



CITY COUNCIL REGULAR AGENDA
MONDAY, DECEMBER 20, 2021
CITY HALL at 7:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. PRESENTATION**
 - A. Police Officer Meritorious Service Award Presentations
- 6. DISCUSSION FROM THE FLOOR**
- 7. CONSENT AGENDA**
 - [A.](#) Approval of Minutes - December 6, 2021 City Council Meeting
 - [B.](#) Approval of Claims - November 2021 - General Operations Disbursements - \$200,693.21
 - [C.](#) Approval of Safe Assure Annual Contract
 - [D.](#) Receive Body Worn Camera Biennial Audit
 - [E.](#) Business Licenses
 - [F.](#) Contractor Licenses
- 8. DEPARTMENT REPORTS**
 - [A.](#) Police Report
 - [B.](#) Recreation Report
- 9. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Resolution 21-56, Adopting Final 2021 Taxes Collectable in 2022
 - [B.](#) Resolution 21-57, Adopting 2022 General Fund Budget
 - [C.](#) Resolution 21-58, Approving the Tentative Agreement Between the City of Spring Lake Park and LELS Local #7, Representing the Patrol Officer Bargaining Unit for Calendar Years 2022-2023
 - [D.](#) Resolution 21-59, Approving the Memorandum of Agreement (MOA) Between the State of Minnesota and Local Governments and Authorizing Participation in National Opioid Settlements
- 10. NEW BUSINESS**
 - [A.](#) Approval of 2022-2026 Capital Improvement Plan
 - [B.](#) Approval of 2022 Recycling Budget
 - [C.](#) Approval of 2022 Pay Plan - Non-bargained Employees
 - [D.](#) Deputy City Clerk Appointment
 - [E.](#) Approval of Amendments to City Personnel Policy

**SEE REVERSE SIDE FOR RULES FOR PUBLIC HEARINGS AND
DISCUSSION FROM THE FLOOR**

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the City Clerk at 1301 81st Avenue NE, Spring Lake Park, MN 55432. Ph.763-784-6491 at least 48 hours in advance.

11. REPORTS

- A. Attorney Report
- B. Engineer Report
- C. Administrator Report

12. OTHER

- A. Correspondence
- B. Close City Council Meeting to Discuss Union Negotiation Strategies Pursuant to M.S. 13D.03

13. ADJOURN

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

- Discussion from the floor is limited to three minutes per person. Longer presentations must be scheduled through the Administrator, Clerk/Treasurer's office.
- Individuals wishing to be heard must sign in with their name and address. Meetings are video recorded so individuals must approach the podium and speak clearly into the microphone.
- Council action or discussion should not be expected during "Discussion from the Floor." Council may direct staff to research the matter further or take the matter under advisement for action at the next regularly scheduled meeting.

PUBLIC HEARINGS

The purpose of a public hearing is to allow the City Council to receive citizen input on a proposed project. This is not a time to debate the issue.

The following format will be used to conduct the hearing:

- The presenter will have a maximum of 10 minutes to explain the project as proposed.
- Councilmembers will have the opportunity to ask questions or comment on the proposal.
- Citizens will then have an opportunity to ask questions and/or comment on the project. Those wishing the comment are asked to limit their comments to 3 minutes.

In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.

- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on December 06, 2021 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

Mayor Nelson called the meeting to order at 7:00 PM.

2. ROLL CALL

MEMBERS PRESENT

Mayor Robert Nelson
Councilmember Ken Wendling
Councilmember Brad Delfs
Councilmember Barbara Goodboe-Bisschoff
Councilmember Lisa Dircks

STAFF PRESENT

Police Chief Josh Antoine, Building Official Jeff Baker, City Engineer Phil Gravel, Administrator,
Clerk/Treasurer Daniel Buchholtz

OTHERS PRESENT

Carrie Gerard, New Hope
Dan Retka, Deputy Fire Chief, SBM Fire Department

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Mayor Nelson added a Mayor's Proclamation honoring Michael (Mikey) Courteau as item 6.I. He read the proclamation, which declared December 6, 2021 as Michael (Mikey) Courteau Day in Spring Lake Park. Dan Retka, SBM Fire Department, read a statement honoring the positive impact Mikey Courteau had on the membership of the SBM Fire Department.

5. DISCUSSION FROM THE FLOOR -- None

6. CONSENT AGENDA

- A. Approval of Minutes - November 8, 2021 City Council Work Session
- B. Approval of Minutes - November 15, 2021 City Council Meeting
- C. Fourth Quarter Billing for 2022 Payable 2023 Property Tax Assessment - Ken Tolzmann
- D. Statement of Fund Balance - November 2021
- E. Resolution 21-52 Making a Selection Not to Waive the Statutory Limits for Liability Insurance Purposes

- F. Resolution 21-53, Accepting the Redistribution of Unrequested Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act
- G. Business Licenses
- H. Contractor Licenses
- I. Mayor's Proclamation – Honoring Michael (Mikey) Courteau

Motion made by Councilmember Wendling to approve the Consent Agenda.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

7. DEPARTMENT REPORTS

A. Public Works Report – Report was accepted as presented.

B. Code Enforcement Report

Building Official Baker reported that 45 building permits were issued compared to a total of 28 permits in 2020. He said that Code Enforcement conducted 132 inspections in November. He provided an update on the initial response for the rental housing license renewals and a construction update on a new home at 7906 McKinley Street and an update on the Suite Living project at 525 Osborne Road NE.

8. PUBLIC HEARINGS

A. Truth in Taxation Hearing

Mayor Nelson opened the public hearing at 7:13 PM.

Administrator Buchholtz provided an overview of the 2022 Property Tax Levy and General Fund Budget. He stated that the proposed General Fund budget is \$4,890,665.00, of which \$3,573,295.00 would be funded with property taxes. He stated that the debt service levy is proposed at \$256,542.00. He said the overall proposed property tax levy is \$3,829,837, an increase of 5.46% over 2021.

Mayor Nelson asked for public comment. Hearing no comment, Mayor Nelson closed the public hearing at 7:25 PM.

B. Public Hearing on Proposed 2022 Fee Schedule

Mayor Nelson opened the public hearing at 7:26 PM.

Administrator Buchholtz provided an overview of the proposed changes to the 2022 Fee Schedule. He outlined the following changes to the fee schedule:

- Restore bottom two tiers to the building permit fee valuation table.

- Increase the escrow required for a minor subdivision/lot combination from \$250 to \$500
- Increase the escrow required for a conditional use permit in the R-1 zoning district from \$250 to \$300.
- Increase application and escrow fee for variances in all districts except the R-1 zoning district to \$500 plus a \$1500 escrow.
- Reduced credit card transaction fee to 2.65%.
- Added a \$5.00 fee for a police records check.
- Combined the administrative offense penalty for watering ban violations and violations of the Critical Water Deficiency Declaration ordinance.
- Added licensing fees for sexually oriented businesses and special event permits.
- Added criminal investigation fee for general business licenses and peddler/transient merchant licenses.
- Aligned liquor license investigation fee to M.S. 340A.412.
- Increased rental housing fees.
- Update athletic field reservation/facility fees
- Increased Water Availability Charge to \$1,350/unit and Sewer Access Charge Administration Fee to \$300/unit.
- Added a small cell wireless fee in accordance with State Law.
- Increased recycling fee to \$12.96/quarter.
- Added storm water utility fee of \$6.00/quarter per residential equivalency factor.

Councilmember Goodboe-Bisschoff inquired about bicycle offenses. Administrator Buchholtz stated that these cover violations of the City's bicycle ordinance, including bicycle operating restrictions, equipment requirements and traffic law compliance.

Mayor Nelson asked for public comment. Hearing none, Mayor Nelson closed the public hearing at 7:34 PM.

9. ORDINANCES AND/OR RESOLUTIONS

A. Ordinance 478, Adopting the Fee Schedule for the City of Spring Lake Park

Motion made by Councilmember Delfs to adopt Ordinance 478, Adopting the Fee Schedule for the City of Spring Lake Park.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

B. Resolution 21-55, Authorizing Summary Publication of Ordinance 478, An Ordinance Adopting the Fee Schedule for the City of Spring Lake Park

Motion made by Councilmember Wendling to approve Resolution 21-55, Authorizing Summary Publication of Ordinance 478, An Ordinance Adopting the Fee Schedule for the City of Spring Lake Park.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

C. Resolution 21-54, Approving Plans and Specification and Ordering Advertisement for Bids - 2022 Street Improvement Project

Administrator Buchholtz presented the plans and specifications for the 2022 Street Improvement Project.

Motion made by Councilmember Dircks to approve Resolution 21-54, Approving Plans and Specifications and Ordering Advertisement for Bids – 2022 Street Improvement Project.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

10. NEW BUSINESS

A. Approval of 2022 Public Utilities Budget

Administrator Buchholtz provided an overview of the proposed 2022 Public Utilities Budget. He stated that revenues and expenditures were increasing by 4.25% over 2021. He said revenues were driven by strong water sales while expenditures were driven by increases in wages/benefits and fuel and chemical costs.

Administrator Buchholtz stated that water and sanitary sewer rates will remain unchanged from 2021, representing five years in a row of no rate increases. He said the Water Treatment Plant charge will be reduced by \$6.00/quarter to \$8.77/quarter to offset the new Storm Water Utility rate.

Administrator Buchholtz stated that the storm water utility budget is established at \$97,500, which includes funding for repairs/maintenance, capital outlay, engineering fees and staff expense associated with the storm water utility.

Motion made by Councilmember Wendling to approve the 2022 Public Utilities Budget.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

B. Approval of 2022 Utility Rates

Motion made by Councilmember Delfs to approve the 2022 Utility Rates.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

C. Authorize Conditional Offer for Deputy City Clerk Position

Administrator Buchholtz presented Carrie Gerard as the finalist for the Deputy City Clerk position. He stated that Ms. Gerard has a B.A in Spanish Language and Cultures from the University of Minnesota. He stated that she has worked at Hopkins Public Schools for the past fifteen years, where she currently serves as the Marketing Coordinator with the Community Education Department. He said that in her role, she manages event coordination, general office management, bill payment, customer service and HR processes for the Department, social media and website updates and contents, onboarding, training and supervising department staff, responses to public requests for information, and preparation of marketing materials.

Administrator Buchholtz stated that he would like to start Ms. Gerard at Step 3 of the 2022 salary schedule and provide her with 3 weeks of vacation per year for the first five years of employment, where she would then follow the vacation schedule in the personnel policy. He stated that he anticipated start date would be January 3, 2022.

Motion made by Councilmember Delfs to extend a conditional job offer to Carrie Gerard for the Deputy City Clerk position, contingent upon the successful completion of a criminal background check and pre-employment drug test.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

D. Approval of Anoka County Municipal Wellhead Protection Implementation JPA (Amended and Restated)

Administrator Buchholtz presented an update to the Anoka County Municipal Wellhead Protection Implementation JPA for Council approval. He stated that this has been a successful partnership and he would like the City to continue its participation.

Mayor Nelson asked if this would impose new requirements on City residents. City Engineer Gravel responded negatively, stating that the City already participates in the agreement and that the changes make it easier for other cities to join the JPA.

Motion made by Councilmember Dircks to approve the amended and restated Anoka County Municipal Wellhead Protection Implementation JPA.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

11. REPORTS

A. Attorney Report – Not present

B. Engineer Report – No further report presented.

C. Administrator Report

Administrator Buchholtz stated that he would be on vacation from December 22 to December 31, 2022.

12. OTHER

A. Beyond the Yellow Ribbon Report

Mayor Nelson provided an update on the activities during the Beyond the Yellow Ribbon committee, including serving a meal to National Guard members on Tuesday, making a \$6,000 donation for meals for soldiers, setting up barrels at Torg Brewery and Montes for Toys for Military Kids. He noted that there would be no pork chops served in December.

B. Correspondence

C. Close City Council Meeting to Discuss Union Negotiation Strategies Pursuant to M.S. 13D.03

Motion made by Councilmember Delfs to close the City Council Meeting to Discuss Union Negotiation Strategies Pursuant to M.S. 13D.03.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

Meeting was closed at 8:05pm.

Meeting reconvened at 8:30pm.

Administrator Buchholtz stated that the City Council closed the meeting pursuant to M.S. 13D.03 to discuss union negotiation strategies. He stated that staff requested and received direction from the City Council.

13. ADJOURN

Motion made by Councilmember Wendling to adjourn.

Voting Yea: Mayor Nelson, Councilmember Wendling, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks. Motion carried.

Meeting adjourned at 8:32pm.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
GENERAL OPERATIONS

Date: Nov 2021
Page: 1
Claim Res.#21-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
70959	AMERITAS	PAYROLL	29.08
70960	CENTRAL PENSION FUND	PAYROLL	1,040.04
70961	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	248.57
70962	DELTA DENTAL	PAYROLL	1,408.17
70963	L.E.L.S.	PAYROLL	222.25
70964	LOCAL 49	PAYROLL	105.00
70965	MINNESOTA CHILD SUPPORT PAYMENT CENT	PAYROLL	205.81
70966	NCPERS GROUP LIFE INS	PAYROLL	40.00
70967	PREFERREDONE INSURANCE COMPANY	PAYROLL	15,519.32
70968	AID ELECTRIC SERVICE, INC	INSTALL OF HEATER	1,506.90
70969	ALVIN SINGH	UTILITY REFUND	248.63
70970	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	19.98
70971	ANAGO	JANITORIAL SERVICE	1,700.00
70972	ASPEN MILLS	UNIFORM ALLOWANCE - IMIG/KRAMER	267.87
70973	AT & T MOBILITY	PHONE SERVICE	579.73
70974	AT & T MOBILITY	PHONE SERVICE	343.18
70975	BATTERIES PLUS BULBS	BATTERIES	116.98
70976	LORI BRAHS	REIMBURSEMENT FOR SUPPLIES	40.45
70977	WANDA BROWN-MCGRECK	MILEAGE REIMBURSEMENT	10.92
70978	CARSON, CLELLAND & SCHREDER	ATTORNEY FEES	8,199.03
70979	CENTERPOINT ENERGY	MONTHLY UTILITY	448.50
70980	CINTAS	OPERATING SUPPLIES - MATS	76.58
70981	CITY OF ROSEVILLE	DATA SERVICES	144.96
70982	CONQUER NINJA GYM	RECREATION OUTINGS	280.00
70983	COON RAPIDS CHRYSLER	AUTO REPAIR/SERVICE	68.45
70984	COTTENS INC	AUTO REPAIR/SERVICE	153.86
70985	CRAIG RAPP, LLC	MEMBERSHIP	1,600.00
70986	DAVIS & STANTON	SERVICE AWARDS	84.00
70987	DUSTIN LEMKE	CONFERENCE REIMBURSEMENT	195.00
70988	ECM PUBLISHERS, INC.	PUBLICATION OF PUBLIC HEARING	231.13
70989	KAREN FISKE	UNIFORM ALLOWANCE	38.61
70990	GOPHER STATE ONE-CALL INC	LOCATES	68.85
70991	HAWKINS WATER TREATMENT	WATER CHEMICALS	5,210.65
70992	HEALTH PARTNERS	NEW HIRE MEDICAL EXAM	717.00
70993	HEARTLAND TIRE INC	AUTO REPAIR/SERVICE	30.00
70994	IDC AUTOMATIC	GARAGE DOOR PARTS	20.46
70995	INSTRUMENTAL RESEARCH INC	OCTOBER WATER TESTING	72.00
70997	LEE'S HEATING & AIR	TEST & CLEAN HEATERS	150.00
70998	MALMBORG'S GARDEN CENTER	SPRUCE TIP CLASS	1,210.00
70999	MANSFIELD OIL COMPANY	FUEL	2,450.86
71000	MARIE RIDGEWAY LISS, LLC	SLP POWER PROGRAM	650.00
71001	MARTIN-MCALLISTER	NEW HIRE MEDICAL EXAM	1,100.00

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
GENERAL OPERATIONS

Date: Nov 2021
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Claim Res.#21-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
71002	JILL MASON	RECREATION INSTRUCTOR	400.00
71003	METROPOLITAN COUNCIL	WASTE WATER SERVICE	44,271.83
71004	MIDWEST DIESEL SERVICE INC.	AUTO REPAIR/SERVICE	3,679.04
71005	DEANNA MILLER	RECREATION INSTRUCTOR	60.00
71006	MINNESOTA RURAL WATER ASSN.	MEMBERSHIP	300.00
71007	MINNESOTA SAFETY COUNCIL	DRIVING CLASS	690.00
71008	MUNICIPAL PAVING PLANT	ASPHALT	130.28
71009	OFFICE OF MN.IT SERVICES	FIBER OPTICS	44.60
71010	ON SITE SANITATION INC	RESTROOM RENTAL	17.50
71011	CITY OF SPRING LAKE PARK - PETTY CASH	RECREATION PETTY CASH	376.29
71012	RECYCLE TECHNOLOGIES	OCTOBER RECYCLIGN EVENT	5,768.75
71013	RICHFIELD BUS CO	BUS SERVICE	786.00
71014	SHRED-IT USA	MONTHLY SHREDDING	244.02
71015	SMITH SCHAFFER & ASSOCIATES	AUDITING SERVICES	275.00
71016	SOULO COMMUNICATION	BUSINESS CARDS	159.00
71017	THE GOOD YEAR TIRE & SERVICE	AUTO REPAIR/SERVICE	1,020.36
71018	WASTE MANAGEMENT OF WI-MN	MONTHLY RECYCLING SERVICES	7,861.02
71019	WELLS FARGO CREDIT CARD	CREDIT CARD PAYMENT	503.00
71020	WSB & ASSOCIATES INC	PARK IMPROVEMENT	5,894.25
71021	XCEL ENERGY	MONTHLY UTILITY	3,509.28
71023	M & G TRAILER SALES & SERVICE	ENCLOSED TRAILER FOR RECYCLING	7,108.50
71024	AMERITAS	PAYROLL	29.08
71025	CENTRAL PENSION FUND	PAYROLL	1,040.04
71026	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	254.90
71027	DELTA DENTAL	PAYROLL	1,504.03
71028	L.E.L.S.	PAYROLL	285.75
71029	LOCAL 49	PAYROLL	105.00
71030	MINNESOTA CHILD SUPPORT PAYMENT CENT	PAYROLL	205.81
71031	NCPERS GROUP LIFE INS	PAYROLL	40.00
71032	PREFERREDONE INSURANCE COMPANY	PAYROLL	16,406.86
71033	ASPEN MILLS	NEW HIRE UNIFORM SET UP	973.95
71034	AXON ENTERPRISE, INC	DATA SERVICES	7,128.00
71035	BARTON SAND & GRAVEL CO	DISPOSAL FEE	60.00
71036	CINTAS	OPERATIGN SUPPLIES - MATS	153.16
71037	COMCAST	MONTHLY UTILITY	105.92
71038	COMPUTER INTERGRATION TECHNOLOGIES	COMPUTER CONTRACT SERVICES	3,614.00
71039	CONNEXUS ENERGY	MONTHLY UTILITY	296.80
71040	COON RAPIDS CHRYSLER	AUTO REPAIR/SERVICE	332.39
71041	DEARBORN LIFE INSURANCE COMPANY	COBRA PAYMENT	3.50
71042	DELTA DENTAL	COBRA PAYMENT	143.58
71043	ECM PUBLISHERS, INC.	PUBLIC HEARING PUBLICATION	172.00
71044	EMERGENCY AUTOMOTIVE TECHNOLOGIES	AUTO REPAIR/SERVICE	57.50

CITY OF SPRING LAKE PARK
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
71045	ESS BROTHERS, INC.	PARTS	556.80
71046	HEALTH PARTNERS	NEW HIRE MEDICAL EXAM	677.00
71047	IDC AUTOMATIC	GARAGE DOOR PARTS	263.74
71048	Jamie Cassidy	REIMBURSEMENT	30.00
71049	LEADSONLINE	RENEWAL OF INVESTIGATION SYSTEM	2,192.00
71050	MICHAEL LEDMAN	RECREATION INSTRUCTOR	243.00
71051	LISA MURPHY	UNIFORM ALLOWANCE	54.95
71052	MANSFIELD OIL COMPANY	FUEL	1,645.60
71053	MHSRC/RANGE	DRIVING CLASS	796.00
71054	MUNICIPAL CODE CORPORATION	WEBSITE BASE/HOSTING	5,000.00
71055	MUNICIPAL PAVING PLANT	ASPHALT	65.14
71056	NORTHERN TOOL & EQUIPMENT	LOCKS	129.97
71057	RDO EQUIPMENT CO.	PARTS	307.11
71058	RECYCLE TECHNOLOGIES	CITY RECYCLED ITEMS	43.16
71059	SYMBOL ARTS	NEW BADGES	2,184.25
71060	TWIN CITIES BMEU WEST	POSTAGE	2,346.84
71061	USS MINNESOTA ONE MT LLC	MONTHLY UTILITY - SOLAR	7,175.06
71062	WALTERS RECYCLING REFUSE SERV	MONTHLY GARBAGE/ORGANICS	524.17
71063	ZILLOW GROUP	UTILITY REFUND	34.52
71064	AARON IMIG	REIMBRUSEMENT FOR OFFICE SUPPLIES	26.45
71065	ABLE HOSE & RUBBER INC.	SUPPLIES	266.85
71066	ANAGO	JANITORIAL SERVICES	1,700.00
71067	JOSH ANTOINE	PHONE REIMBURSEMENT	50.00
71068	ASPEN MILLS	UNIFORM ALLOWANCE - BRAHS	25.70
71069	BATTERIES PLUS BULBS	AED BATTERIES	119.90
71070	CINTAS	OPERATING SUPPLIES - MATS	76.58
71071	COON RAPIDS CHRYSLER	AUTO SERVICE/REPAIRS	55.00
71072	CUTTER SALES INC	OPERATING SUPPLIES	85.34
71073	FLEETPRIDE	TOOLS	32.92
71074	SLP PANTHER BASKETBALL/GARY GUZY	BASKETBALL CLINIC	347.10
71075	HAUGO GEO TECHNICAL SERVICES, LLC	DRILLING REPORT	3,240.00
71076	I STATE TRUCK CENTER	AUTO SERVICE/REPAIRS	56.61
71077	RICHARD KRAMER	REIMBURSEMENT	12.24
71078	MENARDS-CAPITAL ONE TRADE CREDIT	CREDIT CARD PAYMENT	255.78
71079	MIDWEST DIESEL SERVICE INC.	AUTO SERVICE/REPAIRS	129.00
71080	MIKE MCPHILLIPS INC	STREET SWEEPING	6,119.75
71081	NORTH METRO TELEVISION	POWER SUPPLY	85.00
71082	OFFICE DEPOT	OFFICE SUPPLIES	7.99
71083	PITNEY BOWES	POSTAGE REFILL	201.97
71084	RDO EQUIPMENT CO.	AUTO SERVICE/REPAIRS	37.16
71085	SHRED-IT USA	MONTHLY SHREDDING	367.86
71086	TASC	COBRA FEE	30.08

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
GENERAL OPERATIONS

Date: Nov 2021
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Claim Res.#21-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
71087	THE HOME DEPOT CREDIT SERVICES	CREDIT CARD PAYMENT	110.04
71088	TRI STATE BOBCAT INC	AUTO REPAIR/SERVICES	45.55
71089	ULINE	OPERATING SUPPLIES	75.22
		TOTAL DISBURSEMENTS	<u>200,693.21</u>



Memorandum

To: Mayor Nelson and Members of the City Council

From: Wanda Brown, Accounting Clerk/Special Projects Coordinator

Date: December 3, 2021

Subject: SafeAssure Annual Contract

Attached you will find the proposed 2021 Safety Consultant Contract with SafeAssure. The contract cost is \$6801.66, and includes a Full-Service Agreement and the MSDS/SDS On-line Services.

The company has multiple options for service including Zoom sessions, additional specific subject online training sessions (through the SafeAssure Educational website), and of course in-person training as done as safely as it possibly can be done.

I am recommending that we renew our contract with SafeAssure.

Thank you.



**WHAT SAFEASSURE
WILL DO FOR THE CITY
OF SPRING LAKE PARK**

**INFORMATION
PACKET/PROPOSAL**

January 2022

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarify written and training requirements.**

The required standards that apply to The City of Spring Lake Park are listed below:

A.W.A.I.R.

MN Statute 182.653

"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".

BLOODBORNE PATHOGENS

29 CFR 1910.1030

Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

CONFINED SPACE

29 CFR 1910.146

If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....

CONTROL OF HAZARDOUS ENERGY

29 CFR 1910.147 &

MN Statute 5207.0600

"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".

EMERGENCY ACTION PLAN

29 CFR 1910.35 THRU .38

"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".

ERGONOMICS

29 CFR PART 1910.900 THRU 1910.944

"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."

EXCAVATIONS/TRENCHING 1926.651 (k)(1)

Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions.

GENERAL DUTY CLAUSE

PL91-596

"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."

HAZARD COMMUNICATIONS

29 CFR 1910.1200 &

MN Statute 5206.0100 thru 5206.1200

"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the work-place..."

LOGGING OPERATIONS 1910.266 (i)(1)

The employer shall provide training for each employee, including supervisors, at no cost to the employee.

MOBILE EARTHMOVING EQUIPMENT

MN RULES 5207.1000

Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.

OCCUPATIONAL NOISE EXPOSURE

29 CFR 1910.95

The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels and shall ensure employee participation in such a program.

OVERHEAD CRANES

1910.179(j)(3)

Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....

PERSONAL PROTECTIVE EQUIPMENT

1926.95 a)

"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

RESPIRATORY PROTECTION

29 CFR 1910.134

Written standard operating procedures governing the selection and use of respirators shall be established.

RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES

29 CFR 1904

"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts when or if applicable during the Service Agreement year. (Subparts represent multiple standards)

1910 Subparts

Subpart D - Walking - Working Surfaces
Subpart E - Means of Egress
Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
Subpart G - Occupational Health and Environmental Control
Subpart H - Hazardous Materials
Subpart I - Personal Protective Equipment
Subpart J - General Environmental Controls
Subpart K - Medical and First Aid
Subpart L - Fire Protection
Subpart M - Compressed Gas and Compressed Air Equipment
Subpart N - Materials Handling and Storage
Subpart O - Machinery and Machine Guarding
Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.
Subpart Q - Welding, Cutting, and Brazing.
Subpart S - Electrical
Subpart Z - Toxic and Hazardous Substances

1926 Subparts

Subpart C - General Safety and Health Provisions
Subpart D - Occupational Health and Environmental Controls
Subpart E - Personal Protective and Life Saving Equipment
Subpart F - Fire Protection and Prevention
Subpart G - Signs, Signals, and Barricades
Subpart H - Materials Handling, Storage, Use, and Disposal
Subpart I - Tools - Hand and Power
Subpart J - Welding and Cutting
Subpart K - Electrical
Subpart L - Scaffolds
Subpart M - Fall Protection
Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations
Subpart P - Excavations
Subpart V - Power Transmission and Distribution
Subpart W - Rollover Protective Structures; Overhead Protection
Subpart X - Stairways and Ladders
Subpart Z - Toxic and Hazardous Substances
Applicable MN OSHA 5205 Rules
Applicable MN OSHA 5207 Rules
Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of The City of Spring Lake Park to obtain as required to comply with OSHA standards.

Our Service Agreement year will begin on the signing of this Service Agreement. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

All documents and classroom training produced by SafeAssure Consultants for The City of Spring Lake Park are for the sole and express use by The City of Spring Lake Park and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.

It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a Service Agreement year, will be made at no additional cost to The City of Spring Lake Park.

All written programs/services that are produced by SafeAssure Consultants, Inc. are guaranteed to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse The City of Spring Lake Park should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.

If SafeAssure fails to perform any of the provisions of this Service Agreement or so fails to administer the work as to endanger the performance of the Service Agreement, such failure may constitute default. Unless the default is excused by the city, the city may, upon written notice to the SafeAssure, cancel this agreement in partial or entirety.

As a "full-service client" all time spent consulting, answering questions, correspondence, and OSHA inspection assistance both on and off site are part of the Service Agreement services and are included (see also schedule within).

ADDENDUM
SAFETY PROGRAM RECOMMENDATIONS
The City of Spring Lake Park

Written Programs & Training

A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

Bloodborne Pathogens

- review/modify or write site specific program
- documented training of all personnel

Chainsaw/Tree Trimming

- review/modify or write site specific program
- documented training of all personnel

Confined Space

- review/modify or write site specific program
- documented training of all personal

Contractors Safety Program

- review/modify or write site specific program
- documented training of all personnel

Cranes-Chains-Slings

- review/modify or write site specific program
- documented training of all personnel (inspections)

Emergency Action Plan

- review/modify or write site specific program
- documented training of all personnel

Employee Right to Know/Hazard Communication

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating MSDSONline Database

Ergonomics/Proper Lifting

- review/modify or write site specific program
- documented training of all personnel
 - job hazards-recognition
 - control steps
 - reporting
 - management leadership requirements
 - employee participation requirements

Fleet Safety/Defensive Driving

- review/modify or write site specific program
- documented training of all personnel

General Safety Requirements (other as required)

- review/modify or write site specific program
- documented training of all personnel

Hearing Conservation (Occupational Noise Exposure)

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

Lock Out/Tag Out (Control of Hazardous Energy)

- review/modify or write site specific program
- documented training of all personnel

Mobile Earthmoving Equipment

- review/modify or write site specific program
- documented training of all personal

Personal Protective Equipment

- review/modify or write site specific program
- documented training of all personnel

Recordkeeping

- review/modify or write site specific program
- documented training of all personnel

Respiratory Protection

- review/modify or write site specific program
- documented training of all personnel
- Medical Questionnaire/Fit Tests

Trenching/Excavation

- review/modify or write site specific program
- documented training of all personnel

The "SafeAssure Advantage"

- On-Line training available for AWAIR, EAP, ERTK, ERGO/Lifting, Bloodborne, Fire Extinguishers
- Safety Committee Advisor
- Employee Safety Progress Analysis
- SafeAssure "Client Discount Card" from Fastenal Stores or Catalogs (15% off any item)
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO-as required)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- "ALERT" data base
- Unlimited consulting services

Service Agreement

THIS AGREEMENT is made this first day of January 2022 between The City of Spring Lake Park, Spring Lake Park, Minnesota, herein referred to as The City of Spring Lake Park and SafeAssure Consultants, Inc. 7505 93rd AVE NE, Spicer, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this Service Agreement, The City of Spring Lake Park (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum of \$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.

SafeAssure further agrees that The City of Spring Lake Park will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges The City of Spring Lake Park, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless The City of Spring Lake Park, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of The City of Spring Lake Park, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

In consideration of this signed Service Agreement, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide The City of Spring Lake Park, the aforementioned features and services. These features and services include but are not limited to providing OSHA compliance recommendations/consultations, scheduled classroom-training sessions, unlimited online training, and writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of Spring Lake Park.

ANNUAL SERVICE AGREEMENT (FULL SERVICE)	\$6,801.66
MSDS/SDS ON-LINE SERVICES	(included)

TOTAL ANNUAL \$ \$6,801.66

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

X _____
The City of Spring Lake Park Date

X _____
The City of Spring Lake Park Date

x 

President-SafeAssure Date 120121



Biennial Audit

Agency Information

Spring Lake Park Police Department
1301 81st Ave NE
Spring Lake Park, MN 55432

Audit Date

July 20, 2021

Reviewer

Ann Platson
Ann.platson@cit-net.com

Computer Integration Technologies, Inc.
651-255-5758

Summary Report

In accordance with MN Statute 13.825 Portable Recording Systems, Subd. 9, (Biennial requirement, an audit was conducted with the following results:

- Portable Recording system found to positively maintain date and time information of recorded data, accurately, and as required.
- Recorded Data is appropriately classified per Policy 800
- Recorded Data validated to be utilized and stored appropriately
- Recorded Data validated to be appropriately disseminated and/or shared, as required and requested
- Recorded Data destruction rules applied at time of data creation
- Recorded Data is internally audited and reviewed periodically within audit period, to verify policy compliance.

Additional Considerations:

Spring Lake Park's Police Department's of use of [Policy 800](#), which set the guidance for operation of Body Worn Cameras, is publicly displayed, via the [SLPPD website](#) and linked within this document for reference. The Policy addresses compliance to MN Statute 13.825 Portable Recording System. The Policy was reviewed against BWC user practices to include data classification, collection, access, storage and dissemination. The review demonstrated all portions of Policy 800 are carried out as documented.

At the time of the audit, Spring Lake Park Department fulfills all the requirements as identified in the MN Statute 13.825 Portable Recording System.

Should any further information be required in accordance with this audit. Please contact the above listed reviewer at the number or email listed above.

Computer Integration Technologies, Inc.
2375 Ventura Drive
Woodbury, MN 55125-3930
WWW.CIT-NET.COM

City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432

Business Licenses - Massage

December 20, 2021

Massage Therapy Licenses

Hair By Hughes 913 Manor Dr

Enterprise License- Carlene Bayer

Individual Tech- Holly Rosa

Individual Tech - Amanda VanReese

Acupressure Massage 8189 University Ave

Enterprise License- Jian Shi

Individual Tech - Jian Shi

Spring Lake Spa, LLC. 7777 Hwy 65

Enterprise License - Chongli Tang

Individual Tech - XiaOxin Qu

Individual Tech - Lirong Yang

City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432

Contractor's Licenses

December 20, 2021

General Contractor

Twin Cities Railing, LLC.

Plumbing Contractor

Joe Nance Plumbing & Water Conditioning System, LLC.

Urban Pine Plumbing & Mechanical, Inc.



Police Report

November 2021

Submitted for Council Meeting December 20, 2021

The Spring Lake Park Police Department responded to seven hundred and thirteen calls for service for the month of November 2021. This is compared to responding to six hundred and twenty-five calls for service for November 2020.

Investigator Bennek reports handling twenty-one cases for the month of November. Twenty of these cases are felony in nature and one of these cases was misdemeanor in nature. Investigator Bennek also reports monitoring four forfeiture cases along with closing one case in November. For further details, see Investigator Bennek's attached report.

Our School Resource Officer, Officer Imig reports handling seventeen calls for service for the month of November at our local schools, as well as handling twenty-two student contact, eighteen student escorts and ten follow up investigations into school related incidents. For further details, see School Resource Officer Imig's attached report.

The Spring Lake Park Police Department Administrative Office Staff continue to be vital part of the police departments day to day operations. Along with their day to day duties they have been assisting in the current hiring process.

The month of November has been a busy month for myself as well. Along with the day to day operations I have continued to run the hiring process for the next officer and as of today's date have finished up 2nd interviews and handed background packets out to the top three candidates. I have also attended several meetings and trainings throughout the month of November.

This will conclude my report for the month of November 2021.

Are there any questions?



Investigator
Tony Bennek

Spring Lake Park Police Department Investigations Monthly Report

November 2021

Total Case Load

Case Load by Level of Offense: 21

Felony	20
Gross Misdemeanor	0
Misdemeanor	1

Case Dispositions:

County Attorney	20
Juvenile County Attorney	0
City Attorney	1
Forward to Other Agency	0
SLP Liaison	0
Carried Over	0
Unfounded	0
Exceptionally Cleared	0
Closed/Inactive	0

Forfeitures:

Active Forfeitures	4
Forfeitures Closed	1

Spring Lake Park Police / School Resource Officer Report

November 2021

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	14	22	17	10
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School	1		1	
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations	2			
Totals:	17	22	18	10

*refers to consultations with students not requiring a police report

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	
Students charged with Assault or Disorderly Conduct	6
Students charged with other crimes	3
Non-students Charged	
Warrant Arrests	
Miscellaneous reports	8

Parks and Recreation Department Report for the Month of November

November activities included a two-day youth basketball clinic hosted by SLP High School Basketball Coaches, a day trip to Old Log Theater, painting classes, mature driver classes, yoga, Zumba, Spruce Tip Pot Making Class, Dance classes, Medicare Talk, pickleball and the annual Turkey Shoot Family Night. After one year away, the Turkey Shoot had over 28 families participating in the 30-minute skills event. The Recreation Department collected donated food and delivered it to a local food shelf after the event.

Staff are working on new website content input and design and the site will be ready for the December 15 launch date. Staff also finished the winter catalog which will be mailed to homes the week of December 20. Additionally, staff also inputs all the data into the registration system.

The Park and Recreation Commission has two open seats for 2022, if interested please contact the Recreation Office at City Hall.

Warming house attendant applications are available on the website. Water is being applied to rinks with scheduled opening on December 30.

Upcoming winter break youth activities include Art Camp, Grand Slam day trip, Conquer Ninja Gym Day Trip and Wirth Park Tubing Day Trip. Few spots remain.

During December, I have been working on getting quotes for replacement of the Terrace Park Shelter and Able Park Basketball Court.

During the month of November, I attended the following meetings/trainings/events:

- Park and Recreation Commission
- City Council Workshop
- City Council
- Turkey Shoot Event

This concludes the Parks and Recreation Report for the month of November.

Respectfully submitted by

Kay Okey
Parks and Recreation Director

CITY PARKS ARE A
SMART INVESTMENT
FOR AMERICA'S
HEALTH,
ECONOMY,
& **ENVIRONMENT**



cityparksalliance.org

City parks play a vital role in the social, economic and physical well-being of America's cities and their residents. As cities become more densely populated, and concern about the impact of climate change increases, planners, elected officials, and community advocates are taking a fresh look at parks and their potential to help address critical urban infrastructure and public health issues. City parks provide access to recreational opportunities, increase property values, spur local economies, combat crime, and protect cities from environmental impacts. **Parks are now recognized as powerful tools for urban communities and local economies.**

SOURCES

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2. Robert Wood Johnson Foundation. "Fast Facts on the State of Obesity in America." September 2014.
3. Centers for Disease Control (CDC). Parks, Trails and Health Resources. "Data on Healthy Community Design." November 2015.
4. National Institute of Mental Health. "Any Mental Illness (AMI) Among Adults." n.d.
5. Wolf, K.L., and K. Flora. "Mental Health and Function - A Literature Review." Green Cities: Good Health. University of Washington, College of the Environment. December 26, 2010.
6. Coleman, Allison. "Parks: Improving Mental Health and Well-Being." Parks and Recreation. National Recreation and Park Association. April 1, 2015.
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11. Harnik, P. "From Fitness Zones to the Medical Mile: How Urban Park Systems Can Best Promote Health and Wellness." Trust for Public Land. 2011. 5.
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13. Crompton, J.L. "The Proximate Principle: The Impact of Parks, Open Space and Water Features on Residential Property Values and the Property Tax Base." National Recreation and Park Association. 2004. 13-15.
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15. City Observatory. 2014. 2.
16. Harnik, P. "From Fitness Zones to the Medical Mile: How Urban Park Systems Can Best Promote Health and Wellness." Trust for Public Land, 2011. 32.
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19. Sanders, Rex. "Hurricane Sandy: Three Years Later." USGS. Sound Waves Monthly Newsletter. Dec. 2015/Jan. 2016.
20. Trust for Public Land. "Clean Parks, Clean Water: Making Great Places Using Green Infrastructure," Case Studies. Historic Fourth Ward Park Case Study. Atlanta, GA. n.d.



Visit cityparksalliance.org to download info graphics and for usage instructions.

City Parks Improve Health and Reduce Costs

PHYSICAL BENEFITS



Nearly **HALF** of all adults in the U.S. have **chronic health conditions**, such as heart disease, diabetes and obesity.¹

About

1 in 3

children in the U.S. is either **obese or overweight**.²



People **EXERCISE MORE** if they have access to **PARKS** and other safe outdoor places. **Physical activity can reduce or prevent serious health problems**.³

MENTAL BENEFITS



Mental illness affects over **43 MILLION** adults in the U.S. according to the National Institute of Mental Health.⁴

PARKS SUPPORT MENTAL HEALTH THROUGH PHYSICAL ACTIVITY



People with access to parks are more likely to exercise. **Exercise reduces anxiety and depression and can help alleviate symptoms of a variety of mental health conditions, including dementia and Alzheimer's**.^{5, 6}

COMMUNITY BENEFITS

Greening of vacant urban land has been shown to decrease crime.⁷

COST SAVINGS



The **high costs** of chronic diseases each year in the U.S. include:

OBESITY

\$147 BILLION⁸

DIABETES



\$245 BILLION⁹

HEART DISEASE



\$108 BILLION¹⁰

PARKS HELP TO REDUCE THE COSTS OF HEALTHCARE



Maintaining a **healthy weight** saves

\$1,500 per person in healthcare costs a year.¹¹

City Parks Provide Economic Benefits

PARKS ATTRACT RESIDENTS AND BUSINESSES



Nashville's investment in downtown parks has contributed to a 50% increase in the number of **25 to 34 year olds with college degrees** moving to the city over the last decade.¹²

PARKS INCREASE PROPERTY VALUES



Houses near parks or trails have **5-20% higher property values** than those in the surrounding community.^{13, 14}

PARKS INCREASE REVENUE FOR CITIES

Property tax is one of the most important revenue streams for cities. Cities receive an increase in property tax revenue from people moving back to the cities.

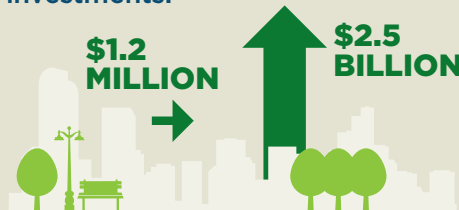


Since 2000, the number of young, educated adults moving to livable, walkable urban neighborhoods has increased

37%.¹⁵

PARKS SPUR PRIVATE INVESTMENT, INCREASE JOB OPPORTUNITIES

In Denver, \$1.2 million in federal park grants galvanized over \$2.5 billion in local public and private investments.¹⁶



PARKS LOWER INFRASTRUCTURE COSTS FOR CITIES

Cities are creating and using parks as a green infrastructure approach to **managing stormwater** and **preventing flooding**.



Philadelphia is saving

\$14 BILLION

by managing storm water and preventing flooding with parks and green infrastructure instead of new pipes and tunnels.¹⁷

City Parks Provide Environmental Benefits

PARKS CLEAN THE AIR



Trees in urban parks **remove toxins** from the air, such as carbon monoxide, that can pose serious health risks to people.

PARKS PROVIDE \$3.8 BILLION IN AIR POLLUTION SAVINGS

Urban trees in the U.S. **remove 711,000 TONS** of air pollution annually, at a value of

\$3.8 BILLION

not only **saving money** but also **improving public health**.¹⁸



PARKS CLEAN THE WATER

Parks and green space filter rain which reduces water pollution, protects drinking water and decreases rates of waterborne illness.

Parks improve environmental health and save communities money.



PARKS KEEP CITIES COOLER

Parks help to **cool cities** by reducing the heat island effect.



PARKS MAKE CITIES MORE RESILIENT

Nationwide cities are confronted with the impacts of **climate change and increased flooding**.¹⁹

Hurricane Sandy caused up to **\$70 BILLION** in damages to communities.

PARKS SAVE MONEY ON INFRASTRUCTURE

Cities are creating and using parks as a green infrastructure approach to **managing stormwater** and **preventing flooding**.



Using just one park and investing in green infrastructure instead of gray infrastructure, the **City of Atlanta is saving at least \$16 MILLION**.²⁰



cityparksalliance.org

2121 Ward Court, NW, 5th Floor

Washington, D.C. 20037

202-974-5120





Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: December 13, 2021
Subject: 2021/2022 Property Tax Levy

Resolution 21-56 will adopt the 2021 property tax levy, collectible in 2022. The proposed tax levy for 2021/2022 is 4.02% higher than the current 2020/2021 property tax levy.

The tax levy will be allocated as follows:

General Government	\$3,520,702
Debt Service Levy	<u>\$ 256,542</u>
TOTAL	\$3,777,244

The property tax levy will fund the City's operations for the 2022 fiscal year.

The preliminary property tax levy certified in September was \$3,829,837, or 5.46% higher than 2020/2021 property tax levy. City staff was able to make reductions to the General Fund budget, which was able to reduce the proposed tax levy by \$52,593.

The annual Truth in Taxation public hearing was conducted on December 6, 2021. No one wished to speak on the proposed property tax levy and 2022 annual budget.

City staff recommends approval of the Resolution. The property tax levy must be certified to Anoka and Ramsey Counties no later than December 28, 2021.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

RESOLUTION NO. 21-56

RESOLUTION ADOPTING FINAL 2021 TAXES COLLECTABLE IN 2022

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the following sums of money be levied for the current year, collectable in 2022, upon the taxable property in said City of Spring Lake Park, Minnesota:

General Revenue	\$3,520,402
2018A G.O. Equipment Certificate	\$ 176,542
2014A G.O. Improvement Bonds	<u>\$ 80,000</u>
TOTAL LEVY:	\$3,777,244

BE IT FURTHER RESOLVED that the Administrator, Clerk/Treasurer of the City of Spring Lake Park is hereby instructed to transmit a certified copy of this resolution to the County Auditors of Anoka and Ramsey Counties, Minnesota.

The foregoing resolution was moved for adoption by

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 20th day of December, 2021.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

State of Minnesota)
Counties of Anoka and Ramsey)ss
City of Spring Lake Park)

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 21-56, A Resolution Adopting Final 2021 Taxes Collectable in 2022, adopted by the Spring Lake Park City Council at their regular meeting on the 20th day of December 2021.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: December 13, 2021

Subject: 2022 Budget

Included in the packet is the 2021 General Fund Budget.

The budget has been amended to reflect implementation of the 2022 pay plan prepared by Baker Tilly.

Below is a comparison table of 2021 budget, 2022 preliminary budget and 2022 final budget.

Revenue

	2021 Budget	2022 Preliminary Budget (Sept)	2022 Final Proposed Budget (Dec)	% change from prelim to final budget	% change from 2021 budget to final budget
Tax Levy	\$3,366,932	\$3,573,295	\$3,520,702	(1.47%)	4.56%
Intergovernmental Revenue	\$ 689,048	\$ 694,424	\$ 694,424	0.00%	0.78%
Permit and Licenses	\$ 160,562	\$ 155,462	\$ 155,462	0.00%	(3.18%)
Charges for Current Service	\$ 156,763	\$ 192,220	\$ 192,220	0.00%	22.62%
Misc. Revenues	\$ 112,784	\$ 128,034	\$ 128,034	0.00%	13.52%
Interfund Transfer	\$ 145,666	\$ 147,230	\$ 147,230	0.00%	1.07%
TOTAL REVENUE	<u>\$4,631,755</u>	<u>\$4,890,665</u>	<u>\$4,838,069</u>	(1.08%)	4.54%

Expenditure

	2021 Budget	2022 Preliminary Budget (Sept)	2022 Final Proposed Budget (Dec)	% change from prelim. to final budget	% change from 2021 budget to final 2022 budget
City Council	\$ 70,740	\$ 71,635	\$ 71,636	0.00%	1.27%
Administration	\$ 435,118	\$ 440,211	\$ 465,601	5.77%	7.00%
Assessor	\$ 37,040	\$ 37,500	\$ 37,500	0.00%	1.24%
Audit	\$ 11,300	\$ 11,950	\$ 11,950	0.00%	5.75%
I.T.	\$ 61,305	\$ 60,605	\$ 61,305	1.15%	0.00%
Legal	\$ 122,500	\$ 122,500	\$ 122,500	0.00%	0.00%
Engineering	\$ 7,500	\$ 7,500	\$ 7,500	0.00%	0.00%
Planning & Zoning	\$ 1,025	\$ 1,025	\$ 1,025	0.00%	0.00%
Government Buildings	\$ 128,571	\$ 138,747	\$ 139,331	0.42%	8.37%
Police	\$1,990,890	\$1,999,554	\$2,008,390	0.44%	0.87%
Fire	\$ 291,710	\$ 309,995	\$ 301,535	(2.73%)	3.37%
Code Enforcement	\$ 191,404	\$ 263,963	\$ 281,204	6.53%	46.92%
Streets	\$ 275,616	\$ 280,824	\$ 280,503	(0.11%)	1.77%
Recreation	\$ 343,498	\$ 378,550	\$ 391,831	3.51%	14.07%
Parks	\$ 343,601	\$ 363,691	\$ 365,761	0.57%	6.45%
Miscellaneous	\$ 270,500	\$ 402,415	\$ 290,500	(27.81%)	7.39%
TOTAL EXPENDITURE	<u>\$4,582,318</u>	<u>\$4,890,665</u>	<u>\$4,838,072</u>	(1.08%)	5.58%

Staff recommends approval of the 2021 General Fund budget.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

RESOLUTION NO. 2021-57

RESOLUTION ADOPTING 2022 GENERAL FUND BUDGET

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the City Council adopts the 2022 General Fund budget and establishes revenues and appropriates the following amounts for each Department:

Revenues

Tax Levy	\$3,520,702
Intergovernmental Revenue	\$ 694,424
Permit and Licenses	\$ 155,462
Charges for Current Services	\$ 192,220
Miscellaneous Revenues	\$ 128,034
Interfund Transfers	\$ 147,230
TOTAL	\$4,838,072

Expenditures

City Council	\$ 71,636
Administration	\$ 465,601
Assessor	\$ 37,500
Auditor	\$ 11,950
I.T.	\$ 61,305
Legal Fees	\$ 122,500
Engineer	\$ 7,500
P&Z	\$ 1,025
Government Buildings	\$ 139,331
Fire Protection	\$ 301,535
Code Enforcement	\$ 281,204
Street Department	\$ 280,503
Recreation	\$ 391,831
Police Department	\$2,008,390
Parks Department	\$ 365,761
Miscellaneous	\$ 290,500
TOTAL	\$4,838,072

BE IT FURTHER RESOLVED that the Administrator, Clerk/Treasurer is hereby authorized to implement the budget as approved by the City Council.

The foregoing resolution was moved for adoption by Councilmember.

