



**CITY COUNCIL REGULAR AGENDA**  
**MONDAY, NOVEMBER 20, 2023**  
**CITY HALL at 7:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
  - [A.](#) Approval of Minutes - November 6, 2023 City Council Work Session
  - [B.](#) Approval of Minutes - November 6, 2023 City Council Meeting
  - [C.](#) Approval of Claims - General Disbursement No. 23-19 - \$778,686.76
  - [D.](#) Statement of Revenue and Expenditures - October 2023
  - [E.](#) Statement of Fund Balance - October 2023
  - [F.](#) Contractor's Licenses
  - [G.](#) Business Licenses
- 7. DEPARTMENT REPORTS**
  - [A.](#) Police Report
  - [B.](#) Recreation Report
- 8. PUBLIC HEARING**
  - [A.](#) Certification of Delinquent Accounts
- 9. ORDINANCES AND/OR RESOLUTIONS**
  - [A.](#) Resolution 2023-42, A Resolution Calling Public Hearing on the Intention to Issue General Obligation Capital Improvement Plan Bonds and the Proposal to Adopt a Capital Improvement Plan Therefor
  - [B.](#) Resolution 2023-43, Resolution Certifying Delinquent Accounts
- 10. NEW BUSINESS**
  - [A.](#) Adopt Amendments to City of Spring Lake Park Personnel Policy
  - [B.](#) Approval of 2024 Recycling Budget
  - [C.](#) Request from Anoka County Regional Economic Development (ACRED) to Extend MOU
- 11. REPORTS**
  - A. Attorney Report
  - [B.](#) Engineer Report
  - C. Administrator Report
- 12. OTHER**
  - [A.](#) Correspondence
- 13. ADJOURN**

**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 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432. Ph.763-784-6491 at least 48 hours in advance.

## **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 Work Session was held on November 06, 2023 at the City Hall, 1301 81st Ave NE, Spring Lake Park, at 5:30 PM

### 1. CALL TO ORDER

#### MEMBERS PRESENT

Councilmember Ken Wendling  
Councilmember Barbara Goodboe-Bisschoff  
Councilmember Lisa Dircks

#### MEMBERS ABSENT

Mayor Nelson  
Councilmember April Moran

#### STAFF PRESENT

Public Works Director Terry Randall, Public Works Director George Linngren, Administrator Daniel Buchholtz

#### OTHERS PRESENT

Tammy Omdal, Northland Securities

### 2. DISCUSSION ITEMS

#### A. Financial Management Plan for Utility Fund (*Buchholtz/Omdal*)

Tammy Omdal, Northland Securities, provided an overview of the Financial Management Plan for the Public Utilities enterprise fund. She stated that the objectives of the plan was to evaluate the revenue sufficiency of the fund and to determine if rate adjustments are needed to ensure revenue sufficiency.

Ms. Omdal stated that the revenue sufficiency objectives were to provide sufficient revenue to achieve year-end cash balances to cover the following: three months of operating expenses, the following year's debt service payments, following year pay-go capital acquisition, and reserves for future capital improvements.

Ms. Omdal noted that the City had not adjusted utility rates and fees for several years. She stated that, after reviewing the City's five year CIP and building an expenditure forecast for the next decade, rate increases were necessary over the next decade to ensure revenue sufficiency of the Public Utility fund.

Ms. Omdal stated that the Financial Management Plan proposed the following fees for 2024 through 2029:

Base (Fixed) Quarterly Fees							
		2024	2025	2026	2027	2028	2029
Fee Description	Customer Classification	Annual % Change					
Water - base charge	Commercial/All Other	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Water - base charge	Residential	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Sewer - base charge	Commercial/All Other	10.00%	9.00%	9.00%	8.50%	8.00%	8.00%
Storm - base charge	All Customers	5.25%	5.00%	4.75%	4.50%	4.00%	4.00%

Volumetric Rates Based on Quarterly Usage, Per 1,000 Gallons							
		2024	2025	2026	2027	2028	2029
Fee Description	Customer Classification	Annual % Change					
Water - Tier 1: first 9,000 gallons	All Customers	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Water - Tier 2: 9,001-18,000 gallons	All Customers	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Water - Tier 3: 18,001-27,000 gallons	All Customers	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Water - Tier 4: 27,001-36,000 gallons	All Customers	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Water - Tier 5: 36,001-45,000 gallons	All Customers	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Water - Tier 6: over 45,001 gallons	All Customers	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Sewer - Over 18,000 gallons	All Customers	10.00%	9.00%	9.00%	8.50%	8.00%	8.00%

Omdal noted that the proposed rate increases would increase utility rates for a residential property using 7,000 gallons per month by \$4.15/month. She stated that the City’s utility rates would still compare favorably to cities in the surrounding vicinity to Spring Lake Park.

Councilmembers discussed the plan and found it to be reasonable. Councilmembers thanked Omdal for presenting the Financial Management Plan.

B. Zoning Code Land Use Table Discussion (Nelson)

Administrator Buchholtz requested that discussion on this item be postponed until a future work session meeting due to Mayor Nelson’s absence.

**3. REPORT**

A. Council Reports

None



B. Administrator Report

None

**4. ADJOURN**

Acting Mayor Goodboe-Bisschoff adjourned the meeting at 6:15pm.

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Barbara Goodboe-Bisschoff, Acting Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on November 6, 2023 at the City Hall, at 7:00 PM.

### 1. CALL TO ORDER

Acting Mayor Goodboe-Bisschoff called the meeting to order at 7:00 PM.

### 2. ROLL CALL

#### MEMBERS PRESENT

Councilmember Ken Wendling  
Councilmember Barbara Goodboe-Bisschoff  
Councilmember Lisa Dircks

#### MEMBERS ABSENT

Councilmember April Moran  
Mayor Bob Nelson

#### STAFF PRESENT

Police Chief Josh Antoine, Public Works Director Terry Randall, Public Works Director George Linngren, Building Official Jeff Baker, Attorney John Thames, Administrator Daniel Buchholtz

#### VISITORS

Fire Chief Dan Retka SBM Fire Department  
Dereck Lind 15230 Germanium St NW Ramsey, MN

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

### 5. DISCUSSION FROM THE FLOOR

- A. Chief Dan Retka, SBM Fire Department gave an overview of the recruitment of firefighters. He gave an update on the new truck, staffing and the capital plan. Chief Retka said that SBM will be offering an EMS training program.

Councilmember Wendling inquired if the trucks being taken out of service will generate revenue for SBM. Chief Retka confirmed that the trucks will bring in revenue to the Capital Fund.

Councilmember Dircks inquired if SBM had some tips to prevent fires. Chief Retka stated that if residents are working the garage, be cautious of greasy rags.

- B. Administrator Buchholtz announced the news that former Councilmember Nash passed away on November 6, 2023. He expressed the City's deepest sympathies to his wife and children for their loss.

## 6. CONSENT AGENDA

- A. Approval of Minutes – October 16, 2023 City Council Meeting
- B. City Administrator Performance Evaluation Statement
- C. Mayor's Proclamation – Veterans Day – November 11, 2023
- D. Contractor's Licenses
- E. Business Licenses

Motion made by Councilmember Wendling to approve the Consent Agenda.

Voting Aye: Councilmember Wendling, Councilmember Dircks, Acting Mayor Goodboe-Bisschoff. Motion carried.

## 7. DEPARTMENT REPORTS

### A. Public Works Report

Public Works Director Randall stated that staff is working on patching streets. Director Randall commented that all the fire hydrants have been checked for drainage, and pumped if it was needed. He stated that staff plowed on October 31, 2023. Director Randall commented that he continues to train George Linngren on the daily tasks of the Public Works Director position.

### B. Code Enforcement

Building Official Baker reported that Inspector Morris and Permit Technician Pearson have been working diligently on trying to get all remaining rental properties inspected. He stated that there are 29 properties that have not had an inspection. Building Official Baker said that all property owners have been contacted by letter, email or phone calls.

Building Official Baker gave an update on 7900 McKinley Street NE. He stated that he did a rough-in plumbing inspection and an under-slab poly/radon inspection and rough-in mechanical inspection.

## 8. ORDINANCES AND/OR RESOLUTIONS

- A. Resolution 2023-40, Approving the Tentative Agreement between the City of Spring Lake Park and LELS Local #265, Representing the Sergeant Bargaining Unit for Calendar Years 2024-2025

Administrator Buchholtz stated that the LELS Local #265 – Sergeants Union employees accepted a tentative offer. He stated that the Negotiation Committee is recommending the City Council approve the 2024/2025 union contract as outline in Resolution 2023-40.

Motion made by Councilmember Wendling to Approve Resolution 2023-40, Approving the Tentative Agreement between the City of Spring Lake Park and LELS Local #265, Representing the Sergeant Bargaining Unit for Calendar Years 2024-2025.

Voting Aye: Councilmember Wendling, Councilmember Dircks, Acting Mayor Goodboe-Bisschoff. Motion carried.

B. Resolution 2023-41, Approving a Conditional Use Permit for a Dog Kennel License at 7925 6<sup>th</sup> Street NE

Administrator Buchholtz stated that an application was received by Alexandra Rivera Cedeno requesting a Conditional Use Permit for her property at 7925 6<sup>th</sup> Street NE to allow 4 dogs in her single-family home. He stated that the definition of a Kennel-Private in the ordinance that is triggering the CUP. He gave an overview of what was discussed at the Planning Commission Meeting.

