union contract, you will serve a one-year probationary period, with performance evaluations conducted at the six-month mark and at one year. Upon completing the probationary period, your status will change from “probationary” to “full-time” employee. In subsequent years, annual performance evaluations will occur at the end of each calendar year. You will also be eligible for level increases annually on your employment anniversary date.

Before finalizing your employment, several pre-placement requirements must be completed, including a physical examination, drug and alcohol screening, and a psychological evaluation. These examinations are conducted at the City’s expense. All information you provide to the evaluating professionals must be complete and accurate.

We look forward to working with you through these final steps and welcoming you to the Minnetrista Police Department. Please let us know if you have any questions as you move forward in the process.

Sincerely,

Paula Bauman
Assistant City Administrator

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM

Subject: **Consider Approval of 2026 Non-Union Pay Plan**

Prepared By: **Jasper Kruggel, City Administrator**
Paula Bauman, Assistant City Administrator

Meeting Date: **December 8, 2025**

Issue: Consider approval of an updated "Non-Union Employee Pay Plan Policy" and employee placement into the updated plan for 2026.

Overview: At the November 17, 2025, City Council Work Session, City Council directed staff to update the non-union pay plan and subsequent employee placement within that pay plan. Attached you will find the amended "Non-Union Employee Pay Plan Policy".

In the plan, employees will be placed based on a step at or above their 2025 wage with a 4% adjustment. Starting on January 1, 2027, employees will be eligible for a step increase and a City Council determined cost of living adjustment. Below is a table showing the non-union employee placement in the new pay plan.

Title	Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
City Administrator	13	$74.91	$76.41	$77.93	$79.49	$81.08	$82.70	$84.36	$86.05	$87.77	$89.52	$91.31	$93.14	$95.00	$96.90	$98.84
Director of Public Safety	12	$68.10	$69.46	$70.85	$72.27	$73.71	$75.19	$76.69	$78.22	$79.79	$81.38	$83.01	$84.67	$86.36	$88.09	$89.85
Assistant City Administrator	12	$68.10	$69.46	$70.85	$72.27	$73.71	$75.19	$76.69	$78.22	$79.79	$81.38	$83.01	$84.67	$86.36	$88.09	$89.85
Deputy Police Chief	11	$61.91	$63.15	$64.41	$65.70	$67.01	$68.35	$69.72	$71.11	$72.53	$73.99	$75.46	$76.97	$78.51	$80.08	$81.69
Director of Finance	11	$61.91	$63.15	$64.41	$65.70	$67.01	$68.35	$69.72	$71.11	$72.53	$73.99	$75.46	$76.97	$78.51	$80.08	$81.69
Director of Community Development	11	$61.91	$63.15	$64.41	$65.70	$67.01	$68.35	$69.72	$71.11	$72.53	$73.99	$75.46	$76.97	$78.51	$80.08	$81.69
Director of Public Works	11	$61.91	$63.15	$64.41	$65.70	$67.01	$68.35	$69.72	$71.11	$72.53	$73.99	$75.46	$76.97	$78.51	$80.08	$81.69
Public Works Supervisor	8	$46.51	$47.44	$48.39	$49.36	$50.35	$51.35	$52.38	$53.43	$54.50	$55.59	$56.70	$57.83	$58.99	$60.17	$61.37
Building Official	8	$46.51	$47.44	$48.39	$49.36	$50.35	$51.35	$52.38	$53.43	$54.50	$55.59	$56.70	$57.83	$58.99	$60.17	$61.37
Senior Planner	8	$46.51	$47.44	$48.39	$49.36	$50.35	$51.35	$52.38	$53.43	$54.50	$55.59	$56.70	$57.83	$58.99	$60.17	$61.37
Engineer Tech	7	$42.28	$43.13	$43.99	$44.87	$45.77	$46.68	$47.62	$48.57	$49.54	$50.53	$51.54	$52.57	$53.63	$54.70	$55.79
City Clerk	7	$42.28	$43.13	$43.99	$44.87	$45.77	$46.68	$47.62	$48.57	$49.54	$50.53	$51.54	$52.57	$53.63	$54.70	$55.79
Senior Accountant	7	$42.28	$43.13	$43.99	$44.87	$45.77	$46.68	$47.62	$48.57	$49.54	$50.53	$51.54	$52.57	$53.63	$54.70	$55.79
Building Inspector	6	$38.44	$39.21	$39.99	$40.79	$41.61	$42.44	$43.29	$44.16	$45.04	$45.94	$46.86	$47.79	$48.75	$49.73	$50.72
Utility Billing & Recycling Coord.	5	$34.95	$35.64	$36.36	$37.08	$37.83	$38.58	$39.35	$40.14	$40.94	$41.76	$42.60	$43.45	$44.32	$45.21	$46.11
Public Safety Admin w/Evidence	5	$34.95	$35.64	$36.36	$37.08	$37.83	$38.58	$39.35	$40.14	$40.94	$41.76	$42.60	$43.45	$44.32	$45.21	$46.11
Public Safety Admin Assistant	4	$31.77	$32.40	$33.05	$33.71	$34.39	$35.07	$35.78	$36.49	$37.22	$37.97	$38.73	$39.50	$40.29	$41.10	$41.92
Administrative Assistant	4	$31.77	$32.40	$33.05	$33.71	$34.39	$35.07	$35.78	$36.49	$37.22	$37.97	$38.73	$39.50	$40.29	$41.10	$41.92

Recommended City Council Action: Staff recommends City Council approve the updated "Non-Union Pay Plan Policy" and approves the non-union employee placement within the new Non-Union Pay Plan Policy.

Non-Union Employee Pay Plan Policy
Adopted: June 6, 2022
Amended: December 8, 2025

PURPOSE
The Minnetrista Non-Union Employee Pay Plan Policy provides guidance on annual salary adjustments for employees not entered into separate collective bargaining agreements with the City of Minnetrista. The included pay plan shall be adjusted annually as directed by City Council to remain competitive in the market while also balancing fiscal responsibilities of the organization.

PROGRAM OBJECTIVES
- To establish and maintain pay opportunities that enable the City of Minnetrista to attract and retain a qualified, reliable, and motivated workforce who is committed to provide quality service to the community.
- To ensure that employees receive fair and equitable salaries in relation to their individual contribution to organizational success.
- To establish, manage, and communicate the Non-Union Employee Pay Plan in a manner that strengthens internal relationships within the City of Minnetrista organization.

PAY POLICY

2026 Pay Plan Table
The City of Minnetrista shall update this policy annually in conjunction with the budget formation process and amend this policy accordingly per City Council direction.