Upon roll call, the following voted aye: Councilmembers

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 20th day of December, 2021.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

State of Minnesota)
Counties of Anoka and Ramsey)ss
City of Spring Lake Park)

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 21-57, A Resolution Adopting 2022 General Fund Budget, adopted by the Spring Lake Park City Council at their regular meeting on the 20th day of December 2021.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____



2022

General Fund

Budget

HISTORICAL REVENUE RECAP 2017-2022

rev. 12/13/21

ACCT #	GENERAL FUND DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
TAX LEVY:							
101-31010	CURRENT TAXES-LEVY	2,847,368.58	2,958,290.70	3,119,424.41	3,311,436.22	3,366,932	3,520,702
101-31020	DELINQUENT TAXES	28,619.47	52,106.54	41,800.49	18,816.52	0	0
101-31050	EXCESS TIF	0.00	0.00	0.00	0.00	0	0
101-31910	TAX PENALTIES & INTEREST	5,151.93	10,866.01	10,072.62	368.16	0	0
INTERGOVERNMENTAL REVENUE:							
101-33401	LOCAL GOVERNMENT AID	340,121.00	393,162.00	396,715.00	509,111.00	546,048	551,424
101-33404	PERA INCREASE AID	5,775.00	5,775.00	5,775.00	0.00	0	0
101-33407	STATE FIRE AID	0.00	0.00	0.00	0.00	0	0
101-33416	POLICE TRAINING REIM	3,497.20	10,527.04	10,935.95	10,350.02	8,000	8,000
101-33421	POLICE-PERA	91,670.49	95,701.06	100,754.90	97,660.72	95,000	95,000
101-35101	COURT FINES	41,093.09	40,009.82	39,868.61	29,309.56	40,000	40,000
PERMIT AND LICENSES:							
101-32110	LIQ,WINE,NON-INTOX,CLUB	26,989.49	40,799.35	32,659.69	21,911.35	29,500	26,500
101-32111	OFF-SALE LIQUOR	-	-	310.00	0.00	310	310
101-32178	PAWN INVESTIGATION FEE	-	-	100.00	0.00	-	0
101-32179	PAWN SHOP LICENSES	6,252.00	6,252.00	6,252.00	6,252.00	6,252	6,252
101-32180	CIG,DANCE,USED CAR,MISC	6,143.00	5,896.32	6,103.68	6,975.00	6,000	6,000
101-32181	SIGN PERMITS	6,767.00	6,394.74	13,117.50	3,934.70	8,000	5,500
101-32208	CONTRACTORS LICENSE	10,045.00	9,630.00	11,320.00	9,545.00	8,500	8,500
101-32210	BUILDING PERMITS	202,160.17	173,578.89	141,590.87	60,072.93	75,000	75,000
101-32211	BLDG PERMIT SURCHG	5,419.22	7,369.74	5,560.71	2,390.93	5,000	5,000
101-32215	DEMOLITION PERMIT	-	-	150.00	747.64	-	0
101-32230	PLUMBING PERMITS	16,747.00	5,126.00	10,196.92	7,094.62	5,000	5,000
101-32231	PLBG PERMIT SURCHG	878.00	83.00	150.14	107.80	1,000	1,000
101-32232	HEATING & A/C PERMITS	54,707.02	24,802.43	30,979.66	11,933.11	10,000	10,000
101-32233	HTG & A/C SURCHGS	1,060.52	591.99	936.06	192.38	1,000	1,000
101-32240	DOG & CAT REGISTRATION	396.00	694.00	670.00	492.00	400	400
101-32260	CERT OF OCCUPANCY	2,600.00	1,800.00	3,400.00	3,900.00	2,600	3,000
101-32261	VACANT PROPERTY REG**	1,456.33	2,800.00	2,400.00	400.00	2,000	2,000
101-32262	SOLICITORS LICENSE	50.00	0.00	100.00	0.00	0	0
CHARGES FOR CURRENT SERVICES:							
101-34102	ZONING LETTERS	200.00	400.00	100.00	200.00	200	200
101-34103	SUP,ZONING,VARIANCE	5,890.00	6,115.00	7,760.00	6,850.00	3,500	5,000
101-34104	PLAN REVIEW FEES	111,040.66	84,082.81	79,463.44	24,963.96	40,000	40,000
101-34105	SALE OF MAPS,COPIES	592.00	875.50	900.25	139.60	300	300
101-34107	ASSESSMENT SEARCHES	0.00	0.00	50.00	25.00	100	100
101-34108	ADMIN SAC CHARGES	0.00	340.00	975.00	2,425.00	100	100
101-34109	FILING FEES	0.00	60.00	0.00	90.00	0	45
101-34111	ADM GAMBLING EXP	33,042.00	34,033.00	62,653.45	36,106.00	37,188	38,300
101.34115	GUN RANGE USE	60.00	340.00	390.00	180.00	375	375

HISTORICAL REVENUE RECAP 2017-2022

rev. 12/13/21

ACCT #	GENERAL FUND DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
101-34117	FACILITY ROOM RENTAL	100.00	1,600.00	450.00	0.00	500	500
101-34201	POLICE & FIRE ALARM CALLS	2,850.00	225.00	3,975.00	975.00	2,000	2,000
101-34203	ACCIDENT REPORTS	60.50	0.00	0.00	380.00	0	0
101-34204	RENTAL HOUSING REG	55,402.32	71,315.00	65,120.00	63,835.00	70,000	103,300
101-34205	R-OF-WAY APPLICATIONS	2,881.20	9,125.60	2,888.30	830.10	2,500	2,000
MISCELLANEOUS REVENUES:							
101-34801	INSURANCE DIVIDENDS	7,909.00	3,851.00	3,332.00	6,931.00	3,500	6,000
101-34949	RESTITUTION	0.00	0.00	217.84	363.91	0	0
101-34950	REFUND & REIM	409.73	1,259.07	9,751.82	502.51	5,000	5,000
101-35102	ADMN OFFENSE FINES	4,745.00	3,240.00	10,701.27	5,310.00	3,500	18,500
101-35347	TRAFFIC EDUCATION PRGM	1,815.06	0.00	0.00	0.00	0	0
101-35348	PROPERTY ROOM REVENUE	382.07	681.95	0.00	332.94	500	500
101-35349	MN DRIVING DIVERSION PRRM	1,000.00	700.00	1,100.00	1,300.00	500	750
101-35350	DETOX TRANSPRT REIM	30.00	300.00	120.00	60.00	200	200
101-36200	MISC REVENUES	10,245.00	0.00	0.00	0.00	0	0
101-36210	INTEREST EARNINGS	22,220.49	35,183.30	78,833.89	6,795.01	15,000	12,500
101-36901	LIAISON OFFICER	75,152.00	77,406.00	79,728.00	78,419.50	84,584	84,584
101-39100	REIMB FOR ADMIN SERVICES	1,164.40	0.00	8,100.00	5,050.00	0	0
101-39101	RECYCLE PARK PROGRAM	2,074.40	1,946.00	2,166.76	0.00	0	0
INTERFUND TRANSFERS:							
101-39201	TRANSFER-OTHER FUNDS	(260,000.00)	(209,022.30)	0.00	205,628.05	0	0
101-39202	TRANSFER-P.U.	47,740.00	47,740.00	49,172.00	50,647.00	52,166	53,730
101-39203	TRANSFER-LIQUOR	75,000.00	75,000.00	75,000.00	50,000.00	25,000	25,000
101-39205	TRANSFER-TIF #6	0.00	0.00	0.00	3,000.00	3,000	3,000
101-39206	TRANSFER-RECYCLING	2,500.00	2,500.00	2,500.00	3,000.00	3,000	3,000
101-39207	TRANSFER-RECREATION	60,000.00	60,000.00	62,500.00	62,500.00	62,500	62,500
TOTAL GENERAL FUND		3,969,473.34	4,161,553.56	4,599,293.23	4,729,841.24	4,631,755	4,838,072

CITY OF SPRING LAKE PARK

2022 BUDGET BREAKDOWN OF REVENUES:

rev. 12/13/21

<u>TAX LEVY:</u>	2020 ACTUAL	2021 BUDGET	2022 BUDGET
31010 Current Taxes (Includes Fiscal Disparities) Anoka & Ramsey Counties	\$ 3,311,436.22	\$ 3,366,932	\$ 3,520,702
31020 Delinquent Taxes Received	\$ 18,816.52		
31910 Penalties & Interest	\$ 368.16		

INTERGOVERNMENTAL REVENUE:

STATE:

33401 Local Government Aid	\$ 509,111.00	\$ 546,048	\$ 551,424
33404 PERA Increase Aid (phased out 6/30/20)	\$ -	\$ -	\$ -
33416 Police Training Reimbursement	\$ 10,350.02	\$ 8,000	\$ 8,000
33421 Insurance Premium-Police (Based on the portion we pay into PERA benefits)	\$ 97,660.72	\$ 95,000	\$ 95,000
35101 Court Fines (Anoka Co-State disburses funds)	\$ 29,309.56	\$ 40,000	\$ 40,000

PERMIT AND LICENSES:

32110 Liquor,Wine,Non-Intox & Club Lic	\$ 21,911.35	\$ 29,500	\$ 26,500
32111 Off-Sale Liquor	\$ -	\$ 310	\$ 310
32179 Pawn Shop Licenses & Investigation Fee	\$ 6,252.00	\$ 6,252	\$ 6,252
32180 Cigarette,Dance,Used Car & Misc	\$ 6,975.00	\$ 6,000	\$ 6,000
32181 Sign Permits	\$ 3,934.70	\$ 8,000	\$ 5,500
32208 Contractors Licenses	\$ 9,545.00	\$ 8,500	\$ 8,500
32210 Building Permits	\$ 60,072.93	\$ 75,000	\$ 75,000
32211 Building Permit Surcharges	\$ 2,390.93	\$ 5,000	\$ 5,000
32215 Demolition Permit	\$ 747.64	\$ -	\$ -
32230 Plumbing Permits	\$ 7,094.62	\$ 5,000	\$ 5,000
32231 Plumbing Permit Surcharges	\$ 107.80	\$ 1,000	\$ 1,000
32232 Heating & A/C Permits	\$ 11,933.11	\$ 10,000	\$ 10,000
32233 Heating & A/C Surcharges	\$ 192.38	\$ 1,000	\$ 1,000
32240 Dog and Cat Registrations	\$ 492.00	\$ 400	\$ 400
32260 Certificates of Occupancy	\$ 3,900.00	\$ 2,600	\$ 3,000
32261 Vacant Property Registration	\$ 400.00	\$ 2,000	\$ 2,000
32262 Solicitors Licenses	\$ -	\$ -	\$ -

2022 BUDGET BREAKDOWN OF REVENUES:

rev. 12/13/21

		2020	2021	2022
		ACTUAL	BUDGET	BUDGET
<u>CHARGES FOR CURRENT SERVICES:</u>				
34102	Zoning Letters	\$ 200.00	\$ 200	\$ 200
34103	SUP, Zoning, Var. & Subd.	\$ 6,850.00	\$ 3,500	\$ 5,000
34104	Plan Review Fees	\$ 24,963.96	\$ 40,000	\$ 40,000
34105	Sale of Maps, Documents, Copies	\$ 139.60	\$ 300	\$ 300
34107	Assessment Searches	\$ 25.00	\$ 100	\$ 100
34108	Admin. SAC Charges	\$ 2,425.00	\$ 100	\$ 100
34109	Filing Fees	\$ 90.00	\$ -	\$ 45
34111	Adm. Gambling Fees	\$ 36,106.00	\$ 37,188	\$ 38,300
34115	Gun Range Facility Use	\$ 180.00	\$ 375	\$ 375
34117	Facility Room Rental	\$ -	\$ 500	\$ 500
34201	Police & Fire Alarms	\$ 975.00	\$ 2,000	\$ 2,000
34202	Police Reports	\$ 380.00	\$ -	\$ -
34204	Rental Housing Registration	\$ 63,835.00	\$ 70,000	\$ 103,300
34205	Right Of Way Applications	\$ 830.10	\$ 2,500	\$ 2,000
<u>MISCELLANEOUS REVENUES:</u>				
34801	Insurance Dividends	\$ 6,931.00	\$ 3,500	\$ 6,000
34949	Restitution	\$ 363.91	\$ -	\$ -
34950	Refund and Reim	\$ 502.51	\$ 5,000	\$ 5,000
35102	Adm. Offense Fines	\$ 5,310.00	\$ 3,500	\$ 18,500
35347	Traffic Education Program-GF share	\$ -	\$ -	\$ -
35348	Property Room Revenue	\$ 332.94	\$ 500	\$ 500
35349	MN Driving Diversion Program	\$ 1,300.00	\$ 500	\$ 750
35350	Detox Transportation Reim	\$ 60.00	\$ 200	\$ 200
36200	Misc Revenues	\$ -	\$ -	\$ -
36210	Interest Earned	\$ 6,795.01	\$ 15,000	\$ 12,500
36901	ISD 16 - Liaison Officer	\$ 78,419.50	\$ 84,584	\$ 84,584
39100	Reimbursement for Admin Services	\$ 5,050.00	\$ -	\$ -
39101	Recycle Park Program	\$ -	\$ -	\$ -
<u>INTERFUND TRANSFERS:</u>				
39200	Other Transfers	\$ 205,628.05	\$ -	\$ -
39201	Transfer from Other Funds	\$ -	\$ -	\$ -
39202	Transfer from Public Utilities	\$ 50,647.00	\$ 52,166	\$ 53,730
39203	Transfer from Liquor Fund	\$ 50,000.00	\$ 25,000	\$ 25,000
39205	Transfer from TIF #6-1 (begin taxes payable 2020)	\$ 3,000.00	\$ 3,000	\$ 3,000
39206	Transfer from Recycling Fund	\$ 3,000.00	\$ 3,000	\$ 3,000
39207	Transfer from Recreation	\$ 62,500.00	\$ 62,500	\$ 62,500
<u>TOTAL 2022 REVENUES</u>		\$ 4,729,841.24	\$ 4,631,755	\$ 4,838,072

HISTORICAL DEPARTMENT RECAP 2017-2022

GENERAL FUND		2017	2018	2019	2020	2021	2022
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-41110	COUNCIL	48,984.78	50,627.28	49,557.09	57,995.25	70,740	71,636
101-41400	ADMINISTRATION	440,864.37	447,727.25	455,648.54	417,461.78	435,118	465,602
101-41500	ASSESSOR	34,896.00	34,416.00	37,042.40	37,360.00	37,040	37,500
101-41540	AUDIT & ACCTG	9,594.00	10,676.50	12,012.50	8,062.50	11,300	11,950
101-41600	I.T. DEPARTMENT	35,965.30	27,824.81	49,079.16	62,387.73	61,305	61,305
101-41610	LEGAL FEES	95,434.69	122,222.82	99,962.43	113,796.42	122,500	122,500
101-41710	ENGINEERING	3,585.36	3,719.66	2,500.81	8,366.00	7,500	7,500
101-41720	P & Z	300.95	417.77	618.78	688.15	1,025	1,025
101-41940	GOV'T BLDG	96,421.10	102,057.34	116,880.52	101,026.92	128,571	139,333
101-42100	POLICE	1,619,609.49	1,775,205.63	1,834,586.13	1,636,400.09	1,990,890	2,008,390
101-42200	FIRE	232,136.45	260,994.00	289,116.60	293,845.10	291,710	301,535
101-42300	CODE ENFORCE	161,107.52	174,144.73	234,191.96	166,669.38	191,404	281,204
101-43000	STREET DEPT	221,608.00	239,765.71	257,433.77	248,894.85	275,616	280,503
101-45100	RECREATION	326,119.58	347,494.74	337,679.04	274,951.62	343,498	391,831
101-45200	PARKS DEPT	289,616.80	299,816.61	308,340.06	284,978.65	343,601	365,762
101-49000	MISCELLANEOUS	218,389.62	215,048.55	485,070.89	646,105.15	270,500	290,500
TOTALS:	GENERAL FUND	3,834,634.01	4,112,159.40	4,569,720.68	4,358,990	4,582,318	4,838,076
TOTAL		3,834,634.01	4,112,159.40	4,569,720.68	4,358,989.59	4,582,318	4,838,076

GENERAL FUND-MAYOR & COUNCIL		2017	2018	2019	2020	2021	2022
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-41110-1030	ELECTED OFFICIALS	31,294.56	31,294.56	29,955.53	31,294.56	31,296	31,297
101-41110-1211	D.C.P./P.E.R.A.	1,056.62	1,266.84	1,198.53	1,266.84	1,565	1,565
101-41110-1220	FICA & MEDICARE	2,394.00	2,394.00	2,291.56	2,394.00	2,395	2,395
101-41110-1510	WORK COMP INSURANCE	59.00	59.00	0.00	0.00	77	77
101-41110-2100	OPERATING SUPPLIES	393.11	82.63	580.43	330.32	550	500
101-41110-3310	TRAVEL EXPENSE	852.86	257.25	278.28	142.02	700	500
101-41110-3500	PRINTING & PUBLISHING	978.26	860.03	532.15	698.77	1,100	1,000
101-41110-4300	CONFERENCE & SCHOOLS	1,039.00	22.50	425.00	1,036.00	2,805	2,805
101-41110-4330	DUES & SUBSCRIPTIONS	9,509.00	12,741.00	13,106.00	16,534.00	13,242	14,487
101-41110-4000	CONTRACTUAL SERVICES	0.00	0.00	0.00	2,200.00	5,460	5,460
101-41110-4955	DISCRETIONARY FUND	1,408.37	1,649.47	1,189.61	2,078.74	11,550	11,550
TOTAL MAYOR & COUNCIL		48,984.78	50,627.28	49,557.09	57,975	70,740	71,636

CITY OF SPRING LAKE PARK

2022 BUDGET BREAKDOWN OF EXPENDITURES:

<u>CITY COUNCIL-41110</u>	2020 ACTUAL	2021 BUDGET	2022 BUDGET
1030 SALARIES	\$ 31,294.56	\$ 31,296	\$ 31,297
a) Mayor	\$ 7,453		
b) Councilmembers	\$ 23,844		
1211 PERA	\$ 1,266.84	\$ 1,565	\$ 1,565
a) Defined Contribution Plan			
1220 FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 2,394.00	\$ 2,395	\$ 2,395
a) FICA (6.2% x \$31,297)	\$ 1,940		
b) Medicare (1.45% x \$31,297)	\$ 454		
1510 WORKER'S COMPENSATION	\$ -	\$ 77	\$ 77
2100 OPERATING SUPPLIES	\$ 330.32	\$ 550	\$ 500
a) Budget Notebooks & Dividers	\$ 250		
b) Business Cards & I.D. Badges	\$ 150		
c) Miscellaneous	\$ 100		
3310 TRAVEL EXPENSE	\$ 142.02	\$ 700	\$ 500
3500 PRINTING & PUBLISHING	\$ 698.77	\$ 1,100	\$ 1,000
a) Ordinances & Resolutions	\$ 750		
b) Special Meetings, etc.	\$ 100		
c) Assessment Notices	\$ 100		
d) Legal Notices	\$ 150		
4300 CONFERENCES & SCHOOLS	\$ 1,036.00	\$ 2,805	\$ 2,805
a) LMC Annual Conference	\$ 1,200		
b) Conference for Newly Elected Officials	\$ 400		
c) Conference for Experienced Officials	\$ 650		
d) Municipals Banquets	\$ 60		
e) LMC Legislative Conference	\$ 125		
f) MN Mayor's Association Conference	\$ 250		
g) Anoka County Local Officials Meeting	\$ 120		
4330 DUES & SUBSCRIPTIONS	\$ 16,534.00	\$ 13,242	\$ 14,487
a) LMC Dues (4% increase)	\$ 7,303		
b) North Metro Mayors (1% decrease)	\$ 2,746		
c) MN Mayors Assn	\$ 30		
d) Metro Cities (1% increase)	\$ 2,886		
e) Anoka Co. Econ Dev. Initiative	\$ 350		
f) Suburban Rate Authority	\$ 922		
g) North Trunk Hwy 65 Coalition	\$ 250		

2022 BUDGET BREAKDOWN OF EXPENDITURES:

CITY COUNCIL-41110 (CON'T)

		2020 ACTUAL	2021 BUDGET	2022 BUDGET
4000 CONTRACTUAL SERVICES		\$ 2,220.00	\$ 5,460	\$ 5,460
a) Board/Commission Stipends (\$30/mtg)				
4955 DISCRETIONARY FUNDS		\$ 2,078.74	\$ 11,550	\$ 11,550
a) Memorials	\$ 250			
b) Retreat/Workshop Expenses	\$ 500			
c) Parade Candy/Parade Banner	\$ 800			
d) Council Discretionary	\$ 10,000			
<u>TOTAL CITY COUNCIL</u>		\$ 57,995.25	\$ 70,740	71,636

GENERAL FUND-ADMINISTRATION		2017	2018	2019	2020	2021	2022
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-41400-1010	FULL TIME EMPLOYEES	304,328.63	314,580.20	317,153.41	287,608.42	297,505	314,895
101-41400-1050	VACATION BUY BACK	6,006.95	6,184.86	2,881.24	785.58	5,000	5,000
101-41400-1210	PERA CONTRIBUTION	22,270.57	23,188.77	24,062.96	21,633.58	22,313	23,618
101-41400-1220	FICA & MEDICARE	23,101.55	23,758.38	24,449.50	22,206.90	23,143	24,473
101-41400-1300	HEALTH-DENTAL INS	49,980.71	52,510.88	56,449.24	45,804.11	49,408	58,278
101-41400-1313	LIFE INSURANCE	230.38	243.24	228.24	196.18	199	200
101-41400-1510	WORK COMP INSURANCE	1,404.02	1,294.86	1,000.00	1,000.00	2,844	2,951
101-41400-2000	OFFICE SUPPLIES	3,740.41	5,062.65	4,398.60	2,338.03	3,125	2,875
101-41400-2030	PRINTED FORMS	1,369.76	1,788.65	926.07	2,042.19	1,625	2,025
101-41400-2100	OPERATING SUPPLIES	545.50	569.59	577.57	1,135.92	640	640
101-41400-2220	POSTAGE	3,767.82	2,220.21	2,002.82	5,146.24	2,516	2,956
101-41400-3210	CELL TELEPHONE	633.18	760.61	595.48	839.59	650	650
101-41400-3310	TRAVEL EXPENSE	3,192.58	3,273.87	3,403.21	2,745.99	3,400	3,400
101-41400-3410	EMPLOYMENT ADVERTISING	0.00	0.00	267.00	0.00	0	0
101-41400-3500	PRINTING & PUBLISHING	0.00	0.00	0.00	32.25	300	300
101-41400-3550	COUNTY SERVICE FEES	2,890.86	1,452.22	17.43	1,390.51	1,550	1,550
101-41400-4050	MAINT AGREEMENT	8,111.32	5,828.88	9,084.17	11,992.23	9,000	7,786
101-41400-4300	CONFERENCE & SCHOOLS	4,965.55	4,757.44	6,606.60	1,585.00	5,825	5,325
101-41400-4330	DUES & SUBSCRIPTIONS	326.00	468.93	1,448.10	1,408.17	1,520	1,625
101-41400-4350	BANK FEES	0.00	0.00	0.00	1,820.56	0	2,000
101-41400-4390	US BANK CC REBATE	(1,658.39)	(3,046.83)	(3,272.82)	(165.55)	0	0
101-41400-4500	CONTRACTUAL SERVICES	5,656.97	2,829.84	3,369.72	5,807.28	4,555	5,055
101-41400-5000	CAPITAL OUTLAY	0.00	0.00	0.00	108.60	0	0
TOTAL ADMINISTRATION		440,864.37	447,727.25	455,648.54	417,461.78	435,118	465,602

2022 BUDGET BREAKDOWN OF EXPENDITURES:

<u>ADMINISTRATION-41400</u>		2020 ACTUAL	2021 BUDGET	2022 BUDGET
1010	SALARIES *2022 Salaries	\$ 287,608.42	\$ 297,505	314,895
	a) Full time Salaries		\$ 313,695	
	b) Administrator's Deferred Comp. Contrib.		\$ 1,200	
1050	VACATION BUY BACK	\$ 785.58	\$ 5,000	5,000
1210	PERA EMPLOYER CONTRIBUTION	\$ 21,633.58	\$ 22,313	23,618
	a) Coordinated 7.5%	\$ 314,895		
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 22,206.90	\$ 23,143	24,473
	a) FICA 6.2%	\$ 319,895	\$ 19,834	
	b) Medicare 1.45%	\$ 319,895	\$ 4,639	
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 45,804.11	\$ 49,408	58,278
1313	PRUDENTIAL LIFE INSURANCE	\$ 196.18	\$ 199	200
1510	WORKER'S COMPENSATION	\$ 1,000.00	\$ 2,844	2,951
	a) Premium	\$ 1,951		
	b) Deductible	\$ 1,000		
2000	OFFICE SUPPLIES	\$ 2,338.03	\$ 3,125	2,875
	a) Copy/Computer/FAX Paper	\$ 625		
	b) Office Supplies	\$ 650		
	c) Labels	\$ 75		
	e) Storage Boxes	\$ 75		
	f) Toner (B&W, Color)	\$ 1,250		
	g) Calendars	\$ 100		
	h) Cash Register Tape/Kroy Tape	\$ 100		
2030	PRINTED FORMS	\$ 2,042.19	\$ 1,625	2,025
	a) Checks/Envelopes	\$ 400		
	b) Minute Books (2)	\$ 225		
	c) Stationery/Envelopes	\$ 500		
	d) Stationery/Envelope Shells	\$ 300		
	e) Business Cards	\$ 200		
	f) Misc. Printing	\$ 400		
2100	OPERATING SUPPLIES	\$ 1,135.92	\$ 640	640
	a) Dog/Cat Receipt Books & Tags	\$ 90		
	b) Reverse Directory	\$ 500		
	c) Miscellaneous	\$ 50		

2022 BUDGET BREAKDOWN OF EXPENDITURES:

			2020	2021	2022
			ACTUAL	BUDGET	BUDGET
ADMINISTRATION-41400 (CON'T)					
2220	POSTAGE		\$ 5,146.24	\$ 2,516	2,956
	a) Postage	\$ 2,050			
	b) Monthly Meter Rental (\$44.84 x 12)	\$ 538			
	c) Maintenance Agreement	\$ 368			
3210	CELL PHONE		\$ 839.59	\$ 650	650
3310	TRAVEL EXPENSE		\$ 2,745.99	\$ 3,400	3,400
	a) Staff Mileage	\$ 400			
	b) Administrator's Car Allowance \$250/mo	\$ 3,000			
3410	EMPLOYMENT ADVERTISING		\$ -	\$ -	
3500	PRINTING & PUBLISHING		\$ 32.25	\$ 300	300
3550	COUNTY FEE FOR SERVICE		\$ 1,390.51	\$ 1,550	1,550
	a) Special Assessment & TNT Charges				
	1) Anoka County	\$ 1,500			
	2) Ramsey County	\$ 50			
4050	MAINTENANCE AGREEMENTS		\$ 11,992.23	\$ 9,000	7,786
	a) Copy Machine Maintenance	\$ 3,636			
	b) USTI - Software Support	\$ 1,050			
	c) Document Imaging (Laser Fiche)	\$ 2,600			
	d) Copy-overage	\$ 500			
4300	CONFERENCES & SCHOOLS		\$ 1,585.00	\$ 5,825	5,325
	a) MCMA Annual Conf.	\$ 600			
	b) MCFOA Annual Conf./Meetings	\$ 600			
	c) ICMA Training	\$ 1,500			
	d) LMC Annual Conference	\$ 700			
	e) MCFOA Advanced Institute	\$ 500			
	f) Municipals Banquets (1 per year)	\$ 250			
	g) LMC Loss Control Workshop	\$ 75			
	h) MN GFOA Conference	\$ 600			
	i) Miscellaneous	\$ 500			

2022 BUDGET BREAKDOWN OF EXPENDITURES:

<u>ADMINISTRATION-41400 (CON'T)</u>		2020 ACTUAL	2021 BUDGET	2022 BUDGET
4330	DUES & SUBSCRIPTIONS	\$ 1,408.17	\$ 1,520	1,625
	a) ICMA	\$ 1,015		
	b) Municipals	\$ 25		
	c) Sam's Club	\$ 45		
	d) MCFOA	\$ 90		
	e) MN GFOA	\$ 50		
	f) Zip 4 Directories	\$ 50		
	g) LMC City Official Directory	\$ 65		
	h) MCMA	\$ 145		
	i) Notary Renewal	\$ 140		
4350	BANK FEES	\$ 1,820.56	\$ -	2,000
4390	US BANK CREDIT CARD REBATE	\$ (165.55)	\$ -	
4500	CONTRACTUAL SERVICES	\$ 5,807.28	\$ 4,555	5,055
	a) Shredding Service	\$ 710		
	b) Northland Securities	\$ 645		
	Continuing Disclosure Reports			
	c) City Code Self-Publication License	\$ 3,200		
	e) Contingency	\$ 500		
5000	CAPITAL OUTLAY	\$ 108.60	\$ -	
<u>TOTAL ADMINISTRATION</u>		\$ 417,461.78	\$435,118	465,602

GENERAL FUND-ASSESSOR ACCT #	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
101-41500-4000	CONTRACTUAL SERVICES	34,896.00	34,416.00	37,042.40	37,360.00	37,040	37,500
TOTAL ASSESSOR		34,896.00	34,416.00	37,042.40	37,360.00	37,040	37,500

2022 BUDGET BREAKDOWN OF EXPENDITURES:**ASSESSOR-41500**

4000 CONTRACTUAL SERVICES
a) Kenneth A. Tolzmann Contract

	2020 ACTUAL	2021 BUDGET	2022 BUDGET
	\$ 37,360.00	\$ 37,040	\$ 37,500

GENERAL FUND-AUDIT & ACCTG SERV ACCT #	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
101-41540-3010	AUDIT & ACCTG SERVICES	9,594.00	10,676.50	12,012.50	8,062.50	11,300	11,950
TOTAL AUDIT & ACCTG SERV		9,594.00	10,676.50	12,012.50	8,062.50	11,300	11,950

2022 BUDGET BREAKDOWN OF EXPENDITURES:**AUDIT & FINANCIAL-41540****3010 AUDIT EXPENSE**

a) Expense breakdown

General Fund - 50%

Public Utilities - 50%

	2020 ACTUAL	2021 BUDGET	2022 BUDGET
	\$ 8,062.50	\$ 11,300	\$ 11,950

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GENERAL FUND-I.T. SERVICES	2017	2018	2019	2020	2021	2022
ACCT # DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-41600-4000 CONTRACTUAL SERVICES	35,965.30	27,824.81	49,079.16	62,387.73	61,305	61,305
TOTAL I.T. SERVICES	35,965.30	27,824.81	49,079.16	62,387.73	61,305	61,305

2022 BUDGET BREAKDOWN OF EXPENDITURES:**IT DEPARTMENT-41600****4000 CONTRACTUAL SERVICES**

a) IT Services (Computer Integration Technologies)	\$29,760
b) High Speed Internet (\$234/month)	\$2,800
c) Constant Contact (\$45/month)	\$540
d) Website Hosting/Domains	\$2,000
e) Exchange Subscription (\$10/mo/user @ 40 users)	\$4,800
f) Zix encrypted e-mail (\$89/yr/user @ 29 users)	\$2,465
g) Off-site backup (City)	\$600
h) Datto off-site backup (PD)	\$8,640
i) Agenda Management System	\$3,800
j) Website Update	\$3,500
k) Anoka County Connect (\$75/month)	\$900
k) Miscellaneous	\$1,500

2020 ACTUAL	2021 BUDGET	2022 BUDGET
\$ 62,387.73	\$ 61,305	\$ 61,305

GENERAL FUND-LEGAL FEES ACCT #	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
101-41610-3040	LEGAL SERVICES	95,434.69	122,222.82	99,962.43	113,796.42	122,500	122,500
TOTAL LEGAL FEES		95,434.69	122,222.82	99,962.43	113,796.42	122,500	122,500

2022 BUDGET BREAKDOWN OF EXPENDITURES:**LEGAL FEES-41610****3040 ATTORNEY FEES**

- a) Civil 9%
- b) Criminal 85%
- c) Special Projects 6%

2020 ACTUAL	2021 BUDGET	2022 BUDGET
\$ 113,796.42	\$ 122,500	\$ 122,500

GENERAL FUND-ENGINEERING ACCT #	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
101-41710-3030	ENGINEERING SERVICES	3,585.36	3,719.66	2,500.81	8,366.00	7,500	7,500
TOTAL ENGINEERING FEES		3,585.36	3,719.66	2,500.81	8,366.00	7,500	7,500

2022 BUDGET BREAKDOWN OF EXPENDITURES:**ENGINEERING FEES-41710****3030 ENGINEERING FEES**

	2020 ACTUAL	2021 BUDGET	2022 BUDGET
	\$ 8,366.00	\$ 7,500	\$ 7,500

GENERAL FUND-PLANNING & ZONING		2017	2018	2019	2020	2021	2022
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-41720-2100	OPERATING SUPPLIES	0.00	17.99	18.29	19.27	125	125
101-41720-2220	POSTAGE	33.58	0.00	(8.92)	71.00	100	100
101-41720-3500	PRINTING & PUBLISHING	(80.63)	32.25	139.76	80.63	300	300
101-41720-4000	PLANNER FEES	348.00	367.53	469.65	517.25	500	500
TOTAL PLANNING & ZONING		300.95	417.77	618.78	688.15	1,025	1,025

2022 BUDGET BREAKDOWN OF EXPENDITURES:

<u>PLANNING & ZONING-41720</u>		2020 ACTUAL	2021 BUDGET	2022 BUDGET
2100	OPERATING SUPPLIES	\$ 19.27	\$ 125	\$ 125
	a) Name Plates			
	b) Letterhead/Envelopes			
2220	POSTAGE	\$ 71.00	\$ 100	\$ 100
3500	PRINTING & PUBLISHING	\$ 80.63	\$ 300	\$ 300
	a) Public Notices (Property Owners)			
	b) Official Notices (Newspapers)			
4000	PLANNER FEES	\$ 517.25	\$ 500	\$ 500
<u>TOTAL PLANNING & ZONING</u>		\$ 688.15	\$ 1,025	\$ 1,025

GENERAL FUND-GOVERNMENT BUILDING		2017	2018	2019	2020	2021	2022
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-41940-1010	FULL TIME EMPLOYEES	15,189.10	16,575.15	15,648.38	5,317.34	16,690	17,128
101-41940-1013	OVERTIME	-	-	1,052.83	510.31	0	0
101-41940-1020	ON CALL SALARIES	-	-	233.46	735.08	0	0
101-41940-1050	VACATION BUY BACK	284.00	0.00	150.64	310.34	400	400
101-41940-1210	PERA CONTRIBUTION	1,138.92	1,242.95	1,269.92	505.11	1,252	1,285
101-41940-1220	FICA & MEDICARE	1,168.86	1,240.13	1,280.46	513.57	1,308	1,342
101-41940-1300	HEALTH-DENTAL INS	2,267.17	2,474.66	2,598.16	(552.68)	2,799	2,966
101-41940-1313	LIFE INSURANCE	12.50	12.50	12.48	5.26	13	13
101-41940-1510	WORK COMP INSURANCE	546.00	557.00	0.00	0.00	991	1,017
101-41940-2100	OPERATING SUPPLIES	10,905.30	10,147.49	10,012.48	11,104.42	9,500	9,500
101-41940-2200	REPAIR & MAINTENANCE	6,622.11	6,853.14	14,129.89	20,861.26	10,000	12,000
101-41940-2225	LANDSCAPE MATERIALS	0.00	0.00	0.00	0.00	0	0
101-41940-2280	UNIFORM ALLOWANCE	118.74	125.00	125.00	143.74	750	750
101-41940-3210	TELEPHONE & SERVICE	5,794.54	5,681.77	6,372.22	6,987.69	6,465	7,465
101-41940-3810	ELECTRIC UTILITIES	23,368.29	23,400.10	29,979.51	22,709.98	23,000	23,000
101-41940-3830	GAS UTILITIES	12,673.63	15,486.38	16,277.57	13,291.64	16,000	15,500
101-41940-3841	RUBBISH REMOVAL	3,004.92	3,128.34	3,485.81	4,129.35	4,300	4,300
101-41940-4000	CONTRACTUAL SERVICES	3,891.02	5,738.73	4,987.71	5,026.51	23,415	30,000
101-41940-5000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0	0
101-41940-7000	GOV'T BLDG REPL FUND	9,436.00	9,394.00	9,264.00	9,428.00	11,688	12,667
TOTAL GOVERNMENT BUILDING		96,421.10	102,057.34	116,880.52	101,026.92	128,571	139,333

2022 BUDGET BREAKDOWN OF EXPENDITURES:

<u>GOVERNMENT BUILDINGS-41940</u>		2020 ACTUAL	2021 BUDGET	2022 BUDGET
1010	SALARIES *2022 Salaries	\$ 5,317.34	\$ 16,690	17,128
	a) 1 - 25%			
1013	OVERTIME	\$ 510.31	\$ -	
1020	ON CALL SALARIES	\$ 735.08	\$ -	
1050	VACATION BUY BACK	\$ 310.34	\$ 400	400
1210	PERA EMPLOYER CONTRIBUTION	\$ 505.11	\$ 1,252	1,285
	a) Coordinated 7.5%	\$ 17,128		
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 513.57	\$ 1,308	1,342
	a) FICA 6.2%	\$ 17,528	\$ 1,087	
	b) Medicare 1.45%	\$ 17,528	\$ 255	
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ (552.68)	\$ 2,799	2,966
1313	PRUDENTIAL LIFE INSURANCE	\$ 5.26	\$ 13	13
1510	WORKER'S COMPENSATION	\$ -	\$ 991	1,017
	a) Premium	\$ 1,017		
	b) Deductible	\$ -		
2100	OPERATING SUPPLIES	\$ 11,104.42	\$ 9,500	9,500
	a) Paper Products			
	b) Cleaning Supplies			
	c) Biohazard Clean Up Kits			
	d) Mat Cleaning Service			
2200	REPAIR & MAINTENANCE	\$ 20,861.26	\$ 10,000	12,000
	a) Irrigation System	\$ 538		
	b) Plbg./Electrical	\$ 2,322		
	c) General Bldg. Repair/Maint.	\$ 6,890		
	d) Annual Fire Ext. Maint.	\$ 750		
	e) Test Fire Sprinklers in North Garage	\$ 500		
	f) Gun Range-Service Calls (furnace etc)	\$ 1,000		
2225	LANDSCAPE MATERIALS	\$ -	\$ -	
2280	UNIFORMS	\$ 143.74	\$ 750	750
	a) Uniforms Allowance per contract	\$ 700		
	b) T-Shirts	\$ 50		

2022 BUDGET BREAKDOWN OF EXPENDITURES:**GOVERNMENT BUILDING-41940 (CON'T)**

		2020 ACTUAL	2021 BUDGET	2022 BUDGET
3210	LANDLINE TELEPHONE			
	a) T1 Service,Phone System,Long Distance	\$ 5,465		
	b) Service Calls	\$ 2,000		
		\$ 6,987.69	\$ 6,465	7,465
3810	ELECTRIC SERVICE			
	a) Bulletin Board			
	b) Security Lighting			
	c) City Offices			
	d) Public Works Building			
		\$ 22,709.98	\$ 23,000	23,000
3830	GAS UTILITIES			
	a) Public Works Building			
	b) City Hall			
		\$ 13,291.64	\$ 16,000	15,500
3841	RUBBISH REMOVAL			
	a) Rubbish Removal	\$ 3,450		
	b) Anoka County Solid Waste Mgmt Fee	\$ 850		
		\$ 4,129.35	\$ 4,300	4,300
4000	CONTRACTUAL SERVICES			
	a) Pest Control	\$ 535		
	b) Safety Consultant	\$ 640		
	c) Security Camera Maintenance	\$ 3,825		
	d) Custodial Services	\$ 25,000		
		\$ 5,026.51	\$ 23,415	30,000
5000	CAPITAL OUTLAY			
		\$ -	\$ -	
7000	GOVERNMENT BUILDING REPLACEMENT FUND			
		\$ 9,428.00	\$ 11,688	12,667
	\$ 126,666			
<u>TOTAL GOVERNMENT BUILDINGS</u>		\$ 101,026.92	\$ 128,571	139,333

GENERAL FUND-POLICE PROTECTION		2017	2018	2019	2020	2021	2022
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-42100-1010	FULL TIME EMPLOYEES	1,018,953.89	1,117,015.86	1,119,092.69	1,038,647.10	1,177,148	1,149,958
101-42100-1013	OVERTIME	58,792.02	52,807.84	81,582.70	30,372.88	97,000	97,000
101-42100-1050	VACATION BUY BACK	6,344.82	7,273.89	14,183.96	6,933.16	10,000	10,000
101-42100-1210	PERA CONTRIBUTION	163,781.30	174,504.35	187,485.93	168,926.98	205,579	201,129
101-42100-1220	FICA & MEDICARE	23,922.98	27,073.52	28,324.18	27,160.08	31,366	30,751
101-42100-1300	HEALTH-DENTAL INS	150,297.05	170,165.46	178,793.65	161,903.03	192,153	210,058
101-42100-1313	LIFE INSURANCE	723.60	732.96	767.40	640.91	725	722
101-42100-1510	WORK COMP INSURANCE	35,057.71	37,782.33	45,195.29	42,363.99	51,017	51,017
101-42100-2000	OFFICE SUPPLIES	2,958.29	1,496.21	2,355.83	2,656.22	3,600	3,600
101-42100-2030	PRINTED FORMS	959.93	586.70	1,166.01	275.91	1,200	1,200
101-42100-2040	RANGE EQUIP & SUPPLIES	6,852.42	7,699.71	7,364.42	7,591.09	8,000	9,750
101-42100-2100	OPERATING SUPPLIES	2,431.44	1,776.18	627.25	1,819.47	5,382	5,382
101-42100-2120	FUEL-LUBRICANTS	17,660.80	21,057.47	17,738.99	13,141.03	25,700	27,200
101-42100-2220	POSTAGE	2,437.28	349.89	404.73	298.44	1,900	1,900
101-42100-3050	MEDICAL EXPENSE	50.00	0.00	1,020.57	1,425.60	2,000	2,000
101-42100-3210	CELL TELEPHONES	3,218.76	2,691.09	2,562.88	1,665.92	3,900	3,900
101-42100-3211	DATA SERVICES	26,342.65	30,647.73	29,060.21	28,222.74	29,261	37,668
101-42100-3300	UNIFORM ALLOWANCE	9,466.23	6,934.14	10,431.51	11,804.90	10,960	10,960
101-42100-3310	TRAVEL EXPENSE	755.45	535.96	1,045.15	520.25	1,200	1,200
101-42100-3421	800 MHZ RADIO	213.00	0.00	2,006.00	0.00	2,006	2,006
101-42100-4000	CONTRACTUAL SERVICES	16,286.12	14,802.14	14,810.53	16,819.35	23,385	40,345
101-42100-4050	MAINT AGREEMENT	4,792.64	4,496.81	4,926.82	5,925.71	7,300	7,300
101-42100-4060	AUTO EQUIP REPAIRS	14,524.23	29,556.41	18,923.04	21,085.77	20,000	20,000
101-42100-4070	OTHER EQUIP REPAIRS	1,445.38	2,351.68	685.97	2,066.57	2,500	2,500
101-42100-4300	CONFERENCE & SCHOOLS	8,783.55	13,140.79	10,539.31	10,806.60	21,805	22,305
101-42100-4330	DUES & SUBSCRIPTIONS	520.00	1,435.77	1,498.00	1,155.24	1,175	1,630
101-42100-5000	CAPITAL OUTLAY	30,382.95	31,633.74	28,937.14	6,442.50	37,471	39,752
101-42100-7000	TRANSFERS OUT	11,655.00	16,657.00	23,055.97	25,728.65	17,157	17,157
TOTAL POLICE PROTECTION		1,619,609.49	1,775,205.63	1,834,586.13	1,636,400.09	1,990,890	2,008,390

2022 BUDGET BREAKDOWN OF EXPENDITURES:

		2020	2021	2022
		ACTUAL	BUDGET	BUDGET
<u>POLICE PROTECTION-42100</u>				
1010	SALARIES *2022 Salaries	\$ 1,038,647.10	\$ 1,177,148	\$ 1,149,958
	a) Officers, Chief & Sergeants	\$ 963,957		
	b) Record Management Technicians	\$ 184,561		
	c) Terminal Agency Coord (TAC)	\$ 1,440		
	Special Pay - \$120/month			
1013	OVERTIME	\$ 30,372.88	\$ 97,000	\$ 97,000
	a) Officers	\$ 82,000		
	b) Record Management Technicians	\$ 6,000		
	c) City SITE	\$ 9,000		
	<i>(Holiday Pay, **Revenue Generating: Safe & Sober Grant, SITE; Non Generating Revenue: Night to Unite)</i>			
1050	VACATION BUY BACK	\$ 6,933.16	\$ 10,000	\$ 10,000
1210	PERA EMPLOYER CONTRIBUTION	\$ 168,926.98	\$ 205,579	\$ 201,129
	a) PNF 17.70%	\$ 1,054,957	\$ 186,728	
	b) Coordinated 7.5%	\$ 192,001	\$ 14,401	
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 27,160.08	\$ 31,366	\$ 30,751
	a) FICA 6.2%	\$ 202,001	\$ 12,525	
	b) Medicare 1.45%	\$ 1,256,958	\$ 18,226	
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 161,903.03	\$ 192,153	\$ 210,058
1313	PRUDENTIAL LIFE INSURANCE	\$ 640.91	\$ 725	\$ 722
1510	WORKER'S COMPENSATION	\$ 42,363.99	\$ 51,017	\$ 51,017
	a) Premium	\$ 46,979		
	b) Deductible	\$ 3,000		
2000	OFFICE SUPPLIES	\$ 2,656.22	\$ 3,600	\$ 3,600
	a) Ticket Writer Paper			
	b) Ink Cartridges			
	c) Printer Paper			
2030	PRINTED FORMS	\$ 275.91	\$ 1,200	\$ 1,200
	a) Mandate Property Receipts			
	b) Notice of Seizure/Intent to Forfeit			
	c) Business Cards & Letterhead			

2022 BUDGET BREAKDOWN OF EXPENDITURES:

<u>POLICE PROTECTION-42100 (CONT')</u>		2020	2021	2022
		ACTUAL	BUDGET	BUDGET
2040	RANGE EQUIPMENT & SUPPLIES	\$ 7,591.09	\$ 8,000	\$ 9,750
	a) Taser Cartridges	\$ 1,250		
	b) Ammo (Mandated to use duty ammo)	\$ 5,000		
	c) Targets	\$ 300		
	d) Range Filter	\$ 700		
	e) Gun Cleaning Supplies	\$ 300		
	f) Range Cleaning-Contractor	\$ 1,600		
	g) Range Service Calls-routine maintenance	\$ 600		
2100	OPERATING SUPPLIES	\$ 1,819.47	\$ 5,382	\$ 5,382
	a) First Aid Supplies	\$ 200		
	b) Tobacco compliance checks	\$ 100		
	c) Vehicle Registrations	\$ 200		
	d) Vehicle Title Transfers	\$ 60		
	e) Mouth Pieces	\$ 350		
	f) Defib Electrodes \$170x10	\$ 1,700		
	g) Biohazard Clean-Up Kits	\$ 250		
	h) DVD-DVR	\$ 47		
	i) Eyeglasses (Contractual)	\$ 600		
	j) Annual Fire Ext Inspections	\$ 425		
	k) Narcan	\$ 1,050		
	l) Miscellaneous	\$ 400		
2120	MOTOR FUELS & LUBRICANTS	\$ 13,141.03	\$ 25,700	\$ 27,200
2220	POSTAGE	\$ 298.44	\$ 1,900	\$ 1,900
3050	MEDICAL EXPENSES	\$ 1,425.60	\$ 2,000	\$ 2,000
	a) Hiring Process-Employee Physical & Psych Evaluation			
3210	CELL PHONES & AIR CARDS	\$ 1,665.92	\$ 3,900	\$ 3,900
	(Aircards-Laptops-Unlimited Data. No throttle down \$5 more x7x12)			
3211	DATA SERVICES	\$ 28,222.74	\$ 29,261	\$ 37,668
	a) Mobile Data Quarterly Fee \$450x4	\$ 1,800		
	b) Monthly Mobile Access \$266x12	\$ 3,192		
	c) CJDN Quarterly Fee \$390x4	\$ 1,560		
	d) Netmotion Mobility	\$ 2,500		
	e) Evidence.com/Officer Safety (BWL/Tasers)	\$ 20,288		
	f) Evidence.com/Squad Video Fleet System	\$ 8,328		

2022 BUDGET BREAKDOWN OF EXPENDITURES:

<u>POLICE PROTECTION-42100 (CON'T)</u>		2020 ACTUAL	2021 BUDGET	2022 BUDGET
3300	CLOTHING & PERSONAL EQUIPMENT	\$ 11,804.90	\$ 10,960	\$ 10,960
	a) \$850x11	\$ 9,760		
	b) Office Staff \$350x3	\$ 1,200		
	c) Service Awards	\$ 300		
3310	TRAVEL EXPENSE	\$ 520.25	\$ 1,200	\$ 1,200
3421	800 MHZ RADIO	\$ -	\$ 2,006	\$ 2,006
	a) Annual MESB Fee	\$ 1,000		
	b) Radio Extended Warranty	\$ 1,006		
4000	CONTRACTUAL SERVICE	\$ 16,819.35	\$ 23,385	\$ 40,345
	a) Shredding Service	\$ 600		
	b) Radar Calibration	\$ 400		
	c) Public Safety Data System (PSDS)	\$ 18,200		
	d) Detox transportation	\$ 335		
	e) MN IT	\$ 600		
	f) VCS (P.D. Work Schedule Software-Annual)	\$ 1,750		
	g) Interpretative Services	\$ 1,500		
	h) SLP Power Program	\$ 16,960		
4050	MAINTENANCE AGREEMENTS	\$ 5,925.71	\$ 7,300	\$ 7,300
	a) Copier & Overages	\$ 3,700		
	b) Imaging, Scanner Service Plan & Support (Marco/OPG-3)	\$ 1,450		
	c) Taser Extended Warranties	\$ 200		
	d) Speed Trailer-Annual Traffic Suite	\$ 1,950		
4060	AUTO EQUIPMENT & REPAIR	\$ 21,085.77	\$ 20,000	\$ 20,000
4070	OTHER EQUIPMENT REPAIR	\$ 2,066.57	\$ 2,500	\$ 2,500
4300	CONFERENCES & SCHOOLS	\$ 10,806.60	\$ 21,805	\$ 22,305
	a) Law Enforcement Training	\$ 12,300		
	b) IACP Conference	\$ 3,000		
	c) Training per Contract (\$500x11)	\$ 5,500		
	d) BCA PTT	\$ 1,005		
	e) Records Management Training	\$ 500		

2022 BUDGET BREAKDOWN OF EXPENDITURES:

<u>POLICE PROTECTION-42100 (CON'T)</u>		2020	2021	2022
		ACTUAL	BUDGET	BUDGET
4330	DUES & SUBSCRIPTIONS	\$ 1,155.24	\$ 1,175	\$ 1,630
	a) Anoka County Chiefs	\$ 45		
	b) MN Chiefs of Police	\$ 305		
	c) IACP	\$ 190		
	d) Post Board Renewals (\$90x1)	\$ 540		
	e) MN Crime Prevention	\$ 60		
	f) Assn. Of Training Officers	\$ 15		
	g) Sam's Club	\$ 35		
	h) Tri Co Investigation Assoc.	\$ 85		
	i) MOCIC	\$ 250		
	j) PLEAA - Police Tech Membership	\$ 105		
5000	CAPITAL OUTLAY	\$ 6,442.50	\$ 37,471	\$ 39,752
	a) 2021 Squad	\$ 33,952		
	b) Tear Down & Rebuild 2021	\$ 5,000		
	c) Squad Graphic's Stripping	\$ 800		
7000	TRANSFER OUT	\$ 25,728.65	\$ 17,157	\$ 17,157
	a) Radio Replacement (Fund 243)	\$ 10,000		
	b) Emergency Management (Fund 249)	\$ 3,157		
	1) Repair & Maintenance	\$ 1,450.00		
	2) Electric	\$ 100.00		
	3) Maintenance Agreement	\$ 1,107.00		
	4) Capital Outlay	\$ 500.00		
	i) Masks Gloves			
	ii) Storage Bins			
	iii) Barrier Tape			
	c) Animal Control (Fund 250)	\$ 1,000		
	d) Reserves (Fund 103)	\$ 2,500		
	e) Chaplain Program (Fund 103)	\$ 500		
	f) 800 MHZ Radio	\$ 2,006		
	g) Contractual Service	\$ 6,566		
<u>TOTAL POLICE PROTECTION</u>		\$ 1,636,400.09	\$ 1,990,890	2,008,390

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GENERAL FUND-FIRE PROTECTION		2017	2018	2019	2020	2021	2022
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-42200-4000	CONTRACTUAL SERVICES	207,456.00	226,008.00	220,368.00	230,700	246,253	255,125
101-42200-4935	STATE FIRE AID	0.00	0.00	0.00	0	0	0
101-42200-5000	CAPITAL OUTLAY	24,680.45	34,986.00	29,178.00	63,145	45,457	46,410
101-42200-7000	PERMANENT TRANSFERS OU	-	-	39,570.60			
TOTAL FIRE PROTECTION		232,136.45	260,994.00	289,116.60	293,845.10	291,710	301,535

2022 BUDGET BREAKDOWN OF EXPENDITURES:

<u>FIRE PROTECTION-42200</u>		2020 ACTUAL	2021 BUDGET	2022 BUDGET
4000	FIRE DEPARTMENT CONTRACT	\$ 230,700.00	\$ 246,253	\$ 255,125
5000	CAPITAL OUTLAY - LGA	\$ 63,145.10	\$ 45,457	\$ 46,410
	a) 2020 Capital Budget		\$ 46,410	
<u>TOTAL FIRE PROTECTION</u>		\$ 293,845.10	\$ 291,710	\$ 301,535

Fire Department Formula Distribution

Spring Lake Park	8.500%
Mounds View	15.500%
Blaine	76.000%

GENERAL FUND-CODE ENFORCEMENT		2017	2018	2019	2020	2021	2022
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-42300-1010	FULL TIME EMPLOYEES	100,895.23	105,673.07	69,555.63	87,554.72	102,976	189,819
101-42300-1030	PART TIME EMPLOYEES	15,187.50	16,888.50	6,324.00	25,266.00	25,056	0
101-42300-1050	VACATION BUY BACK	3,086.18	3,178.76	0.00	1,443.99	3,300	3,300
101-42300-1210	PERA CONTRIBUTION	7,923.21	8,656.56	4,118.45	3,801.11	9,603	14,237
101-42300-1220	FICA & MEDICARE	8,834.04	9,175.02	5,465.34	8,555.72	10,048	14,775
101-42300-1300	HEALTH-DENTAL INS	16,888.25	20,488.36	17,179.13	22,747.38	23,130	38,631
101-42300-1313	LIFE INSURANCE	74.90	77.04	59.72	76.56	77	129
101-42300-1510	WORK COMP INSURANCE	376.02	342.06	0.00	0.00	1,713	1,713
101-42300-2000	OFFICE SUPPLIES	239.81	623.17	523.24	203.79	600	600
101-42300-2100	OPERATING SUPPLIES	1,194.61	1,529.30	550.27	537.88	1,600	2,200
101-42300-2120	FUEL-LUBRICANTS	1,184.43	1,392.88	1,180.29	883.14	1,400	1,900
101-42300-2200	REPAIRS & MAINTENANCE	505.32	1,031.72	370.43	374.98	1,000	1,000
101-42300-3210	CELL TELEPHONE	865.95	1,313.51	706.10	516.04	1,000	2,000
101-42300-3310	TRAVEL EXPENSE	101.44	102.71	30.28	41.40	300	300
101-42300-4000	CONTRACTUAL SERVICES	0.00	0.00	122,834.26	11,437.84	3,000	3,000
101-42300-4300	CONFERENCE & SCHOOLS	190.00	1,082.07	2,236.36	1,038.83	1,600	2,600
101-42300-4330	DUES & SUBSCRIPTIONS	3,560.63	2,590.00	3,058.46	2,190.00	5,000	5,000
101-42300-5000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0	0
TOTAL CODE ENFORCEMENT		161,107.52	174,144.73	234,191.96	166,669.38	191,403	281,204

2022 BUDGET BREAKDOWN OF EXPENDITURES:

<u>CODE ENFORCEMENT-42300</u>		2020 ACTUAL	2021 BUDGET	2022 BUDGET
1010	SALARIES *2022 Salaries	\$ 87,554.72	\$ 102,976	\$ 189,819
	a) 100% Building Official & Code Enforcement Of	\$ 94,317		
	b) 100% Code Enforcement Inspector	\$ 67,052		
	b) 50% Receptionist	\$ 28,450		
1040	TEMPORARY SALARY	\$ 25,266.00	\$ 25,056	\$ -
	Seasonal - NA	\$ -		
1050	VACATION BUY BACK	\$ 1,443.99	\$ 3,300	\$ 3,300
1210	PERA EMPLOYER CONTRIBUTION	\$ 3,801.11	\$ 9,603	\$ 14,237
	a) Coordinated 7.5%	\$ 189,819	\$ 14,237	
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 8,555.72	\$ 10,048	\$ 14,775
	a) FICA 6.2%	\$ 193,119	\$ 11,974	
	b) Medicare 1.45%	\$ 193,119	\$ 2,801	
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 22,747.38	\$ 23,130	\$ 38,631
1313	PRUDENTIAL LIFE INSURANCE	\$ 76.56	\$ 77	\$ 129
1510	WORKER'S COMPENSATION	\$ -	\$ 1,713	\$ 1,713
	a) Premium	\$ 689		
	b) Deductible	\$ 1,000		
2000	OFFICE SUPPLIES	\$ 203.79	\$ 600	\$ 600
2100	OPERATING SUPPLIES	\$ 537.88	\$ 1,600	\$ 2,200
	a) Printed Forms - Permits	\$ 300		
	b) Business Cards	\$ 400		
	c) Identification Attire	\$ 800		
	d) Code Books & Publications	\$ 400		
	e) Annual Charge for Color Copies	\$ 300		
2120	MOTOR FUELS	\$ 883.14	\$ 1,400	\$ 1,900
2200	REPAIR & MAINTENANCE	\$ 374.98	\$ 1,000	\$ 1,000
	a) Vehicle Repair & Maint.			
3210	CELL PHONE	\$ 516.04	\$ 1,000	\$ 2,000
3310	TRAVEL EXPENSES	\$ 41.40	\$ 300	\$ 300
4000	CONTRACTUAL SERVICES	\$ 11,437.84	\$ 3,000	\$ 3,000
	a) City of Mounds View			

2022 BUDGET BREAKDOWN OF EXPENDITURES:

CODE ENFORCEMENT-42300 (CON'T)

4300 CONFERENCES & SCHOOLS

- a) Annual Bldg. Offical State Conference \$ 2,200
- b) Fire Marshall Training \$ 100
- c) M.A.H.C.O. \$ 100
- d) M.B.P.T.A. \$ 200