Administrator Buchholtz said the Planning Commission held a public hearing on the application on October 23, 2023. He stated no one, beside the applicant, spoke at the meeting. He stated that the Planning Commission reviewed and approved a recommendation to the City Council to approve a CUP to allow a Kennel-Private in the R-1 Single Family Residential district with the following conditions:

1. The owner shall keep up-to-date licenses for the Kennel and individual dogs.
2. The owner shall take appropriate steps to clean up the yard at regular intervals through the entire year to eliminate smell for adjacent neighbors.
3. The dogs shall be contained within a fenced yard.
4. All actions necessary shall be taken to reduce incessant dog barking outside.
5. The kennel license is limited to a total of four dogs.

Motion made by Councilmember Wendling to Approve Resolution 2023-41, Approving a Conditional Use Permit for a Dog Kennel License at 7925 6<sup>th</sup> Street NE

Voting Aye: Councilmember Wendling, Councilmember Dircks, Acting Mayor Goodboe-Bisschoff. Motion carried.

**9. NEW BUSINESS**

A. Accept Letter of Retirement from Public Works Director Terry Randall

Public Works Director Randall stated that it is his intention to retire. He said that his last day in the office will be December 22, 2023, but due to his accumulated vacation and comp-time, his official retirement date will be July 5, 2024.

Motion made by Councilmember Dircks to Accept Letter of Retirement from Public Works Director Terry Randall.

Voting Aye: Councilmember Wendling, Councilmember Dircks, Acting Mayor Goodboe-Bisschoff. Motion carried.

B. Authorize Purchase Storage Container

Administrator Buchholtz gave an overview on the need to purchase a storage container. He stated that Public Works Director Linngren received 4 quotes for the container. Administrator Buchholtz stated that the price for the container would include delivery.

Administrator Buchholtz stated the container would be used to house equipment and supplies for the Park and Recreation Department. He said that once the project was completed and the supplies were removed from the storage container, the City would sell the unit.

Motion made by Councilmember Dircks to Authorize Purchase of Storage Container.

Voting Aye: Councilmember Wendling, Councilmember Dircks, Acting Mayor Goodboe-Bisschoff. Motion carried.

C. Authorize Construction of Additional Dumpster Bays

Public Works Director Randall is requesting approval to add two additional bays to the east of the existing dumpster enclosure. He stated the first two bays will hold the fuel tanks that need to be relocated. The remaining bays will be for organics, cardboard and the regular trash.

Public Works Director Randall stated the funding will come from the Recycling Fund.

Motion made by Councilmember Wendling to Authorize Construction of Additional Dumpster Bays.

Voting Aye: Councilmember Wendling, Councilmember Dircks, Acting Mayor Goodboe-Bisschoff. Motion carried.

D. Approve Contract with Xcel Energy/Slipstream Group, Inc for Collection of Fluorescent Lamps

Administrator Buchholtz gave an overview of the contract with Xcel Energy/Slipstream Group for the collection of fluorescent lamps. He stated that the City will be reimbursed 100% of the cost of collecting and recycling the lamps.

Motion made by Councilmember Dircks to Approve Contract with Xcel Energy/Slipstream Group, Inc for Collection of Fluorescent Lamps Subject to City Attorney's Final Approval.

Motion made by Councilmember Dircks to Authorize Purchase of Storage Container.

Voting Aye: Councilmember Wendling, Councilmember Dircks, Acting Mayor Goodboe-Bisschoff. Motion carried.

## 10. REPORTS

### A. Attorney Report

None

### B. Engineer's Report

Report accepted as presented.

### C. Administrator Report

Administrator Buchholtz stated that City Hall will be closed Friday, November 10, 2023 in honor of Veterans Day. He stated that staff has been busy preparing for the City Hall Renovation project. He noted that the request for bids has been issued and that staff held a mandatory Prebid meeting which was well attended.

Administrator Buchholtz stated that a public hearing will be held on December 18, 2023 for the selling of bonds. The bid will be awarded the 4<sup>th</sup> Monday of January. He gave an update on finding funding for the sidewalk on Sanburnol Drive NE. Administrator Buchholtz gave an update on the implementation of the new financial software.

## 11. OTHER

### A. Correspondence

Police Chief Antione gave an overview of the recent Coffee with a Cop event. The event went well. He thanked Hy-Vee for supplying pizza for the attendees. He mentioned that the Police Department will be holding their next event at City Hall.

### B. Motion to Close Meeting Pursuant to M.S. 13D.03(1), to discuss Labor Negotiation Strategies

Motion made by Councilmember Wendling to Close Meeting Pursuant to M.S. 13D.03(1), to discuss Labor Negotiation Strategies.

Voting Aye: Councilmember Wendling, Councilmember Dircks, Acting Mayor Goodboe-Bisschoff. Motion carried.

City Council Meeting adjourned at 7:53 PM.

City Council Meeting resumed at 8:10 PM

Attorney Thames summarized the closed session actions. The City Council discussed labor negotiation strategies. He stated that staff and the negotiation team were given direction on how to proceed.

**12. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

Voting Aye: Councilmember Wendling, Councilmember Dircks, Acting Mayor Goodboe-Bisschoff. Motion carried.

The meeting was adjourned at 8:12 PM.

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Barbara Goodboe-Bisschoff, Acting Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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

Date: October 2023  
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Claim Res. #23-19

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
74658	AMERITAS	PAYROLL	\$	37.42
74659	CENTRAL PENSION FUND	PAYROLL	\$	1,040.04
74660	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$	136.55
74661	HEALTH PARTNERS, INC	PAYROLL	\$	14,989.51
74662	L.E.L.S.	PAYROLL	\$	337.50
74663	LOCAL 49	PAYROLL	\$	105.00
74664	METLIFE	PAYROLL	\$	944.76
74665	MN CHILD SUPPORT PAYMENT CENTER	PAYROLL	\$	235.50
74666	NCPERS GROUP LIFE INS	PAYROLL	\$	16.00
74667	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$	36.98
74668	AMERICAN MESSAGING	PW PAGER	\$	5.27
74669	ANOKA COUNTY	2ND HALF PROP TAX DUE 01-30-24-12-0001	\$	10,729.50
74670	ANOKA COUNTY	2ND HALF PROP TAX DUE 01-30-24-13-0004	\$	272.58
74671	ASPEN MILLS	UNIFORM ALLOWANCE--BENNEK	\$	125.98
74672	BATTERIES PLUS BULBS	BATTERIES	\$	100.60
74673	CARSON, CLELLAND & SCHREDER	ATTORNEY FEES	\$	10,302.50
74674	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$	136.39
74675	CINTAS	FLOOR MATS	\$	126.79
74676	COTTENS INC	PARTS	\$	658.36
74677	EVIDENT CRIME SCENE PRODUCTS	OPERATING SUPPLIES	\$	106.15
74678	FERGUSON WATERWORKS #2518	PARTS	\$	7,801.85
74679	FLEETPRIDE	PARTS	\$	31.67
74680	GOPHER STATE ONE-CALL INC	LOCATES	\$	95.85
74681	IDC AUTOMATIC	TRANSMITTER	\$	86.40
74682	JOEY D'S TREE SERVICE	CUT DOWN & HAUL 2 COTTONWOOD TREES	\$	2,500.00
74683	JOSH ANTOINE	CELL PHONE REIMBURSEMENT	\$	50.00
74684	MANSFIELD OIL COMPANY	UNLEADED/ DIESEL FUEL	\$	2,093.35
74685	MARIE RIDGEWAY LISS, LLC	SLP POWER PROGRAM	\$	400.00
74686	MCCLELLAN SALES INC	SUPPLIES	\$	94.06
74687	MELISSA BARKER	MILEAGE/ LODING REIMB MCFOA/ MNGFOA	\$	623.47
74688	METRO-INET	DATA SERVICES	\$	152.00
74689	METROPOLITAN COUNCIL	WASTE WATER SERVICES DEF REV	\$	48,236.75
74690	MTI DISTRIBUTING INC	ELECTRIC FUEL PUMP	\$	157.11
74691	NYSTROM PUBLISHING CO	OCT-DEC 2023 NEWSLETTER	\$	3,371.43
74692	ON SITE SANITATION INC	STD CONSTRUCTION RESTROOMS	\$	126.00
74693	RONALD THURSTON	BRANSON REFUND FOR RONALD & EILYS	\$	200.00
74694	SLP FIRE DEPARTMENT	FIRE PROTECTION SERVICES OCTOBER 2023	\$	22,012.00
74695	ULINE	PLEATED AIR FILTERS	\$	117.60
74696	KIM KILEY	OPERATING SUPPLIES--HY-VEE REIMB	\$	31.31
74697	AT & T MOBILITY	CELL PHONE SERVICES	\$	1,083.19
74698	CAROUSEL MOTOR GROUP	AUTO SERVICE & REPAIRS	\$	1,747.39
74699	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$	207.32
74700	CINTAS	FLOOR MATS	\$	126.79
74701	CITY OF BLAINE	FIRE BOND LVY 1ST 1/2 2013A & 2018A	\$	33,396.50
74702	CITY OF BLAINE	3RD QTR SLP PROP ON BLAINE WATER	\$	2,160.80
74703	COTTENS INC	PARTS	\$	43.98
74704	DAVE PERKINS CONTRACTING INC	HYRANT REPLACEMENT & SEWER REPAIR	\$	10,002.00
74705	ECM PUBLISHERS, INC.	10/02/24 ST IMPROVEMENT	\$	118.24