2026 Pay Plan (Effective January 1, 2026)

			Steps														
				2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
POINTS		GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
100	125	1	$23.87	$24.35	$24.83	$25.33	$25.84	$26.35	$26.88	$27.42	$27.97	$28.52	$29.09	$29.68	$30.27	$30.88	$31.49
126	170	2	$26.25	$26.78	$27.32	$27.86	$28.42	$28.99	$29.57	$30.16	$30.76	$31.38	$32.00	$32.64	$33.30	$33.96	$34.64
171	184	3	$28.88	$29.46	$30.05	$30.65	$31.26	$31.89	$32.52	$33.17	$33.84	$34.51	$35.20	$35.91	$36.63	$37.36	$38.11
185	216	4	$31.77	$32.40	$33.05	$33.71	$34.39	$35.07	$35.78	$36.49	$37.22	$37.97	$38.73	$39.50	$40.29	$41.10	$41.92
217	225	5	$34.95	$35.64	$36.36	$37.08	$37.83	$38.58	$39.35	$40.14	$40.94	$41.76	$42.60	$43.45	$44.32	$45.21	$46.11
226	263	6	$38.44	$39.21	$39.99	$40.79	$41.61	$42.44	$43.29	$44.16	$45.04	$45.94	$46.86	$47.79	$48.75	$49.73	$50.72
264	300	7	$42.28	$43.13	$43.99	$44.87	$45.77	$46.68	$47.62	$48.57	$49.54	$50.53	$51.54	$52.57	$53.63	$54.70	$55.79
301	360	8	$46.51	$47.44	$48.39	$49.36	$50.35	$51.35	$52.38	$53.43	$54.50	$55.59	$56.70	$57.83	$58.99	$60.17	$61.37
361	370	9	$51.16	$52.19	$53.23	$54.29	$55.38	$56.49	$57.62	$58.77	$59.95	$61.14	$62.37	$63.61	$64.89	$66.19	$67.51
371	405	10	$56.28	$57.41	$58.55	$59.72	$60.92	$62.14	$63.38	$64.65	$65.94	$67.26	$68.60	$69.98	$71.38	$72.80	$74.26
406	500	11	$61.91	$63.15	$64.41	$65.70	$67.01	$68.35	$69.72	$71.11	$72.53	$73.99	$75.46	$76.97	$78.51	$80.08	$81.69
501	612	12	$68.10	$69.46	$70.85	$72.27	$73.71	$75.19	$76.69	$78.22	$79.79	$81.38	$83.01	$84.67	$86.36	$88.09	$89.85
613	781	13	$74.91	$76.41	$77.93	$79.49	$81.08	$82.70	$84.36	$86.05	$87.77	$89.52	$91.31	$93.14	$95.00	$96.90	$98.84

Process to Update
The City of Minnetrista City Council shall review this table and approve updates annually in conjunction with the annual budget formation process. For example, if the Minnetrista City Council approves a certain percentage cost-of-living adjustment (COLA), that adjustment will transcend to

this table and would be adjusted and adopted accordingly. Employees will receive that COLA on January 1 of each year.

Step Increases
Following this process and affirmed annually by the Minnetrista City Council by approving an amended version of this policy, non-union employees shall receive a step increase at their pay grade if the employee is not already at a step 15, the employee has received a favorable annual performance review, and the employee is not on a performance improvement plan. Employees will receive this step increase on January 1 of each year, starting in 2027.

_____
Mayor Lisa Whalen

ATTEST:

_____
Ann Meyerhoff, City Clerk

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM

Subject:	**Minnesota Paid Family Medical Leave (PFML) Memos of Understanding (MOUs) with various union groups employed at the City of Minnetrista**
Prepared By:	**Jasper Kruggel, City Administrator**
Meeting Date:	**December 8, 2025**

Issue: The State of Minnesota is requiring all employers to enroll in a Paid Family Medical Leave (PFML) program effective January 1, 2026.

Overview: Attached to this agenda item, you will find four Memos of Understanding (MOU) for each of the union groups with the City of Minnetrista. Two of the MOUs have been signed (LELS 343 and IUOE 49), and the other two are expected to be signed soon.

Recommended City Council Action: Staff recommend City Council approve PFML MOUs for each of the union groups employed by the City of Minnetrista.

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

This Memorandum of Understanding (MOU) entered into between the City of Minnetrista ("Employer") and the International Union of Operating Engineers, Local No. 49 ("Union") sets forth the respective parties' agreement regarding the Minnesota Paid Leave Law (PFML).

In 2023, the Minnesota legislature enacted legislation mandating the provision of the Minnesota Paid Leave Law with an effective date of January 1, 2026. The City of Minnetrista would like to convey the program and cost split with IUOE Local No. 49.

The City and Union agree to the language in the City of Minnetrista Personnel Policy regarding Minnesota Paid Leave.

This Memorandum of Understanding shall be in effect January 1, 2026.

For the City of Minnetrista

Jasper Kruggel, City Administrator

For I.U.O.E. Local 49

Ron Boesel, ABR

Carter Ostlie, Union Steward

Mark Klein, Union Steward

MEMORANDUM OF AGREEMENT
CITY OF MINNETRISTA AND LELS, LOCAL 116
Paid Family Medical Leave (PFML)

This Memorandum of Agreement is entered into by and between the City of Minnetrista ("City") and Law Enforcement Labor Services, Inc. Local No. 116 (hereafter "Union").

WHEREAS, the City and the Union are parties to a Collective Bargaining Agreement ("CBA") in effect from January 1, 2024 through December 31, 2026, covering licensed Police Officers in the Minnetrista Police Department and setting forth terms and conditions of employment, including sick leave benefits;

WHEREAS, effective January 1, 2026, all employees will be entitled to PFML benefits as provided under Minnesota Law; and

WHEREAS, the City adopted Paid Family Medical Leave Policy as required by the Statutes; and

WHEREAS, the parties engaged in negotiations over the effects of implementation of the City's Earned Sick and Safe Time Policy on sick leave and severance benefits in the CBA;

NOW, THEREFORE, the City and the Union hereby agree as follows:

1. Effective January 1, 2026, Article 15 Sick Leave and Article 16 Leaves of Absence shall be amended to read as shown in the attached and incorporated Appendix A.

2. All other terms and conditions of the parties' 2024-2026 Collective Bargaining Agreement shall remain in full force and effect.

For the City of Minnetrista

_____
Jasper Kruggel, City Administrator

For L.E.L.S Local No. 116

_____
L.E.L.S. Business Agent

_____
Union Steward, L.E.L.S Local 116

_____
Union Steward, L.E.L.S Local 116

MEMORANDUM OF AGREEMENT
CITY OF MINNETRISTA AND LELS, LOCAL 343
Paid Family Medical Leave (PFML)

This Memorandum of Agreement is entered into by and between the City of Minnetrista ("City") and Law Enforcement Labor Services, Inc. Local No. 343 (hereafter "Union").

WHEREAS, the City and the Union are parties to a Collective Bargaining Agreement ("CBA") in effect from January 1, 2024 through December 31, 2026, covering licensed Sergeants and Lieutenants in the Minnetrista Police Department and setting forth terms and conditions of employment, including sick leave benefits;

WHEREAS, effective January 1, 2026, all employees will be entitled to PFML benefits as provided under Minnesota Law; and

WHEREAS, the City adopted a Paid Family Medical Leave as required by the Statutes; and

WHEREAS, the parties engaged in negotiations over the effects of implementation of the City's Earned Sick and Safe Time Policy on sick leave and severance benefits in the CBA;

NOW, THEREFORE, the City and the Union hereby agree as follows:

1. Effective January 1, 2026, Article 15 Sick Leave and Article 16 Leaves of Absence shall be amended to read as shown in the attached and incorporated Appendix A.

2. All other terms and conditions of the parties' 2024-2026 Collective Bargaining Agreement shall remain in full force and effect.

For the City of Minnetrista

Jasper Kruggel, City Administrator

For L.E.L.S Local No. 343

L.E.L.S. Business Agent

Union Steward, L.E.L.S Local 343

Union Steward, L.E.L.S Local 343

MEMORANDUM OF AGREEMENT
CITY OF MINNETRISTA AND LELS, LOCAL 473
Paid Family Medical Leave (PFML)

This Memorandum of Agreement is entered into by and between the City of Minnetrista ("City") and Law Enforcement Labor Services, Inc. Local No. 343 (hereafter "Union").