4330 DUES & SUBSCRIPTIONS

- a) ICC Membership \$ 160
- b) 10,000 Lakes Membership \$ 150
- c) Fire Marshalls Assn \$ 80
- d) M.A.H.C.O. \$ 100
- e) Permit Works Annual Subscription \$ 4,360
- f) M.B.P.T.A. \$ 150

	2020 ACTUAL	2021 BUDGET	2022 BUDGET
4300 CONFERENCES & SCHOOLS	\$ 1,038.83	\$ 1,600	\$ 2,600
a) Annual Bldg. Offical State Conference			
b) Fire Marshall Training			
c) M.A.H.C.O.			
d) M.B.P.T.A.			
4330 DUES & SUBSCRIPTIONS	\$ 2,190.00	\$ 5,000	\$ 5,000
a) ICC Membership			
b) 10,000 Lakes Membership			
c) Fire Marshalls Assn			
d) M.A.H.C.O.			
e) Permit Works Annual Subscription			
f) M.B.P.T.A.			
<u>TOTAL CODE ENFORCEMENT</u>	\$ 166,669.38	\$ 191,404	281,204

GENERAL FUND-STREET DEPARTMENT ACCT #	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
101-43000-1010	FULL TIME EMPLOYEES	141,005.55	136,996.63	138,617.20	149,553.45	151,662	150,438
101-43000-1013	OVERTIME	1,796.21	3,691.93	4,858.29	3,276.64	8,393	8,824
101-43000-1020	ON-CALL SALARIES	1,519.87	1,686.52	934.04	3,590.19	2,398	4,034
101-43000-1050	VACATION BUY BACK	1,419.68	1,462.34	1,408.61	2,226.72	1,900	1,900
101-43000-1210	PERA CONTRIBUTION	10,164.55	10,661.68	11,050.47	11,941.63	12,184	12,248
101-43000-1220	FICA & MEDICARE	10,340.88	10,718.81	11,149.13	12,098.73	12,574	12,638
101-43000-1300	HEALTH-DENTAL INS	19,356.99	20,903.94	22,909.74	23,615.04	23,406	24,224
101-43000-1313	LIFE INSURANCE	106.31	106.31	106.35	106.40	107	105
101-43000-1510	WORK COMP INSURANCE	11,662.36	11,311.52	14,857.50	7,303.12	14,862	14,862
101-43000-2120	FUEL-LUBRICANTS	11,566.86	16,030.39	16,047.47	10,345.51	15,000	16,000
101-43000-2150	SHOP MATERIALS	1,660.90	2,001.49	3,672.28	2,603.61	3,000	3,500
101-43000-2200	REPAIR & MAINTENANCE	4,979.75	4,490.68	9,174.48	4,323.41	7,000	7,000
101-43000-2210	EQUIPMENT PARTS	5,305.33	8,351.36	12,193.76	7,225.01	8,000	8,500
101-43000-2221	TIRES	336.69	0.00	0.00	207.92	1,000	1,000
101-43000-2224	STREET MAINT SUPPLY	(6,603.00)	520.85	0.00	0.00	2,000	2,000
101-43000-2226	SIGNS & STRIPING	3,615.24	4,731.69	6,092.80	5,190.14	6,500	6,500
101-43000-2280	UNIFORM ALLOWANCE	866.25	875.00	1,113.40	1,196.00	1,200	1,300
101-43000-3210	CELL TELEPHONE	210.42	224.94	198.47	183.30	370	370
101-43000-4000	CONTRACTUAL SERVICES	150.00	1,720.64	738.95	1,529.30	1,040	1,040
101-43000-4300	CONFERENCE & SCHOOLS	442.79	1,569.42	607.70	213.06	800	800
101-43000-4330	DUES & SUBSCRIPTIONS	104.37	109.57	103.13	165.67	220	220
101-43000-5000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0	0
101-43000-7000	TRANSFER OUT	1,600.00	1,600.00	1,600.00	2,000.00	2,000	3,000
TOTAL STREET DEPARTMENT		221,608.00	239,765.71	257,433.77	248,894.85	275,616	280,503

2022 BUDGET BREAKDOWN OF EXPENDITURES:

		2020 ACTUAL	2021 BUDGET	2022 BUDGET
<u>STREETS-43000</u>				
1010	SALARIES *2022 Salaries	\$ 149,553.45	\$ 151,662	150,438
	a) 1 - 100%	\$ 68,513		
	b) 3 - 25%	\$ 51,385		
	c) 28% of Director	\$ 30,540		
1013	OVERTIME	\$ 3,276.64	\$ 8,393	8,824
	a) 175 hrs			
1020	ON-CALL SALARIES	\$ 3,590.19	\$ 2,398	4,034
	a) 80 hrs			
1050	VACATION BUY BACK	\$ 2,226.72	\$ 1,900	1,900
1210	PERA EMPLOYER CONTRIBUTION	\$ 11,941.63	\$ 12,184	12,248
	a) Coordinated 7.5% \$ 163,296			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 12,098.73	\$ 12,574	12,638
	a) FICA 6.2% \$ 165,196	\$ 10,242		
	b) Medicare 1.45% \$ 165,196	\$ 2,395		
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 23,615.04	\$ 23,406	24,224
1313	PRUDENTIAL LIFE INSURANCE	\$ 106.40	\$ 107	105
1510	WORKER'S COMPENSATION	\$ 7,303.12	\$ 14,862	14,862
	a) Premium	\$ 12,834		
	b) Deductible	\$ 1,000		
2120	MOTOR FUELS & LUBRICANTS	\$ 10,345.51	\$ 15,000	16,000
2150	SHOP MATERIALS	\$ 2,603.61	\$ 3,000	3,500
2200	REPAIR, MAINTENANCE & SUPPLIES	\$ 4,323.41	\$ 7,000	7,000
2210	EQUIPMENT PARTS	\$ 7,225.01	\$ 8,000	8,500
2221	TIRES	\$ 207.92	\$ 1,000	1,000
2224	STREET MAINTENANCE MATERIALS	\$ -	\$ 2,000	2,000
	a) Asphalt			
2226	SIGNS & STRIPING	\$ 5,190.14	\$ 6,500	6,500
	a) Crosswalks			
	b) Curbs			

2022 BUDGET BREAKDOWN OF EXPENDITURES:

<u>STREETS-43000 (CON'T)</u>		2020 ACTUAL	2021 BUDGET	2022 BUDGET
2280	UNIFORMS	\$ 1,196.00	\$ 1,200	1,300
	a) Uniforms Allowance per contract	\$ 1,200		
	b) T-Shirts	\$ 100		
3210	CELL PHONE	\$ 183.30	\$ 370	370
4000	CONTRACTUAL SERVICES	\$ 1,529.30	\$ 1,040	1,040
	a) Safety Consultant	\$ 640		
	b) Random Drug Testing & Annual Fee	\$ 400		
	c) Street Sweeping (<i>\$9,000 - Storm Water Fund</i>)	\$ -		
4300	CONFERENCES & SCHOOLS	\$ 213.06	\$ 800	800
	a) Safety Training	\$ 500		
	b) A.P.W.A. St. Cloud	\$ 300		
4330	DUES & SUBSCRIPTIONS	\$ 165.67	\$ 220	220
	a) American Public Works Assn.	\$ 200		
	b) Regional Mutual Aid Dues	\$ 10		
	c) Wells Fargo Credit Card	\$ 10		
5000	CAPITAL OUTLAY	\$ -	\$ -	0
7000	TRANSFER OUT	\$ 2,000.00	\$ 2,000	3,000
	a) Forestry (Fund 251)	\$ 2,000		
<u>TOTAL STREETS DEPARTMENT</u>		\$ 248,894.85	\$ 275,616	280,503

GENERAL FUND-RECREATION		2017	2018	2019	2020	2021	2022
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-45100-1010	FULL TIME EMPLOYEES	220,298.53	230,379.42	210,793.38	192,141.38	218,881	247,780
101-45100-1040	TEMPORARY EMPLOYEES	10,987.36	9,329.25	23,276.37	5,363.89	17,760	21,913
101-45100-1050	VACATION BUY BACK	1,561.94	2,771.42	2,366.40	2,102.75	3,000	3,000
101-45100-1210	PERA CONTRIBUTION	16,241.06	16,977.65	15,809.60	14,830.01	16,417	18,584
101-45100-1220	FICA & MEDICARE	17,391.36	17,828.71	17,690.89	15,388.56	18,333	20,862
101-45100-1300	HEALTH-DENTAL INS	34,489.76	36,856.29	36,095.54	31,817.38	33,586	41,570
101-45100-1313	LIFE INSURANCE	174.48	174.48	172.62	163.02	154	155
101-45100-1510	WORKERS COMP INSURANCE	853.16	853.43	0.00	0.00	3,778	3,778
101-45100-2000	OFFICE SUPPLIES	1,178.77	2,338.91	2,504.45	1,358.97	2,161	2,161
101-45100-2220	POSTAGE	8,071.82	11,004.18	10,825.76	4,734.69	9,521	9,521
101-45100-2290	RECREATION EQUIP-SUPPLIES	1,954.91	2,612.13	3,441.55	492.19	2,900	2,900
101-45100-3310	TRAVEL EXPENSE	267.03	1,071.49	323.52	0.00	1,000	1,000
101-45100-3500	PRINTING & PUBLISHING	12,207.40	13,716.08	12,663.96	5,441.17	13,677	16,277
101-45100-4300	CONFERENCE & SCHOOLS	307.00	1,006.30	825.00	350.00	1,400	1,400
101-45100-4330	DUES & SUBSCRIPTIONS	135.00	575.00	890.00	627.65	930	930
101-45200-5000	CAPITAL OUTLAY	0.00	0.00	0.00	139.96	0	0
TOTAL RECREATION DEPARTMENT		326,119.58	347,494.74	337,679.04	274,951.62	343,498	391,831

2022 BUDGET BREAKDOWN OF EXPENDITURES:

<u>RECREATION-45100</u>			2020	2021	2022
			ACTUAL	BUDGET	BUDGET
1010	SALARIES *2022 Salaries		\$ 192,141.38	\$ 218,881	\$ 247,780
1040	TEMPORARY SALARIES	<i>(Salary Range \$13-\$15)</i>	\$ 5,363.89	\$ 17,760	\$ 21,913
	a) 3 Playground Leaders	\$15 x 320 hrs x 3 = \$14,400			
	b) Rink Attendants	\$10.50 x 320 hrs = \$3,360			
	c) Field Attendants	\$10.25 x 110 hrs = \$1,127.50			
	d) Softball Umpires	\$27.50 x 110 hrs = \$3,025			
1050	VACATION BUY BACK		\$ 2,102.75	\$ 3,000	\$ 3,000
1210	PERA EMPLOYER CONTRIBUTION		\$ 14,830.01	\$ 16,417	\$ 18,584
	a) Coordinated 7.5%	\$ 247,780		\$ 18,584	
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION		\$ 15,388.56	\$ 18,333	\$ 20,862
	a) FICA 6.2%	\$ 272,693		\$ 16,907	
	b) Medicare 1.45%	\$ 272,693		\$ 3,955	
1300	HEALTH & DENTAL INSURANCE/H.S.A		\$ 31,817.38	\$ 33,586	\$ 41,570
1313	PRUDENTIAL LIFE INSURANCE		\$ 163.02	\$ 154	\$ 155
1510	WORKER'S COMPENSATION		\$ -	\$ 3,778	\$ 3,778
	a) Premium	\$ 3,262			
	b) Deductible	\$ 1,000			
2000	OFFICE SUPPLIES		\$ 1,358.97	\$ 2,161	\$ 2,161
	a) Office Supplies	\$ 789			
	b) Woven Envelopes/Stationary Shells	\$ 372			
	c) Ink Cartridges, Toner	\$ 1,000			
2220	POSTAGE		\$ 4,734.69	\$ 9,521	\$ 9,521
	a) Recreation Brochure Mailing (2,300x3)	\$ 6,900			
	b) Miscellaneous Mailings	\$ 2,621			
2290	EQUIPMENT SUPPLIES		\$ 492.19	\$ 2,900	\$ 2,900
	a) Playground Supplies (Bats,Balls,Games)	\$ 464			
	b) Youth Program Supplies	\$ 836			
	c) Seniors Program	\$ 1,200			
3310	TRAVEL EXPENSE		\$ -	\$ 1,000	\$ 1,000
3410	EMPLOYMENT ADVERTISING		\$ -	\$ -	\$ -

2022 BUDGET BREAKDOWN OF EXPENDITURES:**RECREATION-45100 (CON'T)**

		2020	2021	2022
		ACTUAL	BUDGET	BUDGET
3500	PRINTING & PUBLISHING	\$ 5,441.17	\$ 13,677	\$ 16,277
	a) Winter Program Brochure	\$ 4,035		
	b) Fall Program Brochure	\$ 4,035		
	c) Spring/Summer Brochure	\$ 3,750		
	d) Paper, ink & stencils for all flyers	\$ 1,857		
	e) New Journeys quarterly newsletter	\$ 2,600		
4300	CONFERENCES & SCHOOLS	\$ 350.00	\$ 1,400	\$ 1,400
	a) M.R.P.A. Annual Conference	\$ 1,300		
	b) Municipals Banquet	\$ -		
	c) M.R.P.A., LMC Workshops	\$ 100		
4330	DUES & SUBSCRIPTIONS	\$ 627.65	\$ 930	\$ 930
	a) M.R.P.A.	\$ 600		
	b) Sam's Club	\$ 120		
	c) Wells Fargo Credit Card	\$ 20		
	d) M.A.S.S.	\$ 15		
	e) National P.P.A.	\$ 175		
5000	CAPITAL OUTLAY	\$ 139.96	\$ -	\$ -
<u>TOTAL RECREATION DEPARTMENT</u>		\$ 274,951.62	\$ 343,498	\$ 391,831

GENERAL FUND-PARKS DEPARTMENT		2017	2018	2019	2020	2021	2022
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-45200-1010	FULL TIME EMPLOYEES	139,874.93	144,839.66	149,935.95	160,934.58	158,918	158,906
101-45200-1013	OVERTIME	2,639.12	6,987.23	7,658.23	2,878.48	8,393	8,826
101-45200-1020	ON-CALL SALARIES	1,022.89	989.18	497.16	1,223.89	2,398	4,035
101-45200-1040	TEMPORARY EMPLOYEES	29,311.75	20,245.63	32,545.63	6,914.25	35,000	35,000
101-45200-1050	VACATION BUY BACK	2,679.28	2,759.94	2,686.51	2,982.53	3,000	3,000
101-45200-1210	PERA CONTRIBUTION	10,663.26	11,351.93	11,739.64	12,344.95	12,729	12,883
101-45200-1220	FICA & MEDICARE	13,250.70	13,134.71	14,496.68	13,162.83	15,890	16,048
101-45200-1300	HEALTH-DENTAL INS	22,109.68	22,300.10	24,221.84	23,958.36	23,891	24,796
101-45200-1313	LIFE INSURANCE	107.03	107.03	107.03	107.00	107	105
101-45200-1510	WORK COMP INSURANCE	12,468.04	13,354.85	7,895.00	5,052.50	10,781	10,781
101-45200-2100	OPERATING SUPPLIES	350.07	408.00	1,237.14	2,085.92	1,000	1,000
101-45200-2120	FUEL-LUBRICANTS	10,777.18	15,101.72	15,168.57	9,646.63	13,500	14,500
101-45200-2200	REPAIR & MAINTENANCE	6,603.19	11,458.71	5,041.42	9,343.17	14,400	26,800
101-45200-2210	EQUIPMENT PARTS	3,334.96	4,540.41	2,808.24	2,716.21	5,500	5,500
101-45200-2221	TIRES	323.46	396.94	229.68	283.61	800	800
101-45200-2225	LANDSCAPING MATERIAL	9,316.61	7,221.99	7,427.84	5,968.56	9,450	11,692
101-45200-2280	UNIFORM ALLOWANCE	1,311.25	875.00	1,113.40	1,196.00	1,200	1,300
101-45200-2290	RECR EQUIP SUPPLIES	1,563.26	848.52	844.08	1,967.59	2,000	4,300
101-45200-3210	CELL PHONE	508.77	487.67	510.09	516.04	500	500
101-45200-3810	ELECTRIC UTILITIES	4,560.74	4,175.07	4,455.08	4,176.13	4,500	4,500
101-45200-3830	GAS UTILITIES	2,533.10	3,117.92	3,208.13	2,885.53	3,500	3,500
101-45200-3841	RUBBISH REMOVAL	263.87	263.87	263.87	263.90	400	500
101-45200-4190	SATELLITE RENTAL	1,359.29	1,466.14	1,511.28	889.44	1,490	1,610
101-45200-4300	CONFERENCE & SCHOOLS	975.00	452.50	450.00	1,170.00	1,875	2,500
101-45200-4330	DUES & SUBSCRIPTIONS	59.37	61.25	63.12	0.00	0	0
101-45200-4500	CONTRACTUAL SERVICES	150.00	1,370.64	724.45	810.55	880	880
101-45200-4901	LAKESIDE PARK	11,500.00	11,500.00	11,500.00	11,500.00	11,500	11,500
101-45200-5000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0	0
TOTAL PARKS DEPARTMENT		289,616.80	299,816.61	308,340.06	284,978.65	343,602	365,762

2022 BUDGET BREAKDOWN OF EXPENDITURES:

		2020	2021	2022
		ACTUAL	BUDGET	BUDGET
<u>PARKS-45200</u>				
1010	SALARIES *2022 Salaries	\$ 160,934.58	\$ 158,918	\$ 158,906
	a) 1 - 100% (Lead Worker)	\$ 76,981		
	b) 3 - 25%	\$ 51,385		
	c) 28% of Director	\$ 30,540		
1013	OVERTIME	\$ 2,878.48	\$ 8,393	\$ 8,826
	a) 175 hrs			
1020	ON-CALL SALARIES	\$ 1,223.89	\$ 2,398	\$ 4,035
	a) 80 hrs			
1040	TEMPORARY SALARIES (Salary range \$11-13)	\$ 6,914.25	\$ 35,000	\$ 35,000
1050	VACATION BUY BACK	\$ 2,982.53	\$ 3,000	\$ 3,000
1210	PERA EMPLOYER CONTRIBUTION	\$ 12,344.95	\$ 12,729	\$ 12,883
	a) Coordinated 7.5% \$ 171,767			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 13,162.83	\$ 15,890	\$ 16,048
	a) FICA 6.2% \$ 209,767	\$ 13,006		
	b) Medicare 1.45% \$ 209,767	\$ 3,042		
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 23,958.36	\$ 23,891	\$ 24,796
1313	PRUDENTIAL LIFE INSURANCE	\$ 107.00	\$ 107	\$ 105
1510	WORKER'S COMPENSATION	\$ 5,052.50	\$ 10,781	\$ 10,781
	a) Premium	\$ 9,878		
	b) Deductible	\$ 1,000		
2100	OPERATING SUPPLIES	\$ 2,085.92	\$ 1,000	\$ 1,000
	a) Park Building Supplies			
	1) Rags			
	2) Cleaning Supplies			
	3) Paper Products			
	4) Shovels/Rakes			
2120	MOTOR FUELS & LUBRICANTS	\$ 9,646.63	\$ 13,500	\$ 14,500

2022 BUDGET BREAKDOWN OF EXPENDITURES:**PARKS-45200 (CON'T)**

		2020	2021	2022
		ACTUAL	BUDGET	BUDGET
2200	REPAIRS & MAINTENANCE	\$ 9,343.17	\$ 14,400	\$ 26,800
	a) Paint	\$ 800		
	b) Hardware	\$ 1,300		
	c) Lumber	\$ 1,300		
	d) Electrical	\$ 700		
	e) Irrigation System	\$ -		
	f) Triangle Park Fountain	\$ -		
	g) Auto Repairs	\$ 1,000		
	h) Terrace Park Court Rehab	\$ 11,000		
	i) Miscellaneous	\$ 700		
	j) Able Park Court Rehab	\$ 10,000		
2210	EQUIPMENT PARTS	\$ 2,716.21	\$ 5,500	\$ 5,500
2221	TIRES	\$ 283.61	\$ 800	\$ 800
2225	LANDSCAPE MATERIALS	\$ 5,968.56	\$ 9,450	\$ 11,692
	a) Fertilizer & Seed	\$ 4,500		
	b) Agriculture Lime	\$ 850		
	c) Line White Field Marking Paint	\$ 500		
	d) Safe Line for Lining Fields	\$ 460		
	e) Fibre for Playgrounds	\$ 3,982		
	f) Broadleaf Control	\$ 1,400		
2280	UNIFORMS			
	a) Uniform Allowance per contract	\$ 1,000	\$ 1,196.00	\$ 1,200
	b) T-Shirts	\$ 200		
2290	RECREATION EQUIPMENT SUPPLIES			
	a) Replacement parts for Bleachers/ Benches/Tables	\$ 250	\$ 1,967.59	\$ 2,000
	b) Volleyball, Hockey & Tennis Nets	\$ 250		
	c) Backstop Fencing	\$ 1,100		
	d) Playground Parts	\$ 2,700		
3210	LEAD WORKER'S CELL PHONE	\$ 516.04	\$ 500	\$ 500
3810	ELECTRIC SERVICE			
	a) Warming House (Able Park) Skating Lights	\$ 4,176.13	\$ 4,500	\$ 4,500
	b) Tennis & Ballfield Lights at Terrace Park			
	c) Triangle Park Water Fountain			
	d) 8463 Terrace Road			

PARKS-45200 (CON'T)

		2020	2021	2022
		ACTUAL	BUDGET	BUDGET
3830	GAS SERVICE			
	a) Able Park Building	\$ 2,885.53	\$ 3,500	\$ 3,500
	b) Terrace Park Building			
	c) Sanburnol Building (heat left on low to prevent damage)			
	d) 8463 Terrace Road			
3841	RUBBISH REMOVAL			
	a) Removal	\$ 300	\$ 263.90	\$ 500
	b) Solid Waste Mgmt Charge-Anoka Co	\$ 100	\$ 400	
4190	SATELLITE RENTAL			
	a) 2 units @ \$67 = \$134 x 4/mo.	\$ 536	\$ 889.44	\$ 1,610
	b) 2 units @ \$67 = \$134 x 6/mo.	\$ 804		
	c) 3 units @ \$50 = \$150	\$ 150	\$ 1,490	
4300	CONFERENCES & SCHOOLS			
	a) Public Works Annual Conference	\$ 325	\$ 1,170.00	\$ 2,500
	b) Ballfield Maintenance	\$ 100		
	c) Playground School	\$ 1,975		
	d) Minnesota Green Conference	\$ 100		
4330	DUES & SUBSCRIPTIONS			
		\$ -	\$ -	
4500	CONTRACTUAL SERVICES			
	a) Safety Consultant	\$ 640	\$ 810.55	\$ 880
	b) Random Drug Testing	\$ 240		
4901	LAKESIDE PARK EXPENSE			
		\$ 11,500.00	\$ 11,500	\$ 11,500
5000	CAPITAL OUTLAY			
		\$ -	\$ -	
<u>TOTAL PARKS DEPARTMENT</u>				
		\$ 284,978.65	\$ 343,601	\$ 365,762

2022 BUDGET BREAKDOWN OF EXPENDITURES:**101.45200.4901 LAKESIDE PARK**

	2020 ACTUAL	2021 BUDGET	2022 BUDGET
Salaries:		\$ 3,680	\$ 3,680
a) Maintenance Person:			
4 hrs/day x 80 days x \$11.50/hr	\$ 3,680		
FICA/Medicare		\$ 282	\$ 282
(.0765 x \$3,680)			
Worker's Compensation		\$ 253	\$ 253
Operating Supplies:		\$ 2,500	\$ 2,500
a) Soap, toilet paper, garbage bags	\$ 240		
b) Ag lime for ballfield	\$ 200		
c) Aeration notice	\$ 60		
d) Volleyball net	\$ 90		
e) Broadleaf/Veg Control	\$ 500		
f) Fertilizer (50 bags) & seed	\$ 560		
g) Playground surface	\$ 850		
Electricity (Vandal lights, irrigation system & buildings)		\$ 1,300	\$ 1,300
Water/Sewer Service		\$ 2,400	\$ 2,400
Refuse Collection		\$ 75	\$ 75
Portable Restrooms		\$ 550	\$ 550
Maintenance Equipment Rental/Usage		\$ 5,276	\$ 5,276
Insurance		\$ 5,504	\$ 6,055
Equipment Repairs		\$ 1,705	\$ 1,154
a) Sprinkler system-expansion	\$ 600		
b) Drinking fountain	\$ 250		
c) Fencing	\$ 100		
d) Playground equipment	\$ 300		
e) Signs repairs	\$ 100		
f) Electrician	\$ 300		
g) Building and sidewalks	\$ 1,270		
<u>TOTAL LAKESIDE PARK BUDGET</u>		<u>\$ 23,525</u>	<u>\$ 23,525</u>
<i>Less Park Rental Income & Investment Income</i>		\$ (710)	\$ (710)
		\$ 22,815	\$ 22,815
<u>Spring Lake Park Share</u>	\$ 11,500.00	<u>\$ 11,408</u>	<u>\$ 11,408</u>

rev. 12/13/21

GENERAL FUND-MISCELLANEOUS ACCT #	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
101-49000-1300	HEALTH INSURANCE	330.88	887.04	1,604.54	1,124	1,500	1,500
101-49000-1313	COBRA-H.S.A. ADMIN FEES	0.00	0.00	0.00	220	8,400	8,400
101-49000-3600	INSURANCE	41,448.12	44,320.88	49,195.00	48,335	50,000	50,000
101-49000-4000	CONTRACTUAL SERVICES	2,752.00	5,228.00	1,650.00	2,464	10,000	10,000
101-49000-4389	CONTINGENCY	0.00	0.00	0.00	0	30,000	50,000
101-49000-4390	MISCELLANEOUS	6,807.42	1,888.10	898.16	989	10,000	10,000
101-49000-4420	SURCHARGES-PLBG	879.00	86.00	122.99	151	200	200
101-49000-4430	SURCHARGES-HTG	1,060.52	591.99	466.47	658	400	400
101-49000-4440	SURCHARGES-BLDG	5,111.68	7,046.54	6,133.73	7,164	5,000	5,000
101-49000-7000	PERM TRANSFERS OUT	160,000.00	155,000.00	425,000.00	585,000	155,000	155,000
TOTAL MISCELLANEOUS		218,058.74	215,048.55	485,070.89	646,105	270,500	290,500
TOTAL GENERAL FUND BUDGET		3,834,303.13	4,112,159.40	4,569,720.68	4,358,969.59	4,582,318	4,838,072

2022 BUDGET BREAKDOWN OF EXPENDITURES:

<u>MISCELLANEOUS-49000</u>		2020 ACTUAL	2021 BUDGET	2022 BUDGET
1300	HEALTH INSURANCE	\$ 1,124.29	\$ 1,500	\$ 1,500
1313	COBRA & H.S.A. ACCOUNT MANAGEMENT COST a) \$688/month	\$ 220.32	\$ 8,400	\$ 8,400
3600	INSURANCE a) General Liability b) Accident c) Boards & Commissions d) Auto	\$ 48,335.00	\$ 50,000	\$ 50,000
4000	CONTRACTUAL SERVICE	\$ 2,464.00	\$ 10,000	\$ 10,000
4389	CONTINGENCY	\$ -	\$ 30,000	\$ 50,000
4390	MISCELLANEOUS	\$ 988.90	\$ 10,000	\$ 10,000
4420	PLUMBING SURCHARGE	\$ 150.82	\$ 200	\$ 200
4430	HEATING & AIR CONDITIONING SURCHARGES	\$ 657.98	\$ 400	\$ 400
4440	BUILDING SURCHARGES	\$ 7,163.84	\$ 5,000	\$ 5,000
7000	PERMANENT TRANSFERS	\$ 585,000.00	\$ 155,000	\$ 155,000
	a) Election Fund transfer	\$ 15,000		
	b) Severance Liability	\$ 25,000		
	(2017-\$15,000)			
	(2018-\$15,000)			
	(2019-\$15,000)			
	(2019-\$20,000)			
	(2020-\$20,000)			
	c) Transfer from LGA (FD Debt - Station #3)	\$ 50,000		
	d) Transfer from LGA (PW Debt Service Fund)	\$ 40,000	(remainder 50%-PU)	
	e) Transfer from LGA (Storm Water Fund)	\$ 25,000		
<u>TOTAL MISCELLANEOUS</u>		\$ 646,105.15	\$ 270,500	290,500
<u>TOTAL 2022 EXPENDITURES</u>		\$ 4,358,989.59	\$ 4,582,318	4,838,076



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: December 13, 2021
Subject: LELS Local #7 – Patrol - Union Contract

This is to inform you that on November 15, 2021, the LELS Local #7 – Patrol - Union employees accepted the following offer negotiated by the Police-Patrol Negotiation Committee:

1. Article #26: Two year contract for 2022 and 2023 calendar years
2. Appendix A: Implementation of following compensation table

CLASSIFICATION (Patrol Officer)	<u>1/1/2022</u>	2.5% <u>1/1/2023</u>
Patrol Officer – Beginning	5,863.67	\$6,010.26
Patrol Officer – 6 months service	6,068.89	6,220.62
Patrol Officer – 1 year service	6,281.30	6,438.34
Patrol Officer – 2 years service	6,501.15	6,663.68
Patrol Officer - 3 years service	6,728.69	6,896.91
Patrol Officer – 4 years service	6,964.20	7,138.30
Patrol Officer – 5 years service	7,207.94	7,388.14
Patrol Officer – 7 years service (Longevity)	7,352.10	7,535.90
Patrol Officer – 9 years service (Longevity)	7,572.66	7,761.98
Patrol Officer – 11 years service (Longevity)	7,724.12	7,917.22

CITY OF SPRING LAKE PARK

RESOLUTION NO. 21-58

A RESOLUTION APPROVING THE TENTATIVE AGREEMENT BETWEEN THE CITY OF SPRING LAKE PARK AND LELS LOCAL #7, REPRESENTING THE PATROL OFFICER BARGAINING UNIT FOR CALENDAR YEARS 2022-2023

WHEREAS, representatives of the City of Spring Lake Park and representatives of LELS Local #7, representing the Patrol Officer bargaining unit of the City have negotiated a 2 year labor agreement for the term of January 1, 2022 through December 31, 2023; and

WHEREAS, the attached document summaries the substantive agreement between the parties.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the City Council approves and ratifies the tentative agreement and that the appropriate individuals designated by the City are authorized and directed to execute the original contracts.

The foregoing Resolution was moved for adoption by Councilmember .

Upon Vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 20th day of December, 2021.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

APPENDIX A

**TENTATIVE AGREEMENT BETWEEN CITY OF SPRING LAKE PARK
AND LELS LOCAL #7**

- 1. Article #26: Two year contract for 2022 and 2023 calendar years
- 2. Appendix A: Implementation of following compensation table

CLASSIFICATION (Patrol Officer)	2.5%	
	<u>1/1/2022</u>	<u>1/1/2023</u>
Patrol Officer – Beginning	5,863.67	\$6,010.26
Patrol Officer – 6 months service	6,068.89	6,220.62
Patrol Officer – 1 year service	6,281.30	6,438.34
Patrol Officer – 2 years service	6,501.15	6,663.68
Patrol Officer - 3 years service	6,728.69	6,896.91
Patrol Officer – 4 years service	6,964.20	7,138.30
Patrol Officer – 5 years service	7,207.94	7,388.14
Patrol Officer – 7 years service (Longevity)	7,352.10	7,535.90
Patrol Officer – 9 years service (Longevity)	7,572.66	7,761.98
Patrol Officer – 11 years service (Longevity)	7,724.12	7,917.22

CLASSIFICATION (Investigator)	2.5%	
	<u>1/1/2022</u>	<u>1/1/2023</u>
Patrol Officer – Beginning	\$6,215.49	\$6,370.87
Patrol Officer – 6 months service	6,433.03	6,593.85
Patrol Officer – 1 year service	6,658.18	6,824.64
Patrol Officer – 2 years service	6,891.22	7,063.50
Patrol Officer - 3 years service	7,132.41	7,310.72
Patrol Officer – 4 years service	7,382.05	7,566.60
Patrol Officer – 5 years service	7,640.42	7,831.43
Patrol Officer – 7 years service (Longevity)	7,869.63	8,066.37
Patrol Officer – 9 years service (Longevity)	8,027.02	8,227.70
Patrol Officer – 11 years service (Longevity)	8,187.56	8,392.25

- 3. Appendix B: Uniform Allowance Increase to \$910 in 2022 and \$930 in 2023
- 4. Appendix B: Insurance Continue same health care language

5. Article 16: Overtime (Comp Time)

Increase maximum accrual of compensatory time from 44 hours to 60 hours; amend language to state that employees will have overtime paid out on their regular bi-weekly pay check.

6. Article 21: Holidays

Add language stating if the Minnesota State Legislature adds Juneteenth to the list of holidays under M.S. 645.44, subd. 5, the City will include Juneteenth as a holiday under Article 21, Section 1 (A).

CITY OF SPRING LAKE PARK

RESOLUTION NO. 21-59

**RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA)
BETWEEN THE STATE OF MINNESOTA AND LOCAL GOVERNMENTS AND
AUTHORIZING PARTICIPATION IN NATIONAL OPIOID SETTLEMENTS**

WHEREAS, the State of Minnesota, Minnesota counties and cities, and their people, have been harmed by misconduct committed by certain entities that engage in the manufacture, marketing, promotion, distribution, or dispensing of opioids; and

WHEREAS, the State of Minnesota and numerous Minnesota cities and counties joined with thousands of local governments across the country to file lawsuits against opioid manufacturer and pharmaceutical distribution companies and hold those companies accountable for their misconduct; and

WHEREAS, representatives of local Minnesota governments, the League of Minnesota Cities, the Association of Minnesota Counties, the Coalition of Greater Minnesota Cities, the State of Minnesota, and the Minnesota Attorney General's Office have negotiated and prepared a Memorandum of Agreement (MOA) to provide for the equitable distribution of proceeds to the State of Minnesota and to individual local governments from recent settlements in the national opioid litigation; and

WHEREAS, by signing onto the MOA, the state and local governments maximize Minnesota's share of opioid settlement funds, demonstrate solidarity in response to the opioid epidemic, and ensure needed resources reach the most impacted communities; and

WHEREAS, it is in the best interests of the State of Minnesota and the residents of the City of Spring Lake Park, and the Counties of Anoka and Ramsey, that the City participate in the national opioid litigation settlements.

NOW, THEREFORE, be it resolved by the City Council of the City of Spring Lake Park, Minnesota:

1. Participation in the opioid litigation settlements promotes the public health, safety, and welfare of the residents of the City of Spring Lake Park.
2. The City of Spring Lake Park supports and opts-in to the national opioid litigation settlements with the Distributors McKesson, Cardinal Health, and Amerisource Bergen, and with the Manufacturer Johnson & Johnson.
3. The Memorandum of Agreement (MOA) between the State of Minnesota and Local Governments relating to the distribution of settlement funds is hereby approved by the City of Spring Lake Park.

4. City Staff is hereby authorized to take such measures as necessary to sign the MOA and otherwise participate in the national opioid settlements, including executing the Participation Agreement and accompanying Release.

The foregoing Resolution was moved for adoption by Councilmember .

Upon Vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 20th day of December, 2021.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



The Office of
Minnesota Attorney General Keith Ellison
helping people afford their lives and live with dignity and respect • www.ag.state.mn.us

December 8, 2021

Dear Minnesota Cities and Counties:

I'm pleased to announce that counties, cities, and the State of Minnesota have reached an agreement that will govern how funds from recently announced settlements with opioid companies will be distributed within Minnesota. In order to finalize this agreement, I am asking you to sign the enclosed State-Subdivision Memorandum of Agreement (MN MOA) and also to join both settlements with opioid distributors McKesson, AmerisourceBergen, and Cardinal Health, and opioid manufacturer Johnson & Johnson by **January 2, 2022**. Minnesota stands to receive more than \$300 million from these settlements, the vast majority of which will go to cities and counties, but we need your cities and counties to sign on to the settlements to maximize the resources to fight the epidemic. Simply put, the more cities and counties that sign on by January 2, 2022, the more money we will have for treatment, prevention, and a whole host of programs and strategies to abate this crisis.

Over the last few months, my Office has been working tirelessly with cities and counties to come to an agreement on allocation and distribution of opioid settlement funds. We have been working alongside the Association of Minnesota Counties, the League of Minnesota Cities, the Coalition of Greater Minnesota Cities, representatives from litigating cities and counties, members of the Opioid Epidemic Response Advisory Council, the Governor's Office, and numerous state agencies, among others. The MN MOA is the result of this work.

Since 2000, the opioid epidemic has cost more than 5,400 Minnesotans their lives, and has torn families apart and ravaged communities. The last year has been especially hard, as the COVID-19 pandemic has caused a surge in opioid overdoses, both fatal and nonfatal. No amount of money will ever be enough to make up for the damage and destruction caused by these companies, but these historic agreements are at least a measure of accountability, if not justice.

Enclosed with this letter are several documents with more information about these agreements. Additional information about the settlements and how they will be implemented in Minnesota can be found on our website at www.ag.state.mn.us/opioids. Also, please do not hesitate to contact my Office with any questions you may have. You can send an email to opioids@ag.state.mn.us, or leave a voicemail at (612) 429-7126.

Sincerely,

KEITH ELLISON
Attorney General

Enclosures: *Minnesota Opioids State-Subdivision Memorandum of Agreement*
Executive Summary
One-Page Overview
Frequently Asked Questions
Checklist



Minnesota Opioid State-Subdivision Agreement Overview

What It Is

The Minnesota Memorandum of Agreement (MN MOA) governs how Minnesota will distribute settlement funds from two national settlements with opioid distributors McKesson, Cardinal Health, and AmerisourceBergen and opioid manufacturer Johnson & Johnson. These settlements could bring more than \$296 million to Minnesota over an 18-year period to support state and local efforts to fight the opioid epidemic.¹

How It Works

Enables Minnesota to maximize resources to fight the epidemic. For Minnesota to receive the maximum payout under the two national settlements, cities and counties must join the state and sign on to the MN MOA and the settlement agreements. To maximize resources flowing to communities on the front lines of the epidemic, the MN MOA directs settlement funds as follows:

- 75 percent to local governments, including all counties and 33 cities.
- 25 percent to the state, to be overseen and distributed by the Opioid Epidemic Response Advisory Council.

Dedicates funds to addressing the opioid epidemic. The Attorney General's Office convened an expert panel of local, state, and community providers with experience and expertise in public health and delivery of health care services to determine the best and most effective use of the settlement funds. The panel selected a comprehensive list of future opioid abatement and remediation programs to which these settlement funds must be dedicated.

Why It Matters

Personal Cost. More than 5,400 Minnesotans have died of opioid overdoses since 2000. The epidemic has torn families apart and ravaged communities, particularly American Indian populations and communities of color. Individuals, families, and communities continue to suffer, as the COVID-19 pandemic has caused a surge in both fatal and nonfatal overdose deaths.

Accountability. Opioid manufacturers and distributors created and fueled the opioid epidemic with irresponsible and misleading marketing and inadequate monitoring of these dangerous products. In addition to potentially over \$296 million to fight the epidemic, settlements with the three largest drug distributors in the country, as well as one of the largest manufacturers, will shine a light on these companies' conduct and help make sure nothing like this ever happens again.

¹ The MN MOA also governs how opioid abatement funds from the bankruptcy resolutions with Purdue Pharma and Mallinckrodt are distributed within Minnesota. The \$296 million figure does not include payments from the Purdue Pharma and Mallinckrodt bankruptcies, which are not yet finalized.



Minnesota Opioid Settlement Executive Summary

Minnesota has joined a broad multistate coalition in reaching nationwide settlements with the three largest opioid distributors – AmerisourceBergen, Cardinal Health, and McKesson – and opioid manufacturer Johnson & Johnson. The settlements resolve investigations and lawsuits against these companies for their role in the opioid crisis. If the settlements are fully adopted nationally, the distributors will pay \$21 billion over 18 years and Johnson & Johnson will pay \$5 billion over 10 years. Most states have already joined the settlements, but for the agreements to become effective, a critical mass of cities and counties must sign onto the settlements by January 2, 2022.

Settlement Structure

If a critical mass of subdivisions sign on and the settlements become effective:

- Minnesota will be eligible to receive more than \$296 million over 18 years. Up to \$222 million of that will be paid directly to Minnesota cities and counties. The total amount of payments to Minnesota will be determined by the overall degree of participation by cities and counties. The more cities and counties that join, the more money everyone in Minnesota will receive. Distribution within Minnesota will be determined by the state-subdivision agreement (see below).
 - Each state’s share of the funding was determined by agreement among the states using a formula that takes into account the impact of the crisis on the state—the number of overdose deaths, the number of residents with substance use disorder, and the number of opioids prescribed—and the population of the state.
- Payments will begin to flow to the state and cities and counties as soon as April 2022. The Johnson & Johnson settlement provides for payments to be accelerated if cities and counties sign on early.
- The vast majority of the settlement funds must be used to support any of a wide variety of strategies to fight the opioid crisis. The Attorney General’s Office convened an expert panel of local, state, and community providers with experience and expertise in public health and delivery of health care services to determine the best and most effective use of the settlement funds. The panel selected a comprehensive list of future opioid abatement and remediation programs that will benefit all regions of the state.
- In addition to the financial components, the settlements also require the companies to make changes in how opioids are distributed and sold. The companies will be subject to far more oversight and accountability throughout that process to prevent deliveries of opioids to pharmacies where diversion and misuse occur. The distributors will be required to establish and fund a centralized, independent clearinghouse using detailed data analytics to keep close track of opioid distribution throughout the country and raise red flags for

suspicious orders. Johnson & Johnson will be prohibited from selling or promoting opioids for ten years.

Minnesota Framework

Minnesota has been preparing for these settlements and the opportunity they present to deliver substantial funding to needed abatement and remediation programs. In 2019, the Legislature passed the Opiate Epidemic Response bill, creating a special opioid abatement account and the Opioid Epidemic Response Advisory Council, which will oversee the spending of the state's share of settlement funds.

Additionally, a months-long partnership between the state and cities and counties has resulted in a state-subdivision agreement (or "Minnesota Memorandum of Agreement") that is designed to maximize the settlement funds coming to the State of Minnesota and get them to where they are needed most. The state-subdivision agreement details how the settlement money will be allocated within the state and also sets out a structure for the distribution of opioid abatement funds from pending bankruptcy plans with Purdue Pharma and Mallinckrodt. A copy of the state-subdivision agreement can be found on the Attorney General's website at www.ag.state.mn.us/opioids.

Pursuant to the state-subdivision agreement—and assuming maximum payments—approximately \$296 million in funds paid to Minnesota and its cities and counties from the Distributor and Johnson & Johnson settlements, as well as tens of millions of additional dollars from the Purdue Pharma and Mallinckrodt bankruptcies, will be allocated as follows:

- **Local Government Abatement Fund.** Seventy-five percent (75%) of the abatement funds will be paid directly to counties and certain municipalities that participate in the settlement. Local government funds will be directly allocated to all participating counties, and all participating municipalities that: (a) have populations of 30,000 or more, (b) have filed lawsuits against the settling defendants, or (c) have public health departments. To promote efficiency in the use of abatement funds and limit the administratively burdensome disbursements of amounts that are too small to add a meaningful abatement response, smaller, non-litigating municipalities will not receive a direct allocation of settlement funds. The allocation percentages for each county and municipality were determined by counsel for the subdivisions negotiating the national settlement agreements and were calculated using data reflect the impact of the opioid crisis on the subdivision. Tribal nations are conducting separate settlement negotiations with the opioid companies.
- **State Fund.** Twenty-five percent (25) of the abatement funds will be paid directly to the State. Pursuant to state law, these funds will go into the special opioid abatement account to be overseen and distributed by the Opioid Epidemic Response Advisory Council. Under current law, after certain appropriations are made, approximately 50% of the funds paid into the opioid abatement account are distributed to county social service agencies to

provide child protection services to children and families who are affected by addiction. The state-subdivision agreement anticipates a change to this law to allow counties to receive their share of the settlement funds directly. The agreement requires the state and subdivisions to work together to achieve this change in law during the 2022 legislative session, and includes a provision changing the allocation between state and local governments if the statutory change is not accomplished.

Some municipalities in Minnesota retained attorneys on a contingency fee basis to file lawsuits against the opioid companies. The national settlements establish an Attorney Fee Fund for attorneys representing cities and counties that join the settlements. The settlements require attorneys who recover from this fund to waive enforcement of their contingency fee agreements. The state-subdivision agreement includes a Backstop Fund, which will be overseen by a Special Master, that will allow for the payment of reasonable attorney fees to private attorneys to make up for the difference between what they receive from the national fund and their contingency fee agreements, which are capped at 15%. Any funds that remain in the Backstop Fund after payment of reasonable attorney fees will revert to cities and counties for abatement.

Subdivision Participation

It is vital for subdivisions to join the settlements during the initial sign-on period, which ends January 2, 2022. First, very high levels of subdivision participation nationally are necessary for the companies to move forward with the settlements and for everyone to benefit from them. Second, cities or counties cannot receive any portion of the direct settlement funds if they do not sign on to the settlements. Third, in order to maximize the settlement payments that come to Minnesota, full joinder by certain categories of counties and cities is needed. Finally, joinder during the initial sign-on period maximizes the amount of funds available to an individual city or county.

Next Steps

Now: Cities and counties should have received a settlement notice with additional information about the sign on process, which begins by registering on the national settlement website: www.nationalopioidsettlement.com. Registering is a necessary step toward participation in the settlements. The notice each subdivision received by mail and email provides its unique subdivision registration code, which must be used to register. Registering does not mean that the subdivision has accepted the terms of the national settlement agreements or the state-subdivision agreement.

Next: Each subdivision, via its local legislative body, should adopt a resolution that authorizes a representative of the subdivision to execute Minnesota's state-subdivision agreement and *both* subdivision settlement participation forms (Distributors and Johnson & Johnson), which are required to join the settlements. Cities and counties can obtain model resolutions by contacting the Association of Minnesota Counties or the League of Minnesota Cities. The resolutions should be submitted to the subdivisions' legislative body (*i.e.*, county commission or city council) for approval.

By January 2, 2022: After the appropriate resolution is passed by each subdivision, the authorized representative should sign the Minnesota Memorandum of Agreement, the Distributor Agreement, and the Johnson & Johnson Agreement. The Distributor and Johnson & Johnson agreements can be signed electronically via DocuSign. Subdivisions should receive an email with a link to sign electronically upon registering at www.nationalopioidsettlement.com. Subdivisions are encouraged to sign onto the Minnesota Memorandum of Agreement and the settlement agreements as soon as possible to avoid scheduling challenges and to ensure that we meet the national subdivision participation threshold for the settlements to become effective.

Additional information about the settlements and how they are implemented in Minnesota can be found on the Attorney General's website: www.ag.state.mn.us/opioids. Subdivisions that are represented by an attorney with respect to opioid claims should consult with their attorney. Additionally, specific questions for the Attorney General's Office can be emailed to opioids@ag.state.mn.us, or left via voicemail at (612) 429-7126.



FREQUENTLY ASKED QUESTIONS ABOUT SETTLEMENTS WITH OPIOID DISTRIBUTORS AND JOHNSON & JOHNSON

This document is intended to assist Minnesota subdivisions evaluating the settlement agreements resolving opioid claims with the three largest opioid distributors—McKesson, Cardinal Health, and AmerisourceBergen (“Distributors”)—and opioid manufacturer Janssen Pharmaceuticals, and its parent company, Johnson & Johnson (“J&J”) (collectively, the “Settlements”). This document is subject to being updated as additional information is gathered. The terms of the Settlements and the Minnesota Opioids State-Subdivision Memorandum of Agreement (“MN MOA”) are controlling and are not amended or in any way affected by this document. Copies of these settlements, agreement, and other materials can be found at the Attorney General’s website: www.ag.state.mn.us/opioids.

1. My city or county received a notice in the mail and by email about two opioid settlements. What do we do with this and how do we join the Settlements?

The notice your city or county received relates to two Settlements resolving opioid claims against the country’s three largest drug distributors, McKesson, Cardinal Health, and AmerisourceBergen, and opioid manufacturer Johnson & Johnson for their role in the opioid epidemic. The notice went out to all Minnesota counties, as well as cities that have a population greater than 10,000 and those that have filed lawsuits against these companies.

Under the Settlements, Minnesota and its cities and counties stand to receive up to \$296 million in Opioid Settlement Funds to fight the opioid crisis over the next 18 years, starting in early to mid-2022. The more cities and counties that join, the more the Distributors and J&J will pay under the Settlements.

The Notice you received should have a unique subdivision registration code. The Attorney General’s Office also sent your city or county a letter attaching this same registration code. Cities or counties must visit www.nationalopioidsettlement.com and use that code to register to receive participation agreements for the Settlements. You will then receive information about how to submit your Subdivision Settlement Participation Forms electronically via DocuSign. **You must submit two forms, one for each Settlement.**

2. How large are the Settlements?

Under the terms of the Settlements, the Distributors and J&J will provide up to \$26 billion to states, cities, and counties throughout the country. The Distributors will make payments over a period of 18 years, and J&J will make payments over nine years.

3. Is there a deadline for cities and counties to join the Settlements?

Yes. Cities and counties should complete their Subdivision Settlement Participation Forms by **January 2, 2022**. Cities and counties that join after that date risk reducing the entire amount that goes to the State of Minnesota as well as having their own payments reduced.

4. How many Minnesota cities and counties are engaged in litigation against the Distributors and J&J?

Twenty-six counties and seven cities have filed lawsuits against the Distributors and/or J&J. Under the MN MOA (see additional information below), all 87 counties and every city that meets the eligibility criteria would receive settlement payments regardless of whether they filed lawsuits, but they must join the Settlements. The Settlements prohibit payments to counties or cities that do not join the Settlements.

5. What is the status of these cases?

All Minnesota city and county cases have been consolidated for pretrial proceedings into a Multi-District Litigation (MDL) in federal court in Cleveland, Ohio. The opioid MDL has roughly 3,000 lawsuits from nearly every state. The lawsuits allege that opioid manufacturers misrepresented the risks associated with prescription opioids; that opioid distributors did not properly monitor shipments of prescription opioids to pharmacies across the country; and that these actions contributed to the opioid epidemic that continues to ravage Minnesota and the rest of the country. Until the Settlements are finalized, these cases will remain pending.

6. Has the State of Minnesota joined the Settlements?

Yes. The Minnesota Attorney General's Office, together with the majority of state Attorneys General across the country, has signed on to the Settlements. Those Attorneys General, lawyers representing thousands of municipalities in the national opioid litigation, and the Association of Minnesota Counties, League of Minnesota Cities, and the Coalition of Greater Minnesota Cities strongly encourage cities and counties to join. Cities and counties that join will be helping to bring additional abatement resources to communities and families throughout the state for substance use prevention, harm reduction, treatment, and recovery.

7. How much will Minnesota receive from the Settlements?

Minnesota is eligible to receive a maximum payment of approximately \$296 million under the Settlements with the Distributors and J&J. The settlement funds are allocated among states based on population and the impact of the opioid crisis on each state, taking into account several public health measures. The precise amount of settlement funds Minnesota as a whole receives is highly dependent on the level of city and county participation and the avoidance of penalties that would result from cities or counties filing new lawsuits.

8. What is the Minnesota Opioids State-Subdivision Memorandum of Agreement?

The MN MOA governs how Minnesota will distribute settlement funds from the Settlements with Distributors and J&J. It also governs how opioid abatement funds from the bankruptcy resolutions with Purdue Pharma and Mallinckrodt are distributed within Minnesota. The Purdue Pharma and Mallinckrodt bankruptcies are not yet finalized, and it is not yet known how much money will be coming to the state from these bankruptcies, although the Attorney General's Office expects the figure to be in the tens of millions.

9. Why is it so important to join the Settlements and the MN MOA?

The opioid epidemic has taken the lives of more than 5,400 Minnesotans since 2000. The epidemic has torn families apart and ravaged communities, particularly American Indian populations and communities of color. Individuals, families, and communities continue to suffer, as the COVID-19 pandemic has caused a surge in both fatal and nonfatal overdose deaths.

The epidemic was fueled by irresponsible marketing and inadequate monitoring on the part of opioid makers and distributors. In addition to potentially over \$296 million to fight the epidemic, settlements with the Distributors and J&J will shine a light on these companies' conduct and help make sure nothing like this ever happens again. The MN MOA is an important step forward in holding these companies accountable and directing much-needed resources to communities across the state.

10. What are the most important features of the MN MOA?

The Settlements require state and local governments to use the vast majority of settlement funds to address the opioid epidemic. Consistent with this principle, the MN MOA dedicates funds to that purpose. The Attorney General's Office convened an expert panel of local, state, and community providers with experience and expertise in public health and delivery of health care services to determine the best and most effective use of the settlement funds (the "Advisory Panel to the Attorney General on Distribution and Allocation of Opioid Settlement Funds" or the "panel"). The panel selected a comprehensive list of future opioid abatement and remediation programs to which these settlement funds must be dedicated, whether those funds are received by the State, cities, or counties.

The MN MOA also enables Minnesota to maximize resources to fight the epidemic. The MN MOA was designed to incentivize cities and counties to join in order to earn the maximum amount of payments from the Settlements. To maximize resources flowing to communities on the front lines of the epidemic, the MN MOA directs settlement funds as follows:

- 75 percent to local governments, including all counties and 33 cities.
- 25 percent to the state, to be overseen and distributed by the Opioid Epidemic Response Advisory Council.

11. How does my city or county sign onto the MN MOA?

The county board, city council, or equivalent legislative body can pass a resolution stating its intent to sign onto the MOA and directing the appropriate county or city official to execute the MOA. Sample resolutions are available from the Association of Minnesota Counties and the League of Minnesota Cities.

12. If my city or county signs onto the MN MOA, does that mean it automatically signs onto the Settlements with the Distributors or J&J?

No. A city or county that signs the MN MOA is agreeing to a framework for how settlement funds will flow in the event the Settlements become effective. However, the city or county must separately sign on to the Settlements in order to receive payments pursuant to the MN MOA.

13. If my city or county joins the Settlements, will we receive direct payments?

It depends. All counties that join are set to receive direct allocation under the terms of the MN MOA, as well as all cities that join and meet the following eligibility criteria:

- Have a population of 30,000 or more, based on the U.S. Census Bureau’s Vintage 2019 population totals;
- Have funded or otherwise managed an established health care or treatment infrastructure (*e.g.*, health department or similar agency); or
- Have initiated litigation against the Distributors or J&J as of December 3, 2021.