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

Date: October 2023  
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
74706	FLEETPRIDE	PARTS	\$	478.44
74707	HYDRAULIC SPECIALTY INC	HOSES	\$	107.12
74708	INNOVATIVE OFFICE SOLUTIONS LLC	SUPPLIES	\$	146.53
74709	INSTRUMENTAL RESEARCH INC	SEPTEMBER WATER TESTING	\$	143.00
74710	JOEY D'S TREE SERVICE	CUT DOWN & HAUL 5 TREES	\$	2,500.00
74711	LANGUAGE LINE SERVICES	INTERPRETATION SERVICES	\$	116.11
74712	LEAGUE OF MN CITIES INS TRUST	LOHSE-JOHNSON 00490102 / BLOOMER 004950	\$	1,262.56
74713	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$	845.27
74714	MARTIN MARIETTA MATERIALS	TANDEM RUBBLE DISPOSAL	\$	30.00
74715	METRO-INET	DATA SERVICES	\$	152.00
74716	STANTEC	CONSULTING SERVICES	\$	58,237.91
74717	TRI STATE BOBCAT INC	HARNESS	\$	493.94
74718	XCEL ENERGY	MONTHLY UTILITIES	\$	185.54
74719	AMERITAS	PAYROLL	\$	43.54
74720	CENTRAL PENSION FUND	PAYROLL	\$	1,040.04
74721	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$	210.20
74722	HEALTH PARTNERS, INC	PAYROLL	\$	15,966.21
74723	L.E.L.S.	PAYROLL	\$	337.50
74724	LOCAL 49	PAYROLL	\$	105.00
74725	METLIFE	PAYROLL	\$	982.93
74726	MN CHILD SUPPORT PAYMENT CENTER	PAYROLL	\$	235.50
74727	NCPERS GROUP LIFE INS	PAYROLL	\$	16.00
74728	ANNE SCANLON	GFG SUBWAY REIMBURSEMENT	\$	374.22
74729	AUTOMATIC SYSTEMS CO	FLOAT SWITCHES	\$	140.82
74731	BCA BTS	CJDN FEES	\$	1,560.00
74732	BRANSON IMAX GROUP RESERVATIONS	BRANSON HOLIDAY NOV 2023 MEAL	\$	875.00
74733	CAPITAL ONE TRADE CREDIT	WATER PUMP	\$	449.00
74734	CAR WASH PARTNERS INC (dba: MISTER CAR W	CAR WASHES	\$	72.00
74735	CENTRAL TURF & IRRIGATION SUPPLY	SINGLE NET STRAW BLANKETS	\$	193.64
74736	CINTAS	FLOOR MATS	\$	126.79
74737	CITY OF SPRING LAKE PARK	CHANGE FOR 10.28.23 RECYCLING EVENT	\$	100.00
74738	COMCAST	8251 ARTHUR ST	\$	113.07
74739	COMPUTER INTERGRATION TECHNOLOGIES	AGREEMENT MANAGED BACKUP/OFFICE 365	\$	4,626.80
74740	CONNEXUS ENERGY	MONTHLY UTILITIES 8500 CENTRAL/8463 TERRA	\$	269.59
74741	DAKOTA COUNTY TECHNICAL COLLEGE	CONFERENCES & SCHOOLS	\$	700.00
74742	DOLLY PARTON'S STAMPEDE	BRANSON HOLIDAY NOV 2023 MEAL & THEATER	\$	1,124.21
74743	ECM PUBLISHERS, INC.	OCT 23 PH MUNIZ KENNEL LIC / FALL LEAF DROF	\$	434.87
74744	EDGEWOOD RECEPTIVE SERVICE/GRAND OAKS	BRANSON HOLIDAY NOV 2023 LODGING	\$	6,499.44
74745	FLEETPRIDE	PARTS	\$	339.91
74746	CITY OF FRIDLEY	SUMMER SAND VB/SPRING BEANBAG LEAGUES	\$	733.71
74747	GEORGE LINNGREN	SRA MEETING LUNCH	\$	17.00
74748	GRAND COUNTRY SQUARE	BRANSON HOLIDAY NOV 2023 SHOW & MEAL	\$	1,370.00
74749	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$	180.00
74750	HAYGOOD FAMILY ENTERPRISE, INC	BRANSON HOLIDAY NOV 2023 SHOW	\$	950.00
74751	HOTSY EQUIPMENT OF MN	PARTS	\$	683.27
74752	JP BROOKS INC	REMAINING ESCROW FUNDS RELEASE	\$	8,000.00
74753	KING'S CASTLE THEATRE	BRANSON HOLIDAY NOV 2023 THEATER	\$	1,055.00
74754	LEEANNE KRUSEMARK	SAVE MONEY EXTREME COUPONING CLASS 10/2	\$	30.00

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

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
74755	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$ 798.60
74756	METLIFE	COBRA PMNTS	\$ 226.21
74757	METRO SALES, INC	PRINTER TONER	\$ 225.73
74758	MN DEPT OF EMPLOYMENT & ECON DVLPMENT	QTR 3 UNEMPLOYMENT BENEFITS L. NAGEL	\$ 242.45
74759	MN DEP'T OF LABOR & INDUSTRY	QTR 2 / QTR 3 SURCHARGES	\$ 2,079.79
74760	NEW BRIGHTON PARKS & RECREATION	SPRING 2023 BEAN BAG LEAGUES	\$ 27.81
74761	NORTHLAND TRUST SERVICES, INC.	GENERAL OBLIGATIONS 2013B / 2021A	\$ 385,295.00
74762	NYSTROM PUBLISHING CO	RECREATION FALL CATALOG & POSTAGE	\$ 7,228.23
74763	PARK AUTO BODY	AUTO EQUIPMENT & REPAIRS	\$ 11,845.80
74764	CITY OF SPRING LAKE PARK - PETTY CASH	REC DEPT CASH DRAWER START UP	\$ 100.00
74765	CITY OF SPRING LAKE PARK - PETTY CASH	PARK & REC PETTY CASH REIMB	\$ 339.19
74766	CITY OF SPRING LAKE PARK - PETTY CASH	ADMIN PETTY CASH REIMB	\$ 186.63
74767	REVOLUTIONARY SPORTS, LLC	FALL SESSION I CLASSES	\$ 910.00
74768	SCHMITTY & SONS TRANSPORTATION	DAY TRIP--OSCEOLA TRAIN 10.12.23	\$ 940.50
74769	SILVER DOLLAR CITY ATTRACTIONS	BRANSON HOLIDAY NOV 2023 SHOW	\$ 1,954.25
74770	STREICHER'S	SUPPLIES	\$ 5,205.00
74771	SUMMIT FIRE PROTECTION	FIRE SPRINKLER SERVICE--WELL 5	\$ 1,986.00
74772	TASC	COBRA ADMIN FEE	\$ 33.28
74773	USS MINNESOTA ONE MT LLC	SOLAR	\$ 9,309.35
74774	VADIM MUNICIPAL SOFTWARE	MONTHLY UB FEES	\$ 64.80
74775	WALTERS RECYCLING REFUSE SERV	6YD TRASH / 2YD ORGANICS / RECYCLING SERV	\$ 11,023.46
74776	WENDEL	ABLE PARK SHELTER	\$ 950.00
74777	WILLIAM BJORNDAL	PERFORMANCE ON 10.28.23 FALL FAMILY FEST	\$ 300.00
74778	WILLIAM K MARSELLA	GUIDED AUTOBIOGRAPHY COURSE FALL 2023	\$ 375.00
74779	ADVANCED GRAPHIX INC	218 & 221 SQUAD GRAPHICS	\$ 1,615.00
74780	ALLEGRA PRINT & IMAGING	VICTIM WITNESS CARDS	\$ 210.80
74781	ANOKA COUNTY TREASURY	MOBILE DATA FEES	\$ 1,800.00
74782	ASPEN MILLS	UNIFORM ALLOW--BLOOMER / NEW PATCHES	\$ 460.00
74783	AXON ENTERPRISE, INC	RANGE EQUIPMENT & SUPPLIES	\$ 427.75
74784	ANTHONY BENNEK	UNIFORM ALLOWANCE REIMB--KOHL'S	\$ 232.86
74785	CINTAS	FLOOR MATS	\$ 126.79
74786	COMM-WORKS, LLC	PARK CAMERA MONITORING	\$ 850.00
74787	COORDINATED BUSINESS SYSTEMS LTD	MAINTENANCE AGREEMENTS	\$ 510.39
74788	CORE & MAIN LP	WATER METER & FLANGE KIT	\$ 1,876.01
74789	COTTENS INC	PARTS	\$ 235.97
74790	ECM PUBLISHERS, INC.	FALL LEAF DROP AD 2 OF 2	\$ 365.00
74791	EMERGENCY AUTOMOTIVE TECHNOLOGIES	AUTO SERVICE & REPAIRS	\$ 244.00
74792	IDC AUTOMATIC	HINGES & ROLLERS	\$ 82.86
74793	JOSH ANTOINE	AIRPORT MILEAGE REIMB--IACP CONFERENCE	\$ 58.75
74794	KATH FUEL OIL SERVICE	OIL	\$ 1,085.03
74795	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$ 661.20
74796	MC CLELLAN'S SALES	SUPPLIES	\$ 27.30
74797	MED COMPASS	CONF & SCHOOLS	\$ 1,271.50
74798	MICHAEL LEDMAN	ADULT YOGA--OCTOBER SESSION	\$ 351.00
74799	MINNEAPOLIS SAW	PARTS	\$ 14.25
74800	MINNESOTA COACHES, INC	TAYLORS FALLS BOAT TOUR TRANSPORTATION	\$ 919.87
74801	MINNESOTA POLLUTION CONTROL AGENCY	WASTEWATER CONF--BT, TH, CH, GL	\$ 1,560.00
74802	MTI DISTRIBUTING INC	IRRIGATION REPAIRS	\$ 335.00