WHEREAS, the City and the Union are parties to a Collective Bargaining Agreement ("CBA") in effect from January 1, 2024 through December 31, 2026, covering Community Service Officers in the Minnetrista Police Department and setting forth terms and conditions of employment, including sick leave benefits;

WHEREAS, effective January 1, 2026, all employees will be entitled to PFML benefits as provided under Minnesota Law; and

WHEREAS, the City adopted a Paid Family Medical Leave Policy as required by the Statutes; and

WHEREAS, the parties engaged in negotiations over the effects of implementation of the City's Earned Sick and Safe Time Policy on sick leave and severance benefits in the CBA;

NOW, THEREFORE, the City and the Union hereby agree as follows:

1. Effective January 1, 2026, Article 16 Sick Leave and Article 17 Leaves of Absence shall be amended to read as shown in the attached and incorporated Appendix A.

2. All other terms and conditions of the parties' 2024-2026 Collective Bargaining Agreement shall remain in full force and effect.

For the City of Minnetrista

_____
Jasper Kruggel, City Administrator

For L.E.L.S Local No. 473

_____
L.E.L.S. Business Agent

_____
Union Steward, L.E.L.S Local 473

_____
Union Steward, L.E.L.S Local 473

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM

Subject:	**Consider Whale Tail Lake Alum Treatment Cost Share Agreement Amendment**
Prepared By:	**Jasper Kruggel, City Administrator**
Meeting Date:	**December 8, 2025**

Issue: On May 15, 2023, the City of Minnetrista partnered with Three Rivers Park District and the Pioneer-Sarah Creek Watershed District to conduct a phosphorus treatment project on Whale Tail Lake to help reduce phosphorus in the lake and improve water quality. This project consists of two treatments using alum, the first of which has been completed, and the second to come in 2026. The cost to treat has increased, and the City of Minnetrista portion is proposed to move from $15,000 to $25,000 as described in the agreement amendment.

Overview: Senior Water Resources Manager for Three Rivers Park District, Brian Vlach has been facilitating this project. He has provided the following comments related to this project:

- The second half-dose of the alum treatment was to be completed this past spring of 2025. Unfortunately, there were no bids received to complete the project. The primary contractor who bids on alum treatment projects already had too many projects scheduled for the year of 2025 and couldn't fit the project in their already busy schedule.
- A second request for bids was advertised (late October of 2025) with one bid received (November 18, 2025) from SOLitude Lake Management. The bid received for the second half-dose of alum ($379,393.01) was higher in contrast to the first alum treatment ($183,028.00).
    - Mobilization costs were significantly higher because the contractor under-estimated the distance traveled from the public boat access to the South basin of Whale Tail Lake to apply the alum.
    - The alum cost per gallon was also significantly higher ($1.98/gallon vs $2.67/gallon).
- The 2nd half dose of alum needs to be completed by this spring of 2026 to take advantage of the BWSR Clean Water Legacy Funds available for the project. The project received an extension to spend BWSR Clean Water Legacy Grant Funds ($405,000) by July of 2026.
- In addition, the 2nd half-dose of alum will preserve/extend the longevity and effectiveness of alum treatment to ensure that the lake will continue to meet water quality standards and be removed from the MPCA's Impaired Water's list.

Council Member Vickery, who also is the Minnetrista Representative on the Pioneer-Sarah Creek Watershed District Commission, is recommending proceeding with this amendment and project due to the water quality improvements related to the alum treatment. The City's maximum cost will move from $15,000 to $25,000, which will be funded using the City's Environmental Fund.

Recommended City Council Action: Staff recommend City Council approve the amendment to the cooperative agreement approved on May 15, 2023, and proceed with the alum treatment project on Whale Tail Lake.

COOPERATIVE WATER RESOURCES MANAGEMENT PROJECT
COOPERATIVE AGREEMENT

BETWEEN

Three Rivers Park District
Pioneer-Sarah Creek Watershed Management Commission
City of Minnetrista

1. PARTIES

The Three Rivers Park District (hereinafter referred to as the "the Park District"), the Pioneer-Sarah Creek Watershed Management Commission (hereinafter referred to as "the Commission"), and the City of Minnetrista (hereinafter referred to as "Minnetrista"), all being governmental units of the State of Minnesota hereby enter into this Cooperative Agreement ("Agreement"). The Park District, the Commission, and Minnetrista from time to time may be referred to hereinafter as "the Parties."

2. PURPOSE

The Park District, the Commission, and Minnetrista recognize that intergovernmental cooperation in achieving internal phosphorus loading reduction called for in the Pioneer-Sarah Creek Watershed Management Commission TMDL to improve water quality in Whaletail Lake is in the mutual interest of the Parties, the citizens of Hennepin County, and the metropolitan area. The Parties enter into this Agreement to facilitate the improvement of Whaletail Lake water quality through the implementation of a batch alum treatment.

3. DUTIES OF THE PARK DISTRICT

The Park District will be responsible for:

a. Execution of the Board of Water and Soil Resources Clean Water Fund Grant by completing the Project work plan and delivering the grant agreement to the Commission for signature.

b. Completing Whaletail Lake-South Basin Alum Feasibility Study and securing regulatory approval from the Minnesota Pollution Control Agency to allow the Project to proceed.

c. Administer a Project coordinating committee to facilitate communication about the Project and manage Project execution.

d. Securing the services of a qualified contractor to execute the alum treatment(s) on Whaletail Lake-South basin. The Park District will go through a formal competitive

bidding process as per required by Minnesota Statutes Section §471.345 to select and hire the contractor.

e. Securing a fully executed contract between the selected contractor, the Park District, and the Commission to carry out the Project.

f. Provide coordination with, and supervision of, the contractor to assure proper application of the alum.

g. Coordinate the invoicing process for the work, including review of the invoices from the contractor and forwarding of the contractor invoices to the Commission for payment consistent with the Project contracts.

h. Preparation of Project reports as required by the granting agency.

i. Providing cash contribution of 29% (percent of the Park District shoreline owned) of the non-grant cost of the Project up to a maximum amount of $30,000 as the Park District's share of the capital cost of the Project.

4. DUTIES OF THE COMMISSION

The Commission will be responsible for:

a. Acting as the signatory for the Clean Water Fund grant contract with the Board of Soil and Water Resources (BWSR) as well as being party to a fully executed contract between the selected contractor, the Park District and the Commission to carry out the Project.

b. Acting as the Fiscal Agent for the Clean Water Fund grant. This includes receipt and management of Clean Water Funds issued by BWSR for the Project as per the terms of the grant contract, prompt payment of invoices received by the alum application contractor, invoicing the Parties to pay their share of the Project cash cost ((as specified in Sections 3i.) and 5c.), and such other duties as are required for the successful fiscal management of the Project.

c. Providing a cash contribution of 25% of the total project cost up to a maximum amount of $60,000 as the Commission's share of the capital cost of the Project.

d. Assuring the timely and responsive participation of a designated individual to represent the Commission on the coordinating committee for the Project.

5. DUTIES OF THE CITY OF MINNETRISTA

Minnetrista will be responsible for:

a. Assuring the timely and responsive participation of a designated individual to represent Minnetrista on the coordinating committee for the Project.

b. Coordinating the Project public outreach to notify and inform Minnetrista residents as well as lakeshore homeowner residents about the Project.

c. Providing a cash contribution of 18% of the non-grant costs of the project up to a maximum amount of $15,000 as Minnetrista's share of the capital cost of the Project.

6. AMENDMENT

Any amendment to this Agreement must be in writing and approved by the Parties. The Parties shall have full power to amend this Agreement to add or delete items from the scope of this Agreement upon such terms as are agreed to between the Parties.