The population threshold for non-litigating cities to receive a direct allocation of funds recognizes that the efficient delivery of opioid abatement services is hindered if the funds are divided into hundreds of small allocations. Even with potentially upwards of \$300 million coming into Minnesota, allocating funds among several hundred smaller cities and towns would result in minimal payments for most subdivisions, in many cases less than a few dollars a year. For that same reason, under the MN MOA cities allocated a share may elect to have their full share or a portion of their share instead directed to the county in which the city is located.

Although not all cities will receive a direct allocation of opioid abatement funds, those cities will still benefit from the opioid remediation efforts that take place in their communities. Moreover, under the MN MOA, each county receiving opioid settlement funds must consult annually with the cities in the county regarding use of the settlement funds. Finally, cities that are not eligible for a direct share may also request grants for opioid remediation programs from the state’s opioid remediation fund, which are distributed via the Opioid Epidemic Response Advisory Council and the Department of Human Services.

14. If my city or county joins, how much money will we receive?

Under the terms of the MN MOA, local governments (including cities and counties) that join the Settlements will directly receive 75% of the total abatement funds, divided among the counties and eligible cities in the percentages reflected in Exhibit B to the MN MOA. The percentages reflected in Exhibit B are based upon the MDL’s Opioid Negotiation Class Model. Experts and attorneys representing local governments in the MDL developed the allocation model based on nationally available federal data on opioid use disorder, overdose deaths, and opioid shipments into Minnesota, by region and community.

15. When will my city or county get payments?

Payments from the Settlements will begin to flow to the state and directly to cities and counties as soon as April 2022. The Distributors will make payments over a period of 18 years, and J&J will make payments over nine years. The J&J settlement provides for payments to be accelerated if cities and counties sign on early.

16. How much money will the State receive, and where will it go?

Under the terms of the MN MOA, the statewide abatement share is 25% of the total abatement funds. By statute, these funds will go into a special opioid abatement account and are designated to be used solely for opioid abatement purposes pursuant to the Approved Uses in the MN MOA, overseen and distributed by the Opioid Epidemic Response Advisory Council.¹

17. What about attorney fees?

The state’s investigation and litigation against the opioid industry is handled by government lawyers in the Attorney General’s Office. No money from these Settlements will go to pay any state lawyers. Some cities and counties in Minnesota retained attorneys on a contingency fee basis to file lawsuits against the opioid companies. The national settlements establish an Attorney Fee Fund for attorneys representing cities and counties that join the settlements. The settlements require attorneys who recover from this fund to waive enforcement of their contingency fee agreements. The MN MOA includes a Backstop Fund, which will be overseen by a Special Master, that will allow for the payment of reasonable attorney fees to private attorneys to make up for the difference between what they receive from the national fund and their contingency fee agreements, which are capped at 15%. The Backstop Fund is funded by a percentage of the local government share of

¹ Under current law, after certain appropriations are made, approximately 50% of the funds paid into the opioid abatement account are distributed to county social service agencies to provide child protection services to children and families who are affected by addiction. The state-subdivision agreement anticipates a change to this law to allow counties to receive their share of the settlement funds directly. The agreement requires the state and subdivisions to work together to achieve this change in law during the 2022 legislative session, and includes a provision changing the allocation between state and local governments if the statutory change is not accomplished.

settlement funds, and any funds that remain in the Backstop Fund after payment of reasonable attorney fees will revert to cities and counties for abatement.

18. How will the money coming into Minnesota be tracked?

The Advisory Panel to the Attorney General on Distribution and Allocation of Opioid Settlement Funds agreed upon a set of reporting and compliance recommendations to make sure that the abatement money coming into Minnesota is effectively tracked and spent on strategies and programs that have a real impact in the state. The MN MOA will be supplemented to include provisions that will be mutually agreed upon by the State and cities and counties utilizing the panel's recommendations.

19. Can a city join the Settlements even if it does not receive a direct allocation of abatement funds?

Yes. The Settlements allow for all cities and counties to join, even ones that are not directly allocated amounts from the 75% local government share. For cities with populations greater than 10,000, joining the Settlements will assist Minnesota in earning the maximum amount possible.

Non-litigating cities with populations under 10,000 were not sent notices and are not able to use the DocuSign process, but may still want to join the Settlements. If such cities want to join the settlements, they can contact the Attorney General's Office to receive the subdivision joinder forms by emailing opioids@ag.state.mn.us.

20. Does the MN MOA apply to matters other than the Distributor and J&J Settlements?

Yes. The MN MOA replaces default provisions in the Purdue Pharma L.P. and Mallinckrodt plc bankruptcy plans. The Attorney General's Office anticipates that the Purdue Pharma and Mallinckrodt bankruptcy proceedings will provide tens of millions of additional dollars to Minnesota to support state and local efforts to address the opioid epidemic across the state. These funds will be distributed throughout the state according to the provisions MN MOA, just like the settlement funds from the Distributor and J&J Settlements.

21. Do the Settlements require the companies to do more than pay money?

Yes. In addition to paying billions of dollars, the companies are also required to make changes in how opioids are distributed and sold. The companies will be subject to far more oversight and accountability throughout that process to prevent deliveries of opioids to pharmacies where diversion and misuse occur. The Distributors will be required to establish and fund a centralized, independent clearinghouse using detailed data analytics to keep close track of opioid distribution throughout the country and raise red flags for suspicious orders. J&J will be prohibited from selling or promoting opioids for ten years.

22. How do the Settlements and the MN MOA relate to the McKinsey settlement that was announced in February?

The McKinsey settlement is separate from the Settlements with the Distributors and J&J, and from the Purdue and Mallinckrodt bankruptcy proceedings.

In February 2021, Attorney General Keith Ellison and other attorneys general from across the country reached a \$573 million settlement with one of the world's largest consulting firms, McKinsey & Company, over the company's role in advising opioid companies how to promote their drugs and profit from the opioid epidemic.

As part of the settlement with McKinsey, Minnesota will receive nearly \$8 million, \$6.6 million of which has already been paid. The remainder will be paid over four years. The entire settlement sum will be placed into the special opioid abatement account and used to abate the opioid crisis in the state.

23. Apart from the Distributors and J&J Settlements, the Purdue and Mallinckrodt bankruptcy proceedings, and the recent McKinsey settlement, is there other opioid-related litigation brought by state and local governments?

Yes. In addition to these cases, the Attorney General's Office continues to be engaged in multistate investigations and settlement negotiations with numerous other pharmaceutical manufacturers and distributors for violations of state consumer protection laws. The Office is leading nationwide efforts to ensure public disclosure of opioid-related documents, which are designed to achieve accountability, transparency, and prevention of future harm. The Office is also coordinating with the [Opioid Epidemic Response Advisory Council](#) to ensure any potential settlement funds are used as effectively as possible throughout Minnesota to remedy the ongoing opioid crisis.

24. Where can I get more information about the Settlements?

Cities or counties that hired attorneys to file opioid litigation should consult their attorneys. Additional information on the Settlements can be found at the national settlement website, www.nationalopioidsettlement.com, or the Attorney General's website: www.ag.state.mn.us/opioids. To speak with someone on the Attorney General's opioids team, email opioids@ag.state.mn.us or call (612) 429-7126 and leave a voicemail.

MINNESOTA OPIOIDS STATE-SUBDIVISION MEMORANDUM OF AGREEMENT

WHEREAS, the State of Minnesota, Minnesota counties and cities, and their people have been harmed by misconduct committed by certain entities that engage in or have engaged in the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic;

WHEREAS, certain Minnesota counties and cities, through their counsel, and the State, through its Attorney General, are separately engaged in ongoing investigations, litigation, and settlement discussions seeking to hold opioid manufacturers and distributors accountable for the damage caused by their misconduct;

WHEREAS, the State and Local Governments share a common desire to abate and alleviate the impacts of the misconduct described above throughout Minnesota;

WHEREAS, while the State and Local Governments recognize the sums which may be available from the aforementioned litigation will likely be insufficient to fully abate the public health crisis caused by the opioid epidemic, they share a common interest in dedicating the most resources possible to the abatement effort;

WHEREAS, the investigations and litigation with Johnson & Johnson, AmerisourceBergen, Cardinal Health, and McKesson have resulted in National Settlement Agreements with those companies, which the State has already committed to join;

WHEREAS, Minnesota's share of settlement funds from the National Settlement Agreements will be maximized only if all Minnesota counties, and cities of a certain size, participate in the settlements;

WHEREAS, the National Settlement Agreements will set a default allocation between each state and its political subdivisions unless they enter into a state-specific agreement regarding the distribution and use of settlement amounts;

WHEREAS, this Memorandum of Agreement is intended to facilitate compliance by the State and by the Local Governments with the terms of the National Settlement Agreements and is intended to serve as a State-Subdivision Agreement under the National Settlement Agreements;

WHEREAS, this Memorandum of Agreement is also intended to serve as a State-Subdivision Agreement under resolutions of claims concerning alleged misconduct in the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic entered in bankruptcy court that provide for payments (including payments through a trust) to both the State and Minnesota counties and cities and allow for the allocation between a state and its political subdivisions to be set through a state-specific agreement; and

WHEREAS, specifically, this Memorandum of Agreement is intended to serve under the Bankruptcy Resolutions concerning Purdue Pharma and Mallinckrodt as a qualifying Statewide Abatement Agreement.

I. Definitions

As used in this MOA (including the preamble above):

“Approved Uses” shall mean forward-looking strategies, programming, and services to abate the opioid epidemic that fall within the list of uses on **Exhibit A**. Consistent with the terms of the National Settlement Agreements and Bankruptcy Resolutions, “Approved Uses” shall include the reasonable administrative expenses associated with overseeing and administering Opioid Settlement Funds. Reimbursement by the State or Local Governments for past expenses are not Approved Uses.

“Backstop Fund” is defined in Section VI.B below.

“Bankruptcy Defendants” mean Purdue Pharma L.P. and Mallinckrodt plc.

“Bankruptcy Resolution(s)” means resolutions of claims concerning alleged misconduct in manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic by the Bankruptcy Defendants entered in bankruptcy court that provide for payments (including payments through a trust) to both the State and Minnesota counties and municipalities and allow for the allocation between the state and its political subdivisions to be set through a state-specific agreement.

“Counsel” is defined in Section VI.B below.

“County Area” shall mean a county in the State of Minnesota plus the Local Governments, or portion of any Local Government, within that county.

“Governing Body” means (1) for a county, the county commissioners of the county, and (2) for a municipality, the elected city council or the equivalent legislative body for the municipality.

“Legislative Modification” is defined in Section II.C below.

“Litigating Local Governments” mean a Local Government that filed an opioid lawsuit(s) on or before December 3, 2021, as defined in Section VI.B below.

“Local Abatement Funds” are defined in Section II.B below.

“Local Government” means all counties and cities within the geographic boundaries of the state of Minnesota.

“MDL Matter” means the matter captioned *In re National Prescription Opiate Litigation*, MDL 2804, pending in the United States District Court for the Northern District of Ohio.

“Memorandum of Agreement” or “MOA” mean this agreement, the Minnesota Opioids State-Subdivision Memorandum of Agreement.

“National Settlement Agreements” means the national opioid settlement agreements with the Parties and one or all of the Settling Defendants concerning alleged misconduct in manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic.

“Opioid Settlement Funds” shall mean all funds allocated by the National Settlement Agreements and any Bankruptcy Resolutions to the State and Local Governments for purposes of opioid remediation activities or restitution, as well as any repayment of those funds and any interest or investment earnings that may accrue as those funds are temporarily held before being expended on opioid remediation strategies.

“Opioid Supply Chain Participants” means entities that engage in or have engaged in the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic, including their officers, directors, employees, or agents, acting in their capacity as such.

“Parties” means the State and the Participating Local Governments.

“Participating Local Government” means a county or city within the geographic boundaries of the State of Minnesota that has signed this Memorandum of Agreement and has executed a release of claims with the Settling Defendants by signing on to the National Settlement Agreements. For the avoidance of doubt, a Local Government must sign this MOA to become a “Participating Local Government.”

“Region” is defined in Section II.H below.

“Settling Defendants” means Johnson & Johnson, AmerisourceBergen, Cardinal Health, and McKesson, as well as their subsidiaries, affiliates, officers, and directors named in a National Settlement Agreement.

“State” means the State of Minnesota by and through its Attorney General, Keith Ellison.

“State Abatement Fund” is defined in Section II.B below.

II. Allocation of Settlement Proceeds

- A. Method of distribution. Pursuant to the National Settlement Agreements and any Bankruptcy Resolutions, Opioid Settlement Funds shall be distributed directly to the State and directly to Participating Local Governments in such proportions and for such uses as set forth in this MOA, provided Opioid Settlement Funds shall not be considered funds of the State or any Participating Local Government unless and until such time as each annual distribution is made.
- B. Overall allocation of funds. Opioid Settlement Funds will be initially allocated as follows: (i) 25% directly to the State (“State Abatement Fund”), and (ii) 75% directly to abatement funds established by Participating Local Governments (“Local Abatement Funds”). This initial allocation is subject to modification by Sections II.F, II.G, and II.H, below.

C. Statutory change.

1. The Parties agree to work together in good faith to propose and lobby for legislation in the 2022 Minnesota legislative session to modify the distribution of the State's Opiate Epidemic Response Fund under Minnesota Statutes section 256.043, subd. 3(d), so that "50 percent of the remaining amount" is no longer appropriated to county social services, as related to Opioid Settlement Funds that are ultimately placed into the Minnesota Opiate Epidemic Response Fund ("Legislative Modification").¹ Such efforts include, but are not limited to, providing testimony and letters in support of the Legislative Modification.
2. It is the intent of the Parties that the Legislative Modification would affect only the county share under section 256.043, subd. 3(d), and would not impact the provision of funds to tribal social service agencies. Further, it is the intent of the Parties that the Legislative Modification would relate only to disposition of Opioid Settlement Funds and is not predicated on a change to the distribution of the Board of Pharmacy fee revenue that is deposited into the Opiate Epidemic Response Fund.

D. Bill Drafting Workgroup. The Parties will work together to convene a Bill Drafting Workgroup to recommend draft legislation to achieve this Legislative Modification. The Workgroup will meet as often as practicable in December 2021 and January 2022 until recommended language is completed. Invitations to participate in the group shall be extended to the League of Minnesota Cities, the Association of Minnesota Counties, the Coalition of Greater Minnesota Cities, state agencies, the Governor's Office, the Attorney General's Office, the Opioid Epidemic Response Advisory Council, the Revisor's Office, and Minnesota tribal representatives. The Workgroup will host meetings with Members of the Minnesota House of Representatives and Minnesota Senate who have been involved in this matter to assist in crafting a bill draft.

E. No payments until August 1, 2022. The Parties agree to take all steps necessary to ensure that any Opioid Settlement Funds ready for distribution directly to the State and Participating Local Governments under the National Settlement Agreements or Bankruptcy Resolutions are not actually distributed to the Parties until on or after August 1, 2022, in order to allow the Parties to pursue legislative change that would take effect before the Opioid Settlement Funds are received by the Parties. Such steps may include, but are not limited to, the Attorney General's Office delaying its filing of Consent Judgments in Minnesota state court memorializing the National Settlement Agreements. This provision will cease to apply upon the effective date of the Legislative Modification described above, if that date is prior to August 1, 2022.

¹ It is the intent of the Parties that counties will continue to fund child protection services for children and families who are affected by addiction, in compliance with the Approved Uses in **Exhibit A.**

- F. Effect of no statutory change by August 1, 2022. If the Legislative Modification described above does not take effect by August 1, 2022, the allocation between the Parties set forth in Section II.B shall be modified as follows: (i) 40% directly to the State Abatement Fund, and (ii) 60% to Local Abatement Funds. The Parties further agree to discuss potential amendment of this MOA if such legislation does not timely go into effect in accordance with this paragraph.
- G. Effect of later statutory change. If the Legislative Modification described above takes effect after August 1, 2022, the allocation between the Parties will be modified as follows: (i) 25% directly to the State Abatement Fund, and (ii) 75% to Local Abatement Funds.
- H. Effect of partial statutory change. If any legislative action otherwise modifies or diminishes the direct allocation of Opioid Settlement Funds to Participating Local Governments so that as a result the Participating Local Governments would receive less than 75 percent of the Opioid Settlement Funds (inclusive of amounts received by counties per statutory appropriation through the Minnesota Opiate Epidemic Response Fund), then the allocation set forth in Section II.B will be modified to ensure Participating Local Governments receive 75% of the Opioid Settlement Funds.
- I. Participating Local Governments receiving payments. The proportions set forth in **Exhibit B** provide for payments directly to: (i) all Minnesota counties; and (ii) all Minnesota cities that (a) have a population of more than 30,000, based on the United States Census Bureau's Vintage 2019 population totals, (b) have funded or otherwise managed an established health care or treatment infrastructure (e.g., health department or similar agency), or (c) have initiated litigation against the Settling Defendants as of December 3, 2021.
- J. Allocation of funds between Participating Local Governments. The Local Abatement Funds shall be allocated to Participating Local Governments in such proportions as set forth in **Exhibit B**, attached hereto and incorporated herein by reference, which is based upon the MDL Matter's Opioid Negotiation Class Model.² The proportions shall not change based on population changes during the term of the MOA. However, to the extent required by the terms of the National Settlement Agreements, the proportions set forth in **Exhibit B** must be adjusted: (i) to provide no payment from the National Settlement Agreements to any listed county or municipality that does not participate in the National Settlement Agreements; and (ii) to provide a reduced payment from the National Settlement Agreements to any listed county or city that signs on to the National Settlement Agreements after the Initial Participation Date.
- K. Redistribution in certain situations. In the event a Participating Local Government merges, dissolves, or ceases to exist, the allocation percentage for that Participating Local

² More specifically, the proportions in Exhibit B were created based on Exhibit G to the National Settlement Agreements, which in turn was based on the MDL Matter's allocation criteria. Cities under 30,000 in population that had shares under the Exhibit G default allocation were removed and their shares were proportionally reallocated amongst the remaining subdivisions.

Government shall be redistributed equitably based on the composition of the successor Local Government. In the event an allocation to a Local Government cannot be paid to the Local Government, such unpaid allocations will be allocated to Local Abatement Funds and be distributed in such proportions as set forth in Exhibit B.

- L. City may direct payments to county. Any city allocated a share may elect to have its full share or a portion of its full share of current or future annual distributions of settlement funds instead directed to the county or counties in which it is located, so long as that county or counties are Participating Local Governments[s]. Such an election must be made by January 1 each year to apply to the following fiscal year. If a city is located in more than one county, the city's funds will be directed based on the MDL Matter's Opioid Negotiation Class Model.

III. Special Revenue Fund

- A. Creation of special revenue fund. Every Participating Local Government receiving Opioid Settlement Funds through direct distribution shall create a separate special revenue fund, as described below, that is designated for the receipt and expenditure of Opioid Settlement Funds.
- B. Procedures for special revenue fund. Funds in this special revenue fund shall not be commingled with any other money or funds of the Participating Local Government. The funds in the special revenue fund shall not be used for any loans or pledge of assets, unless the loan or pledge is for an Approved Use. Participating Local Governments may not assign to another entity their rights to receive payments of Opioid Settlement Funds or their responsibilities for funding decisions, except as provided in Section II.L.
- C. Process for drawing from special revenue funds.
 - 1. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for that purpose or those purposes during a specified period of time.
 - 2. The budget or resolution must (i) indicate that it is an authorization for expenditures of opioid settlement funds; (ii) state the specific strategy or strategies the county or city intends to fund, using the item letter and/or number in **Exhibit A** to identify each funded strategy, if applicable; and (iii) state the amount dedicated to each strategy for a stated period of time.
- D. Local government grantmaking. Participating Local Governments may make contracts with or grants to a nonprofit, charity, or other entity with Opioid Settlement Funds.
- E. Interest earned on special revenue fund. The funds in the special revenue fund may be invested, consistent with the investment limitations for local governments, and may be

placed in an interest-bearing bank account. Any interest earned on the special revenue funds must be used in a way that is consistent with this MOA.

IV. Opioid Remediation Activities

- A. Limitation on use of funds. This MOA requires that Opioid Settlement Funds be utilized only for future opioid remediation activities, and Parties shall expend Opioid Settlement Funds only for Approved Uses and for expenditures incurred after the effective date of this MOA, unless execution of the National Settlement Agreements requires a later date. Opioid Settlement Funds cannot be used to pay litigation costs, expenses, or attorney fees arising from the enforcement of legal claims related to the opioid epidemic, except for the portion of Opioid Settlement Funds that comprise the Backstop Fund described in Section VI. For the avoidance of doubt, counsel for Litigating Local Governments may recover litigation costs, expenses, or attorney fees from the common benefit, contingency fee, and cost funds established in the National Settlement Agreements, as well as the Backstop Fund described in Section VI.
- B. Public health departments as Chief Strategists. For Participating Local Governments that have public health departments, the public health departments shall serve as the lead agency and Chief Strategist to identify, collaborate, and respond to local issues as Local Governments decide how to leverage and disburse Opioid Settlement Funds. In their role as Chief Strategist, public health departments will convene multi-sector meetings and lead efforts that build upon local efforts like Community Health Assessments and Community Health Improvement Plans, while fostering community focused and collaborative evidence-informed approaches that prevent and address addiction across the areas of public health, human services, and public safety. Chief Strategists should consult with municipalities located within their county in the development of any Community Health Assessment, and are encouraged to collaborate with law enforcement agencies in the county where appropriate.
- C. Administrative expenses. Reasonable administrative costs for the State or Local Government to administer its allocation of the Opioid Settlement Funds shall not exceed actual costs, 10% of the relevant allocation of the Opioid Settlement Funds, or any administrative expense limitation imposed by the National Settlement Agreements or Bankruptcy Resolution, whichever is less.
- D. Regions. Two or more Participating Local Governments may at their discretion form a new group or utilize an existing group (“Region”) to pool their respective shares of settlement funds and make joint spending decisions. Participating Local Governments may choose to create a Region or utilize an existing Region under a joint exercise of powers under Minn. Stat. § 471.59.
- E. Consultation and partnerships.
 - 1. Each county receiving Opioid Settlement Funds must consult annually with the municipalities in the county regarding future use of the settlement funds in the

county, including by holding an annual meeting with all municipalities in the county in order to receive input as to proposed uses of the Opioid Settlement Funds and to encourage collaboration between Local Governments both within and beyond the county. These meetings shall be open to the public.

2. Participating Local Governments within the same County Area have a duty to regularly consult with each other to coordinate spending priorities.
 3. Participating Local Governments can form partnerships at the local level whereby Participating Local Governments dedicate a portion of their Opioid Settlement Funds to support city- or community-based work with local stakeholders and partners within the Approved Uses.
- F. Collaboration. The State and Participating Local Governments must collaborate to promote effective use of Opioid Settlement Funds, including through the sharing of expertise, training, and technical assistance. They will also coordinate with trusted partners, including community stakeholders, to collect and share information about successful regional and other high-impact strategies and opioid treatment programs.

V. **Reporting and Compliance**

- A. Construction of reporting and compliance provisions. Reporting and compliance requirements will be developed and mutually agreed upon by the Parties, utilizing the recommendations provided by the Advisory Panel to the Attorney General on Distribution and Allocation of Opioid Settlement Funds.
- B. Reporting Workgroup. The Parties will work together to establish a Reporting Workgroup that includes representatives of the Attorney General’s Office, state stakeholders, and city and county representatives, who will meet on a regular basis to develop reporting and compliance recommendations. The Reporting Workgroup must produce a set of reporting and compliance measures by June 1, 2022. Such reporting and compliance measures will be effective once approved by representatives of the Attorney General’s Office, the Governor’s Office, the Association of Minnesota Counties, and the League of Minnesota Cities that are on the Workgroup.

VI. **Backstop Fund**

- A. National Attorney Fee Fund. The National Settlement Agreements provide for the payment of all or a portion of the attorney fees and costs owed by Litigating Local Governments to private attorneys specifically retained to file suit in the opioid litigation (“National Attorney Fee Fund”). The Parties acknowledge that the National Settlement Agreements may provide for a portion of the attorney fees of Litigating Local Governments.
- B. Backstop Fund and Waiver of Contingency Fee. The Parties agree that the Participating Local Governments will create a supplemental attorney fees fund (the “Backstop Fund”) to be used to compensate private attorneys (“Counsel”) for Local Governments that filed opioid lawsuits on or before December 3, 2021 (“Litigating Local Governments”). By

order³ dated August 6, 2021, Judge Polster capped all applicable contingent fee agreements at 15%. Judge Polster's 15% cap does not limit fees from the National Attorney Fee Fund or from any state backstop fund for attorney fees, but private attorneys for local governments must waive their contingent fee agreements to receive payment from the National Attorney Fee Fund. Judge Polster recognized that a state backstop fund can be designed to incentivize private attorneys to waive their right to enforce contingent fee agreements and instead apply to the National Attorney Fee Fund, with the goals of achieving greater subdivision participation and higher ultimate payouts to both states and local governments. Accordingly, in order to seek payment from the Backstop Fund, Counsel must agree to waive their contingency fee agreements relating to these National Settlement Agreements and first apply to the National Attorney Fee Fund.

- C. Backstop Fund Source. The Backstop Fund will be funded by seven percent (7%) of the share of each payment made to the Local Abatement Funds from the National Settlement Agreements (annual or otherwise), based upon the initial allocation of 25% directly to the State Abatement Fund and 75% directly to Local Abatement Funds, and will not include payments resulting from the Purdue or Mallinckrodt Bankruptcies. In the event that the initial allocation is modified pursuant to Section II.F. above, then the Backstop Fund will be funded by 8.75% of the share of each payment made to the Local Abatement Funds from the National Settlement Agreements (annual or otherwise), based upon the modified allocation of 40% directly to the State Abatement Fund and 60% directly to the Local Abatement Funds, and will not include payments resulting from the Purdue or Mallinckrodt Bankruptcies. In the event that the allocation is modified pursuant to Section II.G. or Section II.H. above, back to an allocation of 25% directly to the State Abatement Fund and 75% directly to Local Abatement Funds, then the Backstop Fund will be funded by 7% of the share of each payment made to the Local Abatement Funds from the National Settlement Agreements (annual or otherwise), and will not include payments resulting from the Purdue or Mallinckrodt Bankruptcies.
- D. Backstop Fund Payment Cap. Any attorney fees paid from the Backstop Fund, together with any compensation received from the National Settlement Agreements' Contingency Fee Fund, shall not exceed 15% of the total gross recovery of the Litigating Local Governments' share of funds from the National Settlement Agreements. To avoid doubt, in no instance will Counsel receive more than 15% of the amount paid to their respective Litigating Local Government client(s) when taking into account what private attorneys receive from both the Backstop Fund and any fees received from the National Settlement Agreements' Contingency Fee Fund.
- E. Requirements to Seek Payment from Backstop Fund. A private attorney may seek payment from the Backstop Fund in the event that funds received by Counsel from the National Settlement Agreements' Contingency Fee Fund are insufficient to cover the amount that would be due to Counsel under any contingency fee agreement with a Litigating Local Government based on any recovery Litigating Local Governments receive from the National Settlement Agreements. Before seeking any payment from the Backstop Fund,

³ Order, In re: Nat'l Prescription Opiate Litig., Case No. 17-MD-02804, Doc. No. 3814 (N.D. Ohio August 6, 2021).

private attorneys must certify that they first sought fees from the National Settlement Agreements' Contingency Fee Fund, and must certify that they agreed to accept the maximum fees payments awarded to them. Nothing in this Section, or in the terms of this Agreement, shall be construed as a waiver of fees, contractual or otherwise, with respect to fees that may be recovered under a contingency fee agreement or otherwise from other past or future settlements, verdicts, or recoveries related to the opioid litigation.

- F. Special Master. A special master will administer the Backstop Fund, including overseeing any distribution, evaluating the requests of Counsel for payment, and determining the appropriate amount of any payment from the Backstop Fund. The special master will be selected jointly by the Minnesota Attorney General and the Hennepin County Attorney, and will be one of the following individuals: Hon. Jeffrey Keyes, Hon. David Lillehaug; or Hon. Jack Van de North. The special master will be compensated from the Backstop Fund. In the event that a successor special master is needed, the Minnesota Attorney General and the Hennepin County Attorney will jointly select the successor special master from the above-listed individuals. If none of the above-listed individuals is available to serve as the successor special master, then the Minnesota Attorney General and the Hennepin County Attorney will jointly select a successor special master from a list of individuals that is agreed upon between the Minnesota Attorney General, the Hennepin County Attorney, and Counsel.
- G. Special Master Determinations. The special master will determine the amount and timing of any payment to Counsel from the Backstop Fund. The special master shall make one determination regarding payment of attorney fees to Counsel, which will apply through the term of the recovery from the National Settlement Agreements. In making such determinations, the special master shall consider the amounts that have been or will be received by the private attorney's firm from the National Settlement Agreements' Contingency Fee Fund relating to Litigating Local Governments; the contingency fee contracts; the dollar amount of recovery for Counsel's respective clients who are Litigating Local Governments; the Backstop Fund Payment Cap above; the complexity of the legal issues involved in the opioid litigation; work done to directly benefit the Local Governments within the State of Minnesota; and the principles set forth in the Minnesota Rules of Professional Conduct, including the reasonable and contingency fee principles of Rule 1.5. In the interest of transparency, Counsel shall provide information in their initial fee application about the total amount of fees that Counsel have received or will receive from the National Attorney Fee Fund related to the Litigating Local Governments.
- H. Special Master Proceedings. Counsel seeking payment from the Backstop Fund may also provide written submissions to the special master, which may include declarations from counsel, summaries relating to the factors described above, and/or attestation regarding total payments awarded or anticipated from the National Settlement Agreements' Contingency Fee Fund. Private attorneys shall not be required to disclose work product, proprietary or confidential information, including but not limited to detailed billing or lodestar records. To the extent that counsel rely upon written submissions to support their application to the special master, the special master will incorporate said submission or summary into the record. Any proceedings before the special master and documents filed with the special master shall be public, and the special master's determinations regarding

any payment from the Backstop Funds shall be transparent, public, final, and not appealable.

- I. Distribution of Any Excess Funds. To the extent the special master determines that the Backstop Fund exceeds the amount necessary for payment to Counsel, the special master shall distribute any excess amount to Participating Local Governments according to the percentages set forth in **Exhibit B**.
- J. Term. The Backstop Fund will be administered for (a) the length of the National Litigation Settlement payments; or (b) until all Counsel for Litigating Local Governments have either (i) received payments equal to the Backstop Fund Payment Cap above or (ii) received the full amount determined by the special master; whichever occurs first.
- K. No State Funds Toward Attorney Fees. For the avoidance of doubt, no portion of the State Abatement Fund will be used to fund the Backstop Fund or in any other way to fund any Litigating Local Government's attorney fees and expenses. Any funds that the State receives from the National Settlement Agreements as attorney fees and costs or in lieu of attorney fees and costs, including the Additional Restitution Amounts, will be treated as State Abatement Funds.

VII. General Terms

- A. Scope of agreement. This MOA applies to all settlements under the National Settlement Agreements with Settling Defendants and the Bankruptcy Resolutions with Bankruptcy Defendants.⁴ The Parties agree to discuss the use, as the Parties may deem appropriate in the future, of the settlement terms set out herein (after any necessary amendments) for resolutions with Opioid Supply Chain Participants not covered by the National Settlement Agreements or a Bankruptcy Resolution. The Parties acknowledge that this MOA does not excuse any requirements placed upon them by the terms of the National Settlement Agreements or any Bankruptcy Resolution, except to the extent those terms allow for a State-Subdivision Agreement to do so.
- B. When MOA takes effect.
 - 1. This MOA shall become effective at the time a sufficient number of Local Governments have joined the MOA to qualify this MOA as a State-Subdivision Agreement under the National Settlement Agreements or as a Statewide Abatement Agreement under any Bankruptcy Resolution. If this MOA does not thereby qualify as a State-Subdivision Agreement or Statewide Abatement Agreement, this MOA will have no effect.
 - 2. The Parties may conditionally agree to sign on to the MOA through a letter of intent, resolution, or similar written statement, declaration, or pronouncement declaring

⁴ For the avoidance of doubt, this includes settlements reached with AmerisourceBergen, Cardinal Health, and McKesson, and Janssen, and Bankruptcy Resolutions involving Purdue Pharma L.P., and Mallinckrodt plc.

their intent to sign on to the MOA if the threshold for Party participation in a specific Settlement is achieved.

C. Dispute resolution.

1. If any Party believes another Party has violated the terms of this MOA, the alleging Party may seek to enforce the terms of this MOA in Ramsey County District Court, provided the alleging Party first provides notice to the alleged offending Party of the alleged violation and a reasonable opportunity to cure the alleged violation.
2. If a Party believes another Party, Region, or individual involved in the receipt, distribution, or administration of Opioid Settlement Funds has violated any applicable ethics codes or rules, a complaint shall be lodged with the appropriate forum for handling such matters.
3. If a Party believes another Party, Region, or individual involved in the receipt, distribution, or administration of Opioid Settlement Funds violated any Minnesota criminal law, such conduct shall be reported to the appropriate criminal authorities.

D. Amendments. The Parties agree to make such amendments as necessary to implement the intent of this MOA.

E. Applicable law and venue. Unless otherwise required by the National Settlement Agreements or a Bankruptcy Resolution, this MOA, including any issues related to interpretation or enforcement, is governed by the laws of the State of Minnesota. Any action related to the provisions of this MOA must be adjudicated by the Ramsey County District Court. If any provision of this MOA is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision which can be given effect without the invalid provision.

F. Relationship of this MOA to other agreements and resolutions. All Parties acknowledge and agree that the National Settlement Agreements will require a Participating Local Government to release all its claims against the Settling Defendants to receive direct allocation of Opioid Settlement Funds. All Parties further acknowledge and agree that based on the terms of the National Settlement Agreements, a Participating Local Government may receive funds through this MOA only after complying with all requirements set forth in the National Settlement Agreements to release its claims. This MOA is not a promise from any Party that any National Settlement Agreements or Bankruptcy Resolution will be finalized or executed.

G. When MOA is no longer in effect. This MOA is effective until one year after the last date on which any Opioid Settlement Funds are being spent by the Parties pursuant to the National Settlement Agreements and any Bankruptcy Resolution.

H. No waiver for failure to exercise. The failure of a Party to exercise any rights under this MOA will not be deemed to be a waiver of any right or any future rights.

- I. No effect on authority of Parties. Nothing in this MOA should be construed to limit the power or authority of the State of Minnesota, the Attorney General, or the Local Governments, except as expressly set forth herein.

- J. Signing and execution. This MOA may be executed in counterparts, each of which constitutes an original, and all of which constitute one and the same agreement. This MOA may be executed by facsimile or electronic copy in any image format. Each Party represents that all procedures necessary to authorize such Party's execution of this MOA have been performed and that the person signing for such Party has been authorized to execute the MOA in an official capacity that binds the Party.

This **Minnesota Opioids State-Subdivision Memorandum of Agreement** is signed

this ___ day of _____, _____ by:

Name and Title: _____

On behalf of: _____

EXHIBIT A

List of Opioid Remediation Uses

Settlement fund recipients shall choose from among abatement strategies, including but not limited to those listed in this Exhibit. The programs and strategies listed in this Exhibit are not exclusive, and fund recipients shall have flexibility to modify their abatement approach as needed and as new uses are discovered.

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (“*OUD*”) and any co-occurring Substance Use Disorder or Mental Health (“*SUD/MH*”) conditions through evidence-based or evidence-informed programs⁵ or strategies that may include, but are not limited to, those that:⁶

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication for Opioid Use Disorder (“*MOUD*”)⁷ approved by the U.S. Food and Drug Administration.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (“*ASAM*”) continuum of care for OUD and any co-occurring SUD/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including *MOUD*, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (“*OTPs*”) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.

⁵ Use of the terms “evidence-based,” “evidence-informed,” or “best practices” shall not limit the ability of recipients to fund innovative services or those built on culturally specific needs. Rather, recipients are encouraged to support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions.

⁶ As used in this Exhibit, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

⁷ Historically, pharmacological treatment for opioid use disorder was referred to as “Medication-Assisted Treatment” (“*MAT*”). It has recently been determined that the better term is “Medication for Opioid Use Disorder” (“*MOUD*”). This Exhibit will use “*MOUD*” going forward. Use of the term *MOUD* is not intended to and shall in no way limit abatement programs or strategies now or into the future as new strategies and terminology evolve.

5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support detoxification (detox) and withdrawal management services for people with OUD and any co-occurring SUD/MH conditions, including but not limited to medical detox, referral to treatment, or connections to other services or supports.
8. Provide training on MOUD for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH or mental health conditions.
10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Offer scholarships and supports for certified addiction counselors, licensed alcohol and drug counselors, licensed clinical social workers, licensed mental health counselors, and other mental and behavioral health practitioners or workers, including peer recovery coaches, peer recovery supports, and treatment coordinators, involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, continuing education, licensing fees, or other incentives for providers to work in rural or underserved areas.
12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (“*DATA 2000*”) to prescribe MOUD for OUD, and provide technical assistance and professional support to clinicians who have obtained a *DATA 2000* waiver.
13. Dissemination of web-based training curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.
14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.
4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.
5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.

11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including but not limited to new Americans, African Americans, and American Indians.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

**C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED
(CONNECTIONS TO CARE)**

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Fund Screening, Brief Intervention and Referral to Treatment (“SBIRT”) programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as navigators and on-call teams to begin MOUD in hospital emergency departments.
6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MOUD, recovery case management or support services.
7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.

8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.
11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.
14. Support assistance programs for health care providers with OUD.
15. Engage non-profits and the faith community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
 1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (“*PAARP*”);
 2. Active outreach strategies such as the Drug Abuse Response Team (“*DART*”) model;

3. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (“*LEAD*”) model;
 5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or
 6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MOUD, and related services.
 3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.
 4. Provide evidence-informed treatment, including MOUD, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
 5. Provide evidence-informed treatment, including MOUD, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
 6. Support critical time interventions (“*CTP*”), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
 7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF THE PERINATAL POPULATION, CAREGIVERS, AND FAMILIES, INCLUDING BABIES WITH NEONATAL OPIOID WITHDRAWAL SYNDROME.

Address the needs of the perinatal population and caregivers with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with

neonatal opioid withdrawal syndrome (“*NOWS*”), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MOUD, recovery services and supports, and prevention services for the perinatal population—or individuals who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to caregivers and families affected by Neonatal Opioid Withdrawal Syndrome.
2. Expand comprehensive evidence-based treatment and recovery services, including MOUD, for uninsured individuals with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Provide training for obstetricians or other healthcare personnel who work with the perinatal population and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for *NOWS* babies; expand services for better continuum of care with infant-caregiver dyad; and expand long-term treatment and services for medical monitoring of *NOWS* babies and their caregivers and families.
5. Provide training to health care providers who work with the perinatal population and caregivers on best practices for compliance with federal requirements that children born with *NOWS* get referred to appropriate services and receive a plan of safe care.
6. Provide child and family supports for caregivers with OUD and any co-occurring SUD/MH conditions, emphasizing the desire to keep families together.
7. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
8. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.
9. Provide support for Children’s Services—Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).
2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs (“*PDMPs*”), including, but not limited to, improvements that:
 1. Increase the number of prescribers using *PDMPs*;
 2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using *PDMPs*, by improving the interface that prescribers use to access *PDMP* data, or both; or
 3. Enable states to use *PDMP* data in support of surveillance or intervention strategies, including *MOUD* referrals and follow-up for individuals identified within *PDMP* data as likely to experience *OUD* in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring *PDMPs* incorporate available overdose/naloxone deployment data, including the United States Department of Transportation’s Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
7. Increasing electronic prescribing to prevent diversion or forgery.
8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse, including but not limited to focusing on risk factors and early interventions.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Funding community anti-drug coalitions that engage in drug prevention efforts.
6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).
7. Engaging non-profits and faith-based communities as systems to support prevention.
8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health

workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.
2. Public health entities providing free naloxone to anyone in the community.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.
7. Public education relating to immunity and Good Samaritan laws.
8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.
10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.

12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.
13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Law enforcement expenditures related to the opioid epidemic.
2. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
3. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

4. Provide resources to staff government oversight and management of opioid abatement programs.
5. Support multidisciplinary collaborative approaches consisting of, but not limited to, public health, public safety, behavioral health, harm reduction, and others at the state, regional, local, nonprofit, and community level to maximize collective impact.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.
4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).

7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (“*ADAM*”) system.
8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MOUD and their association with treatment engagement and treatment outcomes.

M. POST-MORTEM

1. Toxicology tests for the range of opioids, including synthetic opioids, seen in overdose deaths as well as newly evolving synthetic opioids infiltrating the drug supply.
2. Toxicology method development and method validation for the range of synthetic opioids observed now and in the future, including the cost of installation, maintenance, repairs and training of capital equipment.
3. Autopsies in cases of overdose deaths resulting from opioids and synthetic opioids.
4. Additional storage space/facilities for bodies directly related to opioid or synthetic opioid related deaths.
5. Comprehensive death investigations for individuals where a death is caused by or suspected to have been caused by an opioid or synthetic opioid overdose, whether intentional or accidental (overdose fatality reviews).
6. Indigent burial for unclaimed remains resulting from overdose deaths.
7. Navigation-to-care services for individuals with opioid use disorder who are encountered by the medical examiner’s office as either family and/or social network members of decedents dying of opioid overdose.
8. Epidemiologic data management and reporting to public health and public safety stakeholders regarding opioid overdose fatalities.

EXHIBIT B

Local Abatement Funds Allocation

Subdivision	Allocation Percentage
AITKIN COUNTY	0.5760578506020%
Andover city	0.1364919450741%
ANOKA COUNTY	5.0386504680954%
Apple Valley city	0.2990817344560%
BECKER COUNTY	0.6619330684437%
BELTRAMI COUNTY	0.7640787092763%
BENTON COUNTY	0.6440948102319%
BIG STONE COUNTY	0.1194868774775%
Blaine city	0.4249516912759%
Bloomington city	0.4900195550092%
BLUE EARTH COUNTY	0.6635420704652%
Brooklyn Center city	0.1413853902225%
Brooklyn Park city	0.2804136234778%
BROWN COUNTY	0.3325325415732%
Burnsville city	0.5135361296508%
CARLTON COUNTY	0.9839591749060%
CARVER COUNTY	1.1452829659572%
CASS COUNTY	0.8895681513437%
CHIPPEWA COUNTY	0.2092611794436%
CHISAGO COUNTY	0.9950193750117%
CLAY COUNTY	0.9428475281726%
CLEARWATER COUNTY	0.1858592042741%
COOK COUNTY	0.1074594959729%
Coon Rapids city	0.5772642444915%
Cottage Grove city	0.2810994719143%
COTTONWOOD COUNTY	0.1739065270025%
CROW WING COUNTY	1.1394859174804%
DAKOTA COUNTY	4.4207140602835%
DODGE COUNTY	0.2213963257778%
DOUGLAS COUNTY	0.6021779472345%
Duluth city	1.1502115379896%
Eagan city	0.3657951576014%
Eden Prairie city	0.2552171572659%
Edina city	0.1973054822135%
FARIBAULT COUNTY	0.2169409335358%
FILLMORE COUNTY	0.2329591105316%
FREEBORN COUNTY	0.3507169823793%
GOODHUE COUNTY	0.5616542387089%

Subdivision	Allocation Percentage
GRANT COUNTY	0.0764556498477%
HENNEPIN COUNTY	19.0624622261821%
HOUSTON COUNTY	0.3099019273452%
HUBBARD COUNTY	0.4582368775192%
Inver Grove Heights city	0.2193400520297%
ISANTI COUNTY	0.7712992707537%
ITASCA COUNTY	1.1406408131328%
JACKSON COUNTY	0.1408950443531%
KANABEC COUNTY	0.3078966749987%
KANDIYOHI COUNTY	0.1581167542252%
KITTSOON COUNTY	0.0812834506382%
KOOCHICHING COUNTY	0.2612581865885%
LAC QUI PARLE COUNTY	0.0985665133485%
LAKE COUNTY	0.1827750320696%
LAKE OF THE WOODS COUNTY	0.1123105027592%
Lakeville city	0.2822249627090%
LE SUEUR COUNTY	0.3225703347466%
LINCOLN COUNTY	0.1091919983965%
LYON COUNTY	0.2935118186364%
MAHNOMEN COUNTY	0.1416417687922%
Mankato city	0.3698584320930%
Maple Grove city	0.1814019046900%
Maplewood city	0.1875101678223%
MARSHALL COUNTY	0.1296352091057%
MARTIN COUNTY	0.2543064014046%
MCLEOD COUNTY	0.1247104517575%
MEEKER COUNTY	0.3744031515243%
MILLE LACS COUNTY	0.9301506695846%
Minneapolis city	4.8777618689374%
Minnetonka city	0.1967231070869%
Moorhead city	0.4337377037965%
MORRISON COUNTY	0.7178981419196%
MOWER COUNTY	0.5801769148506%
MURRAY COUNTY	0.1348775389165%
NICOLLET COUNTY	0.1572381052896%
NOBLES COUNTY	0.1562005111775%
NORMAN COUNTY	0.1087596675165%
North St. Paul city	0.0575844069340%
OLMSTED COUNTY	1.9236715094724%
OTTER TAIL COUNTY	0.8336175418789%
PENNINGTON COUNTY	0.3082576394945%
PINE COUNTY	0.5671222706703%

Subdivision	Allocation Percentage
PIPESTONE COUNTY	0.1535154503112%
Plymouth city	0.1762541472591%
POLK COUNTY	0.8654291473909%
POPE COUNTY	0.1870129873102%
Proctor city	0.0214374127881%
RAMSEY COUNTY	7.1081424150498%
RED LAKE COUNTY	0.0532649128178%
REDWOOD COUNTY	0.2809842366614%
RENVILLE COUNTY	0.2706888807449%
RICE COUNTY	0.2674764397830%
Richfield city	0.2534018444052%
Rochester city	0.7363082848763%
ROCK COUNTY	0.2043437335735%
ROSEAU COUNTY	0.2517872793025%
Roseville city	0.1721905548771%
Savage city	0.1883576635033%
SCOTT COUNTY	1.3274301645797%
Shakopee city	0.2879873611373%
SHERBURNE COUNTY	1.2543449471994%
SIBLEY COUNTY	0.2393480708456%
ST LOUIS COUNTY	4.7407767169807%
St. Cloud city	0.7330089009029%
St. Louis Park city	0.1476314588229%
St. Paul city	3.7475206797569%
STEARNS COUNTY	2.4158085321227%
STEELE COUNTY	0.3969975262520%
STEVENS COUNTY	0.1439474275223%
SWIFT COUNTY	0.1344167568499%
TODD COUNTY	0.4180909816781%
TRAVERSE COUNTY	0.0903964133868%
WABASHA COUNTY	0.3103038996965%
WADENA COUNTY	0.2644094336575%
WASECA COUNTY	0.2857912156338%
WASHINGTON COUNTY	3.0852862512586%
WATONWAN COUNTY	0.1475626355615%
WILKIN COUNTY	0.0937962507119%
WINONA COUNTY	0.7755267356126%
Woodbury city	0.4677270171716%
WRIGHT COUNTY	1.6985269385427%
YELLOW MEDICINE COUNTY	0.1742264836427%



Minnesota Opioids Settlement Checklist

Cities and counties must complete the following steps:

- Register your city or county on the national settlement website: www.nationalopioidsettlement.com.
 - a. Notice with a unique registration code was sent to cities and counties in late September. If your city or county did not receive this notice or cannot find its unique registration code and wishes to participate in the settlements, contact the Attorney General's Office.
 - b. Once registered, your designated contact will receive settlement participation packets, including two (2) Subdivision Settlement Participation Forms – one for each of the Distributors and Janssen (Johnson & Johnson) settlements. The settlement sign-on forms can be completed electronically via DocuSign.
- Adopt a county board or city council resolution authorizing a representative of the subdivision to execute the following:
 - a. The Minnesota Opioids State-Subdivision Memorandum of Agreement (MN MOA)
 - b. The Distributor Subdivision Settlement Participation Form
 - c. The Janssen Subdivision Settlement Participation Form
- Have the authorized representative execute the following documents:
 - a. The MN MOA
 - b. The Distributor Subdivision Settlement Participation Form (via DocuSign)
 - c. The Janssen Subdivision Settlement Participation Form (via DocuSign)
- Return the following documents to the Attorney General's Office by email to opioids@ag.state.mn.us:
 - a. Copy of the completed resolution passed by your city or county
 - b. Executed signature page for the MN MOA

Additional information about the settlements and how they are implemented in Minnesota can be found on the Attorney General's website: www.ag.state.mn.us/opioids. Subdivisions that are represented by an attorney with respect to opioid claims should consult with their attorney. Additionally, specific questions for the Attorney General's Office can be emailed to opioids@ag.state.mn.us, or left via voicemail at (612) 429-7126.



Spring Lake Park

History. Community. Home.

Capital Improvement Plan

2022-2026



City of Spring Lake Park 2022-2026 Capital Improvement Plan

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Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: December 14, 2021

Subject: Capital Improvement Plan – 2022-2026

I am pleased to present the proposed 2022-2026 Capital Improvement Plan (CIP) for the City of Spring Lake Park. I would like to express my appreciation to our Department Heads and to Accountant Melissa Barker for their assistance in preparing the CIP.

The Capital Improvement Plan is in a new format compared to prior years. Included in the document is an Expenditure and Sources Summary, Project Detail Reports for each project included in the proposed CIP, and a Sources and Uses Report to provide the City Council with fund projections should the entire CIP be implemented.

The proposed CIP identifies nearly \$15.4 million of projects over the next five years. Over half of the proposed CIP is dedicated to one project – the renovation of the City Hall facility. A summary of expenditures by Department is shown below:

Department	2022	2023	2024	2025	2026	Total
Administration	61,150	8,836,150	1,150	100,000		8,998,450
Parks and Recreation	724,150	295,000	112,500	265,000	40,000	1,436,650
Police Department	63,000	300,500	45,320	46,680	48,080	503,580
Public Utilities	490,000	491,600	93,264	94,995	1,821,794	2,991,653
Public Works	734,000	100,000	310,000			1,144,000
Storm Water Utility	57,500	30,000	35,000		200,000	322,500
TOTAL	2,129,800	10,053,250	597,234	506,675	2,109,874	15,396,833

It is important to note that the 2022-2026 CIP is a financial planning document. Approval of the plan does not represent approval of any specific project within the plan, nor does it finalize the year a particular project will take place. However, the projects identified in 2022 for implementation, upon approval of the CIP, will become the 2022 Capital Budget. Projects will be brought forward to the City Council prior to purchase/construction.

Staff looks forward to presenting the proposed CIP to the City Council at its work session on November 8, 2021 and obtaining feedback on the proposed CIP. After the work session, the proposed CIP will be amended to incorporate City Council feedback and placed on the December 20, 2021 Council meeting for final approval.

If you have any questions regarding the proposed Capital Improvement Plan, please don't hesitate to contact me at 763-784-6491.

City of Spring Lake Park, Minnesota

Capital Improvement Plan

2022 thru 2026

EXPENDITURES AND SOURCES SUMMARY

Department	2022	2023	2024	2025	2026	Total
Administration	61,150	8,836,150	1,150	100,000		8,998,450
Parks and Recreation	724,150	373,527	112,500	265,000	40,000	1,515,177
Police Department	63,000	325,500	45,320	46,680	48,080	528,580
Public Utilities	490,000	491,600	93,264	94,995	1,821,794	2,991,653
Public Works	734,000	100,000	310,000			1,144,000
Storm Water Utility	57,500	30,000	35,000		200,000	322,500
EXPENDITURE TOTAL	2,129,800	10,156,777	597,234	506,675	2,109,874	15,500,360

Source	2022	2023	2024	2025	2026	Total
2018 Equipment Certificate	21,650					21,650
2023 Equipment Certificate		353,150	311,150	100,000		764,300
American Rescue Plan Act (Federal)		150,000				150,000
Bonding		6,163,310				6,163,310
Building Maintenance and Renewal		102,500				102,500
Capital Investment Fund	20,000	1,869,690				1,889,690
Capital Replacement Fund	30,000					30,000
General Fund	42,500	44,000	45,320	46,680	48,080	226,580
HRA Excess Fund		250,000				250,000
Park Acquisition & Improvements	729,150	295,000	112,500	265,000	40,000	1,441,650
Public Utility Renewal and Replacement	490,000	741,600	93,264	94,995	1,821,794	3,241,653
Revolving Construction	739,000	157,527				896,527
Storm Sewer Utility	57,500	30,000	35,000		200,000	322,500
SOURCE TOTAL	2,129,800	10,156,777	597,234	506,675	2,109,874	15,500,360

Report criteria:

- All Categories
- All Contacts
- All Departments
- All Priority Levels
- All Projects
- All Source Types
- Type: E or F or I or S or Z

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 01
Project Name Standing Desk/Active Mat



Type Equipment
Useful Life 10 years
Category Equipment: Miscellaneous
Department Administration
Contact Daniel Buchholtz, City Administ
Priority 4 Less Important

Status Active

Description

Total Project Cost: \$3,450

The City is in the process of purchaing standing desks/active mats for all front line office staff to improve work place ergonomics and reduce strain/sprain injuries for office staff.

Justification

Standing desks have been shown to improve workplace ergonomics, improve productivity, and reduce back pain.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	1,150	1,150	1,150			3,450
Total	1,150	1,150	1,150			3,450

Funding Sources	2022	2023	2024	2025	2026	Total
2018 Equipment Certificate	1,150					1,150
2023 Equipment Certificate		1,150	1,150			2,300
Total	1,150	1,150	1,150			3,450

Budget Impact/Other

No budget impact identified.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	02
Project Name	Ergonomic Chairs



Type	Furnishings	Department	Administration
Useful Life	5 years	Contact	Daniel Buchholtz, City Administ
Category	Equipment: Miscellaneous	Priority	3 Important

Status Active

Description

Total Project Cost: \$5,000

We would like to purchase new ergonomic office chairs for Administration Department staff.