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

Date: October 2023  
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 Claim Res. #23-19

74803	NORTHLAND TRUST SERVICES, INC.	UTILITY STUDY	\$ 2,750.00
74804	OFFICE OF MN.IT SERVICES	FIBER OPTICS	\$ 44.60
74805	PITNEY BOWES INC	METER RENTAL	\$ 134.52
74806	SCHMITTY & SONS TRANSPORTATION	THE MARVELOUS WONDERETTES	\$ 1,035.38
74807	SHRED-IT USA	SHREDDING SERVICES	\$ 277.95
74808	THE HOME DEPOT CREDIT SERVICES	CC PMNT	\$ 380.89
74809	TURFCO MFG, INC	PARTS	\$ 20.94
74810	UPWARD FACING DAWN YOGA STUDIO	CHAIR YOGA FALL 2023 CLASSES	\$ 1,440.00
74811	XCEL ENERGY	MONTHLY UTILITIES	\$ 3,566.83
74812	1ST CHOICE DOCUMENT DESTRUCTION	10/28 RECYCLING EVENT SHREDDING	\$ 800.00
74813	AMERICAN TEST CENTER	BUCKET TRUCK ANNUAL SAFETY INSPECTION	\$ 450.00
74814	BATTERIES PLUS BULBS	BATTERIES	\$ 44.65
74815	BIG TIME PRODUCTIONS, LLC	OAK RIDGE BOYS BRANSON NOV 2023	\$ 1,702.00
74816	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$ 281.94
74817	COMPUTER INTERGRATION TECHNOLOGIES	SONICWALL	\$ 4,658.00
74818	DELEGARD TOOL CO	OIL DRUM ROLLERS	\$ 217.43
74819	ECM PUBLISHERS, INC.	CITY HALL RENOVATION/ EXPANSION	\$ 150.50
74820	EMERGENCY AUTOMOTIVE TECHNOLOGIES	LIGHT BAR	\$ 438.48
74821	EVERGREEN RECYCLING LLC	MATTRESS RECYCLING 10/28 EVENT	\$ 1,030.00
74822	FASTENAL COMPANY	PARTS	\$ 28.41
74823	FINANCE AND COMMERCE	PUBLIC NOTICE CITY HALL RENO/EXPAND	\$ 151.06
74824	FLEETPRIDE	PARTS	\$ 82.96
74825	GAMETIME	BACKHOE/ PAINT/ WARNING LABELS	\$ 1,815.66
74826	I STATE TRUCK CENTER	PARTS	\$ 489.58
74827	KAREN FISKE	HY-VEE REIMBURSEMENT OP SUPPLIES	\$ 32.49
74828	LEE'S HEATING & AIR	CLEAN/CHK 8 FURNACES / SERVICE CALL	\$ 1,375.00
74829	MANSFIELD OIL COMPANY	UNLEADED & DIESEL FUEL	\$ 1,405.42
74830	MENARDS-CAPITAL ONE TRADE CREDIT	CC PMNT	\$ 195.48
74831	MIKE LONG	COURT TIME CASE# 20199204	\$ 102.97
74832	MINNEAPOLIS SAW	PARTS	\$ 1,459.78
74833	NORTHERN TOOL & EQUIPMENT	PARTS	\$ 1,165.63
74834	OLD LOG THEATRE	MILLION DOLLAR QUARTET	\$ 1,686.68
74835	ON SITE SANITATION INC	STD CONSTRUCTION RESTROOMS	\$ 122.50
74836	TAHO SPORTSWEAR, INC.	ALUMINUM NAME TAGS & MAGNET CLIPS	\$ 16.50
		<b>TOTAL DISBURSEMENTS</b>	<b><u>\$ 778,686.76</u></b>

WHEREAS,

the City Council of the City of Spring Lake Park has considered the foregoing itemized list of disbursements; and

WHEREAS,

the City Council has determined that all disbursements, as listed, with the following exceptions:

\_\_\_\_\_  
\_\_\_\_\_

are proper.

NOW, THEREFORE BE IT RESOLVED:

that the City Council directs and approves the payment of the aforementioned disbursements this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_

Mayor

Councilmembers:

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, Admin/Clerk-Treasurer



# Memorandum

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**To:** Mayor Nelson and Members of the City Council

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

**Date:** November 16, 2023

**Subject:** Budget to Date

Enclosed is the October 2023 Budget to Date for revenue and expenditures. A strict adherence to the year to date ration would have each expenditure line item with 16.67% remaining. The overall General Fund ratio is 26.70%.

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

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Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
101.00000.31010	0.00	0.00	3,685,047.00	1,988,907.21	46.03%
101.00000.31020	0.00	0.00	0.00	33,418.23	0.00%
101.00000.31040	0.00	0.00	0.00	0.00	0.00%
101.00000.31050	0.00	0.00	0.00	0.00	0.00%
101.00000.31910	0.00	0.00	0.00	6,609.24	0.00%
101.00000.32110	0.00	32,760.00	25,960.00	38,743.40	(49.24%)
101.00000.32111	0.00	0.00	310.00	0.00	100.00%
101.00000.32178	0.00	0.00	0.00	0.00	0.00%
101.00000.32179	0.00	521.00	6,252.00	3,647.00	41.67%
101.00000.32180	0.00	4,865.00	6,000.00	5,865.00	2.25%
101.00000.32181	0.00	140.00	5,500.00	6,613.75	(20.25%)
101.00000.32208	0.00	520.00	8,500.00	10,840.00	(27.53%)
101.00000.32210	0.00	7,922.60	75,000.00	81,577.86	(8.77%)
101.00000.32211	0.00	194.59	5,000.00	3,076.08	38.48%
101.00000.32215	0.00	541.86	0.00	691.86	0.00%
101.00000.32230	0.00	623.46	5,000.00	7,953.00	(59.06%)
101.00000.32231	0.00	8.00	500.00	109.10	78.18%
101.00000.32232	0.00	1,450.52	10,000.00	11,349.35	(13.49%)
101.00000.32233	0.00	25.00	1,000.00	163.06	83.69%
101.00000.32240	0.00	22.00	400.00	1,064.00	(166.00%)
101.00000.32260	0.00	150.00	3,000.00	2,650.00	11.67%
101.00000.32261	0.00	200.00	2,000.00	1,400.00	30.00%
101.00000.32262	0.00	0.00	0.00	200.00	0.00%
101.00000.33401	0.00	0.00	565,157.00	281,698.50	50.16%
101.00000.33404	0.00	0.00	0.00	0.00	0.00%
101.00000.33407	0.00	0.00	0.00	0.00	0.00%
101.00000.33416	0.00	0.00	25,000.00	10,101.98	59.59%
101.00000.33421	0.00	0.00	95,000.00	107,986.78	(13.67%)
101.00000.34102	0.00	0.00	200.00	300.00	(50.00%)
101.00000.34103	0.00	240.00	5,500.00	2,690.00	51.09%
101.00000.34104	0.00	571.67	40,000.00	17,216.39	56.96%
101.00000.34105	0.00	0.00	300.00	0.00	100.00%
101.00000.34106	0.00	0.00	0.00	0.00	0.00%
101.00000.34107	0.00	0.00	100.00	75.00	25.00%
101.00000.34108	0.00	0.00	100.00	451.00	(351.00%)
101.00000.34109	0.00	0.00	0.00	0.00	0.00%
101.00000.34110	0.00	0.00	0.00	0.00	0.00%
101.00000.34111	0.00	0.00	39,449.00	0.00	100.00%
101.00000.34115	0.00	0.00	375.00	210.00	44.00%
101.00000.34117	0.00	0.00	500.00	0.00	100.00%
101.00000.34201	0.00	0.00	2,000.00	1,010.00	49.50%
101.00000.34202	0.00	65.00	500.00	1,855.00	(271.00%)
101.00000.34203	0.00	0.00	0.00	0.00	0.00%
101.00000.34204	0.00	2,500.00	102,900.00	68,350.00	33.58%
101.00000.34205	0.00	0.00	2,000.00	0.00	100.00%
101.00000.34206	0.00	0.00	0.00	0.00	0.00%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