7. TERMINATION

This Agreement will terminate upon completion of the Whaletail Lake-South basin alum treatment Project or on December 31, 2024, whichever comes first. Notwithstanding, this Agreement shall terminate in the event the State of Minnesota terminates the Grant Agreement with the Commission. In the event of termination, all parties will pay pro rata for that portion of the Project completed in accordance with Sections 3, 4, and 5.

IN WITNESS WHEREOF, the parties hereto have caused this Cooperative Agreement to be executed and effective as of the date of signature of the last party to the Agreement.

THREE RIVERS PARK DISTRICT

Luke Skinner, Associate Superintendent

5-17-2023
Date

Jami Markle, Director of Natural Resources

5/17/23
Date

PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION

Joseph M. Baker
Joe Baker, Chair

5-18-2023
Date

Amy Juntunen, Administrator

5/18/23
Date

CITY OF MINNETRISTA

Lisa Whalen, Mayor

Date

Dawn Motzko, City Clerk

May 15, 2023

Date

AMENDMENT
WHALETAIL LAKE-SOUTH BASIN ALUM TREATMENT

COOPERATIVE WATER RESOURCES MANAGEMENT PROJECT
COOPERATIVE AGREEMENT

BETWEEN

THREE RIVERS PARK DISTRICT,
PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION,
AND CITY OF MINNETRISTA

This is an Amendment (hereinafter referred to as "Amended Agreement") to the Cooperative Agreement that was initially executed on May 18, 2023 (hereinafter referred to as the "2023 Agreement") between Three Rivers Park District ("Park District"), the Pioneer-Sarah Creek Watershed Management Commission ("Commission"), and the City of Minnetrista ("Minnetrista"), all being governmental units of the State of Minnesota. The Park District, the Commission, and Minnetrista may be referred to hereinafter as the "Parties."

WHEREAS, the Parties entered into the 2023 Agreement to improve water quality in Whaletail Lake through implementation of a batch alum treatment (the "Project");

WHEREAS, Section 7 of the 2023 Agreement provides a termination date of December 31, 2024, but the second alum treatment still needs to be completed for Whaletail Lake – South Basin in 2026; and

WHEREAS, in accordance with Section 6 of the 2023 Agreement, the Parties hereby desire to amend the 2023 Agreement to provide for an extended termination date and updated Project costs and contribution amounts.

NOW THEREFORE, in consideration of mutual covenants contained within the 2023 Agreement referenced above, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

Except as herein provided, the terms, conditions, and provisions of the 2023 Agreement shall apply to and govern the provisions of this Amended Agreement.

A. Section 3(i.) of the 2023 Agreement shall be replaced with the following:

3. i. Providing cash contribution of $45,652.09, representing 29% (percent of the Park District shoreline owned) of the non-grant cost of the Project, as the Park District's share of the cost of the Project.

B. Section 4(c.) of the 2023 Agreement shall be replaced with the following:

4. c. Providing a cash contribution of $61,768.92 as the Commission's share of the capital cost of the Project.

C. Section 5(c.) of the 2023 Agreement shall be replaced with the following:

5. c. Providing a cash contribution of $25,000 as Minnetrista's share of the capital cost of the Project.

D. Section 7 of the 2023 Agreement shall be replaced with the following:

7. TERMINATION

This Agreement will terminate upon completion of the Whaletail Lake-South basin alum treatment Project or on December 31, 2026, whichever comes first. Notwithstanding, this Agreement shall terminate in the event the State of Minnesota terminates the Grant Agreement with the Commission. In the event of termination, all parties will pay pro rata for that portion of the Project completed in accordance with this Amendment.

IN WITNESS WHEREOF, the parties hereto have caused this Amended Agreement to be executed and effective as of the date of signature of the last party to the Amended Agreement.

THREE RIVERS PARK DISTRICT

Luke Skinner, Associate Superintendent	Jami Markle, Director of Natural Resources
Date	Date

PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION

Joe Baker, Chair	Amy Juntunen, Administrator
Date	Date

CITY OF MINNETRISTA

Lisa Whalen, Mayor	Ann Meyerhoff, City Clerk
Date	Date

CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

Subject: Item - Ordinance 503 – 2026 Fee Schedule

Prepared By: Brian Grimm, Finance Director

Meeting Date: December 8, 2025

Item:

The City Council is being asked to approve the 2026 fee schedule by ordinance. A Public Hearing is being held for this item. The water utility rates are proposed to change based on previous discussions with City Council. The recycling quarterly fee is also changing based on the rates needing to cover the cost of the contract with Waste Management as well as operational costs. As well as the sewer rate is proposed to go up $8 a quarter. Other minor changes have been incorporated into land use fees, public safety related fees, and other sections as necessary. Any changes have been notated and are next to the strikeouts of the appropriate items for the amounts and fees that have been changed for 2026.

City staff has reviewed the current 2025 fee schedule within their departments and made changes for 2026 as deemed necessary. City staff also have reviewed their fee structure to other entities as well as reviewing it internally.

Recommended City Council Action: Staff recommends City Council approve ordinance 503 – 2026 fee schedule which would go into effect after the summary publication has been published and would be effective starting with calendar year 2026. Staff also recommends adopting the attached Resolution to publish ordinance 503 – 2026 fee schedule by summary and title due to its length.

Does Recommended Action meet City Mission Statement? x Yes No
Does Recommended Action meet City Goals/Priorities? x Yes No
Explain: **Annual update to City Fee Schedule**

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

CITY OF MINNETRISTA
COUNTY OF HENNEPIN
STATE OF MINNESOTA

ORDINANCE NO 503

2026 Fee Schedule

The City Council of Minnetrista hereby ordains as follows:

In the event of a conflict between this schedule and the City Code, the fee schedule shall prevail. If the applicable section of the Code does not provide for a specific fee, the amount listed on the fee schedule shall prevail. In connection with any permit or procedure described herein, an applicant may be required to pay fees for consultation with experts, professionals or other qualified persons and other costs related to processing the application, resulting in the imposition of a fee greater than listed in this fee schedule. Fees for consultation with experts, professionals or other qualified persons will be billed at the annual hourly rate set by each consultant.

BUILDING PERMIT FEES: VALUATION OF STRUCTURE	
$1.00 - $500	$29.50
$501 - $2,000	$28 + $3.70 per $100 over $500
$2,001 - $25,000	$83.50 + $16.55 per $1000 over $2000
$25,001 - $50,000	$464.15 + $12.00 per $1000 over $25,000
$50,001 - $100,000	$764.15 + $8.45 per $1000 over $50,000
$100,001 - $500,000	$1186.65 + $6.75 per $1000 over $100,000
$500,001 - $1,000,000	$3886.65 + $5.50 per $1000 over $500,000
$1,000,001 and up	$6636.65 + $4.50 per $1000 over $1,000,000
	State Surcharge for valuations greater than $1,000,000 –See State MN Statutes

***Total Building Permit Fee includes the above, plan check fee = 65% of the above fee, plus a State Surcharge (.0005 x valuation).**

Site Inspection	$60.00 (pre-construction), Backfill Inspection & Admin Review
Re-inspection Fee	$60.00 (No Show or Not Ready)
Building Permit Renewal	$ ½ of building Permit fee (*provided no changes have been made or will be made in the original plans and specifications for such work)*
Permit Alteration	Fees incurred for changes (Plan Review)

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Cancellation Fee	20% of Building Permit fee plus fees incurred for plan review prior to Cancellation
General Building Permit (re-roof/re-side/window replacement) Stucco removal requires demo permit.	$90.00 + State Surcharge
Stucco (Removal requires demo)	Building Permit Required to re-apply stucco
Temporary Cert. of Occupancy	Incomplete Code Requirements = 150% of value of incomplete work **$1,000 minimum** Final Grade between Nov.15 and June 30 = **$5,000** Emergency Final Grade between July 1 and Nov. 14 = **$10,000.00**
Tree Preservation Escrow	$1,000.00 escrow/lots subject to tree preservation
Engineer Grading Survey Review	$300.00 (includes initial and final) + any additional costs

WORK BEGUN OR FINISHED WITHOUT REQUIRED PERMIT IS 2X THE REQUIRED PERMIT FEE

Electronic Payments (non-utilities) *	
Credit Card Payments	3.00% Convenience Fee (permits over $100)
Credit Card Payments	3.00% Convenience Fee + flat fee (permits under $100)
Electronic Check Payments	$1 Flat Convenience Fee per Transaction

* Applies to building permits, plumbing permits, heating, permits, (non-utility transactions)

COMMERCIAL PLUMBING, MECHANICAL, FIRE ALARM/SUPPRESSION SYSTEM PERMIT FEES

1.5% for valuations between $5,000 and $10,000. 1% for valuations over $10,000.
Minimum commercial fee is $75.00 Plus State Surcharge.