Justification

The standard for replacing an office chair is every five years to ensure that we are providing each employee's back proper support and we haven't worn away the cushion. Employees use the office chairs 230 days a year on average, or 1,150 days over five years.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings		5,000				5,000
Total		5,000				5,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate		5,000				5,000
Total		5,000				5,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	03
Project Name	Computer Equipment



Type	Equipment	Department	Administration
Useful Life	5 years	Contact	Daniel Buchholtz, City Administ
Category	Equipment: Computers	Priority	1 Critical

Status Active

Description	Total Project Cost: \$150,000
Replace computer equipment and servers after end of current five year life cycle.	

Justification
Staff uses computers every day for their essential job functions.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings		150,000				150,000
Total		150,000				150,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate		150,000				150,000
Total		150,000				150,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 04
Project Name Council Chambers Cable Equipment Update



Type Equipment
Useful Life 10 years
Category Equipment: Computers
Department Administration
Contact Daniel Buchholtz, City Administ
Priority 3 Important

Status Active

Description

Total Project Cost: \$100,000

The City last replaced its cable equipment in 2013. The cable equipment is aging and will require an upgrade.

Justification

The cable equipment allows the City to broadcast City Council and Planning Commission meetings to the general public.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings				100,000		100,000
Total				100,000		100,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate				100,000		100,000
Total				100,000		100,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 05
Project Name City Hall Renovation/Expansion

Type Improvement
Useful Life 40 years
Category Buildings
Department Administration
Contact Daniel Buchholtz, City Administ
Priority 2 Very Important

Status Active



Description **Total Project Cost:** \$8,603,000

City Hall was built in 1977 and is in need of a renovation to improve the functionality of the building for employees and the City's residents.

Justification

The Police Department, Administration Department and Recreation Department work spaces are compressed and less to the current needs of the office environment and the functional needs of each department.

There are limited bathroom facilities within the building, making it difficult to host events at City Hall during the day while employees are working.

The City's HVAC system is undersized to efficiently heat and cool the building, resulting in the use of space heaters to bring the temperature of work spaces to individual tastes.

The electrical panel is beyond its 30-year useful life.

The water heater in the building is original from 1977.

There is no fire suppression or fire alarm systems in the building. The garage space is underutilized with the relocation of the Public Works Department to the new Public Works building at 8502 Central Avenue.

The Police Department could use a separate entrance to the building that is closer to the City Hall parking lot.

There is a lack of natural light in the building.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design	20,000					20,000
Construction/Maintenance		7,000,000				7,000,000
Equip/Vehicles/Furnishings		1,000,000				1,000,000
Other		583,000				583,000
Total	20,000	8,583,000				8,603,000

Funding Sources	2022	2023	2024	2025	2026	Total
American Rescue Plan Act (Federal)		150,000				150,000
Bonding		5,963,310				5,963,310
Building Maintenance and Renewal		100,000				100,000
Capital Investment Fund	20,000	1,869,690				1,889,690
HRA Excess Fund		250,000				250,000
Public Utility Renewal and Replacement		250,000				250,000
Total	20,000	8,583,000				8,603,000

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Budget Impact/Other

A renovation of the building could result in energy savings due to more efficient fixtures. Work place productivity would also improve with greater collaboration between Departments.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 06
Project Name City Hall Generator Replacement

Type Equipment
Useful Life 25 years
Category Equipment: Miscellaneous
Department Administration
Contact Terry Randall, Public Works Dir
Priority 2 Very Important

Status Active



Description **Total Project Cost:** \$40,000

The current generator is obsolete and in need of replacement.

Justification

The current generator was installed in the 1980s and is a manual start, meaning that when the power goes out, someone needs to start the generator. The generator also has limited electrical generation capacity and is unable to power the building. A new generator would be more fuel efficient and would start automatically when the power goes out, maintaining productivity in an emergency situation.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	40,000					40,000
Total	40,000					40,000

Funding Sources	2022	2023	2024	2025	2026	Total
Revolving Construction	40,000					40,000
Total	40,000					40,000

Budget Impact/Other

Minimal budget impact.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 39
Project Name Accounting Software



Type Equipment
Useful Life 15 years
Category Equipment: Computers
Department Administration
Contact Daniel Buchholtz, City Administ
Priority 3 Important

Status Active

Description

Purchase new accounting software for the City to include General Ledger, Accounts Payable, Cash Receipts, Fixed Assets, Utility Billing, and Payroll.

Justification

The City transitioned to USTI's (now Central Square) ASYST software in 2004. The City has outgrown the capabilities of the software and staff needs a more robust accounting platform. The software is no longer user friendly. There is a lack of customer support from Central Square, resulting in lengthy downtime as staff waits for a return call from customer service..

Expenditures	2022	2023	2024	2025	2026	Total
Software		97,000				97,000
Total		97,000				97,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate		97,000				97,000
Total		97,000				97,000

Budget Impact/Other

New accounting software will improve staff productivity, decrease the possibility for errors, and improve data reporting for enhanced decision making.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 41
Project Name Able Park Upgrades



Type Improvement **Department** Parks and Recreation
Useful Life 20 years **Contact** Kay Okey, Recreation Director
Category Park Improvements **Priority** 1 Critical

Status Active

Description **Total Project Cost:** \$1,351,650

Per Park Master Plan - replace park buildings and equipment

Justification

Building is not ADA accessible. Structural repairs are needed to siding and roof. Playground equipment is at the end of life and relocating the north site will allow for improved site lines for safety. Upgrade parking lot/sidewalk to correct traffic flow and add ADA parking. Upgrade shelter next to play area.

Expenditures	2022	2023	2024	2025	2026	Total
Demolition	100,000					100,000
Playground Equipment		175,000				175,000
Basketball Court	37,150					37,150
Park Building	450,000					450,000
Hockey Rink		35,000				35,000
Parking Lot/ADA Accessibility	97,000					97,000
Picnic Shelter		75,000		50,000		125,000
Volleyball Upgrades					25,000	25,000
Signage		10,000				10,000
Ballfield Improvements			85,000			85,000
Sidewalk/Trail Improvements				200,000		200,000
Park Amenities			12,500			12,500
Total	684,150	295,000	97,500	250,000	25,000	1,351,650

Funding Sources	2022	2023	2024	2025	2026	Total
Park Acquisition & Improvements	684,150	295,000	97,500	250,000	25,000	1,351,650
Total	684,150	295,000	97,500	250,000	25,000	1,351,650

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	42
Project Name	Terrace Park Picnic Shelter

Type	Improvement	Department	Parks and Recreation
Useful Life	25 years	Contact	Kay Okey, Recreation Director
Category	Park Improvements	Priority	2 Very Important

Status Active

Description	Total Project Cost: \$40,000
Picnic shelter needs to be replaced.	

Justification
Shelter legs have been repaired multiple times over the years and are no longer able to be repaired. Structure is sagging due to inability of legs to fully support structure

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	40,000					40,000
Total	40,000					40,000

Funding Sources	2022	2023	2024	2025	2026	Total
Park Acquisition & Improvements	40,000					40,000
Total	40,000					40,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 43
Project Name Lakeside Lions Natural Play Nodes

Type Improvement **Department** Parks and Recreation
Useful Life 20 years **Contact** Kay Okey, Recreation Director
Category Park Improvements **Priority** 3 Important

Status Active

Description
 Add nature nodes to west side of Lakeside Lions Park.

Justification
 Nature play stimulates creativity and problem solving skills integral to executive function development. Children who play and spend time in nature have increased concentration and cognitive skills, including mitigation of ADHD/ADD symptoms.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings			15,000	15,000	15,000	45,000
Total			15,000	15,000	15,000	45,000

Funding Sources	2022	2023	2024	2025	2026	Total
Park Acquisition & Improvements			15,000	15,000	15,000	45,000
Total			15,000	15,000	15,000	45,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 44
Project Name Ramsey CSAH 10 Trail Project

Type Improvement
Useful Life 25 years
Category Sidewalks/Trails
Department Parks and Recreation
Contact Daniel Buchholtz, City Administ
Priority 3 Important

Status Active



Description

Bicycle trail extension from east City limit line to Spring Lake Park Road.

Justification

In cooperation with the City of Mounds View, this project will extend the CSAH 10 trail on the south side of Ramsey CSAH 10 from the east City limit line to Spring Lake Park Road. This trail extension, plus additional striping improvements on Spring Lake Park Road, will create a pedestrian/bicycle trail loop in the two communities.

This project is eligible to be funded with State Aid dollars, which would reimburse the Revolving Construction fund.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design		15,705				15,705
Construction/Maintenance		62,822				62,822
Total		78,527				78,527

Funding Sources	2022	2023	2024	2025	2026	Total
Revolving Construction		78,527				78,527
Total		78,527				78,527

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 07
Project Name Squad Car Replacement

Type Equipment
Useful Life 5 years
Category Vehicles

Department Police Department
Contact Josh Antoine, Police Chief
Priority 1 Critical

Status Active



Description **Total Project Cost:** \$226,580

Replace Police squad cars in a 5-Year program, moving each vehicle to less critical use after 4 years. Vehicles will be purchased off the Minnesota State Contract.

Justification

Squads need to be replaced on a regular schedule to ensure optimal public safety and officer security/effectiveness.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	42,500	44,000	45,320	46,680	48,080	226,580
Total	42,500	44,000	45,320	46,680	48,080	226,580

Funding Sources	2022	2023	2024	2025	2026	Total
General Fund	42,500	44,000	45,320	46,680	48,080	226,580
Total	42,500	44,000	45,320	46,680	48,080	226,580

Budget Impact/Other

No change.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 08
Project Name Photocopier

Type Equipment
Useful Life 10 years
Category Equipment: Miscellaneous

Department Police Department
Contact Josh Antoine, Police Chief
Priority 3 Important

Status Active



Description

Total Project Cost: \$12,000

The photocopier in the Police Department needs to be replaced.

Justification

The current photocopier in the Police Department was purchased in 2014. It is past its useful life. The copier requires frequent service calls, which results in lost productivity for City staff.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	12,000					12,000
Total	12,000					12,000

Funding Sources	2022	2023	2024	2025	2026	Total
2018 Equipment Certificate	12,000					12,000
Total	12,000					12,000

Budget Impact/Other

The City should see a small reduction in the cost of color copies and maintenance contract charges.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 09
Project Name Police Department Chairs



Type Furnishings
Useful Life 5 years
Category Equipment: Miscellaneous
Department Police Department
Contact Josh Antoine, Police Chief
Priority 3 Important

Status Active

Description **Total Project Cost:** \$4,000
 Replace police department chairs. Five squad room chairs, 10 conference room chairs, and 6 office chairs.

Justification
 The squad room chairs, conference room chairs and office chairs need to be replaced. They are 15 years old. Many do not roll properly.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings		4,000				4,000
Total		4,000				4,000

Funding Sources	2022	2023	2024	2025	2026	Total
Revolving Construction		4,000				4,000
Total		4,000				4,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	10
Project Name	Police Squad Duty Rifle Replacement

Type Unassigned
Useful Life 10 years
Category Equipment: Miscellaneous

Department Police Department
Contact Josh Antoine, Police Chief
Priority 3 Important



Status Active

Description	Total Project Cost: \$6,000
Establish a timely and cost-effective way to replace the police squad duty rifles	

Justification
Although there are not any hard and fast rules on replacing polic squad patrol rifles, the rifles we currently have were given to us in 2001 through the Federal 1122 Weapons Program. The City has had its current rifles for almost 20 years. The rifles are Vietnam era M-16s and it is becoming difficult to find replacement parts for them. Chief Antoine has checked into similar programs for replacement rifles and discovered that the rifles would be replaced with the same Vietnam era rifle. With the proposed squad rifles, the City would be removing two obsolete weapons from the squad car with one functional rifle.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	6,000					6,000
Total	6,000					6,000

Funding Sources	2022	2023	2024	2025	2026	Total
2018 Equipment Certificate	6,000					6,000
Total	6,000					6,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 11
Project Name 40mm Launchers

Type Unassigned
Useful Life 10 years
Category Equipment: Miscellaneous

Department Police Department
Contact Josh Antoine, Police Chief
Priority 3 Important



Status Active

Description

Total Project Cost: \$2,500

Purchase less lethal 40mm launchers.

Justification

Law enforcement has changed over recent years and the public has demanded the law enforcement adapt to changing times. Training has changed and de-escalation and less lethal weapons are being used more frequently. The Police Department currently utilizes one less lethal option - the Taser. However, when Tasers cannot be used, there is no other less lethal option. The 40mm single shot launcher can utilize multiple types of ammunition (gas, rubber bullet, etc). The launcher would be placed inside the squad car cabin for easy access by the officer.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	2,500					2,500
Total	2,500					2,500

Funding Sources	2022	2023	2024	2025	2026	Total
2018 Equipment Certificate	2,500					2,500
Total	2,500					2,500

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 12
Project Name Update Sergeant Squad Lockers



Type Equipment
Useful Life 10 years
Category Equipment: Miscellaneous
Department Police Department
Contact Josh Antoine, Police Chief
Priority 3 Important

Status Active

Description

Total Project Cost: \$2,500

Update Sergeant squad lockers.

Justification

Our existing Sergeant squad lockers are old school gym style lockers. There is very little room for the Sergeant's equipment to be stored in the locker, resulting in the equipment being stored in the Sergeant's office.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings		2,500				2,500
Total		2,500				2,500

Funding Sources	2022	2023	2024	2025	2026	Total
Building Maintenance and Renewal		2,500				2,500
Total		2,500				2,500

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 13
Project Name Gun Range Renovation/Filtration System Upgrade

Type Improvement
Useful Life 40 years
Category Buildings

Department Police Department
Contact Josh Antoine, Police Chief
Priority 2 Very Important

Status Active



Description

Total Project Cost: \$275,000

Gun Range Renovation and Update of Range Filtration System.

Justification

The City's gun range was built in 1987. Although the City has performed regular maintenance on the range, the equipment is showing its age and is need of replacement. The equipment includes shooting stalls, target retrieval system, bullet stop, sound reduction insulation and air filtration system. The range currently accommodates handguns and small caliber rifles. The proposed renovation will accommodate all caliber weapons. Ventilation system would be replaced first.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance		200,000				200,000
Equip/Vehicles/Furnishings		75,000				75,000
Total		275,000				275,000

Funding Sources	2022	2023	2024	2025	2026	Total
Bonding		200,000				200,000
Revolving Construction		75,000				75,000
Total		275,000				275,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

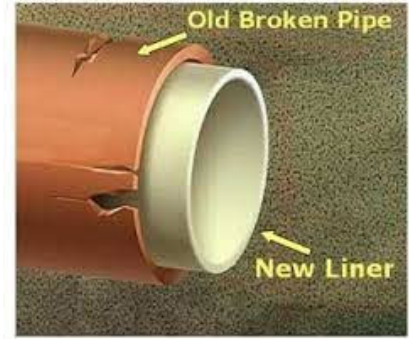
City of Spring Lake Park, Minnesota

Project # 14
Project Name Sewer Lining Project

Type Improvement
Useful Life 40 years
Category Wastewater

Department Public Utilities
Contact Public Works Director
Priority 1 Critical

Status Active



Description

Total Project Cost: \$600,000

Install a new pipe liner inside the old sewer main, extending the life of the City's sanitary sewers by 50 years or more.

Justification

The majority of the City's sanitary sewer system was constructed in the 1960's and 1970's. Over time, the joint materials have failed, allowing root intrusion and ground water infiltration. Conventional replacement is very expensive and disruptive to the residents. Lining the City's sanitary sewers extend the life of the main at a fraction of the cost of traditional open cut replacement.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design	10,000	10,000				20,000
Construction/Maintenance	290,000	290,000				580,000
Total	300,000	300,000				600,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement	300,000	300,000				600,000
Total	300,000	300,000				600,000

Budget Impact/Other

Project should help reduce the inflow and infiltration of ground water into the sanitary sewer system, reducing the City's flows into the MCES system and sanitary sewer treatment plant costs.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 15
Project Name Arthur Street Water Tower Painting



Type Improvement **Department** Public Utilities
Useful Life 25 years **Contact** Terry Randall, Public Works Dir
Category Water Distribution **Priority** 2 Very Important

Status Active

Description

Total Project Cost: \$750,000

Blast and repaint water tower.

Justification

Arthur street water tower was last painted in 2005. Project is part of the City's ongoing utility maintenance program.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design					25,000	25,000
Construction/Maintenance					725,000	725,000
Total					750,000	750,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement					750,000	750,000
Total					750,000	750,000

Budget Impact/Other

Project will extend the life of the City's above-ground water storage tower.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 16
Project Name Able Park Water Tower Painting



Type Improvement **Department** Public Utilities
Useful Life 25 years **Contact** Terry Randall, Public Works Dir
Category Water Distribution **Priority** 2 Very Important

Status Active

Description **Total Project Cost:** \$600,000

Blast and repaint water tower.

Justification

Able Park Water Tower was last painted in 2005. Project is part of the City's ongoing utility maintenance program.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design					25,000	25,000
Construction/Maintenance					575,000	575,000
Total					600,000	600,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement					600,000	600,000
Total					600,000	600,000

Budget Impact/Other

Project will extend the life of the City's above-ground water storage tower.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 20
Project Name Pickup Replacement

Type Equipment
Useful Life 10 years
Category Vehicles

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 3 Important



Status Active

Description

Total Project Cost: \$216,653

Purchase Public Works pickup truck.

Justification

Budget for annual replacement of Public Works trucks. Currently the City keeps its trucks for 20 years (10 years active service and 10 years for use by seasonal employees) before disposal. We are proposing to reduce that to a ten year replacement cycle, purchasing one new truck each year.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	40,000	41,600	43,264	44,995	46,794	216,653
Total	40,000	41,600	43,264	44,995	46,794	216,653

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement	40,000	41,600	43,264	44,995	46,794	216,653
Total	40,000	41,600	43,264	44,995	46,794	216,653

Budget Impact/Other

Staff anticipates that there will be lower maintenance costs by shortening the replacement cycle for the Public Works trucks, as well as increased trade-in value, reducing the overall cost of the replacement vehicle.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	26
Project Name	Sanitary Sewer Televising Camera

Type Equipment	Department Public Utilities
Useful Life 10 years	Contact Terry Randall, Public Works Dir
Category Wastewater	Priority 4 Less Important

Status Active

Description	Total Project Cost: \$125,000
Sanitary sewer televising camera to televise sanitary sewer lines and to assess condition of mains and resident services	

Justification

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings					125,000	125,000
Total					125,000	125,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement					125,000	125,000
Total					125,000	125,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	28
Project Name	Well #1 Rehab

Type Improvement
Useful Life 25 years
Category Water Distribution

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 3 Important

Status Active

Description

Total Project Cost: \$50,000

Rehab Well #1

Justification

Pumps should be checked every five years to make sure they are pumping efficiently and at capacity.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance				50,000		50,000
Total				50,000		50,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement				50,000		50,000
Total				50,000		50,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	29
Project Name	Well #2 Rehab

Type Improvement
Useful Life 25 years
Category Water Distribution

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 3 Important

Status Active

Description

Total Project Cost: \$50,000

Well #2 Rehab

Justification

Pumps should be checked every five years to make sure they are pumping efficiently and at capacity.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance		50,000				50,000
Total		50,000				50,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement		50,000				50,000
Total		50,000				50,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	30
Project Name	Well #4 Rehab

Type Improvement
Useful Life 25 years
Category Water Distribution

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 3 Important

Status Active

Description	Total Project Cost: \$50,000
Well #4 Rehab	

Justification
Pumps should be checked every five years to make sure they are pumping efficiently and at capacity.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance			50,000			50,000
Total			50,000			50,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement			50,000			50,000
Total			50,000			50,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	31
Project Name	Well #5 Rehab

Type Improvement
Useful Life 25 years
Category Water Distribution

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 3 Important

Status Active

Description	Total Project Cost: \$50,000
Well #5 Rehab	

Justification
Pumps should be checked every five years to make sure they are pumping efficiently and at capacity.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance					50,000	50,000
Total					50,000	50,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement					50,000	50,000
Total					50,000	50,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 32
Project Name Water Meter Replacement

Type Equipment
Useful Life 20 years
Category Water Distribution

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 4 Less Important

Status Active



Description

Total Project Cost: \$150,000

Water Meter Replacement

Justification

Existing commercial meters were installed 20 years ago. New meters will provide more accurate readings, thereby reducing the amount of water loss within the City.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	150,000					150,000
Total	150,000					150,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement	150,000					150,000
Total	150,000					150,000

Budget Impact/Other

New commercial water meters will result in increased revenue due to more precise measuring of water used by businesses/public entities.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 33
Project Name Terrace Street Treatment Plant Media Replacement

Type Improvement **Department** Public Utilities
Useful Life 20 years **Contact** Public Works Director
Category Water Treatment **Priority** 2 Very Important

Status Active

Description **Total Project Cost:** \$100,000
 Replace treatment media at the Terrace Street Water Treatment Plant.

Justification
 The existing media has been in use for 20 years. The media removes iron, maganese and radium from our water supply. New treatment media will continue to keep the water treatment plant's radium level below state and federal standards.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance		100,000				100,000
Total		100,000				100,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement		100,000				100,000
Total		100,000				100,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 34
Project Name Sewer Jetter Replacement

Type Equipment
Useful Life 20 years
Category Wastewater

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 2 Very Important



Status Active

Description

Total Project Cost: \$250,000

Sewer jetter truck replacement.

Justification

This truck was purchased in 2004. We use it to clean all of the sewer mains on an annual basis. The water pump and the truck itself has many hours on it. After 22 years of service, it will exceed its life cycle.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings					250,000	250,000
Total					250,000	250,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement					250,000	250,000
Total					250,000	250,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 17
Project Name 81st Avenue Sidewalk Project



Type Improvement
Useful Life 25 years
Category Sidewalks/Trails
Department Public Works
Contact Daniel Buchholtz, City Administ
Priority 4 Less Important

Status Active

Description

Total Project Cost: \$10,000

Construct a sidewalk on the north side of 81st Avenue between the intersection of CSAH 35 and the edge of the City Hall property.

Justification

With the opening of Hy-Vee, there has been significantly more pedestrian traffic along the north side of 81st Avenue. Construction of a sidewalk will improve safety of pedestrians by providing a suitable walking surface than the current turf.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	10,000					10,000
Total	10,000					10,000

Funding Sources	2022	2023	2024	2025	2026	Total
Revolving Construction	10,000					10,000
Total	10,000					10,000

Budget Impact/Other

There will be a small budgetary impact for additional snow removal activities.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 18
Project Name PW Facility Garage Door Replacement



Type Improvement **Department** Public Works
Useful Life 25 years **Contact** Terry Randall, Public Works Dir
Category Buildings **Priority** 3 Important

Status Active

Description

Total Project Cost: \$5,000

Replace garage doors and door openers at PW Facility.

Justification

The doors and openers are original to the building and are beyond their expected life cycle.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design	5,000					5,000
Total	5,000					5,000

Funding Sources	2022	2023	2024	2025	2026	Total
Park Acquisition & Improvements	5,000					5,000
Total	5,000					5,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	21
Project Name	Air Compressor

Type Equipment	Department Public Works
Useful Life 10 years	Contact Terry Randall, Public Works Dir
Category Equipment: PW Equip	Priority 3 Important

Status Active

Description	Total Project Cost: \$30,000
Replace air compressor at Public Works Facility.	

Justification
The current air compressor at the Public Works Facility came with the building when the City purchased it. It has been in service since 1998. It is past its useful service life and is in need of replacement.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	30,000					30,000
Total	30,000					30,000

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Replacement Fund	30,000					30,000
Total	30,000					30,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 22
Project Name Bobcat Replacement

Type Equipment
Useful Life 10 years
Category Vehicles

Department Public Works
Contact Terry Randall, Public Works Dir
Priority 2 Very Important

Status Active



Description

Total Project Cost: \$40,000

Replace bobcat.

Justification

The City's bobcat has exceeded its useful lifef and needs to be replaced.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings		40,000				40,000
Total		40,000				40,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate		40,000				40,000
Total		40,000				40,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	23
Project Name	Parks Mower

Type Equipment	Department Public Works
Useful Life 10 years	Contact Terry Randall, Public Works Dir
Category Equipment: PW Equip	Priority 2 Very Important

Status Active

Description	Total Project Cost: \$60,000
Purchase parks mower to replace existing mower.	

Justification

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings		60,000				60,000
Total		60,000				60,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate		60,000				60,000
Total		60,000				60,000

Budget Impact/Other
Lawnmower was purchased in 2017. Trading in the lawnmower ever 5-6 years maximizes trade-in value and minimizes the need for costly maintenance and repairs. This is the only mower the City has to mow all of the City parks.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 24
Project Name One-ton truck with plow

Type Equipment
Useful Life 10 years
Category Vehicles

Department Public Works
Contact Terry Randall, Public Works Dir
Priority 2 Very Important

Status Active



Description

Total Project Cost: \$60,000

Purchase one ton truck with box and plow.

Justification

Current one-ton truck is an Ford F-350, which was purchased in 2004. Diesel engine is requiring major repairs.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings			60,000			60,000
Total			60,000			60,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate			60,000			60,000
Total			60,000			60,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 25
Project Name Front End Loader with Plow and Wing

Type Equipment
Useful Life 20 years
Category Equipment: PW Equip
Department Public Works
Contact Terry Randall, Public Works Dir
Priority 3 Important



Status Active

Description **Total Project Cost:** \$250,000

Purchase new front end loader with plow and wing.

Justification

The existing front end loader was purchased in 1998. It is hard to obtain parts to repair the existing front end loader. The plow and wing are in need of major repair. The unit is well past its expected life expectancy.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings			250,000			250,000
Total			250,000			250,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate			250,000			250,000
Total			250,000			250,000

Budget Impact/Other

Cost to repair unit will decrease, resulting in operational savings and greater uptime.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	27
Project Name	2022 Street Improvement Project

Type	Improvement	Department	Public Works
Useful Life	25 years	Contact	Phil Gravel, City Engineer
Category	Street Reconstruction	Priority	1 Critical

Status Active

Description	Total Project Cost: \$689,000
Reconstruction of Garfield Street, Hayes Street and 80th Avenue NE.	

Justification
The streets in the Spring Lake Estates project area were constructed in 1984-1985. The current condition of the asphalt is poor, resulting in significant seasonal maintenance. The project will reclaim the existing bituminous, creating 8 inches of Class 5/reclaimed material as a base with 4 inches of new bituminous. Some storm sewer structures will also be replaced.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design	115,000					115,000
Construction/Maintenance	549,000					549,000
Other	25,000					25,000
Total	689,000					689,000

Funding Sources	2022	2023	2024	2025	2026	Total
Revolving Construction	689,000					689,000
Total	689,000					689,000

Budget Impact/Other
Maintenance costs associated with these streets will be reduced.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	19
Project Name	Arthur Street Storm Water Pond Maintenance

Type Improvement	Department Storm Water Utility
Useful Life 10 years	Contact Terry Randall, Public Works Dir
Category Storm Sewer/Drainage	Priority 3 Important

Status Active

Description	Total Project Cost: \$30,000
Clean out pond underneath Arthur Street Water Tower.	

Justification
Restore pond to original specifications for improved performance.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design	5,000					5,000
Construction/Maintenance	25,000					25,000
Total	30,000					30,000

Funding Sources	2022	2023	2024	2025	2026	Total
Storm Sewer Utility	30,000					30,000
Total	30,000					30,000

Budget Impact/Other
Some additional maintenance and utility costs.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 35
Project Name Hartig Circle Pond Maintenance

Type Improvement **Department** Storm Water Utility
Useful Life 15 years **Contact** Terry Randall, Public Works Dir
Category Storm Sewer/Drainage **Priority** 3 Important

Status Active

Description **Total Project Cost:** \$20,000
Dredge pond at Hartig Circle.

Justification
Remove brush and debris and excess material to have pond function as originally designed.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	20,000					20,000
Total	20,000					20,000

Funding Sources	2022	2023	2024	2025	2026	Total
Storm Sewer Utility	20,000					20,000
Total	20,000					20,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 36
Project Name Garfield/Hayes Pond Maintenance



Type Improvement **Department** Storm Water Utility
Useful Life 15 years **Contact** Terry Randall, Public Works Dir
Category Storm Sewer/Drainage **Priority** 3 Important

Status Active

Description

Total Project Cost: \$35,000

Dredge pond between Garfield Street and Hayes Street - pond #2.

Justification

Remove brush and debris and excess material to have pond function as originally designed.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance			35,000			35,000
Total			35,000			35,000

Funding Sources	2022	2023	2024	2025	2026	Total
Storm Sewer Utility			35,000			35,000
Total			35,000			35,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 37
Project Name Sports Dome Pond Maintenance

Type Improvement **Department** Storm Water Utility
Useful Life 15 years **Contact** Terry Randall, Public Works Dir
Category Storm Sewer/Drainage **Priority** 3 Important

Status Active



Description **Total Project Cost:** \$30,000

Dredge pond north of Sports Dome on Highway 65 Service Drive

Justification

Remove brush and debris and excess material to have pond function as originally designed.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance		30,000				30,000
Total		30,000				30,000

Funding Sources	2022	2023	2024	2025	2026	Total
Storm Sewer Utility		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	40
Project Name	Triangle Park Pond Vegetation & Geese Management

Type Improvement	Department Storm Water Utility
Useful Life 10 years	Contact Kay Okey, Recreation Director
Category Wastewater	Priority 3 Important

Status Active

Description	Total Project Cost: \$7,500
Increase vegetation along edge of pond, deterring geese from residing in the park.	

Justification
Reduction in number of complaints from citizens, reduction in amount of Canada goose fecal droppings in the park, reduction in park maintenance due to goose damage, increase in vegetative growth and recovery in park locations, and improvement in water quality from runoff into the pond.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	7,500					7,500
Total	7,500					7,500

Funding Sources	2022	2023	2024	2025	2026	Total
Storm Sewer Utility	7,500					7,500
Total	7,500					7,500

Budget Impact/Other

Report criteria:

Active Projects

All Categories

All Contacts

All Departments

All Priority Levels

All Projects

All Source Types

Type: E or F or I or S or Z

City of Spring Lake Park, Minnesota

Capital Improvement Plan

2022 thru 2026

SOURCES AND USES OF FUNDS

Source	2022	2023	2024	2025	2026
2018 Equipment Certificate					
Beginning Balance	156,630	134,980	0	0	0
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	156,630	134,980	0	0	0
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(21,650)	(134,980)	0	0	0
Change in Fund Balance	(21,650)	(134,980)	0	0	0
Ending Balance	134,980	0	0	0	0

Source	2022	2023	2024	2025	2026
2023 Equipment Certificate					
Beginning Balance	0	0	411,150	100,000	0
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	764,300	0	0	0
Total Funds Available	0	764,300	411,150	100,000	0
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	0	(353,150)	(311,150)	(100,000)	0
Change in Fund Balance	0	411,150	(311,150)	(100,000)	0
Ending Balance	0	411,150	100,000	0	0

Source	2022	2023	2024	2025	2026
American Rescue Plan Act (Federal)					
Beginning Balance	366,074	366,074	582,148	582,148	582,148
Revenues and Other Fund Sources					
Total Revenues and Other Fund Sources	0	366,074	0	0	0
Total Funds Available	366,074	732,148	582,148	582,148	582,148
Expenditures and Uses					
Total Expenditures and Uses	0	(150,000)	0	0	0
Change in Fund Balance	0	216,074	0	0	0
Ending Balance	366,074	582,148	582,148	582,148	582,148

Source	2022	2023	2024	2025	2026
Bonding					
Beginning Balance	0	0	0	0	0
Revenues and Other Fund Sources					
Total Revenues and Other Fund Sources	0	6,163,310	0	0	0
Total Funds Available	0	6,163,310	0	0	0
Expenditures and Uses					
Total Expenditures and Uses	0	(6,163,310)	0	0	0
Change in Fund Balance	0	0	0	0	0
Ending Balance	0	0	0	0	0

Source	2022	2023	2024	2025	2026
Building Maintenance and Renewal					
Beginning Balance	139,240	139,240	36,740	36,740	36,740
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	139,240	139,240	36,740	36,740	36,740
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	0	(102,500)	0	0	0
Change in Fund Balance	0	(102,500)	0	0	0
Ending Balance	139,240	36,740	36,740	36,740	36,740

Source	2022	2023	2024	2025	2026
Capital Investment Fund					
Beginning Balance	1,889,690	1,869,690	0	0	0
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	1,889,690	1,869,690	0	0	0
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(20,000)	(1,869,690)	0	0	0
Change in Fund Balance	(20,000)	(1,869,690)	0	0	0
Ending Balance	1,869,690	0	0	0	0

Source	2022	2023	2024	2025	2026
Capital Replacement Fund					
Beginning Balance	427,000	397,000	397,000	397,000	397,000
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	427,000	397,000	397,000	397,000	397,000
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(30,000)	0	0	0	0
Change in Fund Balance	(30,000)	0	0	0	0
Ending Balance	397,000	397,000	397,000	397,000	397,000

Source	2022	2023	2024	2025	2026
General Fund					
Beginning Balance	2,539,802	2,497,302	2,453,302	2,407,982	2,361,302
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	2,539,802	2,497,302	2,453,302	2,407,982	2,361,302
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(42,500)	(44,000)	(45,320)	(46,680)	(48,080)
Change in Fund Balance	(42,500)	(44,000)	(45,320)	(46,680)	(48,080)
Ending Balance	2,497,302	2,453,302	2,407,982	2,361,302	2,313,222

Source	2022	2023	2024	2025	2026
HRA Excess Fund					
Beginning Balance	1,036,273	1,036,273	786,273	786,273	786,273
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	1,036,273	1,036,273	786,273	786,273	786,273
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	0	(250,000)	0	0	0
Change in Fund Balance	0	(250,000)	0	0	0
Ending Balance	1,036,273	786,273	786,273	786,273	786,273

Source	2022	2023	2024	2025	2026
Park Acquisition & Improvements					
Beginning Balance	883,520	154,370	(140,630)	(253,130)	(518,130)
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	883,520	154,370	(140,630)	(253,130)	(518,130)
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(729,150)	(295,000)	(112,500)	(265,000)	(40,000)
Change in Fund Balance	(729,150)	(295,000)	(112,500)	(265,000)	(40,000)
Ending Balance	154,370	(140,630)	(253,130)	(518,130)	(558,130)

Source	2022	2023	2024	2025	2026
Public Utility Renewal and Replacement					
Beginning Balance	1,569,423	1,404,423	1,037,823	1,369,559	1,724,564
Revenues and Other Fund Sources					
Total Revenues and Other Fund Sources	325,000	375,000	425,000	450,000	400,000
Total Funds Available	1,894,423	1,779,423	1,462,823	1,819,559	2,124,564
Expenditures and Uses					
Total Expenditures and Uses	(490,000)	(741,600)	(93,264)	(94,995)	(1,821,794)
Change in Fund Balance	(165,000)	(366,600)	331,736	355,005	(1,421,794)
Ending Balance	1,404,423	1,037,823	1,369,559	1,724,564	302,770

Source	2022	2023	2024	2025	2026
Revolving Construction					
Beginning Balance	1,387,009	848,009	994,129	1,062,346	1,129,840
Revenues and Other Fund Sources					
Total Revenues and Other Fund Sources	200,000	303,647	68,217	67,494	66,790
Total Funds Available	1,587,009	1,151,656	1,062,346	1,129,840	1,196,630
Expenditures and Uses					
Total Expenditures and Uses	(739,000)	(157,527)	0	0	0
Change in Fund Balance	(539,000)	146,129	68,217	67,494	66,790
Ending Balance	848,009	994,129	1,062,346	1,129,840	1,196,630

Source	2022	2023	2024	2025	2026
Storm Sewer Utility					
Beginning Balance	69,938	77,438	112,438	142,438	207,438
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	65,000	65,000	65,000	65,000	65,000
Total Funds Available	134,938	142,438	177,438	207,438	272,438
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(57,500)	(30,000)	(35,000)	0	(200,000)
Change in Fund Balance	7,500	35,000	30,000	65,000	(135,000)
Ending Balance	77,438	112,438	142,438	207,438	72,438

Report criteria:

- Active Projects
- All Categories
- All Contacts
- All Departments
- All Priority Levels
- All Project Types
- All Source Types

Source	2022	2023	2024	2025	2026
HRA Excess Fund					
Beginning Balance	1,036,273	1,036,273	786,273	786,273	786,273
<u>Revenues and Other Fund Sources</u>					
No Funds	0	0	0	0	0
<i>Total</i>	0	0	0	0	0
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	1,036,273	1,036,273	786,273	786,273	786,273
<u>Expenditures and Uses</u>					
<i>Capital Projects & Equipment</i>					
<i>Administration</i>					
City Hall Renovation/Expansion	05	0	(250,000)	0	0
<i>Total</i>		0	(250,000)	0	0
Total Expenditures and Uses		0	(250,000)	0	0
Change in Fund Balance		0	(250,000)	0	0
Ending Balance	1,036,273	786,273	786,273	786,273	786,273

Source		2022	2023	2024	2025	2026
Park Acquisition & Improvements						
Beginning Balance		883,520	154,370	(140,630)	(253,130)	(518,130)
Revenues and Other Fund Sources						
<i>Revenue</i>						
No Funds		0	0	0	0	0
	<i>Total</i>	0	0	0	0	0
Total Revenues and Other Fund Sources		0	0	0	0	0
Total Funds Available		883,520	154,370	(140,630)	(253,130)	(518,130)
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>Parks and Recreation</u>						
Able Park Upgrades	41	(684,150)	(295,000)	(97,500)	(250,000)	(25,000)
Terrace Park Picnic Shelter	42	(40,000)	0	0	0	0
Lakeside Lions Natural Play Nodes	43	0	0	(15,000)	(15,000)	(15,000)
	<i>Total</i>	(724,150)	(295,000)	(112,500)	(265,000)	(40,000)
<u>Public Works</u>						
PW Facility Garage Door Replacement	18	(5,000)	0	0	0	0
	<i>Total</i>	(5,000)	0	0	0	0
Total Expenditures and Uses		(729,150)	(295,000)	(112,500)	(265,000)	(40,000)
Change in Fund Balance		(729,150)	(295,000)	(112,500)	(265,000)	(40,000)
Ending Balance		154,370	(140,630)	(253,130)	(518,130)	(558,130)

Source		2022	2023	2024	2025	2026
Public Utility Renewal and Replacement						
Beginning Balance		1,569,423	1,404,423	1,037,823	1,369,559	1,724,564
Revenues and Other Fund Sources						
<i>Revenue</i>						
Investment Income		25,000	25,000	25,000	50,000	0
Net Income - Utility Activity		300,000	350,000	400,000	400,000	400,000
	<i>Total</i>	325,000	375,000	425,000	450,000	400,000
Total Revenues and Other Fund Sources		325,000	375,000	425,000	450,000	400,000
Total Funds Available		1,894,423	1,779,423	1,462,823	1,819,559	2,124,564
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>Administration</u>						
City Hall Renovation/Expansion	05	0	(250,000)	0	0	0
	<i>Total</i>	0	(250,000)	0	0	0
<u>Public Utilities</u>						
Sewer Lining Project	14	(300,000)	(300,000)	0	0	0
Arthur Street Water Tower Painting	15	0	0	0	0	(750,000)
Able Park Water Tower Painting	16	0	0	0	0	(600,000)
Pickup Replacement	20	(40,000)	(41,600)	(43,264)	(44,995)	(46,794)
Sanitary Sewer Televising Camera	26	0	0	0	0	(125,000)
Well #1 Rehab	28	0	0	0	(50,000)	0
Well #2 Rehab	29	0	(50,000)	0	0	0
Well #4 Rehab	30	0	0	(50,000)	0	0
Well #5 Rehab	31	0	0	0	0	(50,000)
Water Meter Replacement	32	(150,000)	0	0	0	0
Terrace Street Treatment Plant Media Replacement	33	0	(100,000)	0	0	0
Sewer Jetter Replacement	34	0	0	0	0	(250,000)
	<i>Total</i>	(490,000)	(491,600)	(93,264)	(94,995)	(1,821,794)
Total Expenditures and Uses		(490,000)	(741,600)	(93,264)	(94,995)	(1,821,794)
Change in Fund Balance		(165,000)	(366,600)	331,736	355,005	(1,421,794)
Ending Balance		1,404,423	1,037,823	1,369,559	1,724,564	302,770

Source		2022	2023	2024	2025	2026
Revolving Construction						
Beginning Balance		1,187,009	448,009	597,656	665,873	733,367
Revenues and Other Fund Sources						
<i>Revenue</i>						
Assessment Revenue & Tax Levy		0	68,667	68,217	67,494	66,790
Remaining Proceeds from 2018 Equipment Certificate		0	134,980	0	0	0
	<i>Total</i>	0	203,647	68,217	67,494	66,790
Total Revenues and Other Fund Sources		0	203,647	68,217	67,494	66,790
Total Funds Available		1,187,009	651,656	665,873	733,367	800,157
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>Administration</u>						
City Hall Generator Replacement	06	(40,000)	0	0	0	0
	<i>Total</i>	(40,000)	0	0	0	0
<u>Police Department</u>						
Police Department Chairs	09	0	(4,000)	0	0	0
Gun Range Renovation/Filtration System Upgrade	13	0	(50,000)	0	0	0
	<i>Total</i>	0	(54,000)	0	0	0
<u>Public Works</u>						
81st Avenue Sidewalk Project	17	(10,000)	0	0	0	0
2022 Street Improvement Project	27	(689,000)	0	0	0	0
	<i>Total</i>	(699,000)	0	0	0	0
Total Expenditures and Uses		(739,000)	(54,000)	0	0	0
Change in Fund Balance		(739,000)	149,647	68,217	67,494	66,790
Ending Balance		448,009	597,656	665,873	733,367	800,157

Source		2022	2023	2024	2025	2026
Storm Sewer Utility						
Beginning Balance		69,938	77,438	112,438	142,438	207,438
Revenues and Other Fund Sources						
<i>Revenue</i>						
Stormwater Utility Revenue		65,000	65,000	65,000	65,000	65,000
	<i>Total</i>	65,000	65,000	65,000	65,000	65,000
Total Revenues and Other Fund Sources		65,000	65,000	65,000	65,000	65,000
Total Funds Available		134,938	142,438	177,438	207,438	272,438
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<i>Storm Water Utility</i>						
Arthur Street Storm Water Pond Maintenance	19	(30,000)	0	0	0	0
Hartig Circle Pond Maintenance	35	(20,000)	0	0	0	0
Garfield/Hayes Pond Maintenance	36	0	0	(35,000)	0	0
Sports Dome Pond Maintenance	37	0	(30,000)	0	0	0
Terrace Road/78th Avenue Infiltration Project	38	0	0	0	0	(200,000)
Triangle Park Pond Vegetation & Geese Management	40	(7,500)	0	0	0	0
	<i>Total</i>	(57,500)	(30,000)	(35,000)	0	(200,000)
Total Expenditures and Uses		(57,500)	(30,000)	(35,000)	0	(200,000)
Change in Fund Balance		7,500	35,000	30,000	65,000	(135,000)
Ending Balance		77,438	112,438	142,438	207,438	72,438

Report criteria:

Active Projects

All Categories

All Contacts

All Departments

All Priority Levels

All Project Types

Source Type: 2018 Equipment Certificate or 2023 Equipment Certificate or American Rescue Plan Act (Federal) or Bonding or Building Maintenance and Renewal or Capital Investment Fund or Capital Replacement Fund or HRA Excess Fund or Park Acquisition & Improvements or Public Utility Renewal and Replacement or Revolving Construction or Storm Sewer Utility



Memorandum

To: Mayor Nelson and Members of the City Council
Cc: Daniel Buchholtz, MMC, Administrator, Clerk/Treasurer
From: Wanda Brown, Accounting Clerk/Special Projects Coordinator
Date: December 13, 2021
Subject: Proposed Recycling Budget 2022

Attached you will find the 2022 projected revenues and expenditure, along with the actual revenues and expenditures from the year as of December 9, 2021 revenues are short until after we submit our July - December 2021 SCORE Report and our reimbursement form to Xcel Energy for the recycling of fluorescent bulbs. which will be submitted in January 2022.

The 2022 projected revenues and expenditures are based off of the revenues and expenditures from 2021. If you have any questions I would be more than willing to answer them. I can be contacted at 763-792-7219, Monday - Friday from 8:00 am - 4:30 pm.

Thank you.

	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL
	2013	2013	2014	2014	2015	2015	2016	2016	2017	2017
BALANCE										
SCORE	33,186.00	45,618.00	33,630.00	33,630.00	43,768.00	43,768.00	48,596.90	26,353.53	47,333.00	
INTEREST		(9.00)		1,187.28		243.50		-		
REFUND & REIMBURSEMENT								1,860.96		
CLEAN UP/YARD WASTE	1,000.00	1,880.95	1,000.00	791.00	900.00	1,349.93	1,400.00	769.81	1,400.00	
RECYCLING COLLECTION*	89,000.00	89,664.00	103,788.00	105,020.05	111,125.64	111,795.70	111,125.64	111,248.75	111,126.00	
RECYCLING PENALTIES	1,100.00	1,645.79	1,100.00	2,055.05	2,000.00	1,966.07	1,800.00	2,044.77	1,800.00	
SCORE GRANT 10% OVERAGE	12,000.00		3,363.00	3,363.00	4,376.80	4,376.80	-	-	-	
RECYCLING GRANT					24,400.00	25,000.00		-		
TOTAL	136,286.00	138,799.74	142,881.00	146,046.38	186,570.44	188,500.00	162,922.54	142,277.82	161,659.00	-
SALARY	21,000.00	19,700.98	20,172.00	20,998.03	21,207.55	20,570.97	22,300.00	20,676.61	23,000.00	
VAC BUY BACK						395.69	800.00	-	500.00	
PERA	1,500.00	1,427.85	1,462.00	1,462.50	1,506.00	1,542.75	1,800.00	1,520.40	1,700.00	
FICA/MEDICARE	1,500.00	1,398.85	1,543.00	1,488.85	1,589.00	1,539.23	1,800.00	1,536.81	1,700.00	
HEALTH INSURANCE	5,000.00	4,406.54	4,721.00	4,351.80	4,863.00	4,126.10	5,300.00	3,920.19	5,500.00	
LIFE INSURANCE	25.00	20.53	25.00	22.08	25.00	22.08	30.00	21.16	30.00	
MEDICARE										
WORKERS COMPENSATION	100.00	84.21	100.00	85.43	103.00	48.49	75.00	50.74	100.00	
OFFICE SUPPLIES	50.00	9.09	50.00	19.32	150.00	80.99	50.00	18.99	50.00	
OPERATING SUPPLIES										
POSTAGE	2,400.00	2,375.34	2,700.00	2,621.88	3,500.00	3,173.88	2,600.00	2,523.72	2,800.00	
LEGAL FEES					215.00	213.75	-	-		
TRAVEL EXPENSES	75.00	60.71	75.00	72.21	125.00	128.74	100.00	66.10	100.00	
PRINTING & PUBLISHING	1,600.00	1,593.10	1,400.00	1,324.27	2,100.00	2,002.47	4,600.00	4,511.43	4,000.00	
CONTRACTUAL SERVICES**	65,000.00	74,315.82	84,524.00	90,265.32	93,000.00	100,853.50	82,800.24	69,000.20	85,284.25	
PARK RECYCLING	4,000.00	3,539.79	2,000.00	1,536.00	4,000.00	2,507.50	-			
COMMUNITY EVENT/PARK	4,000.00	3,991.91	4,000.00	4,000.00	4,000.00	3,968.89	4,597.00	4,015.04	2,000.00	
RECYCLING ENHANCEMENT	2,531.00	2,530.55	2,530.00	2,530.00	2,628.00	2,542.70	6,597.00	6,322.54	3,000.00	
CLEAN UP/YARD WASTE	11,985.00	19,293.10	10,000.00	9,362.38	15,200.00	16,560.93	25,500.00	24,595.78	26,000.00	
RECYCLING GRANT EXPENSES					24,400.00	19,649.81				
ORGANICS							-		2,000.00	
CONFERENCE & SCHOOL	-		240.00	240.00	-		-			
DUES & SUBSCRIPTIONS	20.00	20.00	20.00	20.00	20.00	20.00	20.00	-	20.00	
MISC.	-		-							
CAPITAL OUTLAY										
PERMANENT TRANSFERS	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	-	3,500.00	
RECYCLING FUND TOTAL	124,286.00	138,268.37	139,062.00	143,900.07	182,131.55	183,448.47	162,469.24	138,779.71	161,284.25	-
NET	12,000.00	531.37	3,819.00	2,146.31	4,438.89	5,051.53	453.30	3,498.11	374.75	

* A recycling collection increase of \$.60 per quarter will carry us through 2015 when we go out for bids on a new contract, making the quarterly charge \$10.21

**Recycling contract is projected to go up to \$93,000 for 2015 due to lack of revenue sharing (under our contract we must pay part of disposal cost when no revenue sharing is available)

Also we pay a fee for nontaxable fuel/enviro charge

***We will be seeking bids during 2015 since our current contract expires on December 31, 2015.

	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL
	2015	2015	2016	2016	2017	2017	2018	2018
BALANCE								
SCORE	43,768.00	43,768.00	48,596.90	48,596.90	-			
INTEREST		243.50		-		685.47		263.45
REFUND & REIMBURSEMENT				1,860.96	1,651.98	1,651.98	830.00	1,580.23
CLEAN UP/YARD WASTE	900.00	1,349.93	1,400.00	1,587.32	48,733.00	56,782.75	60,199.00	52,122.07
RECYCLING COLLECTION*	111,125.64	111,795.70	111,125.64	111,397.82	111,126.00	111,173.40	121,381.88	126,269.55
RECYCLING PENALTIES	2,000.00	1,966.07	1,800.00	2,044.77	1,800.00	2,249.01	2,000.00	2,246.30
SCORE GRANT 10% OVRAGE	4,376.80	4,376.80	-	-	-			
RECYCLING GRANT	24,400.00	25,000.00		-				
TOTAL	186,570.44	188,500.00	162,922.54	165,487.77	163,310.98	172,542.61	184,410.88	182,481.60
SALARY	21,207.55	20,570.97	22,300.00	23,252.03	23,000.00	22,578.41	24,000.00	23,394.64
VAC BUY BACK		395.69	800.00	-	-	835.50	1,001.00	806.78
PERA	1,506.00	1,542.75	1,800.00	1,642.08	1,700.00	1,628.26	1,700.00	1,677.10
FICA/MEDICARE	1,589.00	1,539.23	1,800.00	1,695.85	1,700.00	1,739.36	1,750.00	1,762.48
HEALTH INSURANCE	4,863.00	4,126.10	5,300.00	4,374.67	5,300.00	4,977.06	5,300.00	4,774.98
LIFE INSURANCE	25.00	22.08	30.00	23.00	30.00	22.08	25.00	22.08
MEDICARE								
WORKERS COMPENSATION	103.00	48.49	75.00	50.74	100.00	87.24	150.00	132.05
OFFICE SUPPLIES	150.00	80.99	50.00	18.99	75.00	30.48	75.00	54.41
OPERATING SUPPLIES				63.00	125.00		125.00	
POSTAGE	3,500.00	3,173.88	2,600.00	2,526.86	1,800.00	1,794.31	5,000.00	4,999.53
LEGAL FEES	215.00	213.75	-	-				
TRAVEL EXPENSES	125.00	128.74	100.00	66.10	170.00	111.10	200.00	125.25
PRINTING & PUBLISHING	2,100.00	2,002.47	4,600.00	4,511.43	4,000.00	4,000.00	6,000.00	6,000.00
CONTRACTUAL SERVICES**	93,000.00	100,853.50	82,800.24	82,800.24	84,280.56	84,280.56	86,808.98	86,120.88
PARK RECYCLING	4,000.00	2,507.50	-				2,294.40	1,946.00
CLEAN UP/YARD WASTE	15,200.00	16,560.93	25,500.00	26,673.98	30,290.00	36,675.07	37,434.00	37,343.01
RECYCLING ENHANCEMENT	2,628.00	2,542.70	6,597.00	6,568.54	3,000.00	3,230.07	-	
COMMUNITY EVENT/PARK	4,000.00	3,968.89	4,597.00	4,115.04	4,220.00	5,559.21	7,087.90	7,081.79
RECYCLING GRANT EXPENSES	24,400.00	19,649.81			-	-		
CONFERENCE & SCHOOL	-		-				-	
DUES & SUBSCRIPTIONS	20.00	20.00	20.00	-	-		-	
MISC.								
CAPITAL OUTLAY								
PERMANENT TRANSFERS	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	4,000.00	4,000.00	4,000.00
RECYCLING FUND TOTAL	182,131.55	183,448.47	162,469.24	161,882.55	163,290.56	171,548.71	182,951.28	180,240.98
NET	4,438.89	5,051.53	453.30	3,605.22	20.42	993.90	1,459.60	2,240.62

PROJECTED	ACTUAL
2019	2019
830.00	812.77
65,205.00	35,414.63
129,000.00	131,718.96
1,762.96	1,949.35
196,797.96	169,895.71
24,094.00	24,093.77
721.00	720.18
1,727.08	1,727.08
1,811.00	1,810.13
5,280.00	5,279.34
25.00	22.08
150.00	-
75.00	16.14
125.00	86.50
4,000.00	3,925.50
310.00	309.05
4,825.00	4,820.46
88,404.48	80,872.77
2,294.40	2,752.30
45,640.00	43,141.45
-	
14,050.00	14,039.57
-	
-	
4,000.00	4,000.00
197,531.96	187,616.32
(734.00)	(17,720.61)

	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL
	2016	2016	2017	2017	2018	2018
BALANCE						
ANOKA CTY LANDFILL	48,596.90	-	-			
INTEREST		722.39		685.47		263.45
REFUND & REIMBURSEMENT		1,860.96	1,651.98	1,651.98	830.00	1,580.23
CLEAN UP/YARD WASTE	1,400.00	50,184.22	48,733.00	56,782.75	60,199.00	52,122.07
RECYCLING COLLECTION*	111,125.64	111,397.82	111,126.00	111,173.40	121,381.88	126,269.55
RECYCLING PENALTIES	1,800.00	2,044.77	1,800.00	2,249.01	2,000.00	2,246.30
RECYCLING GRANT		-				
TOTAL	162,922.54	166,210.16	163,310.98	172,542.61	184,410.88	182,481.60
SALARY	22,300.00	22,035.29	23,000.00	22,578.41	24,000.00	23,394.64
VAC BUY BACK	800.00	405.58	-	835.50	1,001.00	806.78
PERA	1,800.00	1,581.24	1,700.00	1,628.26	1,700.00	1,677.10
FICA/MEDICARE	1,800.00	1,634.56	1,700.00	1,739.36	1,750.00	1,762.48
HEALTH INSURANCE	5,300.00	4,198.50	5,300.00	4,977.06	5,300.00	4,774.98
LIFE INSURANCE	30.00	22.08	30.00	22.08	25.00	22.08
MEDICARE						
WORKERS COMPENSATION	75.00	50.74	100.00	87.24	150.00	132.05
OFFICE SUPPLIES	50.00	18.99	75.00	30.48	75.00	54.41
OPERATING SUPPLIES		362.00	125.00		125.00	
POSTAGE	2,600.00	2,526.86	1,800.00	1,794.31	5,000.00	4,999.53
LEGAL FEES	-	-				
TRAVEL EXPENSES	100.00	66.10	170.00	111.10	200.00	125.25
PRINTING & PUBLISHING	4,600.00	4,511.43	4,000.00	4,000.00	6,000.00	6,000.00
CONTRACTUAL SERVICES**	82,800.24	82,800.24	84,280.56	84,280.56	86,808.98	86,120.88
PARK RECYCLING	-				2,294.40	1,946.00
CLEAN UP/YARD WASTE	25,500.00	26,673.98	30,290.00	36,675.07	37,434.00	37,343.01
RECYCLING ENHANCEMENT	6,597.00	6,568.54	3,000.00	3,230.07	-	
COMMUNITY EVENT/PARK	4,597.00	4,115.04	4,220.00	5,559.21	7,087.90	7,081.79
RECYCLING GRANT EXPENSES			-	-		
CONFERENCE & SCHOOL	-				-	
DUES & SUBSCRIPTIONS	20.00	-	-		-	
MISC.						
CAPITAL OUTLAY						
PERMANENT TRANSFERS	3,500.00	3,500.00	3,500.00	4,000.00	4,000.00	4,000.00
RECYCLING FUND TOTAL	162,469.24	161,071.17	163,290.56	171,548.71	182,951.28	180,240.98
NET	453.30	5,138.99	20.42	993.90	1,459.60	2,240.62

PROJECTED	ACTUAL	PROJECTED	REVISED	ACTUAL
2019	2019	2020	COVID-19	2020
	58,185.59		59,145.00	
	1,779.42			
830.00	812.77	1,500.00	1,500.00	1,502.37
65,205.00	7,139.46	63,145.00	4,270.00	0.51
129,000.00	131,718.96	129,000.00	129,000.00	94,518.46
1,762.96	1,949.35	1,900.00	350.00	371.11
196,797.96	201,585.55	195,545.00	194,265.00	96,392.45
24,094.00	24,093.77	24,816.82	24,816.82	16,414.82
721.00	720.18	750.00	750.00	
1,727.08	1,727.08	1,780.29	1,780.29	1,231.06
1,811.00	1,810.13	1,865.00	1,865.00	1,211.46
5,280.00	5,279.34	5,515.11	5,515.11	3,550.20
25.00	22.08	25.00	25.00	14.72
150.00	-	150.00	150.00	
75.00	16.14	75.00	75.00	26.81
125.00	86.50	125.00	125.00	
4,000.00	3,925.50	3,500.00	2,400.00	1,200.38
310.00	309.45	300.00	300.00	
4,825.00	4,820.46	4,600.00	3,600.00	1,997.45
88,404.48	88,428.04	93,401.88	93,401.88	54,484.43
2,294.40	2,752.30	2,294.00	2,294.00	
45,640.00	45,638.30	45,000.00	45,000.00	22,004.95
-		-	-	
14,050.00	14,039.57	9,000.00	6,588.01	4,287.95
-		-	-	
-		-	-	
4,000.00	4,000.00	5,000.00	5,000.00	
197,531.96	197,668.84	198,198.10	193,686.11	106,424.23
(734.00)	3,916.71	(2,653.10)	578.89	(10,031.78)

PROPOSED 2022 RECYCLING BUDGET

	ACTUAL BUDGET 2020	PROJECTED BUDGET 2021	ACTUAL BUDGET TO DATE 2021	PROJECTED BUDGET 2022
REVENUES				
ANOKA CTY LANDFILL	59,145.00	57,072.00	34,128.10	60,272.00
INTEREST	783.22			
REFUND & REIMBURSEMENT	1,502.37	1,500.00	1,354.86	
CLEAN UP/YARD WASTE	5,389.51	3,000.00	-	2,500.00
RECYCLING COLLECTION*	126,328.20	129,914.00	126,056.08	166,561.92
RECYCLING PENALTIES	371.11	1,229.00	2,250.74	2,000.00
RECYCLING GRANT				
TOTAL	193,519.41	192,715.00	163,789.78	231,333.92
EXPENDITURES				
SALARY	25,769.19	24,544.00	22,557.46	25,067.47
VAC BUY BACK	912.96	800.00	470.18	500.00
PERA	1,847.29	1,841.00	1,691.89	1,880.06
FICA/MEDICARE	1,930.60	1,878.00	1,683.75	1,917.66
HEALTH INSURANCE	5,397.96	5,426.00	5,074.83	5,346.94
LIFE INSURANCE	22.08	22.00	21.16	22.19
MEDICARE			-	
WORKERS COMPENSATION		150.00	-	150.00
OFFICE SUPPLIES	40.70	75.00	26.91	75.00
OPERATING SUPPLIES		125.00	-	125.00
POSTAGE	2,220.92	2,500.00	1,089.47	3,000.00
LEGAL FEES				
TRAVEL EXPENSES	34.50	150.00	55.27	150.00
PRINTING & PUBLISHING	3,332.45	3,000.00	2,833.10	3,000.00
CONTRACTUAL SERVICES**	93,521.88	96,204.00	86,471.22	131,328.00
PARK RECYCLING				
CLEAN UP/YARD WASTE	56,806.22	45,000.00	38,711.33	45,000.00
COMMUNITY EVENT/PARK	7,344.58			
CONFERENCE & SCHOOL		6,000.00	4,012.73	6,000.00
DUES & SUBSCRIPTIONS				
MISC.			36.35	100.00
CAPITAL OUTLAY			7,108.50	
PERMANENT TRANSFERS	5,000.00	5,000.00	5,000.00	5,000.00
RECYCLING FUND TOTAL	204,181.33	192,715.00	176,844.15	228,662.32
NET	(10,661.92)	-	(13,054.37)	2,671.60



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: December 15, 2021

Subject: Approval of 2022 Pay Plan for Non-Bargained Employees

The City of Spring Lake Park worked with consultant Baker Tilly to conduct a Classification and Compensation Survey to achieve the following goals: 1) provide fair and equitable compensation to employees; 2) balance external market and internal equity; 3) maintain a competitive pay structure with consideration of the City's fiscal resources; and 4) develop an understandable compensation program for the City Council, employees and the public.