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Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.00000.34210	0.00	0.00	0.00	0.00	0.00%
101.00000.34801	0.00	0.00	10,000.00	0.00	100.00%
101.00000.34949	0.00	0.00	0.00	596.93	0.00%
101.00000.34950	0.00	0.00	5,000.00	18,091.93	(261.84%)
101.00000.35101	0.00	2,151.11	40,000.00	31,962.16	20.09%
101.00000.35102	0.00	3,450.00	25,000.00	18,678.54	25.29%
101.00000.35347	0.00	0.00	0.00	0.00	0.00%
101.00000.35348	0.00	165.79	500.00	696.15	(39.23%)
101.00000.35349	0.00	0.00	750.00	600.00	20.00%
101.00000.35350	0.00	0.00	200.00	0.00	100.00%
101.00000.36201	0.00	0.00	0.00	0.00	0.00%
101.00000.36210	0.00	14,135.85	10,000.00	141,459.59	(1314.60%)
101.00000.36230	0.00	0.00	0.00	7,672.10	0.00%
101.00000.36901	0.00	0.00	80,165.00	93,121.98	(16.16%)
101.00000.39100	0.00	0.00	0.00	75.00	0.00%
101.00000.39101	0.00	0.00	0.00	0.00	0.00%
101.00000.39200	0.00	0.00	0.00	0.00	0.00%
101.00000.39201	0.00	0.00	0.00	0.00	0.00%
101.00000.39202	0.00	0.00	55,342.00	0.00	100.00%
101.00000.39203	0.00	0.00	25,000.00	0.00	100.00%
101.00000.39205	0.00	0.00	3,000.00	0.00	100.00%
101.00000.39206	0.00	0.00	3,500.00	0.00	100.00%
101.00000.39207	0.00	0.00	62,500.00	0.00	100.00%
101.00000.39600	0.00	0.00	0.00	0.00	0.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>73,223.45</b>	<b>5,039,507.00</b>	<b>3,009,777.17</b>	<b>40.28%</b>
<b>Total GENERAL FUND Revenues</b>	<b>\$ 0.00</b>	<b>\$ 73,223.45</b>	<b>\$ 5,039,507.00</b>	<b>\$ 3,009,777.17</b>	<b>40.28%</b>

**Expenditures**

**MAYOR AND COUNCIL Expenditures**

101.41110.01030	PART TIME EMPLOYEES	\$ 0.00	\$ 2,607.88	\$ 31,297.00	\$ 26,078.80	16.67%
101.41110.01211	DEFINED CONTR PLAN/PERA	0.00	130.41	1,565.00	1,304.10	16.67%
101.41110.01220	FICA/MC CONTRIBUTIONS-EMP	0.00	199.50	2,394.00	1,995.00	16.67%
101.41110.01510	WORKERS COMPENSATION	0.00	0.00	70.00	69.49	0.73%
101.41110.02100	OPERATING SUPPLIES	0.00	0.00	500.00	354.03	29.19%
101.41110.03210	TELEPHONE	0.00	0.00	0.00	0.00	0.00%
101.41110.03310	TRAVEL EXPENSE	0.00	0.00	500.00	636.32	(27.26%)
101.41110.03500	PRINTING & PUBLISHING	0.00	0.00	1,950.00	1,408.33	27.78%
101.41110.04000	CONTRACTUAL SERVICE	0.00	0.00	5,040.00	0.00	100.00%
101.41110.04300	CONFERENCE & SCHOOLS	0.00	0.00	3,000.00	2,894.64	3.51%
101.41110.04330	DUES & SUBSCRIPTIONS	0.00	0.00	15,344.00	15,905.00	(3.66%)
101.41110.04955	DISCRETIONARY	0.00	0.00	11,550.00	812.61	92.96%
<b>Total MAYOR AND COUNCIL Expenditures</b>		<b>0.00</b>	<b>2,937.79</b>	<b>73,210.00</b>	<b>51,458.32</b>	<b>29.71%</b>

**ADMINISTRATION Expenditures**

101.41400.01010	FULL TIME EMPLOYEES	0.00	26,418.77	330,493.00	263,272.62	20.34%
101.41400.01050	VACATION BUY BACK	0.00	0.00	5,000.00	0.00	100.00%
101.41400.01210	PERA CONTRIBUTIONS-EMPLO	0.00	1,974.48	24,787.00	20,126.28	18.80%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

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Revised Budget  
For GENERAL FUND (101)  
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.41400.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,889.92	25,666.00	19,265.59	24.94%
101.41400.01300 HEALTH INSURANCE	0.00	4,697.34	57,506.00	43,888.98	23.68%
101.41400.01313 PRUDENTIAL LIFE INSURANCE	0.00	16.46	200.00	164.60	17.70%
101.41400.01510 WORKERS COMPENSATION	0.00	0.00	2,980.00	2,265.86	23.96%
101.41400.02000 OFFICE SUPPLIES	0.00	140.42	2,800.00	2,529.54	9.66%
101.41400.02030 PRINTED FORMS	0.00	0.00	2,025.00	766.42	62.15%
101.41400.02100 OPERATING SUPPLIES	0.00	0.00	1,090.00	395.93	63.68%
101.41400.02220 POSTAGE	0.00	130.38	3,057.00	1,387.46	54.61%
101.41400.03210 TELEPHONE	0.00	52.10	650.00	467.17	28.13%
101.41400.03310 TRAVEL EXPENSE	0.00	445.60	3,500.00	3,273.60	6.47%
101.41400.03410 EMPLOYMENT ADVERTISING	0.00	0.00	0.00	0.00	0.00%
101.41400.03500 PRINTING & PUBLISHING	0.00	0.00	250.00	390.89	(56.36%)
101.41400.03550 COUNTY FEES FOR SERVICE	0.00	0.00	1,550.00	1,786.83	(15.28%)
101.41400.04050 MAINTENANCE AGREEMENTS	0.00	0.00	10,456.00	5,566.96	46.76%
101.41400.04300 CONFERENCE & SCHOOLS	0.00	408.63	6,335.00	3,397.99	46.36%
101.41400.04330 DUES & SUBSCRIPTIONS	0.00	0.00	1,600.00	1,363.75	14.77%
101.41400.04380 BANK FEES	0.00	100.35	1,700.00	1,407.86	17.18%
101.41400.04390 US BANK CC REBATE-MISCELL	0.00	0.00	0.00	(1,487.04)	0.00%
101.41400.04500 CONTRACTUAL SERVICES	0.00	138.98	8,790.00	7,438.85	15.37%
101.41400.05000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
<b>Total ADMINISTRATION Expenditures</b>	<b>0.00</b>	<b>36,413.43</b>	<b>490,435.00</b>	<b>377,670.14</b>	<b>22.99%</b>
<b>ASSESSOR Expenditures</b>					
101.41500.04000 CONTRACTUAL SERVICE	0.00	0.00	38,000.00	28,248.71	25.66%
<b>Total ASSESSOR Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>38,000.00</b>	<b>28,248.71</b>	<b>25.66%</b>
<b>AUDIT &amp; ACCTG SERVICES Expenditures</b>					
101.41540.03010 AUDIT & ACCTG SERVICES	0.00	0.00	12,425.00	12,425.00	0.00%
<b>Total AUDIT &amp; ACCTG SERVICES Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>12,425.00</b>	<b>12,425.00</b>	<b>0.00%</b>
<b>I.T. SERVICES Expenditures</b>					
101.41600.04000 I.T. SERVICES	0.00	10,146.24	62,689.00	61,162.66	2.43%
<b>Total I.T. SERVICES Expenditures</b>	<b>0.00</b>	<b>10,146.24</b>	<b>62,689.00</b>	<b>61,162.66</b>	<b>2.43%</b>
<b>LEGAL FEES Expenditures</b>					
101.41610.03040 LEGAL FEES	0.00	10,157.50	122,500.00	83,676.32	31.69%
<b>Total LEGAL FEES Expenditures</b>	<b>0.00</b>	<b>10,157.50</b>	<b>122,500.00</b>	<b>83,676.32</b>	<b>31.69%</b>
<b>ENGINEERING FEES Expenditures</b>					
101.41710.03030 ENGINEERING FEES	0.00	50.00	6,500.00	1,534.25	76.40%
<b>Total ENGINEERING FEES Expenditures</b>	<b>0.00</b>	<b>50.00</b>	<b>6,500.00</b>	<b>1,534.25</b>	<b>76.40%</b>
<b>PLANNING &amp; ZONING Expenditures</b>					
101.41720.02100 OPERATING SUPPLIES	0.00	0.00	100.00	0.00	100.00%
101.41720.02220 POSTAGE	0.00	0.00	100.00	0.00	100.00%
101.41720.03500 PRINTING & PUBLISHING	0.00	0.00	300.00	0.00	100.00%
101.41720.04000 PLANNER FEES	0.00	0.00	1,500.00	1,251.38	16.57%
<b>Total PLANNING &amp; ZONING Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>1,251.38</b>	<b>37.43%</b>