COMMERCIAL PLAN REVIEW FEE (IF REQUIRED) is 25% of Total Permit Fee

State Surcharge .0005 of the permit valuation (minimum of $5.00) Valuation for $1,000,000 or less

Electrical Permits

See State for Electrical Permits

LAND USE FEES:

Fees for land use and other applications must include the fee established

by this fee schedule ordinance and any unpaid fees from previous applications involving essentially the same property by the same or similar applicant.

FEES ARE DOUBLED FOR AFTER-THE-FACT APPLICATIONS AND PERMITS PENALTIES WILL APPLY

Simple Subdivision	$400.00* + $400 Deposit
Class I Subdivision	
Sketch	$500.00* + $1,000 Deposit
Preliminary	$800.00 *+ $30/Lot + $500 per lot Deposit
Final	$350.00* + $30/Lot + $500 per lot Deposit
Class II Subdivision	
Sketch	$500.00* + $1,000 Deposit
Preliminary	$800.00 *+ $30/Lot + $500 per lot Deposit
Final	$350.00* + $30/Lot + $500 per lot Deposit
Class III Subdivision	
Sketch	$600.00* + $1,000 Deposit
Preliminary	$1000.00* + $30/Lot + $500 per lot Deposit (up to $50,000)
Final	$500.00* + $30/Lot + $500 per lot Deposit (up to $50,000)
Planned Unit Development	
Concept/Sketch	$600.00* + $1,000 Deposit
Preliminary	$1000.00* + $30/Lot + $500 per lot Deposit (up to $50,000)
Final	$500.00* + $30/Lot + $500 per lot Deposit (up to $50,000)
PUD Amendment	$300.00* + $1,000 Deposit
Expedited Land Subdivision	
Sketch	$100.00* + $300 Engineer Review Deposit
Preliminary/Final	$500.00* + $30/Lot + $500 per lot Deposit
Variance	
Structural	$300.00* + $300 Engineer Review Deposit
Wetlands	$300.00* + $300 Engineer Review Deposit
Road Vacation	$500.00* + $1,000 Deposit
Easement/Utility Vacation	$500.00* + $1,000 Deposit
Fire Lane Vacation	$1500.00* *per adjacent property owner*
Administrative Appeal	$250.00* + $1,500 Deposit
Amendments	
Comp Plan (Major)	$800.00* + $1,000 Deposit + Printing Costs
Code/Text/Rezone	$400.00* + $1,000 Deposit + Printing Costs

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Conditional Use Permit	
Amending Applications	$300.00*+ $300 Deposit
Standard Applications	$600.00* + $1,500 Deposit
Home Occupation (administrative)	$100.00*
Accessory Building >1000 Sq.ft.	$250.00* + $1,000 Deposit
Conditional Sign Permit	$150.00*
CUP Annual Inspection	$75.00*
Agreement New/Modification	$250.00* + $1,000 Deposit
Interim Use Permit	
Amending Applications	$300.00*+ $300 Deposit
Standard Applications	$600.00* + $1,500 Deposit
Excavation/Fill Permit	
Non-Shoreland District	$300.00*+ $300 Deposit
Shoreland District	$400.00* + $1,000 Deposit
Adm. Review Required Only	$300 + $300 Deposit
General Wetland Review	$250* + $1000 Deposit
Engineer Concept Plan Review	$200.00*
Park, Trail and Open Space Plan	$100.00 Hard Copy $25.00 Electronic Copy
Watertower/Telecommunications Site Inspection Fee	$500.00* + Bldg Permit Fee + Deposit $1000
Uniform Land Use Confirmation Forms	$10.00
Other Land Use Fees	
Warning Siren Fee (part of subdivision)	$64/unit
Park Dedication Fee	~~Per City Ordinance 301~~ Per City Code Max $38,000/unit
Wetland Mitigation GIS Database Update Fee*	$350.00 / development
Map Update Fee*	$450.00 / development
Utility Base Map Update Fee*	$1,000.00 / development
Late Fee on Land Use Accounts for amounts past due. (30 days)	.34% (1/3%) compounded monthly
Interest Rate on Land Use Accounts for amounts past due. (30 days)	.66% (2/3%) compounded monthly
Seal Coat Fee (for developers)	Actual cost plus 10% Admin Fee

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* MISCELLANEOUS & CONSULTANT FEES:

The land-use applicant shall pay miscellaneous costs and fees to defray any additional expenses Incurred by the City in the review and processing of said application in excess of the application fee. Such expenses, as determined by the City Administrator or the Administrator's designee, may include, but are not limited to, direct city payroll and overhead costs; fees paid to consultants/professionals; and the cost of printing, mailing and supplies. Such miscellaneous costs and fees shall come due immediately upon notification by the City. The City shall provide, upon the request of the applicant, a breakdown of the various expenses incurred by the City. The City may withhold any final action on a land use application, and/or rescind prior actions, until all miscellaneous costs and fees are paid in full. Furthermore, the City may request additional deposits if deemed necessary.

KENNEDY & GRAVEN FEES:

Reimbursable Work for:	Attorney	Paralegal	Law Clerks
CUP	$310/hr	~~$139/hr~~ $143/hr	~~$103/hr~~ $106/hr
IUP	$310/hr	~~$139/hr~~ $143/hr	~~$103/hr~~ $106/hr
PUD	$310/hr	~~$139/hr~~ $143/hr	~~$103/hr~~ $106/hr
Simple Easements	~~$201/hr~~ $210/hr	~~$129/hr~~ $133/hr	~~$103/hr~~ $106/hr
Subdivisions	$310/hr	~~$139/hr~~ $143/hr	~~$103/hr~~ $106/hr
Vacations	~~$201/~~hr $210/hr	~~$129/hr~~ $133/hr	~~$103/hr~~ $106/hr
Variances	~~$201/hr~~ $210/hr	~~$129/hr~~ $133/hr	~~$103/hr~~ $106/hr
Zonings	$310/hr	~~$139/hr~~ $143/hr	~~$103/hr~~ $106/hr

WSB ENGINEER FEES:	Billing Rate/Hour
Principal/Associate	~~$195-$281~~ $202-$291
Sr Project Manager/Sr Project Engineer	~~$195-$251~~ $202-$263
Project Manager	~~$171-$191~~ $178-$199
Project Engineer/ Graduate Engineer	~~$115-$190~~ $120-$198
Sr Landscape Architect / Sr. Landscape Architect	~~$86-$182~~ $89-$189
Project Manager Assistant	~~$95-$155~~ $98-$161
Planner / Sr. Planner	~~$89-$188~~ $92-$195
GIS Specialist/Sr GIS Specialist	~~$86-$188~~ $89-$195
Engineering Technician / Engineering Specialist / Enviromental Scientist	~~$76-$189~~ $79-$197
Survey Crew - One Person	~~$197~~ $204
Survey Crew -Two Person	~~$265~~ $275
Survey Office Technician	~~$136-$169~~ $141-$176
Office Technician	~~$67-$147~~ $70-$152
Construction Observer	~~$117-$152~~ $121-$158
Drone Pilot	~~$197~~ $204

Costs associated with word processing, vehicle mileage, cell phones, reproduction of common correspondence and mailing are included in the above hourly rates.