Based on these philosophies, Baker Tilly held an employee informational meeting, collected data on existing positions using Position Analysis Questionnaires, updated job descriptions, evaluated positions based on job requirements, and conducted a comprehensive market survey.

For the comprehensive market survey, the City Council identified the following cities as benchmark cities for the purposes of salary comparison.

City of Arden Hills	City of Circle Pines	City of East Bethel
City of Ham Lake	City of Lake Elmo	City of Little Canada
City of Mahtomedi	City of Mendota Heights	City of Mounds View
City of Nowthen	City of Oak Grove	City of St. Anthony Village
City of St. Francis	City of St. Paul Park	

Salary data for benchmarked positions were solicited. Information was gathered on minimum, maximum and actual salaries for all positions surveyed.

The results of the comprehensive market survey are shown on the following page.

Table 1 – Salary Survey Results, All Positions

Position Surveyed	Number of Respondents	Average Midpoint	Minimum Salary			Midpoint Salary		Maximum Salary		
			Lowest	Highest	Average	Lowest	Highest	Lowest	Highest	Average
Accountant	9	67,207.74	52,291.20	66,144.00	59,500.84	59,311.20	74,412.00	66,331.20	82,680.00	74,914.64
Accounting Clerk - Special Projects Coordinator	4	56,998.28	30,613.44	53,331.20	50,991.90	34,120.32	58,720.00	37,627.20	65,604.00	63,004.65
City Administrator - Clerk/Treasurer	14	122,831.97	79,950.00	122,261.00	108,742.65	95,837.50	137,270.73	111,725.00	156,836.59	136,921.29
Permit Technician	7	51,713.70	44,180.00	48,817.60	46,446.10	45,716.50	55,528.28	46,328.00	63,686.64	56,981.29
Building Official	7	87,706.41	73,810.00	84,177.00	78,048.93	83,018.00	96,792.50	92,226.00	109,408.00	97,363.89
Utility Billing Clerk	6	55,174.16	22,386.00	53,310.40	47,993.96	26,748.54	59,976.80	31,111.08	66,643.20	62,354.37
Fire Inspector - Code Enforcement	5	69,810.25	58,843.00	64,766.00	61,795.40	65,291.00	73,404.50	71,739.00	82,043.00	77,825.10
Parks & Recreation Supervisor	4	67,688.16	60,760.00	66,144.00	59,029.73	67,724.50	74,412.00	74,689.00	82,680.00	79,804.00
Parks & Recreation Director	3	84,776.50	72,696.00	76,126.00	74,411.00	84,772.50	84,780.50	93,419.00	96,865.00	95,142.00
DNU - Recreation Support Specialist	1	28,080.00	15,600.00	15,600.00	24,960.00	17,550.00	17,550.00	19,500.00	19,500.00	31,200.00
Police Investigator	6	76,753.14	60,723.00	74,340.00	66,423.60	73,675.00	83,580.00	83,544.00	92,820.00	87,082.68
Patrol Officer	6	72,772.77	58,052.80	69,555.20	62,686.80	67,392.00	77,628.00	76,710.40	88,800.00	82,858.73
Police Chief- Director of Public Safety	5	114,114.25	93,267.20	109,574.00	102,345.16	104,914.94	121,284.50	116,562.68	133,757.00	125,883.34
Records Technician	4	56,979.25	50,737.00	51,016.00	50,876.50	56,863.50	57,095.00	62,711.00	63,453.00	63,082.00
Police Sergeant	6	90,254.41	74,068.80	91,632.00	83,479.60	83,304.00	97,356.00	92,539.20	103,080.00	96,751.63
Public Works Director	13	102,759.08	80,912.00	100,880.00	92,032.43	92,956.50	110,822.40	102,000.00	120,764.80	113,485.73
Public Works Maintenance Worker Lead	7	69,052.77	56,659.20	71,427.20	65,381.44	63,200.80	72,966.40	69,742.40	76,462.00	72,685.87
Public Works Maintenance Worker	14	59,460.67	44,441.78	63,440.00	53,097.08	54,409.70	68,359.00	63,086.00	73,278.00	65,824.26
Deputy City Clerk	3	64,401.00	57,762.00	57,762.00	57,762.00	64,401.00	64,401.00	71,040.00	71,040.00	71,040.00
Averages	6.53									
DNU - did not use survey information										

Table 2 – Salary Survey Results Comparison, All Positions

Position Surveyed	Spring Lake Park, MN Information									
	Min	Diff	%	Mid	Diff	%	Max	Diff	%	
Accountant	57,970.02	(1,530.82)	-2.64%	66,145.25	(1,062.49)	-1.61%	74,320.48	(594.16)	-0.80%	
Accounting Clerk - Special Projects Coordinator	43,675.22	(7,316.68)	-16.75%	49,834.51	(7,163.76)	-14.38%	55,993.81	(7,010.84)	-12.52%	
City Administrator - Clerk/Treasurer	97,314.88	(11,427.77)	-11.74%	111,038.82	(11,793.15)	-10.62%	124,762.77	(12,158.52)	-9.75%	
Permit Technician	39,372.94	(7,073.16)	-17.96%	44,925.50	(6,788.19)	-15.11%	50,478.06	(6,503.22)	-12.88%	
Building Official	70,443.15	(7,605.78)	-10.80%	80,377.44	(7,328.97)	-9.12%	90,311.73	(7,052.16)	-7.81%	
Utility Billing Clerk	43,675.22	(4,318.74)	-9.89%	49,834.51	(5,339.65)	-10.71%	55,993.81	(6,360.56)	-11.36%	
Fire Inspector - Code Enforcement	60,882.22	(913.18)	-1.50%	69,422.91	(387.34)	-0.56%	77,963.60	138.50	0.18%	
Parks & Recreation Supervisor	53,675.44	(5,354.29)	-9.98%	61,245.08	(6,443.08)	-10.52%	68,814.72	(10,989.28)	-15.97%	
Parks & Recreation Director	71,303.65	(3,107.35)	-4.36%	81,359.30	(3,417.20)	-4.20%	91,414.96	(3,727.04)	-4.08%	
DNU - Recreation Support Specialist	43,675.22			49,834.51			55,993.81			
Police Investigator	66,584.69	161.09	0.24%	75,062.35	(1,690.80)	-2.25%	83,540.00	(3,542.68)	-4.24%	
Patrol Officer	65,084.69	2,397.89	3.68%	73,562.35	789.58	1.07%	82,040.00	(818.73)	-1.00%	
Police Chief- Director of Public Safety	87,364.37	(14,980.79)	-17.15%	99,684.94	(14,429.31)	-14.47%	112,005.50	(13,877.83)	-12.39%	
Records Technician	48,721.92	(2,154.58)	-4.42%	55,592.99	(1,386.26)	-2.49%	62,464.06	(617.94)	-0.99%	
Police Sergeant	76,815.24	(6,664.36)	-8.68%	87,648.24	(2,606.17)	-2.97%	98,481.24	1,729.61	1.76%	
Public Works Director	82,015.44	(10,016.99)	-12.21%	93,581.70	(9,177.38)	-9.81%	105,147.95	(8,337.78)	-7.93%	
Public Works Maintenance Worker Lead	66,343.68	962.24	1.45%	70,029.44	976.72	1.39%	73,715.20	1,029.33	1.40%	
Public Works Maintenance Worker	59,829.12	6,732.04	11.25%	63,152.96	3,692.29	5.85%	66,476.80	652.54	0.98%	
Deputy City Clerk										
Averages		(4,247.72)	-6.56%		(4,326.77)	-5.91%		(4,590.63)	-5.73%	
DNU - did not use survey information										

Based on the collected information, Baker Tilly developed a compensation plan and assigned positions to pay grades. Baker Tilly has assigned the following grades to the City’s job titles.

Table 3 – Recommended Position Assignments – Non-bargained

Department	Title	Grade
Parks and Recreation	Recreation Support Specialist	3
Administration	Permit Technician	5
Administration	Accounting Clerk/Special Projects Coordinator	6
Administration	Utility Billing Clerk	6
Police	Records Technician	6

Department	Title	Grade
Parks and Recreation	Parks and Recreation Supervisor	10
Code Enforcement	Fire Inspector-Code Enforcement	10
Parks and Recreation	Parks and Recreation Director	13
Code Enforcement	Building Official	13
Public Works	Public Works Director	16
Police	Police Chief	18
Administration	Administrator, Clerk/Treasurer	20

The following is the pay plan developed by Baker Tilly. The proposed pay plan includes a COLA over 2021 wage rates.

Table 4 – Proposed Salary Schedule - 2022

				% Between Grades:	6%		
				% Between Steps:	3.5%	22.93%	
				Starting midpoint:	43,562.50		
	Step						
Grade	1	2	3	4	5	6	7
1	39,290.88	40,666.06	42,089.37	43,562.50	45,087.19	46,665.24	48,298.52
2	41,648.33	43,106.02	44,614.73	46,176.25	47,792.42	49,465.15	51,196.43
3	44,147.23	45,692.38	47,291.62	48,946.83	50,659.96	52,433.06	54,268.22
4	46,796.07	48,433.93	50,129.12	51,883.63	53,699.56	55,579.05	57,524.31
5	49,603.83	51,339.96	53,136.86	54,996.65	56,921.54	58,913.79	60,975.77
6	52,580.06	54,420.36	56,325.07	58,296.45	60,336.83	62,448.62	64,634.32
7	55,734.86	57,685.58	59,704.58	61,794.24	63,957.04	66,195.53	68,512.38
8	59,078.95	61,146.72	63,286.85	65,501.89	67,794.46	70,167.27	72,623.12
9	62,623.69	64,815.52	67,084.06	69,432.01	71,862.13	74,377.30	76,980.51
10	66,381.11	68,704.45	71,109.11	73,597.93	76,173.85	78,839.94	81,599.34
11	70,363.98	72,826.72	75,375.65	78,013.80	80,744.29	83,570.34	86,495.30
12	74,585.82	77,196.32	79,898.19	82,694.63	85,588.94	88,584.56	91,685.02
13	79,060.97	81,828.10	84,692.09	87,656.31	90,724.28	93,899.63	97,186.12
14	83,804.63	86,737.79	89,773.61	92,915.69	96,167.74	99,533.61	103,017.28
15	88,832.90	91,942.06	95,160.03	98,490.63	101,937.80	105,505.62	109,198.32
16	94,162.88	97,458.58	100,869.63	104,400.07	108,054.07	111,835.96	115,750.22
17	99,812.65	103,306.09	106,921.81	110,664.07	114,537.31	118,546.12	122,695.23
18	105,801.41	109,504.46	113,337.12	117,303.91	121,409.55	125,658.89	130,056.95
19	112,149.49	116,074.73	120,137.34	124,342.15	128,694.12	133,198.42	137,860.36
20	118,878.46	123,039.21	127,345.58	131,802.68	136,415.77	141,190.32	146,131.99
21	126,011.17	130,421.56	134,986.32	139,710.84	144,600.72	149,661.74	154,899.90
22	133,571.84	138,246.86	143,085.50	148,093.49	153,276.76	158,641.45	164,193.90
23	141,586.15	146,541.67	151,670.63	156,979.10	162,473.37	168,159.94	174,045.53
24	150,081.32	155,334.17	160,770.86	166,397.84	172,221.77	178,249.53	184,488.26
25	159,086.20	164,654.22	170,417.12	176,381.72	182,555.08	188,944.50	195,557.56

Staff recommends the City Council take the following actions:

1. Approve the proposed salary schedule shown in Table 2. Adoption of the proposed salary schedule will result in an up-to-date compensation model which will better equip the City to recruit for vacant positions, retain existing employees, and provide for flexibility in hiring, promotions and annual increases.
2. Approve the recommended position assignments as outlined in Table 1, which assigns positions to the proposed salary grades. The proposed position assignments will allow for the establishment of internal equity among the various positions of the City.
3. Approve the following implementation plan:
 - a. Move employees who have a current wage below the minimum to the minimum of the range.
 - b. Provide adjustments for employees whose current wage falls within the range to which their positions have been assigned. Employees will be moved to the step closest to their current wage, which provides an increase to the employee.The implementation plan establishes more equitable compensation levels for all employees, addresses compression issues, and brings employees below the market up to market standards.
4. Provide support for ongoing administration of the program via a system of market adjustments.

Implementation of the above recommendations has been included in the City's 2022 General Fund budget, 2022 Public Utilities budget and 2022 Recycling budget.

If you have any questions regarding the proposed 2022 Pay Plan for non-bargained employees, please don't hesitate to contact me at 763-784-6491.



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: December 15, 2021

Subject: Deputy City Clerk position

At the December 6, 2021 meeting, the City Council approved the conditional appointment of Carrie Gerard as Deputy City Clerk. Unfortunately, I just received an email from Ms. Gerard yesterday declining the position due to her current employer creating a new position for her.

I reviewed the other applications the City received for the Deputy City Clerk position and came to the conclusion that the City already has a qualified candidate to accept this new position - Wanda Brown.

Wanda has been employed with the City since 1997, serving in a number of roles, most recently the Accounting Clerk/Special Projects Coordinator. She currently assists me with a number of the tasks outlined in the Deputy City Clerk position already, including elections, city communications, and records management. Most importantly, when I give her a task to complete, she completes it on-time and in a quality manner.

I would recommend appointing Wanda Brown as the Deputy City Clerk, effective Monday, January 3, 2021. I recommend her starting at Grade 8, Step 3 of the 2022 Salary Schedule, or \$63,286.85/year.

If the City Council accepts this recommendation, I would request the City Council grant me authority to begin the process of filling the vacancy for the Accounting Clerk/Special Projects Coordinator.

If you have any questions, please don't hesitate to contact me at 763-784-6491.



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: December 2, 2021

Subject: Personnel Policy Amendments

Human Resources is an ever changing field, with new laws and regulations being adopted that impact the personnel management of the City. Staff periodically reviews these changes as they relate to the City's Personnel Policy, and recommends changes to the City Council as appropriate.

Many of the changes proposed appear in the League of Minnesota Cities model personnel policy document. The City has largely built its personnel policy off of the model, making amendments as appropriate to our particular circumstances.

Below is a summary of the major changes proposed to the policy:

- Section 1.06. Amendments clarify the City's expectations of employees as it pertains to personal communications and the use of social media.
- Section 2.01. Establishes an expectation of honesty by our employees as part of the City's Code of Conduct.
- Section 2.04. Clarifies that employees may dress in accordance with their gender identity, within the constraints of the dress code adopted by the City.
- Section 3.29. Clarifies that training/probationary periods are 12 months in length. Previously, it ranged from 6 months to a year.
- Section 4.03. Provides examples of employment testing/job-related exams that may be asked of applicants for City positions.
- Section 7.03. Establishes a policy for how improper deductions from or overpayments to employees are handled.
- Section 7.04. Expands the City's policy on how we handle time reporting for full-time, non-exempt employees.
- Section 9.03. The City's tuition reimbursement policy was moved from the Employee Education and Training section to the Benefits section of the policy.
- Section 10.02. Grants pro-rated sick leave benefits for part-time employees working at least 20 hours per week.
- Section 10.03. Grants pro-rated vacation leave benefits for part time employees working at least 20 hours per week. Reduces the waiting period to use vacation time from one year to six months
- Section 10.07. Adds military leave provisions to comply with State and Federal law.

- Adds a new Section 10.18 providing unpaid leave to delegates of party conventions. This is in accordance with State Law.
- Section 10.21. Amends the City's FMLA policy to add provisions related to qualified exigency and military caregiver leave for those providing care to military members.
- Section 10.22. Updates the City's light duty/modified duty assignment policy.
- Adds new sections 10.23 and 10.24 to comply with State laws associated with reasonable accommodations to employees for health conditions related to pregnancy and athletic leaves of absence.
- Section 11. Moves dangerous weapon policy to another location (new Chapter 12) in the Personnel Policy Manual. Provides updates to the City's Respectful Workplace Policy, including adding language associated with retaliation against an employee who files a complaint about a violation of the City's Respectful Workplace policy.

The City Attorney has reviewed the proposed policy amendments and made corrections as necessary.

City staff recommends approval of the proposed personnel policy amendments.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

City of Spring Lake Park



Personnel Policy

Approved by the City Council on July 18, 2016
Amended by the City Council on July 15, 2019
Amended by the City Council on December 16, 2021

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1. INTRODUCTION

Section 1.01 Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for the employees of the City of Spring Lake Park. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or to cover every situation that may arise. These policies may be amended at any time at the sole discretion of the City and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the City Council.

The City of Spring Lake Park retains the full and unrestricted right to operate and manage all personnel facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify its organizational structure; to select, direct and determine the number of personnel; to establish work schedules and to perform any inherent managerial function not specifically limited by current collective bargaining agreements, this policy and City Council resolutions. The City further reserves the right to make reasonable variations from this policy where it is determined that a strict and literal application of the policy would cause an undue hardship on the City, its employees or an individual employee.

Except as otherwise prohibited by law, the City of Spring Lake Park 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.

Section 1.02 Scope

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

- Elected Officials
- Members of City Boards, Commissions and Committees
- Consultants and Contractors
- Volunteers

If any specific provisions of the personnel policies conflict with any current union agreement, the union agreement will prevail. Any policy, or portion thereof, that does not conflict with a labor agreement, will remain in full force and effect and will continue to govern the actions of all covered employees. 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.

These policies serve as an information guide to help employees become better informed and to make their experience with the City more rewarding. Departments may have special work rules deemed necessary by the Department Head and approved by the City Administrator for the

achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the Department Head.

Section 1.03 EEO Policy Statement

The City of Spring Lake Park is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Spring Lake Park will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, gender identity, gender expression, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

Section 1.04 Data Practices Advisory

Employee records are maintained in a location designated by the 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.

Section 1.05 Media Requests

All City 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 City role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator.

No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters,

social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about City personnel, potential litigation, controversial issues, an opinion on a City matter, or if an employee is unsure if the request is a “routine” question, forward the request to the 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 request to the appropriate person, who will get back to you as soon as he/she can.” Then ask the media representative’s name, questions, deadline, and contact information.

All news releases concerning City personnel will be the responsibility of the City Administrator. When/if the City Administrator authorizes a staff person to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the City. Account names on social media sites must be clearly connected to the City and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: “The City finished street cleaning on 5 streets in the northwest corner of the City this past week” instead of “The City is doing a great job with street cleaning this year!” Corrections must be issued when needed.
- Generally not include personal opinions in official City statements. One exception is communications related to promoting a City service. For example, an employee could post the following on the City’s Facebook page: “My family visited Lakeside Park this weekend and really enjoyed the new picnic shelter.” Employees who have been approved to use social media sites on behalf of the City should seek assistance from the City Administrator on this topic.
- Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for City business. Employees should be aware that the data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

Section 1.06 Personal Communications and Use of Social Media

It is important for City employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business or commenting on issues that implicate their city employment. As City representatives, employees share in the responsibility of earning and preserving the public’s trust in the city. An employee’s own personal communications, such as on social media, can have a significant impact on the public’s belief that all city staff will carry out city functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual orientation or other protected categories. Nonpersonal communications (performed within one’s

job duties) to members of the public must be professional at all times. 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:

- Do not share any private or confidential information you have access to as a result of your city position.
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any city department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (e.g. sharing/retweeting) a social media post of another individual or entity. The City can act on a personal communication that violates this policy without waiting for the actual disruption.
- Remember that what you write or post is public, and will be so for a long time. It may also be spread to a larger audience than you intended. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper. Keep in mind 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 Spring Lake Park expects its employees to be fair, courteous, and respectful to Department Heads, co-workers, citizens, customers, and other persons associated with the City. Avoid using statements, photographs, video or audio that reasonably 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 on the basis of sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.
- If you publish something related to City business and there is liable to be confusion whether you are speaking on behalf of the city, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the City of Spring Lake Park."
- City resources, working time, or official City 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 City's logo, email, or working time to promote his/her 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 City (e.g., "SLPCop").

2. CITYWIDE WORK RULES AND CODE OF CONDUCT

Section 2.01 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 Spring Lake Park. Employees should exhibit conduct that is ethical, professional, responsive, and of 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 Department Head.

Honesty is an important organizational attribute to our city. Therefore, any intentional misrepresentation of facts or falsification of records, including without limitation personnel records, medical records, leaves of absence documentation or the like, will not be tolerated. Further, dishonesty in city positions may preclude workers from effectively performing their essential job duties. As just one example, a police officer with a credibility issue under a Brady/Giglio designation may be excluded from providing testimony for court cases, thereby creating an employment strain where an employee cannot effectively perform the essential functions of the job. Any violations will result in corrective action, up to and including termination.

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

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to their Department Head.
- Maintain good attendance while meeting the goals set by your Department Head.

Section 2.02 Attendance & Absence

The operations and standards of service in the City of Spring Lake Park require that employees be at work unless valid reasons warrant absence, or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees must fully understand the goals that have been set for them and the time that is required to be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their Department Head as soon as possible in advance of the absence. In case of an unexpected absence, employees should call their Department Head before the scheduled starting time and keep in mind the following procedures:

- If the Department Head is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the Department Head.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the Department Head on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the Department Head.
- 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 City may waive this rule if extenuating circumstances warranted such behavior.

This policy does not preclude the City 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 Department Head.

Section 2.03 Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her Department Head.

All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Section 2.04 Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts 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 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 Department Head. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the City. City staff shall not enforce the City's dress code more strictly against transgender and gender diverse employees than other employees.

Section 2.05 Conflicts of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the City Administrator.

Section 2.06 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.

Section 2.07 Personal Telephone Calls

Personal telephone calls and texts 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. Please refer to the cell phone policy for information on use of cellular phones.

Section 2.08 Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

Section 2.09 Smoking

The City of Spring Lake Park observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a City 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 21 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

3. DEFINITIONS

For purposes of these policies, the following definitions will apply:

Section 3.01 Appointing Authority. The City Council.

Section 3.02 Authorized Hours. The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's Department Head.

Section 3.03 Benefits. Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Section 3.04 Benefit-Earning Employees. Employees who work, year round, at least 40 hours per week on a regular basis.

Section 3.05 Compensatory Time. For exempt employees, the same amount of time off work as the employee has overtime hours worked. For non-exempt employees, time of work at one-and-one-half times the number of overtime hours worked.

Section 3.06 Core Hours. The hours that all employees (exempt and non-exempt) are expected to work are from 9:00am to 3:30pm, Monday through Friday. Police and public works employees do not have core hours and work the schedules established by their Department Head.

Section 3.07 Demotion. The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Section 3.08 Department. A branch of the City's operations with responsibility for one or several assigned functions.

Section 3.09 Department Head. The supervisor of a department.

Section 3.10 Direct Deposit. As permitted by State law, all City employees are required to participate in direct deposit.

Section 3.11 Employee. An individual who has successfully completed all stages of the selection process, including the training period.

Section 3.12 Exempt Employee. Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

Section 3.13 FICA (Federal Insurance Contributions Act). FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare. The City contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or

partially exempt from these withholdings (e.g., police officers). These amounts may change if required by law.

Section 3.14 Fiscal Year. The period from January 1 through December 31.

Section 3.15 Full-Time Employee. Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

Section 3.16 Hours of Operation. The City's regular hours of operation are Monday through Friday, from 8:00am to 4:30pm.

Section 3.17 Job Classification. A group of positions sufficiently alike in duties, qualifications, authority and responsibility to warrant the same job title, grade and pay schedule for all positions in the group.

Section 3.18 Job Description. The written description of a job containing a title, a statement of duties, authority and responsibilities of the job, and the qualifications deemed necessary and/or desirable for the satisfactory performance of the duties of the job.

Section 3.19 Non-exempt Employee. Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at one and one half times their regularly hourly wage for all hours worked over forty (40) in any given workweek.

Section 3.20 Overtime. Time worked in excess of forty (40) hours per week or in excess of the employee's normal work schedule as established by the employer.

Section 3.21 Part-time Employee. An employee whose position requires less than forty (40) hours per week or two thousand eighty (2,080) hours per year in an ongoing position.

Section 3.22 Pay Period. A fourteen (14) day period beginning at 12:00am (midnight) on Sunday through 11:59pm on Saturday, fourteen (14) days later.

Section 3.23 PERA (Public Employees Retirement Association). Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Section 3.24 Promotion. Movement of an employee from one job class to another within the City, where the classification/grade and maximum salary for the new position is higher than that of the employee's former position.

Section 3.25 Reclassify. Movement to a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

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Section 3.26 Seasonal Employee. Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Section 3.27 Service Credit. Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

Section 3.28 Temporary Employee. Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Section 3.29 Training/Probationary Period. A twelve month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the City's selection process and is used by supervisors for closely observing an employee's work.

An employee serving his/her initial probationary period may be disciplined at the sole discretion of the City, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered time worked, and the probationary period will be extended by the length of time taken.

Section 3.30 Transfer. Movement of an employee from one City position to another of equivalent pay.

Section 3.31 Weapons. Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Section 3.32 Workweek. 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 City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department recreation department).

4. EMPLOYEE RECRUITMENT AND SELECTION

Section 4.01 Scope

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

Section 4.02 Features of the Recruitment System

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

Application for employment will generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

The deadline for application may be extended by the City Administrator or designee. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Section 4.03 Testing and Examination

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or other appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a recreation director position, for example.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate Department Head. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications. If you have any questions about whether your qualifications might meet the established minimums, contact the City Administrator to ask. In some cases the City will consider alternative experience if it is substantially equivalent to the qualification being required.

Section 4.04 Pre-Employment Drug Testing

Every job applicant offered employment with the City receives the offer contingent upon successful completion of a drug test, among other conditions. The drug testing will be conducted pursuant to the Minnesota Drug and Alcohol Testing and Drug Free Workplace Act for Non-Commercial Drivers.

Section 4.05 Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Section 4.06 Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the Department Head, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate Department Head with each hire subject to final City Council approval. Except where prohibited

by law, seasonal and temporary employees may be terminated by the Department Head at any time, subject to City Council approval.

The City has the right to make the final hiring decision based on qualifications, abilities, experience and the City of Spring Lake Park's needs.

Section 4.07 Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

Section 4.08 Training Period

The training period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Unless otherwise specified in a union contract, training periods are twelve months in duration, but may be extended by, for example, an unpaid leave of absence.

5. ORGANIZATION

Section 5.01 Job Descriptions

The City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the City. Each job description will include: position title, department, Department Head'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 position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all City positions.

Assignment of job titles, establishment or minimum qualifications and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

Prior to posting a vacant position, the existing job description will be reviewed by the City Administrator or designee and the Department Head to ensure the job description is an accurate

reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Department Heads 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.

Section 5.02 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the Department Head, subject to the approval of the City Administrator.

Section 5.03 Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

6. HOURS OF WORK

Section 6.01 Work Hours

Works schedules will be established by Department Heads with the approval of the City Administrator. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

Section 6.02 Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. 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, unless previously authorized by the Department Head.

Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15)

minute break or thirty (30) minute lunch period. Exceptions must be approved by the Department Head or City Administrator.

Departments with unique job or coverage requirements may have additional rules, issued by the Department Head and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

Section 6.04 Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees are required to use accrued vacation time or compensatory time, or with Department Head approval, may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective Department Head or the City Administrator.

7. COMPENSATION

Section 7.01 General Provisions

Full time employees of the City will be compensated every two weeks according to schedules adopted by the City Council. Unless approved by the City Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

A pay range for seasonal and temporary employees will be set by the City Council on an annual basis, through the budget approval process. Department Heads are allowed to determine compensation within that range for each season or temporary employee based on their experience and suitability for the position.

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:

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

The City cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the City and/or file a complaint with the Minnesota Department of Labor and Industry.

Section 7.02 Direct Deposit

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 in changes in address, phone number, names of beneficiaries, marital status, etc.

Section 7.03 Improper Deduction and Overpayment Policy

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, he/she should immediately contact his/her Department Head. If the City determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the City in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The city will not reduce an employee's pay without written authorization by the employee. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required. Any overpayments not repaid in full within the calendar year of the overpayment are considered "prior year overpayments" and the employee must repay not only for the net amount of the overpayment, but also the federal and state taxes the City has paid on their behalf. The city is able to recover the overpaid Social Security and Medicare taxes. Accordingly, the city will not require the employee to repay those taxes provided the employee provides a written statement that he/she will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year of the overpayment which deducts the overpayment amount, but may be entitled to a deduction or credit with respect

to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

Section 7.04 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 immediate supervisor. Reporting false information on a timecard may be cause for immediate termination.

Section 7.05 Overtime/Compensatory Time

The City of Spring Lake Park 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.

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

Seasonal and temporary employees shall be paid overtime after 40 hours worked in a workweek.

Section 7.06 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. Vacation, sick leave, 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 one 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. Department Heads may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

The employee’s Department Head 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. However, the employee may indicate on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment. In this case, all compensatory time

earned during a year will be paid to the employee by the end of the year at the hourly pay rate the employee is earning at that time.

Each Department Head will be responsible for establishing a policy relating to the maximum compensatory time accumulation for employees within his/her department based on the needs of his/her department. Once an employee has earned the maximum compensatory time allowed 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 Accountant will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves City employment at the hourly rate the employee is earning at that time.

Section 7.07 Exempt (Non-Overtime Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their Department Head or City Administrator. Generally, to meet these expectations, and for reasons of public accountancy, 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 workweek.

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 Spring Lake Park will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns sick leave, 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 he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- 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 of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- 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:

- Paid leave has not been requested or has been denied.
- Paid leave is exhausted.
- The employee has specifically requested unpaid leave.
- 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.
- The employee takes unpaid leave under the FMLA.
- The City of Spring Lake Park 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 workweek in which the budget-related deductions are made.

The City of Spring Lake Park 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 City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future. If the employee thinks that a wage deduction was made in error, please contact the City Administrator promptly.

Section 7.08 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.

Exempt employees are required to use paid leave or compensatory time when on personal business away from the office. Exempt employees must communicate their absence to the City Administrator or his/her 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 City. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

All exempt positions may require work beyond 40 hours per week, including evening and weekend hours. These employees are entitled to earn compensatory time at a rate of one hour for each hour worked over 40 hours per week. No payment of compensatory time will be made when an exempt employee leaves employment with the City.

8. PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of City 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 employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the City'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 on a regular basis, 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 Department Head and the employee. Conducting these informal performance meetings provides both the Department Head and the employee 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 the review has been discussed with the Department Head and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

9. BENEFITS

Section 9.01 Health, Dental, Life Insurance

The City will contribute a monthly amount toward group health, dental and life insurance benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined annually by the City Council.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Accountant.

Section 9.02 Retirement/PERA

The City 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 into PERA begin immediately. The City 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 pay check for Social Security and Medicare (the City matches the employee's Social Security and Medicare

withholding). For information about PERA eligibility and contribution requirements, contact the City Accountant.

Section 9.03 Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be a full-time employee in good standing and have been employed by the City for at least a year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee’s present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The City will pay the cost of tuition upon successful completion (C grade or better or “pass” in a pass/fail course). The City will not reimburse the employee for expenses reimbursed under some other education system or program, e.g. G.I. Bill. Employees must reimburse the City if they voluntarily leave employment within twelve months of receiving tuition reimbursement from the City.

Tuition reimbursement for an individual employee will not exceed Five Hundred Dollars (\$500.00) per year.

Section 9.04 Holidays

The City observes the following holidays for all regular full-time and part-time employees:

New Year’s Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve Day
Christmas Day	Floating Holiday

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continues for 24 hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for City operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive prorated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the “actual” holiday as opposed to the “observed” holiday.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

10. LEAVES OF ABSENCE

Section 10.01 Overview

Depending upon an employee’s situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers’ compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City’s leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Section 10.02 Sick Leave

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees will accumulate sick leave at a rate of one (1) day per month.
- Part-time employees regularly scheduled to work at least 20 hours per week will accrue sick leave on a pro-rated basis of the full-time employee schedule.
- Part time employees regularly scheduled to work fewer than 20 hours per week will not earn or accrue sick leave.
- Temporary and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

- Safety leave. Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period. The 12-month period is calculated by measuring 12 months backward from the start date of the employee's last safety leave.

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her Department Head, as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her Department Head informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply

with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

Sick leave cannot be transferred from one employee to another. The maximum accrual allowed for sick leave is 90 days (equal to 720 hours).

Section 10.03 Vacation Leave

The City believes that vacation is important to the health and well-being of our employees, and as such, provides paid vacation for eligible employees for rest and recuperation.

The vacation leave schedule for all full-time employees is as follows:

Years of Service	Annual Accrual
1 Year	10 Days
5 Years	15 Days
10 Years	20 Days
16 Years	21 Days
17 Years	22 Days
18 Years	23 Days
19 Years	24 Days
20 Years	26 Days

Full-time employees will earn vacation leave in accordance with the above schedule. Part-time employees who work at least 20 hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule. Part-time employees who work less than 20 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid

leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

After six months of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor. Unless approved by the City Administrator, vacation leave will not be earned during an unpaid leave of absence.

Requests for vacation must be received at least 48 hours in advance of the requested time off. This notice may be waived at the discretion of the Department Head and City Administrator.

Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance unless the Department Head has established a differing policy to ensure appropriate shift coverage.

Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

If an employee does not use all of his/her earned vacation days during the current anniversary year, a maximum of 10 days of earned unused vacation may be carried from the current anniversary year into the next anniversary year. Vacation days may be carried from the current year to the next year only and cannot be carried into any future anniversary years, unless approved by the City Administrator. Any unused vacation days not carried over pursuant to this policy shall be lost and the employee shall receive no compensation therefore.

Employees are allowed to take their vacation in accordance with their position on the seniority list according to classification. When a holiday falls during a vacation period, the employee shall be paid for the holiday.

On December 1 on every year, vacation leave may be converted into a cash payment up to a maximum of 40 hours. Exempt employees, with the approval of the City Administrator, may convert up to a maximum of 80 hours of vacation leave into a cash payment.

Section 10.04 Banked Sick and Vacation Leave

Upon reaching the maximum sick leave accrual of 90 days, full-time employees will continue to accumulate 1 day of leave per month. This leave will be designated and accounted for as follows:

- 4 hours per month as banked sick leave
- 4 hours per month as banked vacation leave

Banked sick leave cannot be used unless all regular sick leave has been exhausted.

Banked sick leave will not be used in calculating severance pay except as specified in the Post Retirement Health Care Savings Plan negotiated and/or established for each employee group.

Banked vacation leave will be used in calculating severance pay.

The City will convert into cash 6 days per year from the employee's banked sick leave account and deposit it into their Post Retirement Health Care Savings Plan in December of each year on the condition that the employee has accrued 90 days of regular sick leave.

On December 1st of every year, an employee, upon reaching the maximum sick leave accumulation of 90 days, will have the option to cash in their banked vacation accumulation as pay once per year up to the maximum days accrued.

Section 10.05 Severance Pay

Severance pay will be paid in accordance with each employee group's union contract and/or Post Retirement Health Care Savings Plan.

Section 10.06 Bereavement (Funeral) Leave

Employees belonging to a union will be entitled to bereavement leave as outlined in their respective contracts.

Employees who do not belong to a union will be permitted to use up to 3 consecutive working days, with pay, as funeral leave upon the death of an immediate family member defined as: spouse, son, daughter, stepchild, and the brother, sister, mother, father, grandparents, grandchildren of the employee and his/her spouse. Bereavement leave of 5 days shall be granted due to the death of an employee's spouse, child or stepchild.

This paid leave will not be deducted from the employee's vacation or sick leave balance.

Section 10.07 Military Leave

Military Leave for Employees

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year. City compensation is in addition to the military's pay for these 15 days, as per MN Attorney General's Opinion (AG Opinion 310h-1(a)).

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. A training notice, signed orders or battle assembly schedule are examples of typical written notification to share with the City. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Military Leave for Family Members

The City will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota. Nor will the City discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

Unless the leave would unduly disrupt the operations of the City, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Military Leave for Family Member Injured or Killed in Active Service

Employees will be granted up to ten working days of unpaid leave whose immediate family member (defined as a person's parent, child, grandparent, siblings or spouse) is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

Civil Air Patrol

The City will grant employees an unpaid leave of absence for time spent serving as a member of the Civil Air Patrol upon request and authority of the State or any of its political subdivisions, unless the absence would unduly disrupt the operations of the City. Employees may choose to use vacation or PTO leave while on Civil Air Patrol Leave, but are not required to do so.

Section 10.08 Jury 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 City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their Department Head as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the City will be able to determine the amount of compensation due for the period involved.

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 Department Head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Section 10.09 Court Appearances

Unless otherwise specified in a union contract, employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Section 10.10 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, to attend criminal proceedings related to the victim's case. Additionally, a victim of a violent crime, as well as the victim's spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) may have reasonable time off from work to attend criminal proceedings related to the victim's case. An employee must give 48 hours advance notice to the City of their need to be absent unless it is impracticable, or an emergency prevents them from doing so. The City may request verification that supports the employee's reason for being absent from the workplace.

Section 10.11 Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their Department Head immediately (no matter how minor). If a Department Head 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 his/her Department Head of the action taken. In the 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 Department Head and make arrangements for a medical appointment.

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

Section 10.12 Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. 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 as eligible for up to 12 weeks of unpaid leave and 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. Employee 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.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during 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 absence.

Section 10.13 Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council.

Section 10.14 Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Section 10.15 School Conference Leave

Any employee who has worked half-time or more for more may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom

activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the City. Employees may choose to use vacation leave hours for this absence, but are not required to do so.

Section 10.16 Bone Marrow/Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Section 10.17 Elections/Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided that the employee gives the City at least twenty (20) days written notice, including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The City may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment. Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday. The City reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total workforce at any single worksite.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their Department Heads to avoid coverage issues.

Section 10.18 Delegates to Party Conventions

An employee may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee. The employee may attend any convention of a major political party delegates, including meetings of official convention committees if the employee is a delegate or an alternate delegate to that convention.

Per the statutory requirement, the employee must give at least ten days written notice of their planned absence to attend committee meetings or conventions. Time away from work for this purpose will be considered unpaid unless the employee chooses to use vacation/ PTO leave during their absence.

Section 10.19 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 be continued, 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 a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a 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 in excess of 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.

To be eligible for FMLA leave, an employee must work for a covered employer and:

- have worked for that employer for at least 12 months; and
- have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Section 10.20 Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for her infant child during the twelve months following child's birth, unless it would cause undue business disruption. The paid break time times must, if possible, run concurrently with any break time times already provided. The City will provide a room (other than a bathroom) 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.

Section 10.21 Family and Medical Leave Act

A. General

In accordance with the Family and Medical Leave Act (FMLA), unpaid job protected leave will be granted to all eligible employees (male and female) for up to twelve (12) weeks per twelve (12) month period for any of the following reasons:

- Birth or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of the position.
- A covered military member's active duty or call to duty or to care for a covered military member.

In accordance with the law, the following definitions apply:

- "Caring" for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.
- An eligible "child" is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster or stepchild, a ward of the employee, or a person with whom the employee is charged with a parent's rights, duties and responsibilities.
- An eligible "parent" includes a biological parent or a person who was charged with a parent's rights, duties and responsibilities over the employee when the employee was under the legal age, but doesn't include in-laws.
- "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - Hospital Care: Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
 - Pregnancy: Any period of incapacity due to pregnancy, prenatal medical care or childbirth;
 - Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.

- Chronic Conditions Requiring Treatments: An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity;
- Permanent/Long-Term Conditions Requiring Supervision
- Multiple Treatments: Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

B. Eligibility

An eligible employee is one who has worked for the City for a cumulative period of 12 months and at least 1,250 hours during the twelve month period prior to requesting the leave.

C. Length of Leave

The length of FMLA leave is not to exceed 12 weeks in any 12 month period. The entitlement to FMLA leave for the birth or placement of a child expires 12 months after the birth or placement of that child.

D. Leave Year

The 12 month period is calculated by measuring 12 months backward from the start date of the employee's last FMLA leave.

E. Notice

The employee is to give verbal or written notice to his/her Department Head at last thirty (30) days prior to the date on which leave is to begin or, if thirty (30) days notice cannot be given, as much notice as practical.

If an employee fails to give thirty (30) days' notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice. To the extent possible, planned medical treatment should be scheduled so that it will not unduly disrupt the City's operations.

F. Medical Certification

The employee may be required to provide medical certification to support a request for leave because of the serious health condition of a child, spouse, parent or the employee. A "Certification of Physician or Practitioner" form can be obtained from the City Administrator. The form is to be completed by the attending physician or practitioner and submitted to the City Administrator within ten (10) days after requested, or as soon as is reasonably practicable. The City may request a second or third opinion at the City's expense. If required, the City will select a health care provider not regularly associated with the City.

G. Recertification

Recertification may be required if the employee requests an extension of the original length approved by the City or if the employee's circumstances change. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

H. Intermittent Leave

Leave requested because of a serious health condition of either a family member or the employee may be taken intermittently or on a reduced schedule if medically necessary. All requests for intermittent leave will be evaluated on a case-by-case basis.

I. Fitness for Duty Certification

The City may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of his/her regular job.

The City Administrator may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the ADA (Americans with Disabilities Act). If a fitness for duty certification is required, the City may deny reinstatement until it is provided.

J. Job Protection

Employees returning from Family and Medical Leave will be reinstated in their former position or a position equivalent in pay, benefits and other terms and conditions of employment. An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

K. Effect on Benefits

An employee granted leave under this policy will continue to be covered under the City's group health and dental insurance plan under the same conditions and at the same level of City contribution as would have been provided had they been continuously employed during the leave period. If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job. The employee will be required to continue payment of the employee portion of group insurance coverage. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City. If an employee's contribution is more than thirty (30) days late, the City may terminate the employee's insurance coverage (subject to COBRA requirements).

L. Seniority

Seniority does not accrue during any period of unpaid FMLA except as allowed when the leave is covered by worker's compensation). However, seniority accrued prior to commencement of FMLA leave will not be lost.

M. Use of Accrued Paid Leave or Compensatory Time During Family and Medical Leave

During the Family and Medical Leave, employees must use accrued sick leave, vacation leave and compensatory time prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation or the absence qualifies under the state Parental Leave law (see Parental Leave Policy).

FMLA leave counts as continued service for purposes of retirement and/or pension plans.

N. Failure to Return from FMLA Leave

Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to a maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins, the employee must use any accrued sick leave, vacation time or compensatory time that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.

If the unpaid leave of absence is not approved, or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the City Council's approval.

If an employee fails to return from an FMLA leave and is determined to have voluntarily quit as described above, the City may seek reimbursement from the employee for the portion of the insurance premiums paid by the City on behalf of that employee during the period of leave.

O. FMLA – Qualified Exigency and Military Caregiver Leave

Qualified Exigency

Eligible employees (described above) whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Military Caregiver Leave

An employee eligible for FMLA leave (described above) who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, or members on the permanent disability retired list.

Definitions

- A “son or daughter of a covered servicemember” means the covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A “parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”
- The “next of kin of a covered servicemember” is the nearest blood relative, other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- “Covered active duty” means:
 - “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.

- “Covered active duty” for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.
- “Covered servicemember” means:
 - An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness”; or
 - A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- “Serious injury or illness” means:
 - In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

Amount of Leave – Qualified Exigency

An eligible employee can take up to twelve (12) weeks of leave for a qualified exigency.

Amount of Leave – Military Caregiver

An eligible employee taking military caregiver leave is entitled to 26 workweeks of leave during a “single 12-month period.” The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

Leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered servicemember during this “single 12-month period,” the remaining part of the 26 workweeks of leave entitlement to care for the covered servicemember is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

Certification of Qualifying Exigency for Military Family Leave

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

Section 10.22 Light Duty/Modified Duty Assignment

This policy is to establish guidelines for 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 his/her job due to a temporary disability, he/she will notify the Department Head in writing as to the nature and extent of the disability and the reason why he/she is 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 City's job description along with a written request for light duty. Upon receipt of the written request, the Department Head is to forward a copy of the report to the City Administrator. The City may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability and work restrictions. It is at the discretion of the Department Head and City Administrator to determine whether or not light duty work is available and the duration of that assignment.

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work. The City 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.

Section 10.23 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The City will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food and water breaks;
- Seating;
- Limits on lifting over 20 pounds; and/or
- Temporary transfer to a less strenuous or hazardous position, should one be available.
- Other reasonable accommodations for health conditions related to pregnancy or childbirth, upon request backed by a licensed health care provider or certified doula, unless the City demonstrates that the accommodation would impose an undue hardship on the business operations of the City.

Section 10.24 Athletic Leave of Absence

An employee who qualifies as a member of the United State team for athletic competition on the world championship, Pan American, or Olympic team in a sport sanctioned by the International Olympic Committee, shall be granted a leave of absence without loss of pay or other benefits for the purpose of preparing for and engaging in the competition. In no event shall the paid leave exceed the period of official training camp and competition combined, or 90 calendar days a year, whichever is less. The employee shall provide documentation establishing their participation on said team and in said event.

11. RESPECTFUL WORKPLACE

Section 11.01 Intent

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace and other city-sponsored events. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees can be exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Section 11.02 Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is intended to express to all City employees, volunteers, members of boards and commissions, applicants,

contractors/vendors, City Council members and members of the public the expectations by the City of Spring Lake Park for respectful workplace conduct both in the workplace and other city-sponsored social events.

Section 11.03 Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a Department Head intervene when a customer is abusive, or they may defuse the situation themselves, including professionally ending the contact.

If there is a concern over the possibility of violence, the employee should use his/her discretion to call 911, and, as soon as feasible, a Department Head. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their Department Head about the incident as soon as possible.

Section 11.04 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, gender, pregnancy, marital status, age, sexual orientation, gender identity or gender expression, familial status, or status with regard to public assistance.

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 Department Head 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 city, 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 Department Head 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:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual’s employment; or
- 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.

Sexual harassment includes, but is not limited to, the following:

- 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.
- 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.
- 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.

Names and pronouns. Every employee will be addressed by a name or by pronouns that correspond to the employee’s gender identity. A court-ordered name or gender change is not required.

Section 11.05 Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their Department Head or another employee to request assistance should they not feel comfortable with a situation. If situations involve violent behavior, call the police, ask the individual to leave the area, and/or take other reasonable action.

If employees see or overhear what they believe is a violation of this policy, employees should advise a Department Head, the City Administrator or the City Attorney promptly.

Employees who believe that 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 his/her discretion to call 911, and as soon as feasible, a Department Head. In the event the disrespectful behavior occurring involves the employee’s Department Head, the employee should contact the City Administrator or the City Attorney.

Step 1(a). Politely, 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 Department Head 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, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your Department Head about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The City urges 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 Department Head, City Administrator, or City Attorney promptly of your concerns.. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it to a Department Head, the City Administrator, or the City Attorney.

Step 2. 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 or the City Attorney.

Section 11.06 Department Head'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 Department Head must report the allegations promptly to the City Administrator, who will determine whether an investigation is warranted. A Department Head must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, Department Heads will use the following guidelines when an allegation is reported:

Step 1a. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the Department Head may choose to handle the matter informally. The Department Head may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1b. Department Heads, when talking with the reporting employee, will be encouraged to ask him/her what he/she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note 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 practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

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. Formal investigations will be prompt, impartial and thorough. The person being interviewed may have

someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

Step 3. The Department Head must notify the City Administrator about the allegations (assuming the allegations do not involve the City Administrator). For more information about what to do when allegations involve the City Administrator, the Mayor or a Councilmember, see “Special Reporting Requirements” below.

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. 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..

Step 7. The City will take reasonable and timely action, depending on the circumstances of the situation.

The city 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.

Section 11.07 Special Reporting Requirements

When the Department Head 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 City Attorney who will confer with the 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 City personnel, the report will be made to the City Administrator and referred to the City Attorney. In cases such as these, it is common for the City Council to authorize an investigation by an independent investigator (consultant). The independent investigator will report his/her findings to the City Council. The City will take reasonable and timely action, depending on the circumstances of the situation.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g. councilmember or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

Section 11.08 Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed 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).