**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

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Revised Budget  
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>GOVERNMENT BUILDING Expenditures</b>					
101.4194.01010 FULL TIME EMPLOYEES	0.00	1,350.48	17,557.00	13,842.43	21.16%
101.4194.01013 OVERTIME	0.00	25.33	0.00	909.50	0.00%
101.4194.01020 ON CALL SALARIES	0.00	0.00	0.00	255.34	0.00%
101.4194.01050 VACATION BUY BACK	0.00	0.00	400.00	0.00	100.00%
101.4194.01210 PERA CONTRIBUTIONS-EMPLO	0.00	103.16	1,317.00	1,151.01	12.60%
101.4194.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	102.33	1,375.00	1,156.44	15.90%
101.4194.01300 HEALTH INSURANCE	0.00	201.86	2,947.00	1,879.66	36.22%
101.4194.01313 PRUDENTIAL LIFE INSURANCE	0.00	1.04	13.00	10.40	20.00%
101.4194.01510 WORKERS COMPENSATION	0.00	0.00	1,052.00	1,191.47	(13.26%)
101.4194.02100 OPERATING SUPPLIES	0.00	912.23	10,000.00	14,578.38	(45.78%)
101.4194.02200 REPAIR & MAINTENANCE	0.00	1,684.32	12,000.00	12,345.97	(2.88%)
101.4194.02225 LANDSCAPING MATERIALS	0.00	0.00	0.00	0.00	0.00%
101.4194.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	750.00	168.74	77.50%
101.4194.03210 TELEPHONE	0.00	0.00	9,300.00	7,169.44	22.91%
101.4194.03810 ELECTRIC UTILITIES	0.00	2,433.67	23,000.00	27,582.39	(19.92%)
101.4194.03830 GAS UTILITIES	0.00	381.93	24,000.00	18,344.87	23.56%
101.4194.03841 RUBBISH REMOVAL	0.00	738.17	4,300.00	4,796.97	(11.56%)
101.4194.04000 CONTRACTUAL SERVICE	0.00	354.81	9,465.00	3,913.16	58.66%
101.4194.05000 CAPITAL OUTLAY	0.00	0.00	0.00	778.74	0.00%
101.4194.07000 PERMANENT TRANSFERS OUT	0.00	0.00	11,748.00	0.00	100.00%
<b>Total GOVERNMENT BUILDING Expenditures</b>	<b>0.00</b>	<b>8,289.33</b>	<b>129,224.00</b>	<b>110,074.91</b>	<b>14.82%</b>
<b>POLICE PROTECTION Expenditures</b>					
101.42100.01010 FULL TIME EMPLOYEES	0.00	87,548.80	1,198,674.00	888,015.25	25.92%
101.42100.01013 OVERTIME	0.00	2,782.78	97,000.00	40,468.02	58.28%
101.42100.01050 VACATION BUY BACK	0.00	0.00	10,000.00	0.00	100.00%
101.42100.01210 PERA CONTRIBUTIONS-EMPLO	0.00	14,988.71	209,079.00	156,759.64	25.02%
101.42100.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,808.07	31,866.00	18,935.61	40.58%
101.42100.01300 HEALTH INSURANCE	0.00	14,381.36	202,459.00	134,187.98	33.72%
101.42100.01313 PRUDENTIAL LIFE INSURANCE	0.00	56.82	723.00	568.20	21.41%
101.42100.01510 WORKERS COMPENSATION	0.00	1,262.56	84,476.00	88,942.10	(5.29%)
101.42100.02000 OFFICE SUPPLIES	0.00	93.94	3,600.00	1,301.38	63.85%
101.42100.02030 PRINTED FORMS	0.00	263.12	2,200.00	1,839.57	16.38%
101.42100.02040 RANGE EQUIP & SUPPLIES	0.00	590.59	9,400.00	5,169.65	45.00%
101.42100.02100 OPERATING SUPPLIES	0.00	247.30	6,330.00	2,572.93	59.35%
101.42100.02120 MOTOR FUELS & LUBRICANTS	0.00	1,978.20	30,000.00	18,706.02	37.65%
101.42100.02220 POSTAGE	0.00	15.36	1,900.00	179.67	90.54%
101.42100.03050 MEDICAL EXPENSE	0.00	0.00	2,000.00	370.00	81.50%
101.42100.03210 TELEPHONE	0.00	387.36	3,425.00	2,968.22	13.34%
101.42100.03211 DATA SERVICES	0.00	3,931.61	37,665.00	9,366.63	75.13%
101.42100.03300 CLOTHING & PERSONAL EQUIP	0.00	391.83	11,730.00	7,406.71	36.86%
101.42100.03310 TRAVEL EXPENSE	0.00	58.75	1,200.00	615.85	48.68%
101.42100.03421 800 MHZ RADIO	0.00	0.00	2,000.00	0.00	100.00%
101.42100.04000 CONTRACTUAL SERVICE	0.00	758.05	50,083.00	38,945.54	22.24%
101.42100.04050 MAINTENANCE AGREEMENTS	0.00	510.39	8,169.00	7,335.37	10.20%
101.42100.04060 AUTO EQUIPMENT REPAIR	0.00	6,753.59	20,000.00	18,291.88	8.54%
101.42100.04070 OTHER EQUIPMENT REPAIR	0.00	0.00	2,500.00	1,479.63	40.81%

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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.42100.04300 CONFERENCE & SCHOOLS	0.00	2,194.61	30,000.00	15,262.42	49.13%
101.42100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	1,605.00	1,515.00	5.61%
101.42100.05000 CAPITAL OUTLAY	0.00	0.00	49,500.00	52,834.98	(6.74%)
101.42100.07000 PERMANENT TRANSFERS OUT	0.00	0.00	25,157.00	0.00	100.00%
<b>Total POLICE PROTECTION Expenditures</b>	<b>0.00</b>	<b>141,003.80</b>	<b>2,132,741.00</b>	<b>1,514,038.25</b>	<b>29.01%</b>
<b>FIRE PROTECTION Expenditures</b>					
101.42200.04000 CONTRACTUAL SERVICE	0.00	22,012.00	264,095.00	220,120.00	16.65%
101.42200.04935 STATE FIRE AID	0.00	0.00	0.00	0.00	0.00%
101.42200.05000 CAPITAL OUTLAY	0.00	0.00	46,410.00	46,410.00	0.00%
101.42200.07000 PERMANENT TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00%
<b>Total FIRE PROTECTION Expenditures</b>	<b>0.00</b>	<b>22,012.00</b>	<b>310,505.00</b>	<b>266,530.00</b>	<b>14.16%</b>
<b>CODE ENFORCEMENT Expenditures</b>					
101.42300.01010 FULL TIME EMPLOYEES	0.00	15,513.47	199,936.00	157,272.53	21.34%
101.42300.01030 PART TIME EMPLOYEES	0.00	0.00	0.00	0.00	0.00%
101.42300.01040 TEMPORARY EMPLOYEES	0.00	0.00	0.00	0.00	0.00%
101.42300.01050 VACATION BUY BACK	0.00	0.00	3,300.00	0.00	100.00%
101.42300.01210 PERA CONTRIBUTIONS-EMPLO	0.00	1,160.68	22,255.00	11,863.97	46.69%
101.42300.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	715.84	11,136.00	7,574.55	31.98%
101.42300.01300 HEALTH INSURANCE	0.00	2,892.12	37,990.00	27,151.32	28.53%
101.42300.01313 PRUDENTIAL LIFE INSURANCE	0.00	10.66	130.00	106.60	18.00%
101.42300.01510 WORKERS COMPENSATION	0.00	0.00	1,930.00	1,364.94	29.28%
101.42300.02000 OFFICE SUPPLIES	0.00	0.00	600.00	44.12	92.65%
101.42300.02100 OPERATING SUPPLIES	0.00	7.47	2,200.00	828.02	62.36%
101.42300.02120 MOTOR FUELS & LUBRICANTS	0.00	131.89	2,500.00	1,245.92	50.16%
101.42300.02200 REPAIR & MAINTENANCE	0.00	0.00	2,000.00	95.46	95.23%
101.42300.03210 TELEPHONE	0.00	91.70	2,000.00	853.83	57.31%
101.42300.03310 TRAVEL EXPENSE	0.00	0.00	300.00	0.00	100.00%
101.42300.04000 CONTRACTUAL SERVICE	0.00	0.00	3,000.00	0.00	100.00%
101.42300.04300 CONFERENCE & SCHOOLS	0.00	165.00	2,600.00	990.00	61.92%
101.42300.04330 DUES & SUBSCRIPTIONS	0.00	0.00	5,085.00	100.00	98.03%
101.42300.05000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
<b>Total CODE ENFORCEMENT Expenditures</b>	<b>0.00</b>	<b>20,688.83</b>	<b>296,962.00</b>	<b>209,491.26</b>	<b>29.46%</b>
<b>STREET DEPARTMENT Expenditures</b>					
101.43000.01010 FULL TIME EMPLOYEES	0.00	13,286.54	156,116.00	123,308.48	21.01%
101.43000.01013 OVERTIME	0.00	388.27	8,862.00	7,421.10	16.26%
101.43000.01020 ON CALL SALARIES	0.00	599.27	4,052.00	3,366.56	16.92%
101.43000.01050 VACATION BUY BACK	0.00	0.00	1,900.00	0.00	100.00%
101.43000.01210 PERA CONTRIBUTIONS-EMPLO	0.00	1,070.60	12,678.00	10,274.81	18.96%
101.43000.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,018.42	13,077.00	9,752.25	25.42%
101.43000.01300 HEALTH INSURANCE	0.00	2,839.05	24,039.00	24,106.48	(0.28%)
101.43000.01313 PRUDENTIAL LIFE INSURANCE	0.00	9.83	105.00	87.59	16.58%
101.43000.01510 WORKERS COMPENSATION	0.00	0.00	13,813.00	12,494.96	9.54%
101.43000.02100 OPERATING SUPPLIES	0.00	153.40	0.00	153.40	0.00%
101.43000.02120 MOTOR FUELS & LUBRICANTS	0.00	2,002.33	18,000.00	16,189.26	10.06%
101.43000.02150 SHOP MATERIALS	0.00	900.70	3,500.00	3,645.56	(4.16%)
101.43000.02200 REPAIR & MAINTENANCE	0.00	494.65	7,500.00	1,341.97	82.11%