Reimbursable expenses include costs associated with plan, specification and report reproduction, permit fee, delivery cost, etc. Multiple rates illustrate the varying levels of experience within each category.

Rate Schedule is adjusted annually

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LICENSE FEES:

3.2 Malt Liquor - On-Sale	$175.00 + Insurance
3.2 Malt Liquor - Off-Sale	$50.00 + Insurance
Temporary 3.2 Malt Liquor	$25.00 + Insurance
Intoxicating Liquor - Off-Sale	$240.00 + Insurance
Intoxicating Liquor - On-Sale	$4,500.00 + Insurance
Intoxicating Liquor - Club	$300.00 + Insurance
Intoxicating Liquor - Sunday On-Sale	$200.00
Temporary Intoxicating Liquor - On-Sale	$40.00 + Insurance
Wine - On-Sale	$2,000.00 + Insurance
Temporary consumption & display	$25.00
Liquor - Consumption & Display	$250.00
Culinary Class limited On-Sale	$100.00 + Insurance
Temporary Wine - Off-Sale	$25.00 + Insurance
Brew Pub On-Sale	$200.00 + Insurance
Brewer Off-Sale	$75.00 + Insurance
Brewer Temporary On-Sale	$25.00 + Insurance
New Liquor License-Background Investigation Fee	$250.00 In-State Actual Cost, Not to Exceed $10,000 Out-State
Liquor - After 1:00am	$200.00
Dock Annual (New or Modified) Home Owners Association (HOA)	$300.00
Dock Annual (Renewal, No Changes) HOA	$50.00
Dock Annual After 1/31 (late fee HOA)	$115.00
Kennel - Hobby	$20.00 + CUP & Licenses
Kennel - Commercial	$50.00 + CUP
Garbage & Rubbish Hauling	$30.00 1st truck + $10.00/each addt'l truck

PERMIT FEES:

Burning Permit	$35.00
Fireworks Permit	$50.00
Fireworks Sales	$100.00
	$50.00 On Site Inspection-Dependent on Necessity
Pressure Reducing Valve	$365.00
Electronic Meter 1"	$445.00
Electronic Meter 1 1/2"	$965.00
Electronic Meter 2”	$1700.00
Commercial 4” Meter	$3400.00
Firearm Discharge (Clubs, Dog Training)	$25.00

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HVAC per Unit (new home furnace/AC = 1 unit)	$38.00 Each + State Surcharge
Gas Fittings	$10 per gas fitting (minimum $20)
House Moving	Pre-Inspection $250.00 + $500.00 + Deposit based on Time & Expense
Plumbing	$5.00 per fixture (min $75 + State surcharge)
Commercial Plumbing Plan Review	See Dept of Labor and Industry's Plumbing Division
Right of Way Utility Permit Charge	$250.00 Fee Dependent on Application
Right of Way Obstruction/Street Permit Charge	$250.00 Dumpster/storage Container on Street or Blocking Sidewalk
~~Annual Right of Way Registration Fee~~	~~$10.00~~
Right of Way Delay Penalty	$500.00
SAC Charge	$2,485 *(Set by the Met Council)*
Sewer Connection*	~~$2,400~~ $2,600 per unit + $65.00 permit
Solicitor/Peddler	$50.00 + DL & Vehicle Info
Trunk Water Charge	~~*$13,000/acre*~~ *$15,600/acre above Ordinary High Water Level*
Trunk Sewer Charge	~~$2,400~~ $2,600 per acre *above OHW*
Trapping	$100.00 + $300.00 deposit
Water Connection Woodland Cove 4th and 5th Addn	$3,040.99 per unit + $65 permit
Water Connection Woodland Cove 6th-8th Addn	$3,100.00 per unit + $65 permit
Woodland Cove – Lake Additions	$2,725 per unit + $65 permit
Water Connection	~~$4,500~~ $5,400 per unit + $65 permit

Special Water Connection*

Charge Kings Point Road	$4,612.05 per unit (Applicable Parcels)
Charge Halstead Drive	$4,675.00 per unit (Applicable Parcels)

* Provided area charge is paid

Construction Sign Rental	$350.00 Deposit
~~Park Dedication Fee~~	~~$37,000 Per Unit~~

SERVICE FEES:

Address List	$30.00
Ag-Preservation Application	$250
Alarm (False) per year	(3rd - $100.00) (4th - $150.00) (5th - $250.00) (6th + $350.00)
City Code - Entire Copy w/ Cover	$150.00
City Code - Entire Copy w/o Cover	$120.00
City Code Chapter 4 - Building/Housing	$12.00
City Code Chapter 5 - Land Use Reg.	$63.00
City Code - Subdivision	$18.00
City Code - Zoning	$33.00

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Comprehensive Plan	$100.00
Electronic Copies	$0.25 per page (up to 100 pages)
Copies - Black & White Single sided - Letter/Legal	$0.25 per page (up to 100 pages)
Copies-B&W Copies	$0.50 per page (up to 100 pages)
11"x 17" (Ledger)	$0.50 per page (up to 100 pages)
Copies- Color 8 1/2 x 11	$1.00 per page (up to100 pages)
Copies -Color 11 x 17	$2.00
Map - Zoning Large	$25.00
Outsourced Copying	Cost of Copies + $50 Staff Time
Mobile Home Connection	$50.00
Park Plan - Color Copy	$140.00
Park Plan - B/W Copy	$75.00
Park Plan - Electronic Copy	$25.00
Recycle Curbside Pick-Up Service	$16 per quarter
Returned Payment	$20.00
Special Assessment Searches	$15.00
Specifications (Engineering)	$75.00 Book or $8.00 per plate
Video Tape/DVD Copy	$30.00

* Postage/handling fees will be added to orders for copies that are mailed out (based on actual cost). Quotes for UPS rates are available upon request.
* Requests for Electronic or Paper Documents exceeding 100 pages will include a charge for staff time.
* All requests with a cost exceeding $50.00 requires pre-payment.

NOTICE : Data Privacy laws restrict who may have copies of certain documents. Picture identification required for access to data classified as private.