Section 11.09 Retaliation

Retaliation is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report harassing conduct, participate in investigations, or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.

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, generally speaking 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 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 report 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 you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;

2. Your supervisor's manager
3. 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 promptly 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.

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

12. POSSESSION AND USE OF DANGEROUS WEAPONS

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

13. SEPARATION FROM SERVICE

Section 13.01 Resignations

Employees wishing to leave the City service in good standing must provide a written resignation notice to their Department Head at least 10 working days before leaving. Exempt employees must give 30 calendar days' notice. The written resignation must state the effective date of the employee's 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 any future employment with the City.

14. DISCIPLINE

Section 14.01 General Policy

Department Heads are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Spring Lake Park. 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 City 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 City's personnel policies. The Department Head and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Section 14.02 No Contract Language Established

This policy is not to be construed as contractual terms is intended to serve only as a guide for employment discipline.

Section 14.03 Process

The City may elect to use progressive discipline, 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. Nothing in these personnel policies implies that any City employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

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:

Oral Reprimand. This measure will be used where informal discussions with the employee's Department Head have not resolved the matter. All Department Heads have the ability to issue oral reprimands without prior approval.

Oral 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 Department Head will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand. A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the Department Head with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay. The City Administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer. An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary. An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

Dismissal. The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

15. GRIEVANCE PROCEDURE

Any dispute between an employee and the City 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 facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper Department Head within twenty-one (21) days after the alleged violation or dispute has occurred. The Department Head will respond to the employee in writing within seven (7) 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 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 City Administrator within seven (7) days after the Department Head's response is due. The City Administrator or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the City Administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

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 on the basis of the City's last answer. If the City 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 City and the employee without prejudice to either party.

The following actions are not grievable:

- 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.
- Pay increases or lack thereof.

The above list is not meant to be all inclusive or exhaustive.

16. EMPLOYEE EDUCATION AND TRAINING

The City 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.

Section 16.01 Policy

The City 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.

Section 16.02 Job-Related Training and Conferences

The subject matter 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 in order 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 conditional of employment with the City.

The Department Head and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Section 16.03 Job-Related Meetings

Attendance at professional meeting directly related to the performance of the employee's work responsibilities do not require the approval of the City Administrator, up to a maximum of \$100.00. Advance Department Head approval is required to ensure adequate department coverage.

Section 16.04 Request for Participation in Training and Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's Department Head 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 City. Document approving conference or training attendance will be provided to the employee.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

Section 16.05 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.

Section 16.06 Compensation for Travel and 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.

Section 16.07 Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one city membership per agency, as determined by the City Administrator, is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the Department Head.

Section 16.08 Travel and Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of reasonable expenses for meals, lodging and necessary expenses incurred. However, the City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages.

17. OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Spring Lake Park regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate Department Head. If a potential conflict exists based on this policy or any other consideration, the Department Head will consult with the City Administrator. Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City 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 City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the City for those same hours.
- 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.

18. DRUG FREE WORKPLACE

In accordance with federal law, the City of Spring Lake Park has adopted the following policy on drugs in the workplace:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- The City 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.
- 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 City 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.

19. CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on City business at least once per month, whether driving a City-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate Department Head on the first work day after any temporary, pending or permanent action is taken on their license and to keep their Department Head informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

20. CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of City issued cellular telephones. Its application is to insure 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.

Section 20.01 General Policy

Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Department Heads are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in the policy will limit Department Head discretion to allow reasonable and prudent personal use of such telephone or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar

area. Hands-free equipment will be provided with City-issued phones to facilitate the provisions of this policy.

- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
 - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above “City Driving Policy” for more information on reporting driver’s license restrictions”

A Department Head may authorize an employee to use his/her own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his/her Department Head. Department Heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes 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 Department Head.

All personal calls made by employees on a City-provided cellular phone which exceed the minimum monthly charge for that phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City’s phone bill.

Section 20.02 Procedures

It is the objective of the City of Spring Lake Park to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

Section 20.03 Responsibility

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All Department Heads will be responsible for enforcement within their departments.

21. COMPUTER USE POLICY

Section 21.01 Purpose

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City may conduct inspections on an as-needed basis as determined by the City Administrator.

Beyond this policy, the City Administrator, or his/her designee, may distribute information regarding precautions and actions needed to protect City system; all employees are responsible for reading and following the guidance and directives in these communications.

Section 21.02 Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

Reasonable, incidental personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with work. All use of City computers and software, including personal use, must adhere to provisions in this policy, including the following:

- Employees shall not connect personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from the City Administrator or his/her designee. If permission to connect these tools/peripherals is granted, the employee must follow provided directions for protecting the City's computer network.
- Personal files should not be stored on City computer equipment. This also applies to personal media files, including but not limited to mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD, or files from the Internet. The City Administrator or his/her designee will delete these types of files if found on the network, computers, or other City-owned equipment. Exceptions would be recordings for which the City has created, owns, purchased, or has a license.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by the City Administrator to be inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to your Department Head or the City Administrator for a determination.

Section 21.03 Hardware

In general, the City will provide the hardware required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your Department Head, who will forward the request to the City Administrator.

The City will not supply laptop computers based solely on the desire of employees to work offsite. A laptop request form will be required for each laptop deployment, and must be signed off by the employee's Department Head. Laptops will only be issued to employees who: travel frequently and require the use of a full computer while traveling; regularly use their laptop offsite; require a laptop for access to special software or systems; and/or have a documented business need for a laptop.

Only City staff may use City computer equipment. Use of City equipment by family members, friends, or others is prohibited.

Employees are responsible for the proper use and care of City-owned computer equipment. City computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

Section 21.04 Software

In general, the City will provide the software required for an employee to perform his or her job duties. Requests for new or different software should be made to your Department Head, who will forward the request to the City Administrator.

Employees shall not download or install any software on their computer without the prior approval of the City Administrator. Exceptions to this include updates to software approved by Information Technology such as Microsoft updates, Adobe Reader, and Adobe Flash. The City Administrator or his/her designee may, without notice, remove any unauthorized programs or software, equipment, downloads, or other resources.

Electronic mail. The City provides employees with an email address for work-related use. Some personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies.

Employee emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. Email may also be monitored as directed by the City authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Never transmit an email that you would not want your Department Head, other employees, members, City officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or “spam” email without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Electronic calendars. All employees are required to keep their electronic calendar up to date and, at a minimum, must grant all staff the ability to view their calendar.

Instant messaging. Due to data retention concerns, the City does not provide employees with resources or tools to communicate by instant messaging (IM) when conducting City business. Employees are not allowed to use IM as a mechanism for personal communication through the City’s computer network or when using City equipment, and are not allowed to download or install any IM software on their City computer.

Personal devices. Employees may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City’s email server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

Section 21.05 Security

Passwords. Employees are responsible for maintaining computer/network passwords and must adhere to these guidelines:

- Passwords must be at least eight characters long and include at least three of the following: lowercase character; uppercase character; and a number or non-alpha-numeric character (e.g., *, &, %, etc.). (Example: JOyfu11y!) Password requirements may be changed as necessary, as determined by the City Administrator or his/her designee.
- Passwords should not be shared or told to other staff. If it is necessary to access an employee’s computer when he or she is absent, contact your Department Head or the City Administrator; the City’s IT consultant will not provide access to staff accounts without approval of the City Administrator.
- Passwords should not be stored in any location on or near the computer, or stored electronically such as in a cell phone or other mobile device.
- Employees must change passwords every 60 days when prompted, or on another schedule as determined by the City Administrator or his/her designee.

Network Access. Non-City-owned computer equipment used in the City’s building should only use the wireless connection to the Internet. Under no circumstances should any non-City-owned

equipment be connected to the City's computer network via a network cable. Exceptions may be granted by the City Administrator.

Personal computer equipment may not be connected to the City's network without prior approval of the City Administrator. Personal equipment may be subject to password requirements or other electronic security measures as determined by the City Administrator.

Remote Access to the Network. Examples of remote access include, but are not limited to: Outlook Web Access (web mail), virtual private network (VPN), Windows Remote Desktop, and Windows Terminal Server connections. While connected to City computer resources remotely, all aspects of the City's Computer Use Policy will apply, including the following:

- With the exception of Outlook Web Access, remote access to the City's network requires a request from a Department Head and approval from the City Administrator. Remote access privileges may be revoked at any time by your Department Head or City Administrator.
- If remote access is from a non-City-owned computer, updated anti-virus software must be installed and operational on the computer equipment, and all critical operating system updates must be installed prior to connecting to the City network remotely. Failure to comply could result in the termination of remote access privileges.
- Recreational use of remote connections to the City's network is strictly forbidden. An example of this would be a family member utilizing the City's cellular connection to visit websites.
- Private or confidential data should not be transmitted over an unsecured wireless connection. Wireless connections are not secure and could pose a security risk if used to transmit City passwords or private data while connecting to City resources. Wireless connections include those over cellular networks and wireless access points, regardless of the technology used to connect.

Section 21.06 Internet

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.
- Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- If an employee's use of the Internet is compromising the integrity of the City's network, the City's I.T. consultant may temporarily restrict that employee's access to the Internet. If the City's I.T. consultant does restrict access, they will notify the employee, Department Head, and the City Administrator as soon as possible, and work with the employee and Department Head to rectify the situation.
- The City may monitor or restrict any employee's use of the Internet without prior notice, as deemed appropriate by the employee's Department Head and/or the City Administrator.

Section 21.07 Data Retention

Electronic data should be stored and retained in accordance with the City's records retention schedule.

Storing and transferring files. If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with your Department Head. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the City Administrator or his/her designee.

Employees must adhere to these guidelines when transferring and storing electronic files:

- All electronic files must be stored on network drives. The City will not back up documents stored on local computer hard drives, and holds no responsibility for recovery of documents on local computer hard drives should they fail. Files may be temporarily stored on a laptop hard drive when an employee is traveling/offsite; however, the files should be copied to network as soon as possible.
- Electronic files, including emails and business-related materials created on an employee's home or personal computer for City business, must be transferred to and stored on the City's network. City-related files should not be stored on an employee's personal computer, unless otherwise defined in this policy.
- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.
- Email that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage.
- Email that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City will not retain emails longer than one year on the network or in network back-ups.
- Electronic files or emails that may be classified as protected or private information should be stored in a location on the City's network that is properly secured.
- Any files considered private or confidential should not be stored anywhere other than the City's network. If there is a need to take confidential information offsite, it must be stored on encrypted media.

22. LEGAL SERVICES

The City will defend an employee and/or his/her estate against any claim or demand, whether groundless or otherwise, arise out of an alleged act or omission occurring in the performance and scope of the employee's duties. The City will review any judgment resulting from such claim or demand and make a determination as to the propriety of paying all or part of said judgment. In reviewing said judgment, the City will consider and make findings as follows:

- That the claim or action arose out of the performance of the employee's duty and that there was no malfeasance in office or willful or wanton neglect of duty;
- Whether it is fitting and proper to pay the judgment; and
- The determination of whether it is fitting and proper to pay the judgment must be based on the best interest of the municipality and the public after considering all of the facts and circumstances.

23. SAFETY

Section 23.01 Purpose

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. 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 Department Head.

Section 23.02 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 his/her Department Head. The employee's Department Head 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.

Section 23.03 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.

Section 23.04 Unsafe Behavior

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

EMPLOYEE RECEIPT OF CITY OF SPRING LAKE PARK PERSONNEL POLICY

I hereby acknowledge receipt of the City of Spring Lake Park's Personnel Policy. I understand that I am responsible for being informed on the policies, procedures and information contained in the Personnel Policy. If I have any questions or problems related to the information received, it is my responsibility to bring it to the attention of my Department Head.

Employee Name (please print)

Signature

Date

City of Spring Lake Park



Personnel Policy

Approved by the City Council on July 18, 2016
Amended by the City Council on July 15, 2019
[Amended by the City Council on December 16, 2021](#)

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1. INTRODUCTION

Section 1.01 Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for the employees of the City of Spring Lake Park. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or to cover every situation that may arise. These policies may be amended at any time at the sole discretion of the City and they will supersede all previous personnel policies.

Revisions and amendments shall become effective upon approval by the City Council.

The City of Spring Lake Park retains the full and unrestricted right to operate and manage all personnel facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify its organizational structure; to select, direct and determine the number of personnel; to establish work schedules and to perform any inherent managerial function not specifically limited by current collective bargaining agreements, this policy and City Council resolutions. The City further reserves the right to make reasonable variations from this policy where it is determined that a strict and literal application of the policy would cause an undue hardship on the City, its employees or an individual employee.

Except as otherwise prohibited by law, the City of Spring Lake Park 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.

Section 1.02 Scope

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

- Elected Officials
- Members of City Boards, Commissions and Committees
- Consultants and Contractors
- Volunteers

If any specific provisions of the personnel policies conflict with any current union agreement, the union agreement will prevail. Any policy, or portion thereof, that does not conflict with a labor agreement, will remain in full force and effect and will continue to govern the actions of all covered employees. 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.

These policies serve as an information guide to help employees become better informed and to make their experience with the City more rewarding. Departments may have special work rules deemed necessary by the Department Head and approved by the City Administrator for the

achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the Department Head.

Section 1.03 EEO Policy Statement

The City of Spring Lake Park is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Spring Lake Park will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, gender identity, gender expression, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

Section 1.04 Data Practices Advisory

Employee records are maintained in a location designated by the 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.

Section 1.05 Media Requests

All City 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 City role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator.

No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters,

social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about City personnel, potential litigation, controversial issues, an opinion on a City matter, or if an employee is unsure if the request is a “routine” question, forward the request to the 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 request to the appropriate person, who will get back to you as soon as he/she can.” Then ask the media representative’s name, questions, deadline, and contact information.

All news releases concerning City personnel will be the responsibility of the City Administrator. When/if the City Administrator authorizes a staff person to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the City. Account names on social media sites must be clearly connected to the City and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: “The City finished street cleaning on 5 streets in the northwest corner of the City this past week” instead of “The City is doing a great job with street cleaning this year!” Corrections must be issued when needed.
- Generally not include personal opinions in official City statements. One exception is communications related to promoting a City service. For example, an employee could post the following on the City’s Facebook page: “My family visited Lakeside Park this weekend and really enjoyed the new picnic shelter.” Employees who have been approved to use social media sites on behalf of the City should seek assistance from the City Administrator on this topic.
- Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for City business. Employees should be aware that the data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

Section 1.06 Personal Communications and Use of Social Media

It is important for City employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business or commenting on issues that implicate their city employment. As City representatives, employees share in the responsibility of earning and preserving the public’s trust in the city. An employee’s own personal communications, such as on social media, can have a significant impact on the public’s belief that all city staff will carry out city functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual orientation or other protected categories. Nonpersonal communications (performed within one’s

job duties) to members of the public must be professional at all times. 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:

- Do not share any private or confidential information you have access to as a result of your city position.
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any city department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (e.g. sharing/retweeting) a social media post of another individual or entity. The City can act on a personal communication that violates this policy without waiting for the actual disruption.
- Remember that what you write or post is public, and will be so for a long time. It may also be spread to a larger audience than you intended. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper. Keep in mind 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 Spring Lake Park expects its employees to be fair, courteous, and respectful to Department Heads, co-workers, citizens, customers, and other persons associated with the City. Avoid using statements, photographs, video or audio that reasonably 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 on the basis of sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.
- If you publish something related to City business and there is liable to be confusion whether you are speaking on behalf of the city, it would be best to identify yourself and use a disclaimer such as, "I am an employee of the City of Spring Lake Park. However, these are my own opinions and do not represent those of the City of Spring Lake Park."
- City resources, working time, or official City 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 City's logo, email, or working time to promote his/her 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 City (e.g., "SLPCop").

2. CITYWIDE WORK RULES AND CODE OF CONDUCT

Section 2.01 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 Spring Lake Park. Employees should exhibit conduct that is ethical, professional, responsive, and of 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 Department Head.

Honesty is an important organizational attribute to our city. Therefore, any intentional misrepresentation of facts or falsification of records, including without limitation personnel records, medical records, leaves of absence documentation or the like, will not be tolerated. Further, dishonesty in city positions may preclude workers from effectively performing their essential job duties. As just one example, a police officer with a credibility issue under a Brady/Giglio designation may very likely will be excluded from providing testimony for court cases, thereby creating an employment strain where an employee cannot effectively perform the essential functions of the job. Any violations will result in corrective action, up to and including termination.

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

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to their Department Head.
- Maintain good attendance while meeting the goals set by your Department Head.

Section 2.02 Attendance & Absence

The operations and standards of service in the City of Spring Lake Park require that employees be at work unless valid reasons warrant absence, or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees must fully understand the goals that have been set for them and the time that is required to be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their Department Head as soon as possible in advance of the absence. In case of an unexpected absence, employees should call their Department Head before the scheduled starting time and keep in mind the following procedures:

- If the Department Head is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the Department Head.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the Department Head on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the Department Head.
- 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 City may waive this rule if extenuating circumstances warranted such behavior.

This policy does not preclude the City 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 Department Head.

Section 2.03 Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her Department Head.

All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Section 2.04 Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts 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 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 Department Head. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the City. City staff shall not enforce the City's dress code more strictly against transgender and gender diverse employees than other employees.

Section 2.05 Conflicts of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the City Administrator.

Section 2.06 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.

Section 2.07 Personal Telephone Calls

Personal telephone calls and texts 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. [Please refer to the cell phone policy for information on use of cellular phones.](#)

Section 2.08 Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

Section 2.09 Smoking

The City of Spring Lake Park observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a City 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 ~~18-21~~ and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

3. DEFINITIONS

For purposes of these policies, the following definitions will apply:

Section 3.01 Appointing Authority. The City Council.

Section 3.02 Authorized Hours. The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's Department Head.

Section 3.03 Benefits. Privileges ~~or non-monetary compensation~~ granted to qualified employees in the form of paid leave and/or insurance coverage that are included in the total compensation to employees.

Section 3.04 Benefit-Earning Employees. Employees who work, year round, at least 40 hours per week on a regular basis.

Section 3.05 Compensatory Time. For exempt employees, the same amount of time off work as the employee has overtime hours worked. For non-exempt employees, time of work at one-and-one-half times the number of overtime hours worked.

Section 3.06 Core Hours. The hours that all employees (exempt and non-exempt) are expected to work are from 9:00am to 3:30pm, Monday through Friday. Police, ~~liquor store~~ and public works employees do not have core hours and work the schedules established by their Department Head.

Section 3.07 Demotion. The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Section 3.08 Department. A branch of the City's operations with responsibility for one or several assigned functions.

Section 3.09 Department Head. The supervisor of a department.

Section 3.10 Direct Deposit. As permitted by State law, all City employees are required to participate in direct deposit.

Section 3.11 Employee. An individual who has successfully completed all stages of the selection process, including the training period.

Section 3.12 Exempt Employee. Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

Section 3.13 FICA (Federal Insurance Contributions Act). FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare. The City contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers). These amounts may change if required by law.

Section 3.14 Fiscal Year. The period from January 1 through December 31.

Section 3.15 Full-Time Employee. Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

Section 3.16 Hours of Operation. The City's regular hours of operation are Monday through Friday, from 8:00am to 4:30pm.

Section 3.17 Job Classification. A group of positions sufficiently alike in duties, qualifications, authority and responsibility to warrant the same job title, grade and pay schedule for all positions in the group.

Section 3.18 Job Description. The written description of a job containing a title, a statement of duties, authority and responsibilities of the job, and the qualifications deemed necessary and/or desirable for the satisfactory performance of the duties of the job.

Section 3.19 Non-exempt Employee. Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at one and one half times their regularly hourly wage for all hours worked over forty (40) in any given workweek.

Section 3.20 Overtime. Time worked in excess of forty (40) hours per week or in excess of the employee's normal work schedule as established by the employer.

Section 3.21 Part-time Employee. An employee whose position requires less than forty (40) hours per week or two thousand eighty (2,080) hours per year in an ongoing position.

Section 3.22 Pay Period. A fourteen (14) day period beginning at 12:00am (midnight) on Sunday through 11:59pm on Saturday, fourteen (14) days later.

Section 3.23 PERA (Public Employees Retirement Association). Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Section 3.24 Promotion. Movement of an employee from one job class to another within the City, where the classification/grade and maximum salary for the new position is higher than that of the employee's former position.

Section 3.25 Reclassify. Movement to a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

~~**Regular Employee.** An employee whose position with the City is for an ongoing (non-temporary) period and who has successfully completed the probationary period required for the position.~~

Section 3.26 Seasonal Employee. Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Section 3.27 Service Credit. Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

Section 3.28 Temporary Employee. Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Section 3.29 Training/Probationary Period. A twelve month period, ranging from six months to one year, at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the City's selection process and is used by supervisors for closely observing an employee's work is the last part of the selection process.

An employee serving his/her initial probationary period may be disciplined at the sole discretion of the City, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered time worked, and the probationary period will be extended by the length of time taken.

Section 3.30 Transfer. Movement of an employee from one City position to another of equivalent pay.

Section 3.31 Weapons. Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Section 3.32 Workweek. 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 City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, ~~fire department, liquor store, park and~~ recreation department).

4. EMPLOYEE RECRUITMENT AND SELECTION

Section 4.01 Scope

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

Section 4.02 Features of the Recruitment System

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

Application for employment will generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

The deadline for application may be extended by the City Administrator or designee. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Section 4.03 Testing and Examination

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or other appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a recreation director position, for example.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate Department Head. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications. If you have any questions about whether your qualifications might meet the established minimums, contact the City Administrator to ask. In some many cases the City will consider alternative experience if it is substantially equivalent to the qualification being required.

Section 4.04 Pre-Employment Drug Testing

Every job applicant offered employment with the City receives the offer contingent upon successful completion of a drug test, among other conditions. The drug testing will be conducted pursuant to the Minnesota Drug and Alcohol Testing and Drug Free Workplace Act for Non-Commercial Drivers.

Section 4.05 ~~The~~ Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Section 4.06 Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the Department Head, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate Department Head with each hire subject to final City Council approval. Except where prohibited

by law, seasonal and temporary employees may be terminated by the Department Head at any time, subject to City Council approval.

~~The process for hiring part-time, retail employees at the municipal liquor store may be delegated to the Liquor Store Manager, subject to final hiring approval of the City Council.~~

The City has the right to make the final hiring decision based on qualifications, abilities, experience and the City of Spring Lake Park's needs.

Section 4.07 Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

Section 4.08 Training Period

The training period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations.

~~Training periods apply to new hires, transfers, promotions and rehires. Unless otherwise specified in a union contract, training periods are twelve months in duration, but may be extended by, for example, an unpaid leave of absence. training periods will range between six months and one year in duration (depending upon the position being filled) and apply to new hires, transfers, promotions and rehires.~~

5. ORGANIZATION

Section 5.01 Job Descriptions ~~and Classifications~~

The City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the City. Each job description will include: position title, department, Department Head'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 position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all City positions.

Assignment of job titles, establishment or minimum qualifications and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

~~Prior to posting a vacant position, the existing job descriptions~~ will be reviewed by the City Administrator or designee and the Department Head ~~on an annual basis~~ to ensure the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Department Heads 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.

Section 5.02 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the Department Head, subject to the approval of the City Administrator.

Section 5.03 Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

6. HOURS OF WORK

Section 6.01 Work Hours

Works schedules will be established by Department Heads with the approval of the City Administrator. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

~~If a seasonal or temporary employee is limited in the number of days they can work during the year (PELRA restrictions), the employee must work a pre-arranged schedule.~~

Section 6.02 Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. 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, unless previously authorized by the Department Head.

Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break or thirty (30) minute lunch period. Exceptions must be approved by the Department Head or City Administrator.

Departments with unique job or coverage requirements may have additional rules, issued by the Department Head and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

Section 6.04 Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees are required to use accrued vacation time or compensatory time, or with Department Head approval, may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective Department Head or the City Administrator.

7. COMPENSATION

Section 7.01 General Provisions

Full time employees of the City will be compensated every two weeks according to schedules adopted by the City Council. Unless approved by the City Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

A pay range for seasonal and temporary employees will be set by the City Council on an annual basis, through the budget approval process. Department Heads are allowed to determine compensation within that range for each season or temporary employee based on their experience and suitability for the position.

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:

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

The City cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the City and/or file a complaint with the Minnesota Department of Labor and Industry.

Section 7.02 Direct Deposit

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 in changes in address, phone number, names of beneficiaries, marital status, etc.

Section 7.03 Improper Deduction and Overpayment Policy

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, he/she should immediately contact his/her Department Head. If the City determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the City in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The city will not reduce an employee's pay without written authorization by the employee. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required. Any overpayments not repaid in full within the calendar year of the overpayment are considered "prior year overpayments" and the employee must repay

not only for the net amount of the overpayment, but also the federal and state taxes the City has paid on their behalf. The city is able to recover the overpaid Social Security and Medicare taxes. Accordingly, the city will not require the employee to repay those taxes provided the employee provides a written statement that he/she will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year of the overpayment which deducts the overpayment amount, but may be entitled to a deduction or credit with respect to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

Section 7.04 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 immediate supervisor. Employees are responsible for accurate and timely reporting of all hours worked including regular, overtime, holiday, vacation, sick or other hours. Reporting false information on a timecard may be cause for immediate termination.

Section 7.05 Overtime/Compensatory Time

The City of Spring Lake Park 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.

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

Seasonal and temporary employees shall be paid overtime after 40 hours worked in a workweek.

Section 7.06 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. Vacation, sick leave, 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 one 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. Department Heads may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

The employee's Department Head 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 his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.~~ However, the employee may indicate on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment. In this case, all compensatory time earned during a year will be paid to the employee by the end of the year at the hourly pay rate the employee is earning at that time.

Each Department Head will be responsible for establishing a policy relating to the maximum compensatory time accumulation for employees within his/her department based on the needs of his/her department. Once an employee has earned the maximum compensatory time allowed 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 Accountant will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves City employment at the hourly rate the employee is earning at that time.

Section 7.07 Exempt (Non-Overtime Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their Department Head or City Administrator. Generally, to meet these expectations, and for reasons of public accountancy, 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 workweek.

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 Spring Lake Park will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns sick leave, 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 he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.

- 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 of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- 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:
 - Paid leave has not been requested or has been denied.
 - Paid leave is exhausted.
 - The employee has specifically requested unpaid leave.
- 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.
- The employee takes unpaid leave under the FMLA.
- The City of Spring Lake Park 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 workweek in which the budget-related deductions are made.

The City of Spring Lake Park 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 City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future. [If the employee thinks that a wage deduction was made in error, please contact the City Administrator promptly.](#)

[Section 7.08 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.

Exempt employees are required to use paid leave or compensatory time when on personal business away from the office. Exempt employees must communicate their absence to the City Administrator or his/her 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 City. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

All exempt positions may require work beyond 40 hours per week, including evening and weekend hours. These employees are entitled to earn compensatory time at a rate of one hour for each hour worked over 40 hours per week. No payment of compensatory time will be made when an exempt employee leaves employment with the City.

8. PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of City 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 employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the City'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 on a regular basis, 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 Department Head and the employee. Conducting these informal performance meetings provides both the Department Head and the employee 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 the review has been discussed with the Department Head and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

9. BENEFITS

Section 9.01 Health, Dental, Life Insurance

The City will contribute a monthly amount toward group health, dental and life insurance benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined annually by the City Council.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Accountant.

Section 9.02 Retirement/PERA

The City 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 into PERA begin immediately. The City 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 pay check for Social Security and Medicare (the City matches the employee's Social Security and Medicare withholding). For information about PERA eligibility and contribution requirements, contact the City Accountant.

Section 9.03 Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be a full-time employee in good standing and have been employed by the City for at least a year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The City will pay the cost of tuition upon successful completion (C grade or better or "pass" in a pass/fail course). The City will not reimburse the employee for expenses reimbursed under some other education system or program, e.g. G.I. Bill. Employees must reimburse the City if they voluntarily leave employment within twelve months of receiving tuition reimbursement from the City.

Tuition reimbursement for an individual employee will not exceed Five Hundred Dollars (\$500.00) per year.

Section 9.04 HOLIDAYSHolidays

The City observes the following holidays for all regular full-time and part-time employees:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve Day
Christmas Day	Floating Holiday

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continues for 24 hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for City operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive prorated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the “actual” holiday as opposed to the “observed” holiday.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

10. LEAVES OF ABSENCE

Section 10.01 Overview

Depending upon an employee’s situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers’ compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City’s leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Section 10.02 Sick Leave

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees will accumulate sick leave at a rate of one (1) day per month.
- Part-time employees regularly scheduled to work at least 20 hours per week will accrue sick leave on a pro-rated basis of the full-time employee schedule.
- Part time employees regularly scheduled to work fewer than 20 hours per week will not earn or accrue sick leave.
- Temporary and seasonal employees will not earn or accrue sick leave.

- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.
- ~~For Safety leave. Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period. The 12-month period is calculated by measuring 12 months backward from the start date of the employee's last safety leave.~~

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

- For Safety leave. Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period. The 12-month period is calculated by measuring 12 months backward from the start date of the employee's last safety leave.

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her Department Head, as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her Department Head informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, ~~except where Parenting Leave under Minnesota law and the medical leave overlap.~~

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

Sick leave cannot be transferred from one employee to another. The maximum accrual allowed for sick leave is 90 days (equal to 720 hours).

Section 10.03 Vacation Leave

The City believes that vacation is important to the health and well-being of our employees, and as such, provides paid vacation for eligible employees for rest and recuperation.

The vacation leave schedule for all full-time employees is as follows:

Years of Service	Annual Accrual
1 Year	10 Days
5 Years	15 Days
10 Years	20 Days
16 Years	21 Days
17 Years	22 Days
18 Years	23 Days
19 Years	24 Days
20 Years	26 Days

Full-time employees will earn vacation leave in accordance with the above schedule. Part-time employees who work at least 20 hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule. Part-time employees who work less than 20 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

After six months of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor. Unless approved by the City Administrator, vacation leave will not be earned during an unpaid leave of absence.

Requests for vacation must be received at least 48 hours in advance of the requested time off. This notice may be waived at the discretion of the Department Head and City Administrator.

Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance unless the Department Head has established a differing policy to ensure appropriate shift coverage.

Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

If an employee does not use all of his/her earned vacation days during the current anniversary year, a maximum of 10 days of earned unused vacation may be carried from the current anniversary year into the next anniversary year. Vacation days may be carried from the current year to the next year only and cannot be carried into any future anniversary years, unless approved by the City Administrator. Any unused vacation days not carried over pursuant to this policy shall be lost and the employee shall receive no compensation therefore.

Employees are allowed to take their vacation in accordance with their position on the seniority list according to classification. When a holiday falls during a vacation period, the employee shall be paid for the holiday.

On December 1 on every year, vacation leave may be converted into a cash payment up to a maximum of 40 hours. Exempt employees, with the approval of the City Administrator, may convert up to a maximum of 80 hours of vacation leave into a cash payment.

Section 10.04 Banked Sick and Vacation Leave

Upon reaching the maximum sick leave accrual of 90 days, full-time employees will continue to accumulate 1 day of leave per month. This leave will be designated and accounted for as follows:

- 4 hours per month as banked sick leave
- 4 hours per month as banked vacation leave

Banked sick leave cannot be used unless all regular sick leave has been exhausted.

Banked sick leave will not be used in calculating severance pay except as specified in the Post Retirement Health Care Savings Plan negotiated and/or established for each employee group.

Banked vacation leave will be used in calculating severance pay.

The City will convert into cash 6 days per year from the employee's banked sick leave account and deposit it into their Post Retirement Health Care Savings Plan in December of each year on the condition that the employee has accrued 90 days of regular sick leave.

On December 1st of every year, an employee, upon reaching the maximum sick leave accumulation of 90 days, will have the option to cash in their banked vacation accumulation as pay once per year up to the maximum days accrued.

Section 10.05 Severance Pay

Severance pay will be paid in accordance with each employee group's union contract and/or Post Retirement Health Care Savings Plan.

Section 10.06 Bereavement (Funeral) Leave

Employees belonging to a union will be entitled to bereavement leave as outlined in their respective contracts.

Employees who do not belong to a union will be permitted to use up to 3 consecutive working days, with pay, as funeral leave upon the death of an immediate family member defined as: spouse, son, daughter, stepchild, and the brother, sister, mother, father, grandparents, grandchildren of the employee and his/her spouse. Bereavement leave of 5 days shall be granted due to the death of an employee's spouse, child or stepchild.

This paid leave will not be deducted from the employee's vacation or sick leave balance.

Unpaid Leave

~~The City Administrator may permit a regular employee a leave of absence without pay for a period of up to 3 months. Employees must normally use all accrued annual leave prior to taking an unpaid leave. No employee shall be entitled to accrue leave, earn seniority or accrue time toward step increases in the pay plan while on a leave of absence without pay. The employee may continue coverage under any group insurance plan, but will be required to pay the full premium without employer contribution.~~

Section 10.07 Military Leave

Military Leave for Employees

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year. City compensation is in addition to the military's pay for these 15 days, as per MN Attorney General's Opinion (AG Opinion 310h-1(a)).

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. A training notice, signed orders or battle assembly schedule are examples of typical written notification to share with the City. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Military Leave for Family Members

The Ceity will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota. Nor will the Ceity discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

Unless the leave would unduly disrupt the operations of the Ceity, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Military Leave for Family Member Injured or Killed in Active Service

Employees will be granted up to ten working days of unpaid leave whose immediate family member (defined as a person's parent, child, grandparent, siblings or spouse) is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

Civil Air Patrol

The City will grant employees an unpaid leave of absence for time spent serving as a member of the Civil Air Patrol upon request and authority of the State or any of its political subdivisions, unless the absence would unduly disrupt the operations of the City. Employees may choose to use vacation or PTO leave while on Civil Air Patrol Leave, but are not required to do so.

Section 10.08 Jury 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 City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their Department Head as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the City will be able to determine the amount of compensation due for the period involved.

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 Department Head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Section 10.09 Court Appearances

Unless otherwise specified in a union contract, employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Section 10.10 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, to attend criminal proceedings related to the victim's case. Additionally, a victim of a violent crime, as well as the victim's spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) may have reasonable time off from work to attend criminal proceedings related to the victim's case, 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. An employee must give 48 hours advance notice to the City of their need to be absent unless it is impracticable, or an emergency prevents them from doing so. The City may request verification that supports the employee's reason for being absent from the workplace.

Section 10.11 Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their Department Head immediately (no matter how minor). If a Department Head is not available and the nature of injury or illness requires immediate treatment, the employee is ~~is~~ to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her Department Head of the action taken. In the 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 Department Head and make arrangements for a medical appointment.

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

Section 10.12 Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. 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 as eligible for up to 12 weeks of unpaid leave and 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. Employee 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.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during 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 absence.

Section 10.13 Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council.

Section 10.14 Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Section 10.15 School Conference Leave

Any employee who has worked half-time or more for more may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the City. Employees may choose to use vacation leave hours for this absence, but are not required to do so.

Section 10.16 Bone Marrow/Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Section 10.17 Elections/Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee

gives the City at least ~~ten~~ twenty (20) days written notice, including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The City may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment. Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday. The City reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total workforce at any single worksite.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their Department Heads to avoid coverage issues.

Section 10.18 Delegates to Party Conventions

An employee may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee. The employee may attend any convention of a major political party delegates, including meetings of official convention committees if the employee is a delegate or an alternate delegate to that convention.

Per the statutory requirement, the employee must give at least ten days written notice of their planned absence to attend committee meetings or conventions. Time away from work for this purpose will be considered unpaid unless the employee chooses to use vacation/ PTO leave during their absence.

Section 10.19 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 ~~to a maximum of one (1) year.~~

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 be continued, 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 a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

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To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. ~~(An employee absent for Parenting Leave is not required to use sick leave).~~ Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a 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 in excess of 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.

To be eligible for FMLA leave, an employee must work for a covered employer and:

- have worked for that employer for at least 12 months; and
- have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Section 10.20 Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for ~~nursing her infant child during the twelve months following for one year after the~~ child's birth, unless it would cause undue business disruption. The paid break time times must, if possible, run concurrently with any break time times already provided. The City will provide a room (other than a bathroom) 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.

Section 10.21 Family and Medical Leave Act

A. General

In accordance with the Family and Medical Leave Act (FMLA), unpaid job protected leave will be granted to all eligible employees (male and female) for up to twelve (12) weeks per twelve (12) month period for any of the following reasons:

- Birth or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of the position.
- A covered military member's active duty or call to duty or to care for a covered military member.

In accordance with the law, the following definitions apply:

- "Caring" for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.
- An eligible "child" is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster or stepchild, a ward of the employee, or a person with whom the employee is charged with a parent's rights, duties and responsibilities.
- An eligible "parent" includes a biological parent or a person who was charged with a parent's rights, duties and responsibilities over the employee when the employee was under the legal age, but doesn't include in-laws.
- "Serious health condition" is defined in Federal law, but generally includes incapacity requiring absence from work of more than three (3) days that also involves continuing treatment by a health care provider (includes prenatal care); means an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - Hospital Care: Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
 - Pregnancy: Any period of incapacity due to pregnancy, prenatal medical care or childbirth;

- Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
- Chronic Conditions Requiring Treatments: An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity;
- Permanent/Long-Term Conditions Requiring Supervision
- Multiple Treatments: Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

B. Eligibility

An eligible employee is one who has worked for the City for a cumulative period of 12 months and at least 1,250 hours during the twelve month period prior to requesting the leave.

C. Length of Leave

The length of FMLA leave is not to exceed 12 weeks in any 12 month period. The entitlement to FMLA leave for the birth or placement of a child expires 12 months after the birth or placement of that child.

D. Leave Year

The 12 month period is calculated by measuring 12 months backward from the start date of the employee's last FMLA leave.

E. Notice

The employee is to give verbal or written notice to his/her Department Head at last thirty (30) days prior to the date on which leave is to begin or, if thirty (30) days notice cannot be given, as much notice as practical.

If an employee fails to give thirty (30) days' notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice. To the extent possible, planned medical treatment should be scheduled so that it will not unduly disrupt the City's operations.

F. Medical Certification

The employee may be required to provide medical certification to support a request for leave because of the serious health condition of a child, spouse, parent or the employee. A "Certification of Physician or Practitioner" form can be obtained from the City Administrator. The form is to be completed by the attending physician or practitioner and submitted to the City

Administrator within ten (10) days after requested, or as soon as is reasonably practicable. The City may request a second or third opinion at the City's expense. If required, the City will select a health care provider not regularly associated with the City.

G. Recertification

Recertification may be required if the employee requests an extension of the original length approved by the City or if the employee's circumstances change. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

H. Intermittent Leave

Leave requested because of a serious health condition of either a family member or the employee may be taken intermittently or on a reduced schedule if medically necessary. All requests for intermittent leave will be evaluated on a case-by-case basis.

I. Fitness for Duty Certification

The City may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of his/her regular job.

The City Administrator may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the ADA (Americans with Disabilities Act). If a fitness for duty certification is required, the City may deny reinstatement until it is provided.

J. Job Protection

Employees returning from Family and Medical Leave will be reinstated in their former position or a position equivalent in pay, benefits and other terms and conditions of employment. An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

K. Effect on Benefits

An employee granted leave under this policy will continue to be covered under the City's group health and dental insurance plan under the same conditions and at the same level of City contribution as would have been provided had they been continuously employed during the leave period. If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job. The employee will be required to continue payment of the employee portion of group insurance coverage.

Arrangements for payment of the employee's portion of premiums must be made by the employee with the City. If an employee's contribution is more than thirty (30) days late, the City may terminate the employee's insurance coverage (subject to COBRA requirements).

L. Seniority

Seniority does not accrue during any period of unpaid FMLA except as allowed when the leave is covered by worker's compensation). However, seniority accrued prior to commencement of FMLA leave will not be lost.

M. Use of Accrued Paid Leave or Compensatory Time During Family and Medical Leave

During the Family and Medical Leave, employees must use accrued sick leave, vacation leave and compensatory time prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation or the absence qualifies under the state Parental Leave law (see Parental Leave Policy).

FMLA leave counts as continued service for purposes of retirement and/or pension plans.

N. Failure to Return from FMLA Leave

Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to a maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins, the employee must use any accrued sick leave, vacation time or compensatory time that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.

If the unpaid leave of absence is not approved, or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the City Council's approval.

If an employee fails to return from an FMLA leave and is determined to have voluntarily quit as described above, the City may seek reimbursement from the employee for the portion of the insurance premiums paid by the City on behalf of that employee during the period of leave.

O. FMLA – Qualified Exigency and Military Caregiver Leave

Qualified Exigency

Eligible employees (described above) whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on

covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (3) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Military Caregiver Leave

An employee eligible for FMLA leave (described above) who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, or members on the permanent disability retired list.

Definitions

- A "son or daughter of a covered servicemember" means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A "parent of a covered servicemember" means a covered servicemember's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."
- The "next of kin of a covered servicemember" is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- "Covered active duty" means:

- “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
- “Covered active duty” for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.
- “Covered servicemember” means:
 - An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness”; or
 - A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- “Serious injury or illness” means:
 - In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

Amount of Leave – Qualified Exigency

An eligible employee can take up to twelve (12) weeks of leave for a qualified exigency.

Amount of Leave – Military Caregiver

An eligible employee taking military caregiver leave is entitled to 26 workweeks of leave during a “single 12-month period.” The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

Leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered servicemember during this “single 12-month period,” the remaining part of the 26 workweeks of leave entitlement to care for the covered servicemember is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

Certification of Qualifying Exigency for Military Family Leave

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

Section 10.22 Light Duty/Modified Duty Assignment

This policy is to establish guidelines for 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. ~~The City reserves the right to determine when and if light duty work is available and will be assigned.~~

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 his/her job due to a temporary disability, he/she will notify the Department Head in writing as to the nature and extent of the disability and the reason why he/she is 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 City's job description along with a written request for light duty. Upon receipt of the written request, the Department Head is to forward a copy of the report to the City Administrator. The City may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability and work restrictions. ~~Such assignments are for short-term, temporary disability-type purposes.~~

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It is at the discretion of the Department Head and City Administrator to determine whether or not light duty work is available and the duration of that assignment.

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work. The City 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.

Section 10.23 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The City will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food and water breaks;
- Seating;
- Limits on lifting over 20 pounds; and/or
- Temporary transfer to a less strenuous or hazardous position, should one be available.
- Other reasonable accommodations for health conditions related to pregnancy or childbirth, upon request backed by a licensed health care provider or certified doula, unless the City demonstrates that the accommodation would impose an undue hardship on the business operations of the City.

Section 10.24 Athletic Leave of Absence

An employee who qualifies as a member of the United State team for athletic competition on the world championship, Pan American, or Olympic team in a sport sanctioned by the International Olympic Committee, shall be granted a leave of absence without loss of pay or other benefits for the purpose of preparing for and engaging in the competition. In no event shall the paid leave exceed the period of official training camp and competition combined, or 90 calendar days a year, whichever is less. The employee shall provide documentation establishing their participation on said team and in said event.

11. RESPECTFUL WORKPLACE

Section 11.01 Intent

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace and other city-sponsored events. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are-can be exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Section 11.02 Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is ~~applicable intended to express~~ to all City ~~personnel including regular and temporary~~ employees, volunteers, ~~firefighters~~ members of boards and commissions, applicants, contractors/vendors, and City Council members and members of the public the expectations by the City of Spring Lake Park for respectful workplace conduct both in the workplace and other city-sponsored social events.

Section 11.03 Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a Department Head intervene when a customer is abusive, or they may defuse the situation themselves, including professionally ending the contact.

If there is a concern over the possibility of ~~physical~~ violence, the employee should use his/her discretion to call 911, and, as soon as feasible, a Department Head should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their Department Head about the incident as soon as possible.

Section 11.04 Types of Disrespectful Behavior

The following ~~types of~~ behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves cause a disruption in the workplace and are, in many instances, unlawful:

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, gender, pregnancy, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.

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 Department Head 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 city, 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 Department Head 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:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- 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.

Sexual harassment includes, but is not limited to, the following:

- 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.
- 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.
- 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.

Names and pronouns. Every employee will be addressed by a name or by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.

Possession and Use of Dangerous Weapons

~~Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.~~

~~The following exceptions to the dangerous weapons prohibition are as follows:~~

- ~~Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.~~
- ~~A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.~~

- ~~Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.~~

Section 11.05 Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their Department Head or another employee to request assistance should they not feel comfortable with a situation. If situations involve violent behavior, call the police, ask the individual to leave the area, and/or take other reasonable action.

If employees see or overhear what they believe is a violation of this policy, employees should advise a Department Head, the City Administrator or the City Attorney promptly.

Employees who believe that 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 his/her discretion to call 911, and as soon as feasible, a Department Head~~supervisor~~. In the event the disrespectful behavior occurring involves the employee's Department Head, the employee should contact the City Administrator or the City Attorney. ~~However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.~~

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Step 1(a). Politely, 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.

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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 Department Head 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 ~~no later than ten business days after your report.~~ In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your Department Head about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The City urges 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 ~~In the case of violent behavior, all employees are required to report the incident immediately to their~~ Department Head, City Administrator, or City Attorney promptly of your concerns.~~Police Department.~~ Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it ~~within two business days~~ to a Department Head, ~~or~~ the City Administrator, or the City Attorney.

Step 2. 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 or the ~~Mayor~~City Attorney.

Section 11.06 Department Head’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 Department Head must report the allegations within two business days promptly to the City Administrator, who will determine whether an investigation is warranted. A Department Head must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, Department Heads will use the following guidelines when an allegation is reported:

Step 1a. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the Department Head may choose to handle the matter informally. The Department Head may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1b. Department Heads, when talking with the reporting employee, will be encouraged to ask him/her what he/she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note 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 practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

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. Formal investigations will be prompt, impartial and thorough. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

Step 3. The Department Head must notify the City Administrator about the allegations (assuming the allegations do not involve the City Administrator). For more information about what to do when allegations involve the City Administrator, the Mayor or a Councilmember, see “Special Reporting Requirements” below.

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. 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.

Step 7. The City will take reasonable and timely action, depending on the circumstances of the situation.

The city 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.

Section 11.07 Special Reporting Requirements

When the Department Head is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will ~~assume the responsibility for investigation and discipline.~~ 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 City Attorney who will confer with the 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 City personnel, the report will be made to the City Administrator and referred to the City Attorney ~~who will undertake the necessary investigation.~~ In cases such as these, it is common for the City Council to authorize an investigation by an independent investigator (consultant). The City Attorney independent investigator will report his/her findings to the City Council, which will take the action it deems appropriate. The City will take reasonable and timely action, depending on the circumstances of the situation.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g. councilmember or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

Section 11.08 Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed 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).

Section 11.09 Retaliation

Retaliation is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report harassing conduct, participate in investigations, or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.

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, generally speaking 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 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 report 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 you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. Your supervisor's manager
3. 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 promptly 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.

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.~~Consistent with the terms of applicable statutes and City personnel policies, the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City 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.~~

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12. POSSESSION AND USE OF DANGEROUS WEAPONS

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

~~12.13.~~ SEPARATION FROM SERVICE

Section 13.01 Resignations

Employees wishing to leave the City service in good standing must provide a written resignation notice to their Department Head at least 10 working days before leaving. Exempt employees must give 30 calendar days' notice. The written resignation must state the effective date of the employee's 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 any future employment with the City.

~~13.14.~~ DISCIPLINE

Section 14.01 General Policy

Department Heads are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Spring Lake Park. 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 City 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 City's personnel policies. The Department Head and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Section 14.02 No Contract Language Established

This policy is not to be construed as contractual terms is intended to serve only as a guide for employment discipline.

Section 14.03 Process

The City may elect to use progressive discipline, 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. Nothing in these personnel policies implies that any City employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

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:

Oral Reprimand. This measure will be used where informal discussions with the employee's Department Head have not resolved the matter. All Department Heads have the ability to issue oral reprimands without prior approval.

Oral 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 Department Head will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand. A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the Department Head with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay. The City Administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer. An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary. An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

Dismissal. The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

14.15. GRIEVANCE PROCEDURE

Any dispute between an employee and the City 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 facts on which it is based, the provision or provisions of the personnel

policies allegedly violated and the remedy requested, to the proper Department Head within twenty-one (21) days after the alleged violation or dispute has occurred. The Department Head will respond to the employee in writing within seven (7) 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 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 City Administrator within seven (7) days after the Department Head's response is due. The City Administrator or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the City Administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

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 on the basis of the City's last answer. If the City 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 City and the employee without prejudice to either party.

The following actions are not grievable:

- 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.
- Pay increases or lack thereof.

The above list is not meant to be all inclusive or exhaustive.

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15.16. EMPLOYEE EDUCATION AND TRAINING

The City 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.

Section 16.01 Policy

The City 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.

Section 16.02 Job-Related Training and Conferences

The subject matter 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 in order 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 conditional of employment with the City.

The Department Head and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Section 16.03 Job-Related Meetings

Attendance at professional meeting directly related to the performance of the employee's work responsibilities do not require the approval of the City Administrator, up to a maximum of \$100.00. Advance Department Head approval is required to ensure adequate department coverage.

Section 16.04 Request for Participation in Training and Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's Department Head 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 City. Document approving conference or training attendance will be provided to the employee.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

Section 16.05 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.

Section 16.06 Compensation for Travel and 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.

Section 16.07 Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one city membership per agency, as determined by the City Administrator, is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the Department Head.

Section 16.08 Travel and Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of reasonable expenses for meals, lodging and necessary expenses incurred. However, the City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages.

Tuition Reimbursement

~~To be considered for tuition reimbursement, the employee must be a full-time employee in good standing and have been employed by the City for last two (2) years. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator, with final approval/disapproval provided by the City Council.~~

~~Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:~~

- ~~• Courses must be directly related to the employee's present position (whether required for a degree program or not); OR~~
- ~~• Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).~~

~~The City will pay fifty percent (50%) of the allowed annual reimbursement in advance upon receiving proof of registration. The Employee will be required to present to his /her Department Head, a certification of satisfactory work when the course is completed. Satisfactory completion is defined as a C grade or better; 70 percent grade or better; or "pass" in a pass/fail course. If the employee satisfactorily completes the course, the employee will be reimbursed for the additional fifty percent (50%) of the allowed annual reimbursement. The City will not reimburse the employee for fees which are charged for instruction, associated administrative expenses, books,~~

~~student membership, student health coverage and other charges for which the student receives some item or service. The City will not reimburse the employee for expenses reimbursed under some other education system or program, e.g. G.I. Bill.~~

~~Tuition reimbursement for an individual employee will not exceed Five Hundred Dollars (\$500.00) per year.~~

16.17. OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Spring Lake Park regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate Department Head. If a potential conflict exists based on this policy or any other consideration, the Department Head will consult with the City Administrator. Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City 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 City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the City for those same hours.
- 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.

17.18. DRUG FREE WORKPLACE

In accordance with federal law, the City of Spring Lake Park has adopted the following policy on drugs in the workplace:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- The City 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.
- 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 City 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.

18.19. CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on City business at least once per month, whether driving a City-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate Department Head on the first work day after any temporary, pending or permanent action is taken on their license and to keep their Department Head informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

19.20. CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of City issued cellular telephones. Its application is to insure 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.

Section 20.01 General Policy

Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Department Heads are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in the policy will limit Department Head discretion to allow reasonable and prudent personal use of such telephone or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations

where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with City-issued phones to facilitate the provisions of this policy.

- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
 - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above “City Driving Policy” for more information on reporting driver’s license restrictions”

A Department Head may authorize an employee to use his/her own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his/her Department Head. Department Heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes 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 Department Head.

All personal calls made by employees on a City-provided cellular phone which exceed the minimum monthly charge for that phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City’s phone bill.

Section 20.02 Procedures

It is the objective of the City of Spring Lake Park to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

Section 20.03 Responsibility

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All Department Heads will be responsible for enforcement within their departments.

20-21. COMPUTER USE POLICY

Section 21.01 Purpose

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City may conduct inspections on an as-needed basis as determined by the City Administrator.

Beyond this policy, the City Administrator, or his/her designee, may distribute information regarding precautions and actions needed to protect City system; all employees are responsible for reading and following the guidance and directives in these communications.

Section 21.02 Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

Reasonable, incidental personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with work. All use of City computers and software, including personal use, must adhere to provisions in this policy, including the following:

- Employees shall not connect personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from the City Administrator or his/her designee. If permission to connect these

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tools/peripherals is granted, the employee must follow provided directions for protecting the City's computer network.

- Personal files should not be stored on City computer equipment. This also applies to personal media files, including but not limited to mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD, or files from the Internet. The City Administrator or his/her designee will delete these types of files if found on the network, computers, or other City-owned equipment. Exceptions would be recordings for which the City has created, owns, purchased, or has a license.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by the City Administrator to be inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to your Department Head or the City Administrator for a determination.

Section 21.03 Hardware

In general, the City will provide the hardware required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your Department Head, who will forward the request to the City Administrator.

The City will not supply laptop computers based solely on the desire of employees to work offsite. A laptop request form will be required for each laptop deployment, and must be signed off by the employee's Department Head. Laptops will only be issued to employees who: travel frequently and require the use of a full computer while traveling; regularly use their laptop offsite; require a laptop for access to special software or systems; and/or have a documented business need for a laptop.

Only City staff may use City computer equipment. Use of City equipment by family members, friends, or others is prohibited.

Employees are responsible for the proper use and care of City-owned computer equipment. City computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

Section 21.04 Software

In general, the City will provide the software required for an employee to perform his or her job duties. Requests for new or different software should be made to your Department Head, who will forward the request to the City Administrator.

Employees shall not download or install any software on their computer without the prior approval of the City Administrator. Exceptions to this include updates to software approved by Information Technology such as Microsoft updates, Adobe Reader, and Adobe Flash. The City

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Administrator or his/her designee may, without notice, remove any unauthorized programs or software, equipment, downloads, or other resources.

Electronic mail. The City provides employees with an email address for work-related use. Some personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies.

Employee emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. Email may also be monitored as directed by the City authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Never transmit an email that you would not want your Department Head, other employees, members, City officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or "spam" email without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Electronic calendars. All employees are required to keep their electronic calendar up to date and, at a minimum, must grant all staff the ability to view their calendar.

Instant messaging. Due to data retention concerns, the City does not provide employees with resources or tools to communicate by instant messaging (IM) when conducting City business. Employees are not allowed to use IM as a mechanism for personal communication through the City's computer network or when using City equipment, and are not allowed to download or install any IM software on their City computer.