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101.43000.02210 EQUIPMENT PARTS	0.00	2,490.22	8,500.00	17,235.24	(102.77%)
101.43000.02221 TIRES	0.00	0.00	1,000.00	1,536.22	(53.62%)
101.43000.02224 STREET MAINT SUPPLIES	0.00	0.00	3,000.00	0.00	100.00%
101.43000.02226 SIGNS & STRIPING	0.00	0.00	7,500.00	5,298.11	29.36%
101.43000.02280 UNIFORMS,SAFETY SHOES	0.00	47.24	1,300.00	1,417.49	(9.04%)
101.43000.03210 TELEPHONE	0.00	32.24	370.00	193.20	47.78%
101.43000.03300 CLOTHING & PERSONAL EQUIP	0.00	0.00	0.00	0.00	0.00%
101.43000.03310 TRAVEL EXPENSE	0.00	168.00	0.00	168.00	0.00%
101.43000.04000 CONTRACTUAL SERVICE	0.00	57.00	1,040.00	69.50	93.32%
101.43000.04300 CONFERENCE & SCHOOLS	0.00	0.00	800.00	885.00	(10.63%)
101.43000.04330 DUES & SUBSCRIPTIONS	0.00	0.00	220.00	12.50	94.32%
101.43000.05000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
101.43000.07000 PERMANENT TRANSFERS OUT	0.00	0.00	20,000.00	0.00	100.00%
<b>Total STREET DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>25,557.76</b>	<b>307,372.00</b>	<b>238,957.68</b>	<b>22.26%</b>
<b>RECREATION DEPARTMENT Expenditures</b>					
101.45100.01010 FULL TIME EMPLOYEES	0.00	20,344.22	262,402.00	202,959.14	22.65%
101.45100.01030 PART TIME EMPLOYEES	0.00	0.00	0.00	0.00	0.00%
101.45100.01040 TEMPORARY EMPLOYEES	0.00	810.45	26,590.00	20,455.72	23.07%
101.45100.01050 VACATION BUY BACK	0.00	0.00	3,000.00	0.00	100.00%
101.45100.01210 PERA CONTRIBUTIONS-EMPLO	0.00	1,525.85	19,681.00	15,591.42	20.78%
101.45100.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,552.48	22,338.00	16,910.21	24.30%
101.45100.01300 HEALTH INSURANCE	0.00	3,347.34	41,041.00	30,957.22	24.57%
101.45100.01313 PRUDENTIAL LIFE INSURANCE	0.00	12.94	155.00	129.40	16.52%
101.45100.01510 WORKERS COMPENSATION	0.00	0.00	5,075.00	16,580.59	(226.71%)
101.45100.02000 OFFICE SUPPLIES	0.00	233.72	2,161.00	1,762.69	18.43%
101.45100.02220 POSTAGE	0.00	2,782.19	13,581.00	9,966.25	26.62%
101.45100.02290 RECREATION EQUIP SUPPLIES	0.00	125.00	2,900.00	3,008.68	(3.75%)
101.45100.03310 TRAVEL EXPENSE	0.00	0.00	1,000.00	597.89	40.21%
101.45100.03410 EMPLOYMENT ADVERTISING	0.00	0.00	50.00	25.00	50.00%
101.45100.03500 PRINTING & PUBLISHING	0.00	4,516.81	22,700.00	15,685.10	30.90%
101.45100.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,400.00	910.00	35.00%
101.45100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	630.00	320.00	49.21%
101.45100.05000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
<b>Total RECREATION DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>35,251.00</b>	<b>424,704.00</b>	<b>335,859.31</b>	<b>20.92%</b>
<b>PARKS DEPARTMENT Expenditures</b>					
101.45200.01010 FULL TIME EMPLOYEES	0.00	13,954.19	164,796.00	131,211.64	20.38%
101.45200.01013 OVERTIME	0.00	139.13	8,862.00	2,507.52	71.70%
101.45200.01020 ON CALL SALARIES	0.00	0.00	4,052.00	255.31	93.70%
101.45200.01040 TEMPORARY EMPLOYEES	0.00	960.00	35,000.00	44,570.66	(27.34%)
101.45200.01050 VACATION BUY BACK	0.00	0.00	3,000.00	0.00	100.00%
101.45200.01210 PERA CONTRIBUTIONS-EMPLO	0.00	1,057.00	13,329.00	10,280.85	22.87%
101.45200.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,134.55	16,503.00	13,753.83	16.66%
101.45200.01300 HEALTH INSURANCE	0.00	2,713.07	24,497.00	22,730.18	7.21%
101.45200.01313 PRUDENTIAL LIFE INSURANCE	0.00	9.91	105.00	88.39	15.82%
101.45200.01510 WORKERS COMPENSATION	0.00	0.00	14,253.00	11,789.26	17.29%
101.45200.02100 OPERATING SUPPLIES	0.00	47.03	1,000.00	47.03	95.30%
101.45200.02120 MOTOR FUELS & LUBRICANTS	0.00	1,914.39	16,500.00	15,358.64	6.92%

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101.45200.02200 REPAIR & MAINTENANCE	0.00	1,054.92	25,300.00	30,062.62	(18.82%)
101.45200.02205 LAKESIDE PK EXP TO BE REIM	0.00	0.00	0.00	4,483.10	0.00%
101.45200.02210 EQUIPMENT PARTS	0.00	178.05	5,500.00	4,116.24	25.16%
101.45200.02221 TIRES	0.00	0.00	800.00	493.18	38.35%
101.45200.02225 LANDSCAPING MATERIALS	0.00	838.52	15,852.00	13,527.04	14.67%
101.45200.02280 UNIFORMS,SAFETY SHOES	0.00	47.25	1,200.00	1,417.50	(18.13%)
101.45200.02290 RECREATION EQUIP SUPPLIES	0.00	1,104.16	4,300.00	1,192.66	72.26%
101.45200.03210 TELEPHONE	0.00	47.07	500.00	421.93	15.61%
101.45200.03300 CLOTHING & PERSONAL EQUIP	0.00	0.00	0.00	0.00	0.00%
101.45200.03310 TRAVEL EXPENSE	0.00	168.00	0.00	168.00	0.00%
101.45200.03810 ELECTRIC UTILITIES	0.00	455.16	5,000.00	5,218.46	(4.37%)
101.45200.03830 GAS UTILITIES	0.00	165.01	4,200.00	3,693.11	12.07%
101.45200.03841 RUBBISH REMOVAL	0.00	0.00	500.00	63.90	87.22%
101.45200.04190 SATELLITE RENTAL	0.00	248.50	1,944.00	1,799.53	7.43%
101.45200.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,500.00	630.00	74.80%
101.45200.04330 DUES & SUBSCRIPTIONS	0.00	0.00	67.00	12.50	81.34%
101.45200.04500 CONTRACTUAL SERVICES	0.00	0.00	880.00	174.00	80.23%
101.45200.04901 LAKESIDE PARK EXPENSE	0.00	711.50	12,500.00	13,211.50	(5.69%)
101.45200.05000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
<b>Total PARKS DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>26,947.41</b>	<b>382,940.00</b>	<b>333,278.58</b>	<b>12.97%</b>
<b>MISCELLANEOUS Expenditures</b>					
101.49000.01300 HEALTH INSURANCE	0.00	33.28	800.00	426.31	46.71%
101.49000.01313 COBRA-H.S.A. FEES	0.00	0.00	8,400.00	0.00	100.00%
101.49000.03600 INSURANCE	0.00	0.00	60,000.00	56,687.78	5.52%
101.49000.04000 CONTRACTUAL SERVICE	0.00	0.00	10,000.00	5,927.00	40.73%
101.49000.04389 CONTINGENCY FUND	0.00	0.00	25,000.00	1,000.00	96.00%
101.49000.04390 MISCELLANEOUS	0.00	439.59	10,000.00	1,210.64	87.89%
101.49000.04420 SURCHARGES-PLMG	0.00	62.60	200.00	102.10	48.95%
101.49000.04430 SURCHARGES-HTG	0.00	87.90	400.00	141.82	64.55%
101.49000.04440 SURCHARGES-BLDG	0.00	1,929.29	5,000.00	2,750.85	44.98%
101.49000.05000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
101.49000.07000 PERMANENT TRANSFERS OUT	0.00	0.00	127,500.00	0.00	100.00%
<b>Total MISCELLANEOUS Expenditures</b>	<b>0.00</b>	<b>2,552.66</b>	<b>247,300.00</b>	<b>68,246.50</b>	<b>72.40%</b>
<b>Total GENERAL FUND Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 342,007.75</b>	<b>\$ 5,039,507.00</b>	<b>\$ 3,693,903.27</b>	<b>26.70%</b>
<b>GENERAL FUND Excess of Revenues Over Expenditure</b>	<b>\$ 0.00</b>	<b>\$ (268,784.30)</b>	<b>\$ 0.00</b>	<b>\$ (684,126.10)</b>	<b>0.00%</b>