DOG IMPOUND FEES:

1st Offense	$40.00
2nd Offense (within year)	$50.00
3rd Offense (within year)	$60.00
	Impound Facility may have additional Fees

UTILITY RATES:

Administrative Fee (for assessing delinquent utilities to property)	$30.00 per property
Public Works Service Call	~~$40~~ $75 per trip -During working hours (per management discretion)
After Hours PW Service Call	$175 (per management discretion)
Water Shut off	$75 During Woking Hours $175 After Hours $0 Emergency
Outdoor Watering Citation	(1st - Warning Letter) (2nd - Citation +$75.00) (3rd and up Citation + $250.00)
Safe Water Test	$9.72 per year
Recycling	~~$16~~ $18 per quarter

Sewer per Quarter	~~$120~~ $128 (Commercial/Schools/Apts) = ~~.00531G~~ .00568)
Storm/Surface Water Management	$29.00 per Quarter
Water – Residential/Apts	~~$40.97~~ $75.00 base per Quarter
~~0-25,000~~ 0-24,000 gallons	~~$5.76~~ $6.00 per 1,000 gallons
~~25,001-65,000~~ 24,001-48,000 gallons	~~$8.01~~ $9.00 per 1,000 gallons
~~Over 65,001~~ 48,001-72,000 gallons	~~$14.43~~ $13.50 per 1,000 gallons
Over 72,000 gallons	$20.25 per 1,000 gallons
Water- Commercial/Schools	~~$40.97~~ $75.00 base per Quarter
0-300,000 gallons	~~$5.76~~ $6.00 per 1,000 gallons
300,001-~~600,000~~ 400,000 gallons	~~$8.01~~ $9.00 per 1,000 gallons
~~Over 600,001~~400,001-600,000 gal	~~$14.43~~ $13.50 per 1,000 gallons
Over 600,000 gallons	$20.25 per 1,000 gallons
Water Meter Testing	$75.00 + cost of meter testing (meter faulty-no charge)
Water/Sewer Tie Map	$1.00 per page
Utility Billing Late Fee	15% of the amount past due compounded quarterly

PUBLIC WORKS FEES:

~~Culvert~~	~~Cost of Culvert + $140 Delivery Fee~~
Culvert Inspection/Determination	$75.00
Hydrant Meter Rental	$30.00 Base + $15.00/week + $1500 Deposit + Water Tiered Rate
Street Cut Inspection	$110.00
Sump Pump Inspection	$75.00
Sump Pump not inspected/month	$75.00
Re-inspection Fee 3rd Inspection (curbstop, S&W, Water Meter Install)	$75.00

PUBLIC SAFETY FEES:

Accident/Incident Reports	$0.25 Each Page
Community Service Officer	$50.00/hr (2 hour min.)
Photos - Printed	$3.00/page
Squad Video/DVD	$30.00 (one case per disc/cd)
Photos/Audio/Data on CD	$15.00 (one case per disc/cd)
Fingerprints (2 cards max.)	$20.00 per Person
Police Officer	$100.00/hr (2 hour min.) (3 hour min)
Research/Special Report	$30.00/hr (1 hour min.) + Postage ($1 min.)
Reserve Officer	$30.00/hr (donation requested)
Storage Fee	$5.00 per Day + Tow & Impound Fees
Training Room	$50.00 * (per management discretion)
	* Damage Deposit may be required

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Bodyworn Camera (BWC) Per Camera	~~$35.00~~ $50.00
Mini Truck Permit	$25.00
Special Event Permit	Fees are Case by Case
Civil Subpoena Police Officers	$150/hr (3 hour min)

DATA PRACTICES POLICY LINK

Data privacy laws restrict who may have copies of certain documents. Picture identification required for access to data classified as private, fingerprint sessions, and for drivers license checks. Drivers license checks for DL holders only, unless required by law or waiver signed by subject is presented. Payment must be made in advance, unless otherwise approved. Estimates will be provided, upon request.

All fees herein are deemed to be service fees and the city intends to avail itself of all collection methods permitted under law, including but not limited to those authorized pursuant to Minnesota Statutes sections 366.012 and 415.01

Ordinance No. ___ was published in THE LAKER on _____ and is effective January 1st, 2026.

This Ordinance No. 503 was adopted on this 8th day of December 2025 by a vote of ____ Ayes and ____Nays.

s:_____
Mayor

Attest: s:_____
City Clerk

City Seal

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CITY OF MINNETRISTA

RESOLUTION NO. 110-25

RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE 503 BY TITLE AND SUMMARY

WHEREAS, the city council of the City of Minnetrista has adopted Ordinance Number 503 an ordinance amending the City of Minnetrista Fee Schedule; and

WHEREAS, the ordinance is lengthy; and

WHEREAS, Minnesota Statutes, section 412.191, subdivision 4 allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the city council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW THEREFORE BE IT RESOLVED, by the city council of the City of Minnetrista, that the city administrator shall cause the following summary of Ordinance 503 to be published in the official newspaper in lieu of the entire ordinance:

PUBLIC NOTICE

The city council of the City of Minnetrista has adopted Ordinance Number 503: the ordinance amends the City of Minnetrista Fee Schedule and sets fees for standard city services, land use fees, sewer and water rates, permits, public safety fees and licenses. The full text of Ordinance Number 503 is available for inspection at the Minnetrista City Hall during regular business hours.

S: Brian Grimm
Finance Director

This resolution was approved on the 8th day of December 2025 by a vote of _____Ayes and ____Nays.

_____
Mayor

ATTEST:

_____
City Clerk

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM

Subject:	**Lake Minnetonka Conservation District (LMCD) Minnetrista Representative Applicant Appointment**
Prepared By:	**Jasper Kruggel, City Administrator**
Meeting Date:	**December 8, 2025**

Issue: Consider the appointment of Jane Anderson-Thomas as the City of Minnetrista Representative on the Lake Minnetonka Conservation District Board effective January 1, 2026, filling the vacancy of the current representative resignation, and also appointing to a two-year term effective February 1, 2026.

Overview: The Minnetrista City Council conducted an interview of the applicant at the City Council Work Session on December 8, 2025. If appointed, the applicant would fill the vacancy created by the resignation of the current LMCD representative and also be appointed to the subsequent two-year term starting on February 1, 2026.

Recommended City Council Action: Staff recommend City Council approve the appointment of Jane Anderson-Thomas to the LMCD Board as the Minnetrista Representative, effective January 1, 2026, filling the vacancy of the current representative resignation, and also appointing Jane Anderson-Thomas to a two-year term as the to the LMCD Board as the Minnetrista Representative, effective February 1, 2026.

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

MEMO FROM: Brian Grimm, Finance Director

DATE: December 8, 2025

REGARDING: Adoption of 2026 Final Tax Levy

Attached is the resolution for the 2026 Final Tax Levy for your review. The levy option being presented tonight is the same as the preliminary levy back in September. That preliminary levy of $7,838,365 was adopted on a 5-0 vote by the City Council and was a 10.1% net levy increase over 2025's final net tax levy.

This is the last regularly scheduled council meeting before the December 30, 2025 County deadline, so a resolution needs to be passed tonight so we can meet the deadline for the County to have the certified resolution.

Once fiscal disparities are added in, it reduces the net tax levy for 2026 down to $7,689,439. The respective net levy amount for 2025 was $6,983,010.

Recommended Action:
Staff recommends adopting the following attached resolution for the adoption of the 2026 Final tax levy.