Personal devices. Employees may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City's email server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

Section 21.05 Security

Passwords. Employees are responsible for maintaining computer/network passwords and must adhere to these guidelines:

- Passwords must be at least eight characters long and include at least three of the following: lowercase character; uppercase character; and a number or non-alpha-numeric

character (e.g., *, &, %, etc.). (Example: J0yfu11y!) Password requirements may be changed as necessary, as determined by the City Administrator or his/her designee.

- Passwords should not be shared or told to other staff. If it is necessary to access an employee's computer when he or she is absent, contact your Department Head or the City Administrator; the City's IT consultant will not provide access to staff accounts without approval of the City Administrator.
- Passwords should not be stored in any location on or near the computer, or stored electronically such as in a cell phone or other mobile device.
- Employees must change passwords every 60 days when prompted, or on another schedule as determined by the City Administrator or his/her designee.

Network Access. Non-City-owned computer equipment used in the City's building should only use the wireless connection to the Internet. Under no circumstances should any non-City-owned equipment be connected to the City's computer network via a network cable. Exceptions may be granted by the City Administrator.

Personal computer equipment may not be connected to the City's network without prior approval of the City Administrator. Personal equipment may be subject to password requirements or other electronic security measures as determined by the City Administrator.

Remote Access to the Network. Examples of remote access include, but are not limited to: Outlook Web Access (web mail), virtual private network (VPN), Windows Remote Desktop, and Windows Terminal Server connections. While connected to City computer resources remotely, all aspects of the City's Computer Use Policy will apply, including the following:

- With the exception of Outlook Web Access, remote access to the City's network requires a request from a Department Head and approval from the City Administrator. Remote access privileges may be revoked at any time by your Department Head or City Administrator.
- If remote access is from a non-City-owned computer, updated anti-virus software must be installed and operational on the computer equipment, and all critical operating system updates must be installed prior to connecting to the City network remotely. Failure to comply could result in the termination of remote access privileges.
- Recreational use of remote connections to the City's network is strictly forbidden. An example of this would be a family member utilizing the City's cellular connection to visit websites.
- Private or confidential data should not be transmitted over an unsecured wireless connection. Wireless connections are not secure and could pose a security risk if used to transmit City passwords or private data while connecting to City resources. Wireless connections include those over cellular networks and wireless access points, regardless of the technology used to connect.

Section 21.06 Internet

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.

- Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- If an employee's use of the Internet is compromising the integrity of the City's network, the City's I.T. consultant may temporarily restrict that employee's access to the Internet. If the City's I.T. consultant does restrict access, they will notify the employee, Department Head, and the City Administrator as soon as possible, and work with the employee and Department Head to rectify the situation.
- The City may monitor or restrict any employee's use of the Internet without prior notice, as deemed appropriate by the employee's Department Head and/or the City Administrator.

Section 21.07 Data Retention

Electronic data should be stored and retained in accordance with the City's records retention schedule.

Storing and transferring files. If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with your Department Head. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the City Administrator or his/her designee.

Employees must adhere to these guidelines when transferring and storing electronic files:

- All electronic files must be stored on network drives. The City will not back up documents stored on local computer hard drives, and holds no responsibility for recovery of documents on local computer hard drives should they fail. Files may be temporarily stored on a laptop hard drive when an employee is traveling/offsite; however, the files should be copied to network as soon as possible.
- Electronic files, including emails and business-related materials created on an employee's home or personal computer for City business, must be transferred to and stored on the City's network. City-related files should not be stored on an employee's personal computer, unless otherwise defined in this policy.
- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.
- Email that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage.
- Email that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City will not retain emails longer than one year on the network or in network back-ups.
- Electronic files or emails that may be classified as protected or private information should be stored in a location on the City's network that is properly secured.

- Any files considered private or confidential should not be stored anywhere other than the City’s network. If there is a need to take confidential information offsite, it must be stored on encrypted media.

21.22. LEGAL SERVICES

The City will defend an employee and/or his/her estate against any claim or demand, whether groundless or otherwise, arise out of an alleged act or omission occurring in the performance and scope of the employee’s duties. The City will review any judgment resulting from such claim or demand and make a determination as to the propriety of paying all or part of said judgment. In reviewing said judgment, the City will consider and make findings as follows:

- That the claim or action arose out of the performance of the employee’s duty and that there was no malfeasance in office or willful or wanton neglect of duty;
- Whether it is fitting and proper to pay the judgment; and
- The determination of whether it is fitting and proper to pay the judgment must be based on the best interest of the municipality and the public after considering all of the facts and circumstances.

22.23. SAFETY

Section 23.01 Purpose

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. 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 Department Head.

Section 23.02 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 his/her Department Head. The employee’s Department Head 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.

Section 23.03 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.

| Section 23.04 Unsafe Behavior

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

EMPLOYEE RECEIPT OF CITY OF SPRING LAKE PARK PERSONNEL POLICY

I hereby acknowledge receipt of the City of Spring Lake Park's Personnel Policy. I understand that I am responsible for being informed on the policies, procedures and information contained in the Personnel Policy. If I have any questions or problems related to the information received, it is my responsibility to bring it to the attention of my Department Head.

Employee Name (please print)

Signature

Date



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 12.20.21 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2021 MS4 Permit and SWPPP Update (193805251). Annual Report and Public Meeting due by June 30th. Pond, structural BMP, and outfall inspections due by July 31st. Program analysis due in December. Coordination with CCWD related to TMDL information will happen as needed. *Annual Public Meeting was held on July 6, 2021. Ordinance updates have been processed. 2021 Annual training will be completed in December.*

Risk and Resiliency Assessment (RRA) and Emergency Response Plan (ERP) – Water System (193805314). This is an assessment and evaluation of the water system based on requirements of the Environmental Protection Agency (EPA) and Department of Homeland Security (DHS). ERP completion by 12/30/21. The RRA was certified by the EPA at the end of June. *The next step is the completion of the ERP.*

Suite Living Spring Lake Park (Hampton Cos. project at 525 Osborne). Site work (including parking lot) complete for 2021. Finish work in 2022. Developer has completed parking lot restoration at Spring Crest Estates.

Stormwater Utility Plan (193804944). The city is considering a stormwater utility charge. Ordinance has been processed. *The next step is to implement the billing in 2022.*

2021 Sewer Lining Project (193805204). This project included lining in the general area between Terrace and Monroe and south of 81st Avenue. Terry Randall is watching this project. Construction Contracts have been signed. *Pre-televising begins 12/6/21. Lining begins 12/30/21.*

2022 Street Seal Coat and Crack Repair Project (19380_____). 2022 project area will include all of 81st Avenue, Arthur Street, Middletown, and Service Drive southwest of 10 and 65. *Public Works Director is reviewing the necessary street patch areas. See separate letter.*

Sidewalk Project: Possible sidewalk improvements crossing Able St. at Lund Ave. (near Triangle Park) and along 81st Ave. by City Hall. *Alternate bids will be included with the 2022 Street Project.*

2022 Street Improvements Project (193805383). This project will include pavement replacement in the Garfield-Hayes neighborhood. Feasibility Report was received on 9/7/21. Public Improvement Hearings were on 10/4/21 and 11/15/21. *Construction Plans and Specifications were approved on 12/6/21. Bids will be received on January 31, 2022.*

2021 Storm Pond and Basin Inspections: Staff has inspected storm ponds in the area east of TH65 and north of 81st Ave. in 2021. Repair work on many of the city (public) ponds has been completed. *Letters have been sent to owners of private ponds to inform them of required maintenance.*

Wellhead Protection Plan: A Plan Evaluation Report has been provided to the Minnesota Department of Health (MDH). MDH approved a 10-year extension to the Plan on July 26, 2018.

Feel free to contact Harlan Olson, Phil Carlson, Jim Engfer, Mark Rolfs, Marc Janovec, Peter Allen, or me if you have any questions or require any additional information.

CORRESPONDENCE

The Fed Remains the Center of Attention



Market Commentary - December 3, 2021

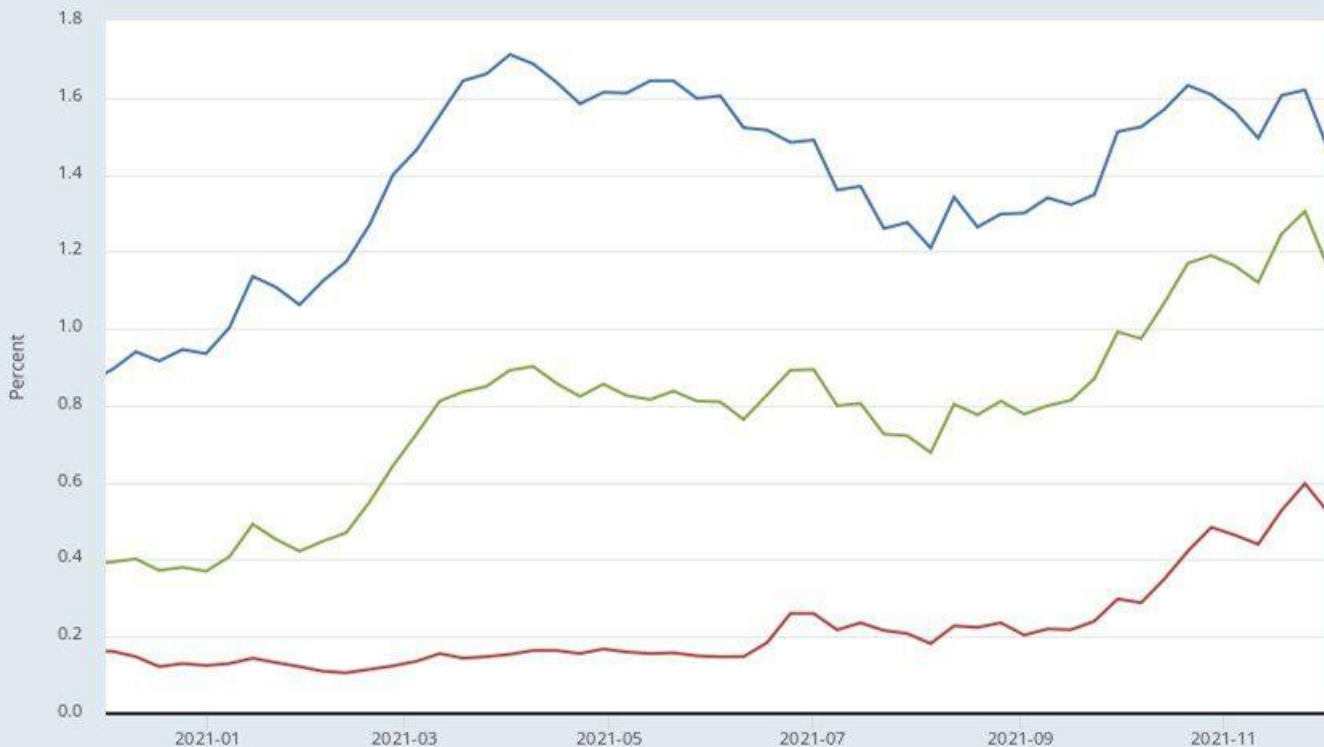
by Brian Reilly, CFA

Recent news of the emergence of the omicron COVID variant has generated uncertainty in financial markets. This is to be expected given the virility of the delta variant and the prevalence of so-called “breakthrough” cases in vaccinated individuals. Only the passage of time will provide sufficient information as to the impacts of this new strain of COVID both here in the U.S. and across the globe.

Equity markets did not react well to this news, as well as some other bits and pieces of economic information. Broad stock market indices were down significantly under heavy volatility, and some individual stocks far more substantially, as news broke last week and early this week. In fact, The Dow Jones Industrial Average experienced its worst day of trading since October of 2020 on the Friday after the Thanksgiving holiday (down over 900 points) and was negative for the second month in a row.

As can be imagined, interest rates generally fell across the interest rate spectrum of the U.S. Treasury curve, although the impacts to shorter maturities (two-years and less) were muted. The benchmark 10-year U.S. Treasury Note fell from about 1.65% in mid-November to its current 1.44%.

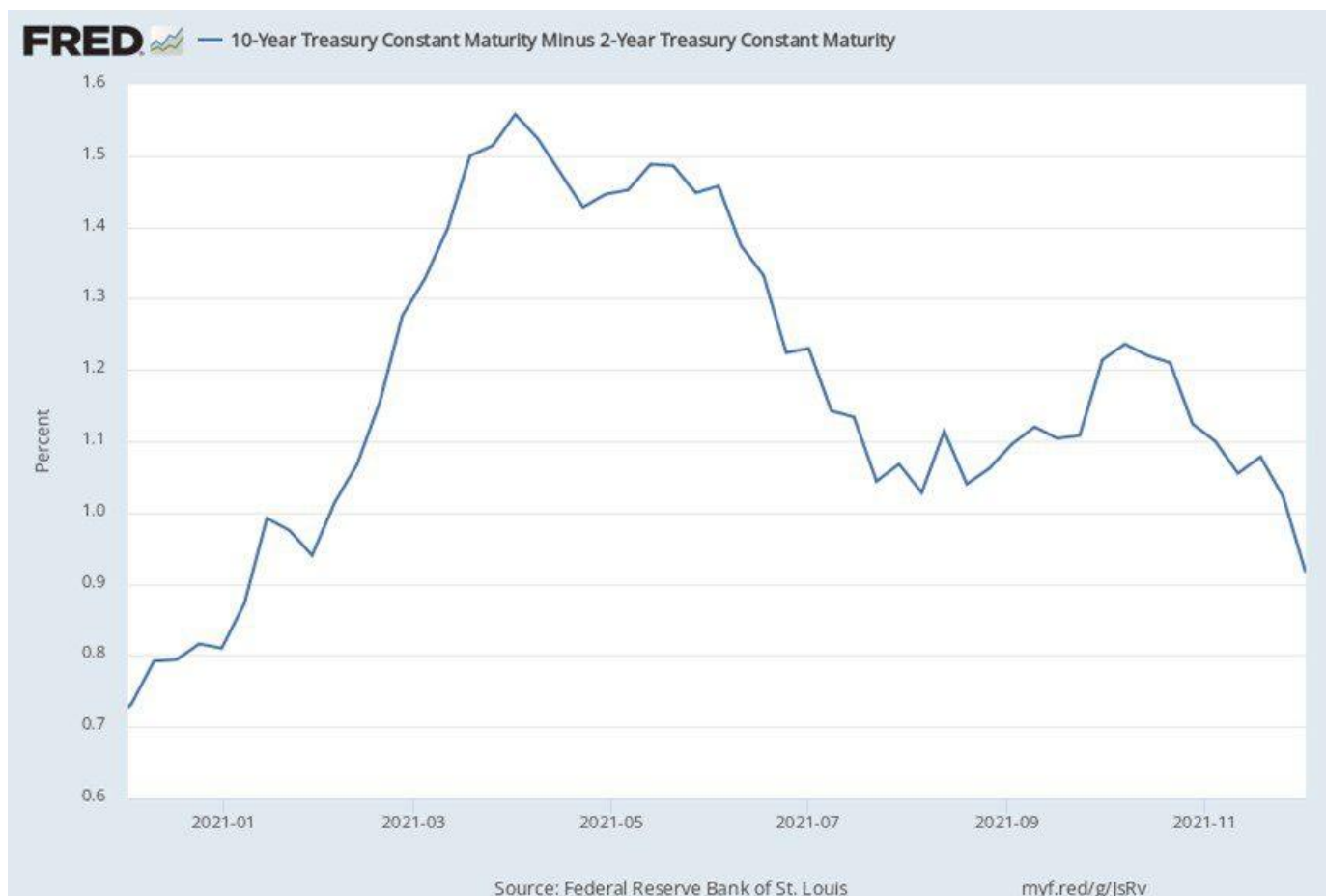
FRED — Market Yield on U.S. Treasury Securities at 10-Year Constant Maturity
— Market Yield on U.S. Treasury Securities at 2-Year Constant Maturity
— Market Yield on U.S. Treasury Securities at 5-Year Constant Maturity



Source: Board of Governors of the Federal Reserve System (US)

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These recent moves in rates have resulted in the “flattest” curve in months, with the popular measure of the 10-year minus 2-year yield presently at a little less than 0.90%, roughly equivalent to where it was in January of this year. This difference between the two maturities is down thirty (30) basis points in just the last two months and reverses a steady march upward that began in the summer months.



It's too early to discern whether this recent flattening is any indication of market sentiment around future growth prospects, as a compression in the spread between short- and long-term rates can be considered a harbinger of slowing economic growth. This dynamic is certainly in stark contrast to recent sentiment that inflation expectations were the proximate cause for increases in intermediate and long-term rates.

There seems to be a bit of a contradictory tone in the fixed-income markets presently, some of which is likely attributable to Fed Chair Jerome Powell's and Treasury Secretary Yellen's comments to the Senate Banking Committee this week. The markets have been anxious about inflation and tapering of the Fed's bond purchases. On the one hand, higher inflation expectations tend to push rates higher. Further, the Fed's actions of reducing its monthly bond purchases would similarly cause a general increase in rates, as the largest buyer suppresses its appetite against a backdrop of the same (or even greater) supply of those bonds creating lower prices for those assets.

However, reducing asset purchases is a tightening of monetary policy, which tends to tame inflation. The markets seem to be putting more weight on the "reduced inflation" side of the scales at present in light of Chair Powell's hawkish statement to the Senate Banking Committee that it's "a good time to retire" the word "transitory" in relation to inflation. The Fed Chair has used the term "transitory" to describe inflation for many months now – that is, inflation is likely to abate as the supply chain repairs itself from the damage of COVID impacts. For those of us living in the real world, the increased costs of goods and services certainly do not seem to be transitory. Additionally, Chair Powell alluded to quickening the pace of the Fed's reduction in asset purchases "by a few months" as a result of these persistent inflationary pressures. The Fed's monetary policy-setting body, the Federal Open Market Committee (FOMC), meets in mid-December where the matter will be discussed and likely communicated in greater detail to the market. Prior FOMC statements have been clear that changes to the fed funds rate would come only after the asset purchase program was wound down, or at least substantially diminished.

To add further uncertainty, Treasury Secretary Yellen testified at the same Senate hearing regarding the current temporary federal budget fix and the need for a more permanent solution, including a requirement to suspend or raise the debt ceiling by December 15. The Treasury has enacted "extraordinary measures" in light of the current situation. Just yesterday, the

Congressional Budget Office released a projection that indicated the Treasury would run out of operations cash no later than the end of January, as a substantial payment is due earlier that month to the Highway Trust Fund.

Municipal Yields Relatively Unchanged

AAA municipal yields as reported by Bloomberg valuation (and other sources) have been largely unchanged since mid-November and the last edition of our Market Commentary. They are down meaningfully month-over-month, with declines of roughly fifteen (15) – twenty (20) basis points for long-dated maturities. Short and intermediate maturities are generally unchanged over this time.

Trends in Municipal Bond Yields October 22, 2021 to November 26, 2021					
AAA Yields*	Oct. 22, 2021	Nov. 12, 2021	Nov. 26, 2021	Change Since 10/22	Change Since 11/12
5 Years	0.63%	0.62%	0.63%	0.00%	0.01%
10 Years	1.23%	1.10%	1.10%	-0.13%	0.00%
20 Years	1.59%	1.41%	1.39%	-0.20%	-0.02%
30 Years	1.81%	1.61%	1.59%	-0.22%	-0.02%
Bond Buyer 20 Bond Index**	2.28%	2.10%	2.13%	-0.15%	0.03%

Source:

* Bloomberg Valuation

** The Bond Buyer, average yield on a portfolio of municipal bonds maturing in 20 years, AA/Aa2 average rating

Ratios of tax-exempt to taxable equivalent Treasury yields have been fairly stable at intermediate and long maturities, with the 10-year benchmark at about 74%. The ratio at five-years remains very low at about 50%, which indicates tax-exempts are trading at high prices in relation to comparable Treasuries in that part of the maturity spectrum.

Investor appetite has waned some, with inflows to municipal bond funds declining as we head into the end of the calendar year. Based on current pricing and seasonal activities, this is not unexpected. Inflows have been positive for 38 straight weeks, according to The Investment Company Institute.

New issue volume can be unpredictable this time of year, with many issuers on the sidelines, while others scramble to get deals priced and/or closed by the end of the calendar year. This is set against the backdrop of investors pausing to close out books, with limited trading activity in the secondary market.

We look forward to providing an update on federal matters with our next Market Commentary on the heels of the upcoming FOMC meeting, along with some highlights of much-anticipated market prognostications that will begin to fill our inboxes.

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North Metro TV

November 2021 Update

Program Production

In November, a total of 64 **new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **57:45:00 hours of new programming.**

- 21 programs were produced by the public
- 40 programs were produced by NMTV staff
- 3 programs were produced by City staff



Van Shoots

The HD production truck was utilized for 20:30:00 hours of production in November. The following events were produced live and recorded for additional playback:

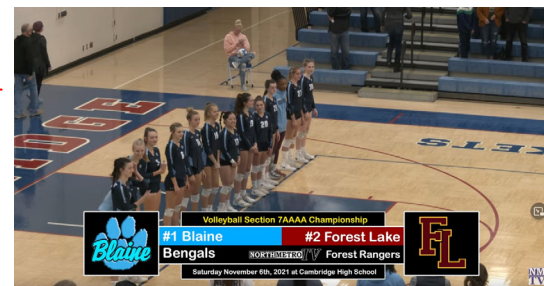
- Volleyball: 7AAAA SF: Centennial vs. Blaine
- Football: 6A State 2nd Round: Centennial vs. St. Michael-Albertville
- Boys Hockey: Lakeville South vs. Blaine



vMix Live Streaming Shoots

The vMix single camera production system was utilized to record/transmit five sporting events. The vMix system requires significantly fewer staff members than the production truck. vMix crews are spread out over multiple locations and connected via the internet.

- Girls Soccer: State SF: Centennial vs. Rosemount
- Football: State 6A 2nd Round: Blaine vs. Shakopee
- Girls Soccer: State Championship: Centennial vs. Stillwater
- Volleyball: 7AAAA Championship: Blaine vs. Forest Lake
- Girls Hockey: Hill Murray vs. Blaine



Most Viewed YouTube Sporting Event

Boys Hockey: Lakeville South vs. Blaine
1,413 Views

Live Workshops

Workshop	Instructor	Organization	Students
How to Make a TV Show: Week 3: Editing	Eric Houston	General Public	2
Introduction to North Metro TV	Eric Houston	General Public	2
Lecture Class: Hollywood Goes to the Dogs	Eric Houston	Crest View Senior Living	3
Lecture Class: The Marx Brothers: Groucho, Chico, Harpo, and Sometimes Zeppo	Eric Houston	Blaine Parks and Recreation	2
4 Live Workshop			9 Students

VOD Workshop Views

Workshop	Type	# of Views	Hours Viewed
Great British Game Shows	Mini	40	3 hrs
We Love Lucy: The Lucille Ball Story	Full	45	6.25 hrs
The Immortal Ingrid Pitt	Mini	1,053	61.5 hrs
The Oscars: 90 Years of the Academy Awards	Full	38	6 hrs
Tim Curry Horror Picture Show	Mini	42	2.5 hrs
Back to the Eighties: The Decade's Biggest...	Full	27	7.75 hrs
James Bond: 50 Years of 007	Full	93	10.75 hrs
Eurovision: A Celebration	Mini	7	.5 hrs
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	359	31.5 hrs
Superman: The Man of Steel on the Silver Screen	Full	16	3.75 hrs
The Fantastic Four on the Silver Screen	Mini	27	1.75 hrs
Christmas in Hollywood	Full	7	1 hrs
TV's Greatest Christmas Specials	Full	48	2.75 hrs
Chicago Christmas Classics	Mini	3,037	151.75 hrs
Let's Go Ghostbusters: Filmaton's Haunted Heroes	Mini	14	.5 hrs
Monster Movies of the 40s and 50s	Full	280	24.5 hrs
Monster Movies of the 20s and 30s	Full	22	4.25 hrs
The Presidency on Film JQA to JFK	Full	NA	NA
Monstervision: The Legend of Joe Bob Briggs	Mini	20	1.25 hrs
The Cult of Caroline Munro	Mini	55,359	2,306 hrs
The Marilyn Monroe Story	Full	82	12.5 hrs
Nick at Nite: A TV Viewer's Dream	Mini	31	.75 hrs
The Birth of Animation: Mickey, Bugs, and Betty...	Full	NA	NA
Hollywood Goes to War: World War II	Full	30	6 hrs
Come on Down: Game Shows of the 70s and 80s	Full	40	4.5 hrs
The Quiz Show Scandals and Other Game Shows...	Full	127	27 hrs
The Three Stooges: Comedy's Heavy Hitters	Full	5	1 hrs
The Marx Brothers: Groucho, Harpo, Chico...	Full	65	3.75 hrs
Mary Pickford: The World's First Movie Star	Full	NA	NA
Hollywood Goes to the Dogs: Lassie, Benji...	Full	9	1.25 hrs
30 VOD Workshops		60,923 Total Views	3,473.75 Hours Viewed



Most Viewed YouTube Workshop

The Cult of Caroline Munro
55,359 Views

YouTube Stats

Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	23,800	38,487	3,620.2	132	532,400
February	21,198	34,307	3,201	103	507,655
March	26,738	46,359	5,147	145	668,404
April	20,378	28,623	1,653	84	462,844
May	26,205	39,801	4,364	141	559,725
June	78,020	98,880	16,114	335	2,187,848
July	19,290	25,592	1,848.5	61	401,947
August	19,875	28,566	1,653	55	441,487
September	21,179	34,266	2,927.25	123	518,344
October	267,700	346,691	19,079	1,474	3,720,835
November	67,568	87,635	4,820	338	1,068,997
TOTAL:	591,951	809,207	64,426.95	2,991	11,070,486

NMTV Website Stats

Month	Number of Users	Number of Views	Live Stream Views
January	6,103	20,923	1,324
February	5,860	16,285	1,692
March	5,347	14,476	2,182
April	4,313	9,558	599
May	3,534	8,928	845
June	4,072	10,641	1,360
July	4,563	12,497	2,205
August	3,810	8,021	694
September	5,244	13,772	2,524
October	6,525	22,452	5,837
November	4,900	10,949	1,291
TOTAL:	54,271	148,502	20,553

Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos themselves for free, or pay NMTV to do it. NMTV can also transfer film, slides, and photos for a fee.

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/ Slides	Fees Paid
January	387	74	136	3	516	\$1,927.20
February	358	77	101	15	1,097	\$688.06
March	587.50	153	76	73	850	\$3,007.08
April	429	134	52	92	860	\$1,550.12
May	302.5	92	83	0	300	\$1,916.48
June	230.5	37	57	0	363	\$582.78
July	345.25	69	79	0	166	\$1,761.16
August	412.75	97	88	45	89	\$2,165.03
September	200.5	56	13	3	1,457	\$932.36
October	130.5	65	13	0	1,168	\$1,053.32
November	391.5	126	42	0	2,273	\$1,652.97
TOTAL:	3,775	980	740	231	9,139	\$17,236.56

Production Highlights

NMTV News Highlights

Each week Danika Peterson and Rusty Ray create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some November highlights include:

- Anoka Hennepin Leaders Looking for Curriculum In-Put
- Gas Release in Ham Lake Alarms Neighbors
- Lino Lakes Leaders Celebrate Lyngblomsten
- Lino Lakes YMCA Building to Re-Open Next Spring as City Rec Center
- Meals on Wheels Looks to Expand Service, Needs Volunteers
- Friends of the Anoka County Library Open Book Sale
- Blaine Makes Changes Regarding Food Trucks
- Supply Chain Problems Affect School Lunch Plans
- Utility Providers Warn About Rising Costs This Winter
- Centennial Food Shelf Reveals New lay-Out
- Tis the Season for Backyard Ice Rink Construction



In addition to daily playbacks of North Metro TV News on the cable systems, there are 941 local stories archived for viewers on the NMTV YouTube channel. The channel can be accessed through the northmetrotv.com website.



Most Viewed YouTube News Story

Blaine Makes Changes Regarding Food Trucks
702 Views

Veterans Day Program

Every year Special Events Coordinator, T.J. Tronson, works with Blaine High School to provide coverage of their Veterans Day program. This year he produced a live stream of the event and also recorded it for the school's YouTube channel. Because the recorded live stream wasn't the highest quality, he edited a cleaner version from all of the raw video recorded on the four cameras used to stream the event. The Blaine Orchestra performed as part of the event, as well, and requested a copy of their performance for their Facebook page. T.J. edited two songs from their performance for that use. Blaine High School contracted with NMTV to cover the event.



Change in the Sports Department

Sports Producer, Jeremy Millington, resigned his position on November 26th, after four and a half years of employment. While he has decided to concentrate his efforts on free-lance sports production, he has promised that he will still be available to the Sports Department for occasional assistance. Jeremy is a talented and hardworking guy and will be sorely missed. Applicants for his replacement (as if it were possible) will be interviewed in December.

Centennial Middle School Concert

One of the responsibilities of the NMTV Sports Director, is to work with schools to facilitate live streaming and recording of events that we no longer record for our channels due to copyright issues. In November, we worked with Centennial Middle School to record their fall choir concert. Parents love to see their kids in plays and concerts and we are happy to provide that visual experience for them via our streaming services.



BHS Business Professionals of America

Members of the Business Professionals of America team from Blaine High School began work on their annual production in November. This year, Instructor Eric Houston is working with two teams. First on the list of to-dos....studio training.

Sports Den Fall Finale

The Sports Den Fall Finale 2021 went out live on Monday, November 22nd. Once again, student athletes from Blaine, Centennial, and Spring Lake Park High Schools were invited into the studio to talk about their seasons. The show included highlights from the volleyball, football, swimming & diving, and soccer seasons and interviews. Athletes from the various teams were brought onto the set and asked questions about the past season and their future goals. The students will all receive a copy of the program, to thank them for attending and for being a fan of Sports Den.



City Productions

In November, Municipal Producer, Trevor Scholl, completed two productions. The shows include recording a meeting for the City of Blaine, for internal use, and a piece on the Blaine Business Council. Time was also spent assisting with the annual Blaine High School Veterans Day Program. Finally, Trevor was able to complete updating four city Brightsign players with current videos and information. Programs completed include:

- Blaine Business Council
- Blaine Safety Meeting



New and ongoing projects include:

- Winter Mayor's minutes
- Blaine Police Department at Full Staff
- Honoring 40 Years of Service in Police Reserves -Tim Cyson
- New business – Burn Boot Camp
- Circle Pines channel reformat
- Lexington channel reformat
- Blaine staff training videos
- NMTV Yule log
- Business profiles - Pet Suites and Pizza T's
- Anoka County Library feature
- Blaine Police Department – Holiday Car Thefts

Trevor touches base with contacts on a regular basis and also encourages Cities to contact him whenever they have an idea for a new show.

Public Access Programs

Title	Producer	Runtime
Rice Creek Watershed District Meeting	Theresa Stasica	01:24:16
Christ Lutheran Church (6 episodes)	Chance Amundson	04:04:47
Lovepower (4 episodes)	Rick Larson	04:00:00
The Power of Love (4 episodes)	Rick Larson	02:00:00
Oak Park Community Church (4 episodes)	David Turnidge	02:21:52
Hope Church (2 episodes)	Parker Payne	01:56:12
21 New Programs		15:47:07 New Hours

NMTV Staff Programs

Title	Producer	Runtime
Anoka County Board Meeting (11/9/21)	T.J. Tronson	00:34:16
Anoka County Board Meeting (11/23/21)	T.J. Tronson	00:55:13
Blaine High School's 2021 Veterans Day Program	T.J. Tronson	01:01:56
NMTV News (3 episodes)	Danika Peterson/Rusty Ray	00:59:59
Lino Lakes Water Tower Named One of the "Tanks of the Year"	Danika Peterson/Rusty Ray	00:01:51
Blaine Changes Food Truck Ordinance	Danika Peterson/Rusty Ray	00:03:04
Blaine Business Council	Trevor Scholl	00:02:17
Blaine Safety Meeting (Internal Purposes)	Trevor Scholl	00:04:00
Volleyball: 7AAAA SF: Centennial/Blaine	Kenton Kipp/J. Millington	01:03:33
Football: 6A State 2 nd Round: Centennial/St. Michael Albertville	Kenton Kipp/J. Millington	02:16:50
Boys Hockey: Lakeville South/Blaine	Kenton Kipp	01:41:38
Girls Soccer: State SF: Centennial/Rosemount	Kenton Kipp/J. Millington	01:39:56
Football: 6A 2 nd Round: Blaine/Shakopee	Kenton Kipp/J. Millington	01:55:13
Girls Soccer: State Championship: Centennial/Stillwater	Kenton Kipp/J. Millington	01:44:29
Volleyball: 7AAAA Championship: Blaine/Forest Lake	Kenton Kipp/J. Millington	01:31:15
Girls Hockey: Hill-Murray/Blaine	Kenton Kipp	01:16:56
Sports Den (3 episodes)	Kenton Kipp/J. Millington	01:14:46
Sports Den Fall Season Finale	Kenton Kipp/J. Millington	00:29:06
22 New Programs		20:26:18 New Hours

City Meetings

Title	Producer	Runtime
Blaine City Council Meeting (11/1/21)	T.J. Tronson	00:39:52
Blaine Planning Commission Meeting (11/9/21)	T.J. Tronson	00:27:34
Blaine City Council Meeting (11/15/21)	Trevor Scholl	01:06:52
Blaine Natural Resources Conservation Board Meeting (11/16/21)	Trevor Scholl	00:49:14
Blaine Park Board Meeting (11/23/21)	Trevor Scholl	00:56:15
Centerville Planning & Zoning Meeting (11/2/21)	Matt Waldron/John Murphy	03:20:24
Centerville Park & Rec Meeting (11/3/21)	John Murphy	02:21:22
Centerville City Council Meeting (11/10/21)	Teresa Bender	03:31:57
Centerville EDA Meeting (11/17/21)	John Murphy	00:53:13

Circle Pines City Council Meeting (11/9/21)	Patrick Willson	00:49:11
Circle Pines Utility Commission Meeting (11/17/21)	Patrick Willson	00:09:18
Circle Pines City Council Meeting (11/23/21)	Patrick Willson	00:29:02
Ham Lake City Council Meeting (11/1/21)	Patrick Willson	00:06:44
Ham Lake City Council Meeting (11/15/21)	Patrick Willson	00:01:16
Lexington City Council Meeting (11/4/21)	Lexington Staff	00:16:46
Lexington City Council Meeting (11/18/21)	Lexington Staff	00:07:18
Lino Lakes City Council Meeting (11/8/21)	Anne Serwe	01:17:20
Lino Lakes Planning & Zoning Meeting (11/10/21)	Anne Serwe	02:15:17
Lino Lakes City Council Meeting (11/22/21)	Anne Serwe	00:31:54
Spring Lake Park City Council Meeting (11/1/21)	Danika Peterson	00:42:12
Spring Lake Park City Council Meeting (11/15/21)	Danika Peterson/Emerson Rice	00:38:25
21 New Programs		21:31:26 New Hours

If you have any questions or comments regarding this monthly report please contact
Heidi Arnson at 763.231.2801 or harnson@northmetrotv.com.

Video Production



Municipal Producer, Trevor Scholl, completed two productions in November. The shows include a story on the Blaine Business Council and coverage of a Blaine meeting for internal purposes. Trevor also spent a great deal of time updating and reformatting videos for four, city Brightsign players. Programs were also produced by Danika Peterson, Rusty Ray and T.J. Tronson for the city channels. Trevor reaches out to city officials and department contacts, every month, regarding potential programming for the channels. City staff and elected officials are encouraged to contact Trevor with any ideas or requests for programming.

▪ November Completed Videos/Playing on City Cable Channels & Streaming

Title	Producer	Runtime
Blaine Business Council	Trevor Scholl	00:02:17
Blaine Safety Meeting (Internal Purposes)	Trevor Scholl	0054:00
Lino Lakes Water Tower Named One of the "Tanks of the Year"	Danika Peterson/Rusty Ray	00:01:51
Blaine Changes Food Truck Ordinance	Danika Peterson/Rusty Ray	00:03:04
Anoka County Board Meeting (11/9/21)	T.J. Tronson	00:34:16
Anoka County Board Meeting (11/23/21)	T.J. Tronson	00:55:13

Some projects that Trevor is working on or is scheduled to produce include:

- Winter Mayor's minutes
- Blaine Police Department at Full Staff
- Honoring 40 Years of Service in Police Reserves -Tim Cyson
- New business – Burn Boot Camp
- Circle Pines channel reformat
- Lexington channel reformat
- Blaine staff training videos
- NMTV Yule log
- Business profiles - Pet Suites and Pizza T's
- Anoka County Library feature
- Blaine Police Department – Holiday Car Thefts

Equipment Consulting/Technical Support



Blaine

- 11.4.21: Met Communications Manager Ben Hayle for a tour of the new construction and offices at Blaine City Hall. Figured out how to get an SDI feed from the program source for the conference room. All outputs in the rack were being used, so tried the 2nd SDI output from the Ki Pro deck. Was also asked about adding five monitors to the dais.

Centerville

- 11.2.21: Trained new free-lancer on control room set-up.
- 11.10.21: Major issues with Tri-caster. Discovered a corrupt city council file. Switched over to the P&Z file, which did the trick. Also discovered the monitor outputs were switched, affecting what we were sending out. Computer must have gone to default setting. Located system menu and changed it around.
- 11.16.21: Went to city hall to transfer files and re-make a city council project.

Circle Pines

- No assistance required.

Ham Lake

- No assistance required.

Lexington

- No assistance required.

Lino Lakes

- No assistance required.

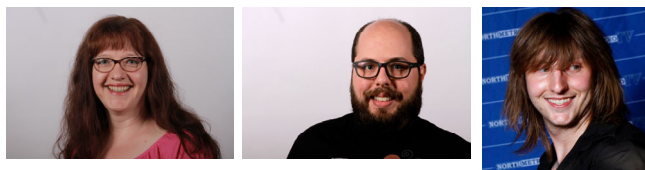
Spring Lake Park

- 11.1.21: Major recording issues. Tried to troubleshoot over the phone, but was unsuccessful. Ki Pro not powering up. Recorded meeting with cell phone.
- 11.2.21: Went to city hall to solve Ki Pro problem. Traced cables. Seems to be power supply. Found a unit. Express ordered it.
- 11.4.21: Received new power supply. Tested with Ki Pro. Works.
- 11.16.21: Camera 4 not powered up. Found new power adapter. Ran to outlet nearest camera 4. Now working.
- 11.16.21: Could not get Brightsign to work. Authored new file for Trevor who went to city hall and installed it.

All Cities

- No assistance required.

Channel Management



Programming Coordinator, Michele Silvester, along with help from Eric Houston, and Trevor Scholl, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or entered into the Carousel video files. As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in November:

Title	Producer	Runtime
Blaine City Council Meeting (11/1/21)	T.J. Tronson	00:39:52
Blaine Planning Commission Meeting (11/9/21)	T.J. Tronson	00:27:34
Blaine City Council Meeting (11/15/21)	Trevor Scholl	01:06:52
Blaine Natural Resources Conservation Board Meeting (11/16/21)	Trevor Scholl	00:49:14
Blaine Park Board Meeting (11/23/21)	Trevor Scholl	00:56:15
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Circle Pines Utility Commission Meeting (11/17/21)	Patrick Willson	00:09:18
Circle Pines City Council Meeting (11/23/21)	Patrick Willson	00:29:02
Ham Lake City Council Meeting (11/1/21)	Patrick Willson	00:06:44
Ham Lake City Council Meeting (11/15/21)	Patrick Willson	00:01:16
Lexington City Council Meeting (11/4/21)	Lexington Staff	00:16:46
Lexington City Council Meeting (11/18/21)	Lexington Staff	00:07:18
Lino Lakes City Council Meeting (11/8/21)	Anne Serwe	01:17:20
Lino Lakes Planning & Zoning Meeting (11/10/21)	Anne Serwe	02:15:17
Lino Lakes City Council Meeting (11/22/21)	Anne Serwe	00:31:54
Spring Lake Park City Council Meeting (11/1/21)	Danika Peterson	00:42:12
Spring Lake Park City Council Meeting (11/15/21)	Danika Peterson/Emerson Rice	00:38:25
21 New Programs		21:31:26 New Hours

Meetings are scheduled for replay based on schedules requested by each City. Additional longer-length video programming, produced by NMTV staff, is also scheduled on the channels. With the arrival of the Carousel units, shorter-length videos and promos are loaded onto those devices, rather than being scheduled as separate playbacks. The short videos cycle through, with graphics pages, and play on the channels whenever a scheduled program is not playing. Depending on whether a City selected the split screen or full screen Carousel option, the shorter videos are cycling 24 hours a day. The table below outlines how many times a longer-length video program was entered into the Tightrope system, and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	176	173:08:08
Centerville	64	154:24:32
Circle Pines	164	104:54:17
Ham Lake	67	19:52:18
Lexington	99	33:56:22
Lino Lakes	80	83:08:06
Spring Lake Park	96	69:46:38
Totals:	746 Program Playbacks	639:10:21 Hours of Video Programming on Channels

The last category of programming on City channels consists of bulletin board, or graphics pages, that display information about the City or about events and issues of interest to citizens. With the installation of the Carousel units, Eric Houston has assumed responsibility for updating the information on all seven channels. He works closely with each City's representative to ensure that all requested data slides are created and posted to the satisfaction of the City. Even though Eric is doing the work of creating the data pages, the Cities maintain editorial control. In addition to the graphics pages, the Carousel units play video. Trevor Scholl is responsible for encoding any short videos that are displayed. The following work was done for City Carousel units in November:

Blaine

- Transcoded and uploaded 2 videos to Carousel.

Centerville

- Transcoded and uploaded 0 videos to Carousel.

Circle Pines

- Transcoded and uploaded 1 video to Carousel.

Ham Lake

- Transcoded and uploaded 0 videos to Carousel.
- Created new layout for Carousel channel.
- Launched new design.

Lexington

- Transcoded and uploaded 0 videos to Carousel.

Lino Lakes

- Transcoded and uploaded 1 video to Carousel.

Spring Lake Park

- Transcoded and uploaded 0 videos to Carousel.
- Created new layout for Carousel channel.
- Launched new design.

Meetings on Demand



NMTV has created a video on demand service, with line-item bookmarking, for our Cities' meetings. In order to accomplish this, each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. Once that is done, a staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and enter the corresponding line-item information. Next, the meeting is linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in October:

- **Blaine**
 - 5 meetings bookmarked and placed on VOD.
- **Centerville**
 - 4 meetings bookmarked and placed on VOD.
- **Circle Pines**
 - 3 meetings bookmarked and placed on VOD.
- **Ham Lake**
 - 2 meetings bookmarked and placed on VOD.
- **Lexington**
 - 2 meeting placed on VOD.
- **Lino Lakes**
 - 3 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
 - 2 meetings bookmarked and placed on VOD

Administrative



Issues dealt with in November included considering changes to the Cable Commission meeting schedule, adding an additional change to the recommended Commission By-Laws updates, monitoring city Carousel and Brightsign updates, and keeping abreast of meeting freelancer hiring and training.

- **Commission Meeting Schedule**
 - Considered changing Commission schedule from monthly to quarterly.
 - Wrote memo to Commission concerning possibly changing the meeting schedule from monthly to quarterly.
 - Added change to By-Laws updates to be considered by Commission at their December meeting.
- **Carousel Design Options**
 - Met with staff to discuss progress on Carousel layout options for city channels.
 - Lino Lakes, Ham Lake and Spring Lake Park layout upgrade are completed. Brightsign data also updated
 - Lexington and Circle Pines have requested upgrades.
- **Miscellaneous**
 - Created 2022 meeting date calendar. Send to Lexington per request.
 - Comcast finally sent requested subscriber maps to Sarah at Lino Lakes.

- Kept updated on freelancer hiring and training process for Centerville and Spring Lake Park meetings.
- Received and documented monthly Comcast subscriber reports.
- Read November Legal Report.
- Read industry articles.

DIVIDEND ANNOUNCEMENT

December 9, 2021

Dear Member,

We are pleased to enclose a check for your share of the \$15 million dividend being returned to members of the League of Minnesota Cities Insurance Trust's property/casualty program. Also enclosed is your dividend history and an information sheet showing the data used to calculate your dividend. Your agent will also receive this information, and we encourage you to share it with your city council or other governing body.

Why is a dividend being returned?

If the Trust's fund balance reaches a level where it's more than sufficient to pay claims and plan for contingencies, the Trust is able to return funds to its members. We undertake this evaluation every year based on losses experienced by members, actuarial projections, investment results, legislative and coverage changes, reinsurance costs, and the Trust's long-term strategic direction.

What is the dividend formula?

Dividends are calculated based on a formula that recognizes members with a longer history of coverage with the Trust and greater success in avoiding and controlling claims. Your share was determined based on the calculations shown on the enclosed information sheet.

Is there any pattern or trend to the amount of dividend to expect in the future?

Members should not include dividend returns in their yearly budget projections, because the amount will fluctuate from year to year. The amount of a given year's dividend return has no bearing on the amount returned the following year.

We want to thank you for your continued membership with the Trust. We appreciate your confidence and the chance to partner with you to serve your community. Feel free to contact Laura Honeck, Trust Operations Manager, at lhoneck@lmc.org or (651) 281-1280 if you have any questions.

The League of Minnesota Cities Insurance Trust Board of Trustees

Jake Benson, Councilmember, Proctor

Dave Callister, City Manager, Plymouth

Clint Gridley, City Administrator, Woodbury

Anna Gruber, City Administrator, Sartell

D. Love, Mayor, Centerville

Dave Unmacht, Executive Director, LMC

Alison Zelms, Administrator, Rochester

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2021 DIVIDEND CALCULATION
AT MAY 31, 2021**

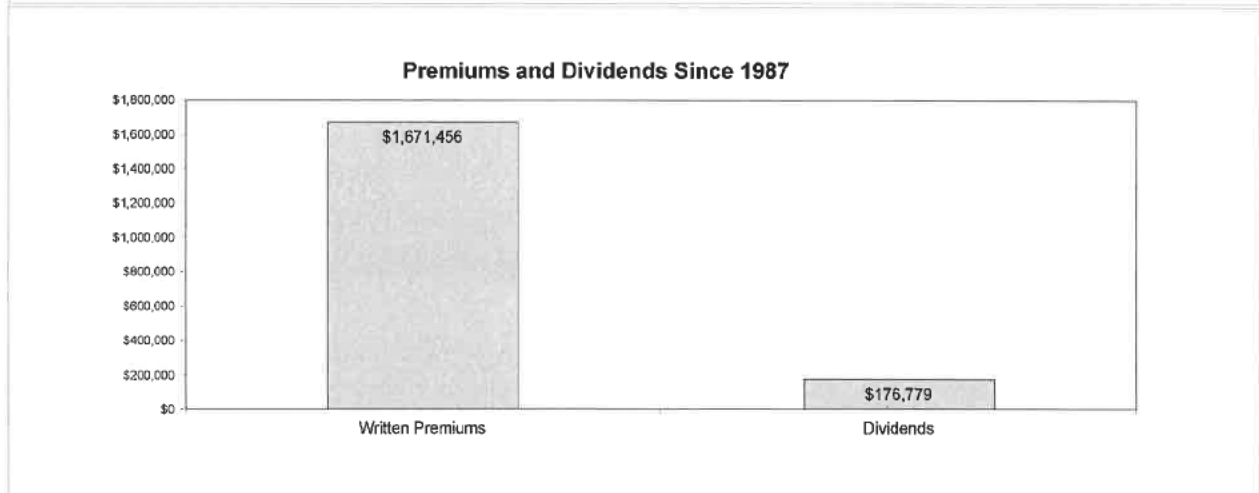
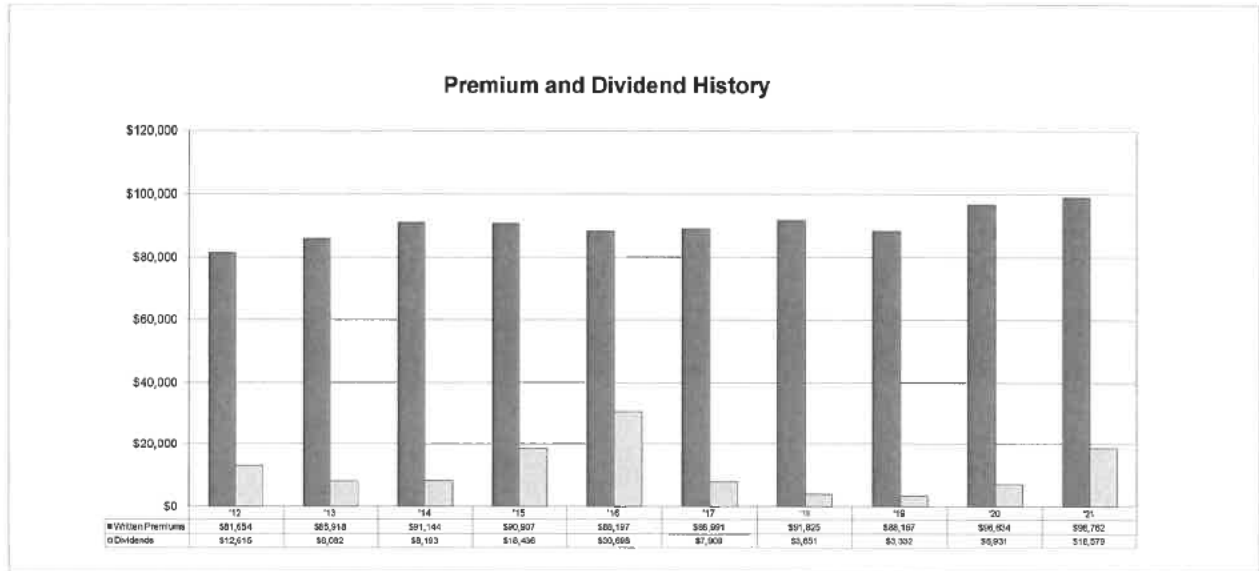
NCI-BIB LLC

Po Box 9396

Minneapolis MN 55440-9396

Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432-2116

GROSS EARNED PREMIUM	\$1,507,545
ADJUSTED LOSSES	\$599,638
MEMBERS DIVIDEND PERCENTAGE	0.00123861000
DIVIDEND AMOUNT	\$18,579



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2021 for the past 20 years. This is the premium figure that's used in the dividend calculation.
The "2021 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2021 (for most members, only a portion of that 2021 written premium would be earned as of May 31, 2021).



145 UNIVERSITY AVE. WEST
ST. PAUL, MN 55103-2044
(651) 281-1200
WWW.LMC.ORG



No. 187170

DATE AMOUNT

December 7, 2021

\$18,579.00

PAY *** Eighteen Thousand Five Hundred Seventy Nine and 00/100

US Dollar

TO THE
ORDER
OF

City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, MN 55432-2116



Check 187170 Date of check 12/7/2021

Vendor : 100709, City of Spring Lake Park

Invoice number	Invoice date	Payment amount
2021 PC Divide	12/1/2021	18,579.00
Total		18,579.00



A Helpful Smile In Every Aisle

December 13, 2021

City of Spring Lake Park
Attn: Daniel R. Buchholtz, MMC
1301 81st Avenue NE
Spring Lake Park, MN 55432

Re:	Civil Penalties (Liquor [\$500] & Tobacco [\$300]) Hy-Vee Food Store Spring Lake Park, MN	Civil Penalty (Liquor [\$500]) Hy-Vee Wine & Spirits Spring Lake Park, MN
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Dear Mr. Buchholtz:

Enclosed herewith please find the fully executed Waiver of Hearing for the two liquor violations, along with a check made payable to the City of Spring Lake Park in the amount of \$1,300.00, representing payment in full of all civil penalties imposed against the above-referenced location. Please confirm receipt of this payment in writing and contact the undersigned if you have any questions.

Very truly yours,

HY-VEE, INC.

Andrea M. Smook
Assistant General Counsel

AMS:jlj
Enclosures



December 7, 2021

Daniel R. Buchholtz
City of Spring Lake Park
1301 – 81st Ave NE
Spring Lake Park, MN 55432

Dear Daniel and the City of Spring Lake Park,

First and foremost I would like to apologize for The Sunset Grill failing the alcohol sting conducted recently. It should have never happened and not only am I embarrassed by it, I also take full responsibility for it. We have a very high level of respect for all city, county and state regulations, procedures and protocols. In 20 years of doing business over 8 locations we've only failed 1 sting prior to this and for me that is 1 to many. As with everything from pre-Covid until now we've had to up our expectations in all areas. Obviously one of the areas that we will have to focus even harder on is most certainly going to be our liquor training and enforcement.

We have consulted with Tony at the Minnesota Licensed Beverage Association and we have adopted a solid 3 point plan.

- 1) We will immediately require all existing staff members to take the MLBA's online training program by January 15, 2022 or they will be removed from the schedule until they have completed it.
- 2) All new hires will be required to complete the online program before they are allowed on the selling floor.
- 3) All employees will be required to take a refresher course annually to stay up to date on current as well as any new protocols.

Going forward any staff member who passes a sting will receive a \$50 case prize for a job well done. Anyone that fails for the first time will be suspended for 30 days with the possibility of having their position terminated entirely. If they fail a second sting then their position will be terminated immediately.

In closing, we know what we have to do to remain in good standing and we will be diligent and proactive in our efforts in order to remain so.

Sincerely,

Raymond McManus
The Sunset Grill

North Metro Telecommunications Commission Meeting Talking Points

December 15, 2021

- ▶ Upgrades to city channels have been completed for four cities, with two more in progress. The new layout better features video and community messages with additional choices for weather, time and social media feeds. It is a design that provides a variety of informational sources that can be tailored to each city's needs.
- ▶ NMTV staff live streamed the annual Blaine High School Veteran's Day program.
- ▶ Commission Legal Counsel filed a letter with the U.S. Supreme Court in support of a petition seeking Supreme Court review of the Sixth Circuit decision regarding franchise fees, related to the preemption of any local government's ability to regulate noncable services provided over a cable system.
- ▶ The Commission voted to change their meeting schedule from monthly to quarterly, with meetings scheduled for March, June, September and December. Additional meetings can be scheduled if necessary.
- ▶ Updates to the Commission By-Laws were approved. The changes match the recently updated Joint Powers Agreement in the areas of quorum and voting rules, meeting schedule, and adjustments to the order of business.

PLEASE encourage your council members to call me if they have any questions you can't answer. I would be happy to answer any questions they may have. Heidi Arnson at NMTV. Direct line is 763-231-2801. Email is harnson@northmetrotv.com.