RESOLUTION NO. 111-25

CITY OF MINNETRISTA COUNTY OF
HENNEPIN STATE OF MINNESOTA

**ADOPTING FINAL 2025 TAX LEVY,
COLLECTIBLE IN 2026**

Be it resolved by the City Council of the City of Minnetrista, County of Hennepin, Minnesota, that the following sums of money be levied for the current year, collectible in 2026, upon the taxable property in the City of Minnetrista, for the following purposes:

GENERAL FUND	$ 5,705,136
ROADS	$ 625,000
CIP (Capital Equipment Plan)	$ 250,000
BOND -EQUIPMENT CERTIFICATES 2025/2026 A	$ 75,000
BOND - EQUIPMENT CERTIFICATES 2024 A	$ 125,000
BOND - EQUIPMENT CERTIFICATES 2023 A	$ 54,500
BOND - EQUIPMENT CERTIFICATES 2020 A	$ 100,000
2023 STREET PROJECTS (2023 A)	$ 350,000
GAME FARM ROAD/SOUTH BAY (2019A)	$ 89,729
2017 STREET PROJECTS (2017A)	$ 118,000
PUBLIC FACILITIES PROJECT (2014 B)	$ 346,000
TOTAL FINAL 2025 PAY 2026 LEVY	$ 7,838,365

Operations Levy

Gross Levy	Fiscal Disparities	Net Levy
$6,580,136	($148,926)	$6,431,210

Special Levies

Game Farm/South Bay Bond	Equipment Certs	2017 Street Projects Bond	Pub Facil (2014 B) Project	2023 Street Projects (2023 A)	Total Special Levies
$89,729	$354,500	$118,000	$346,000	$350,000	1,258,229

Special levy notes – A portion of the debt service tax levy as established in the bond documents for the 2014 B bond is being reduced as it is being reimbursed/paid by the City of Saint Bonifacius. The debt service tax levy as established in the bond documents for the 2012A Bond is being cancelled as the debt obligation will be paid through MSA dollars in lieu of tax levy. The principal and interest payments as established in the bond documents for the 2020A General Obligation Revenue bonds are being are paid for with sufficient funds being collected through water fund revenues to pay the required debt service. The debt service tax levy for 2023 for the 2020A Equipment Certificates is being approved at the amount listed above to cover those principal and interest payments. The small difference is covered by levies from previous years. A portion of the debt service tax levy as established in the bond documents for the 2017A bond is being reduced by fund balance on hand. The 2024 Equipment Certificates are being levied at what is needed for the P& I payments less available fund balance. The 2025 A or 2026 A Equipment Certificates is for bonds that are being issued later in early 2026. With the first tax levy scheduled for 2026/2027 P & I payments.

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A certified copy of this resolution shall be submitted to the County Auditor of Hennepin County, Minnesota, by Monday December 30, 2025.

This resolution was adopted on the 8th day of December 2025, by a vote of _____Ayes and _____Nays.

_____
Mayor

ATTEST:

_____
City Clerk

State of Minnesota
County of Hennepin

HENNEPIN COUNTY
MINNESOTA

Taxing Jurisdiction of **City of Minnetrista**

City of Minnetrista

2026 FINAL LEVY CERTIFICATION

I, **Ann Meyerhoff** Clerk of **City of Minnetrista** hereby certify that a resolution establishing the levy upon taxable property in said Taxing Jurisdiction was passed by the governing body at a duly convened meeting held on **December 8 , 2025.**

On motion it was resolved that the following sums of money be raised by tax upon the taxable property in said Taxing Jurisdiction for the following purposes for the current year:

LEVY ITEM	CERTIFIED LEVY*
1. General Revenue	6,580,136.00
2. Bonded Indebtedness**	1,258,229.00
A. TOTAL TAX CAPACITY BASED LEVY	**7,838,365.00**
B. MARKET VALUE BASED REFERENDUM LEVY* **	
TOTAL TAX CAPACITY AND MARKET VALUE BASED LEVIES	**$ 7,838,365.00**

* *The levy amount by line item should already be reduced by Local Government Aid (LGA) and other resources used to finance your taxing jurisdiction's budget.*

** *Provide a breakdown of the certified levy by individual bond on page 2.*

*** *Per M.S. 275.61, Levies for the payment of debt obligations that are approved by voters after June 30, 2008 must be levied on net tax capacity.*

I further certify that I have compared the foregoing with the original entry of the minutes of the meeting so held on ***December 8*** *, 2025 as the same are recorded in the Book of Records of said Taxing Jurisdiction, and that the same is a correct transcript therefrom.*
Given under my hand on this ***9th*** *day of* ***December*** ***, 2025.***

_____
Taxing Jurisdiction Clerk

HENNEPIN COUNTY
MINNESOTA

LEVY CERTIFICATION - DEBT SERVICE SCHEDULE

Taxing Jurisdiction City of Minnetrista

BOND DESCRIPTION	CERTIFIED LEVY
2025/2026 Equipment Certificate (NEW) - issuing later in 2025/early 2026	75,000.00
Public Facilities. Project (2014 B)	346,000.00
Game Farm Road/South Bay Project (2019 A)	89,729.00
2020A Equip Certificates	100,000.00
2017 Street Projects (2017 A)	118,000.00
Highland Road Debt Fund (2012 A) MSA in lieu of levy	-
2023A Equip Certificates	54,500.00
2023 Street Projects (2023A)	350,000.00
2024A Equip Certificates	125,000.00
DEBT SERVICE TOTAL**	**$ 1,258,229.00**

*** This must match the totals for debt service reported on page 1.*

*Per **M.S. 475.61** all debt must be accounted for in the resolution. If the amount levied is less than the required amount from the payment schedule for the bond, you must submit a resolution stating that there are sufficient funds for that bond. This can be included in the same resolution with your levy.*

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

MEMO FROM: Brian Grimm, Finance Director

DATE: December 8, 2025

REGARDING: Adoption of 2026 Final Budget for General, Capital, CIP, Debt service, Special Revenue and Enterprise funds

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Attached is a summary resolution for adopting the 2026 proposed final budgets for General, Capital, CIP, Debt service, Special Revenue and Enterprise funds.

Staff and Council have worked hard to put together a budget that meets the needs of the citizens of a growing community and provides good services while being cognizant of the tax levy which is discussed in the previous staff report regarding the adoption of the 2026 final tax levy.

The following resolution(s) are for the summary budget numbers for the final 2026 General, Capital, CIP, Debt service, Special Revenue and Enterprise funds. The detail line items by fund and summary sheets per fund type as well as CIP detail were presented in the agenda item regarding the public comment on the 2026 Budget.

Staff recommends adopting the following attached resolution.

Does Recommended Action meet City Mission Statement?	x	Yes		No
Does Recommended Action meet City Goals/Priorities?	x	Yes		No

RESOLUTION NO. 112-25

CITY OF MINNETRISTA
COUNTY OF HENNEPIN
STATE OF MINNESOTA

ADOPTING FINAL BUDGET FOR 2026 GENERAL, CAPITAL IMPROVEMENT (CIP) CAPITAL PROJECT FUNDS, DEBT SERVICE FUNDS, SPECIAL REVENUE FUNDS and ENTERPRISE FUNDS

WHEREAS, the City Council of the City of Minnetrista met to consider budget needs for the Year 2026 at Council meetings over the last several months. The Council had its Public Comment meeting on the 2026 Budget on December 8, 2025

NOW THEREFORE BE IT RESOLVED THAT the City Council, adopts the 2026 Final Budget for the following funds as follows:

	Revenues/other financing sources	Expenditures
General Fund	$7,568,066	$7,636,152
Capital Equip Improvement Fund	$865,000	$675,950
Bond Retirement – 2017 Street Projects	$211,000	$194,725
Bond Retirement – Equip Certs	$364,500	$282,125
2023 Street Project Debt Fund	$440,000	$341,025
Bond Retirement – Public Facilities	$373,664	$365,800
Capital Improvement Project Funds	$3,388,270	$3,370,270
Bond Retirement – Game Farm/South Bay	$135,112	$129,800
Bond Retirement – Highland Road	$63,525	$57,408
Special Revenue Funds	$1,092,000	$626,476
Enterprise Funds	$16,882,945	$17,037,199
TOTAL	**$31,384,082**	**$30,716,930**

BE IT FURTHER RESOLVED THAT city staff is hereby directed to prepare the final 2026 budget documents reflecting the above approved revenues and expenditures.

Adopted this 8th day of December 2025, by a vote of _____ Ayes and _____ Nays.

_____
Mayor

ATTEST:

_____
City Clerk