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Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Revenues</b>						
601.00000.34207	CERTIFICATION ADMIN FEE	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00%
601.00000.34950	MISC REVENUE-NSF CHRGS	0.00	0.00	0.00	248.50	0.00%
601.00000.36101	ASSESSMENTS FROM COUNTY	0.00	0.00	0.00	0.00	0.00%
601.00000.36200	MISC REVENUES	0.00	0.00	0.00	0.00	0.00%
601.00000.36201	SOLAR ENERGY CREDITS-XCE	0.00	0.00	0.00	13,905.10	0.00%
601.00000.36210	INTEREST EARNINGS	0.00	0.00	5,000.00	0.00	100.00%
601.00000.37101	WATER COLLECTIONS	0.00	(77,392.13)	765,970.00	652,592.95	14.80%
601.00000.37103	SALES TAX COLLECTED	0.00	(0.89)	6,200.00	4,486.67	27.63%
601.00000.37104	PENALTIES/WATER	0.00	(8.63)	5,500.00	7,744.98	(40.82%)
601.00000.37109	SAFE DRINKING WATER FEE	0.00	3.00	21,500.00	21,385.68	0.53%
601.00000.37111	ADMINISTRATIVE CHARGE	0.00	(8.04)	82,000.00	162,705.29	(98.42%)
601.00000.37115	ESTIMATE READING CHRG	0.00	0.00	50.00	0.00	100.00%
601.00000.37149	WATER CONN-INTEREST	0.00	0.00	0.00	257.32	0.00%
601.00000.37150	WATER CONNECTION-WAC	0.00	0.00	0.00	2,019.64	0.00%
601.00000.37151	WATER RECONNECT-CALL OU	0.00	125.00	625.00	511.24	18.20%
601.00000.37170	WATER PERMITS	0.00	0.00	125.00	50.00	60.00%
601.00000.37171	WATER PERMIT SURCHARGES	0.00	0.00	10.00	1.00	90.00%
601.00000.37172	WATER METER SALES & INSTA	0.00	0.00	1,500.00	1,228.59	18.09%
601.00000.37174	INSTALL CHGS-NEW PERMITS	0.00	0.00	250.00	180.54	27.78%
601.00000.37201	SEWER COLLECTIONS	0.00	(97,306.17)	865,212.00	851,466.04	1.59%
601.00000.37204	PENALTIES-SEWER	0.00	(6.73)	10,000.00	13,334.87	(33.35%)
601.00000.37250	SEWER CONNECTION-SAC	0.00	0.00	13,675.00	144,083.48	(953.63%)
601.00000.37251	SEWER CONN-INTEREST	0.00	0.00	750.00	619.40	17.41%
601.00000.37270	SEWER PERMITS	0.00	150.00	200.00	275.00	(37.50%)
601.00000.37271	SEWER PERMIT SURCHARGES	0.00	0.00	10.00	1.00	90.00%
601.00000.37272	METRO WASTE CONTROL	0.00	0.00	0.00	0.00	0.00%
601.00000.37273	SEWER HOOK-UP CHARGES	0.00	0.00	150.00	145.00	3.33%
601.00000.37602	RECYCLING	0.00	0.00	0.00	0.00	0.00%
601.00000.39206	TRANSFER FROM RECYCLING	0.00	0.00	3,000.00	0.00	100.00%
<b>Total Revenues</b>		<b>0.00</b>	<b>(174,444.59)</b>	<b>1,781,727.00</b>	<b>1,877,242.29</b>	<b>(5.36%)</b>
<b>Total PUBLIC UTILITIES OPERATIONS Revenues</b>		<b>\$ 0.00</b>	<b>\$ (174,444.59)</b>	<b>\$ 1,781,727.00</b>	<b>\$ 1,877,242.29</b>	<b>(5.36%)</b>

**Expenditures**

**WATER DEPARTMENT Expenditures**

601.49400.01010	FULL TIME EMPLOYEES	\$ 0.00	\$ 10,370.25	\$ 126,847.00	\$ 93,686.31	26.14%
601.49400.01013	OVERTIME	0.00	333.74	8,862.00	2,086.80	76.45%
601.49400.01020	ON CALL SALARIES	0.00	161.52	5,064.00	289.19	94.29%
601.49400.01040	TEMPORARY EMPLOYEES	0.00	0.00	0.00	10,256.24	0.00%
601.49400.01050	VACATION BUY BACK	0.00	0.00	3,000.00	0.00	100.00%
601.49400.01210	PERA CONTRIBUTIONS-EMPLO	0.00	814.88	10,207.00	7,312.81	28.35%
601.49400.01220	FICA/MC CONTRIBUTIONS-EMP	0.00	817.99	11,002.00	8,122.42	26.17%
601.49400.01300	HEALTH & DENTAL INSURANC	0.00	1,881.71	23,784.00	15,526.94	34.72%
601.49400.01313	LIFE INSURANCE	0.00	8.42	95.00	75.56	20.46%
601.49400.01510	WORKERS COMPENSATION	0.00	0.00	11,000.00	5,745.73	47.77%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

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*Revised Budget*  
**For PUBLIC UTILITIES OPERATIONS (601)**  
**For the Fiscal Period 2023-10 Ending October 31, 2023**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49400.02000	0.00	0.00	1,000.00	70.86	92.91%
601.49400.02030	0.00	0.00	1,600.00	1,158.76	27.58%
601.49400.02100	0.00	0.00	1,000.00	864.31	13.57%
601.49400.02120	0.00	637.58	5,000.00	2,865.65	42.69%
601.49400.02200	0.00	13,321.17	60,000.00	85,596.94	(42.66%)
601.49400.02210	0.00	62.65	1,000.00	1,047.87	(4.79%)
601.49400.02220	0.00	69.78	2,500.00	1,682.73	32.69%
601.49400.02221	0.00	0.00	1,000.00	1,174.28	(17.43%)
601.49400.02222	0.00	0.00	15,000.00	35,336.54	(135.58%)
601.49400.02261	0.00	143.00	1,100.00	847.00	23.00%
601.49400.02262	0.00	938.01	5,500.00	6,212.68	(12.96%)
601.49400.02264	0.00	0.00	21,500.00	16,275.68	24.30%
601.49400.02280	0.00	28.69	1,100.00	845.44	23.14%
601.49400.03010	0.00	0.00	6,213.00	7,350.00	(18.30%)
601.49400.03030	0.00	0.00	2,500.00	207.00	91.72%
601.49400.03040	0.00	0.00	300.00	0.00	100.00%
601.49400.03210	0.00	58.29	750.00	562.88	24.95%
601.49400.03300	0.00	0.00	0.00	0.00	0.00%
601.49400.03310	0.00	102.00	1,000.00	269.68	73.03%
601.49400.03500	0.00	3,371.43	10,500.00	14,725.42	(40.24%)
601.49400.03600	0.00	0.00	14,000.00	19,182.74	(37.02%)
601.49400.03870	0.00	2,160.80	0.00	5,120.98	0.00%
601.49400.04000	0.00	2,750.00	8,000.00	11,057.00	(38.21%)
601.49400.04050	0.00	80.33	8,885.00	3,144.52	64.61%
601.49400.04200	0.00	0.00	0.00	0.00	0.00%
601.49400.04300	0.00	17.00	1,950.00	2,100.00	(7.69%)
601.49400.04330	0.00	0.00	500.00	445.00	11.00%
601.49400.04370	0.00	4,373.47	10,000.00	18,164.33	(81.64%)
601.49400.04470	0.00	0.00	0.00	0.00	0.00%
601.49400.05000	0.00	0.00	0.00	0.00	0.00%
601.49400.07000	0.00	0.00	150,332.00	0.00	100.00%
<b>Total WATER DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>42,502.71</b>	<b>532,091.00</b>	<b>379,410.29</b>	<b>28.69%</b>
<b>WATER TREATMENT PLANT Expenditures</b>					
601.49402.02100	0.00	0.00	100.00	309.78	(209.78%)
601.49402.02120	0.00	0.00	2,500.00	0.00	100.00%
601.49402.02160	0.00	180.00	28,000.00	23,582.65	15.78%
601.49402.02200	0.00	113.07	15,000.00	16,653.03	(11.02%)
601.49402.02210	0.00	0.00	7,000.00	13,138.85	(87.70%)
601.49402.03030	0.00	0.00	1,000.00	0.00	100.00%
601.49402.03040	0.00	0.00	0.00	0.00	0.00%
601.49402.03500	0.00	0.00	0.00	0.00	0.00%
601.49402.03600	0.00	0.00	14,000.00	16,035.75	(14.54%)
601.49402.03810	0.00	6,758.94	102,000.00	91,507.98	10.29%
601.49402.03830	0.00	78.71	3,300.00	2,692.43	18.41%
601.49402.04000	0.00	0.00	2,000.00	0.00	100.00%
601.49402.04200	0.00	0.00	0.00	0.00	0.00%
601.49402.04300	0.00	0.00	0.00	0.00	0.00%
601.49402.04330	0.00	0.00	0.00	0.00	0.00%

**CITY OF SPRING LAKE PARK**

**Statement of Revenue and Expenditures**

11/9/2023 8:49am

Revised Budget

For PUBLIC UTILITIES OPERATIONS (601)

For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49402.04370	PERMITS,DUES,SUBSCRIPTIO	0.00	0.00	2,550.00	1,095.00	57.06%
601.49402.05000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
601.49402.07000	PERMANENT TRANSFERS OUT	0.00	0.00	17,745.00	0.00	100.00%
<b>Total WATER TREATMENT PLANT Expenditures</b>		<b>0.00</b>	<b>7,130.72</b>	<b>195,195.00</b>	<b>165,015.47</b>	<b>15.46%</b>
<b>SEWER DEPARTMENT Expenditures</b>						
601.49450.01010	FULL TIME EMPLOYEES	0.00	10,370.26	126,847.00	93,579.26	26.23%
601.49450.01013	OVERTIME	0.00	333.74	8,862.00	2,086.83	76.45%
601.49450.01020	ON CALL SALARIES	0.00	161.54	5,064.00	289.21	94.29%
601.49450.01040	TEMPORARY EMPLOYEES	0.00	0.00	0.00	10,256.26	0.00%
601.49450.01050	VACATION BUY BACK	0.00	0.00	3,000.00	107.27	96.42%
601.49450.01210	PERA CONTRIBUTIONS-EMPLO	0.00	814.92	10,207.00	7,313.30	28.35%
601.49450.01220	FICA/MC CONTRIBUTIONS-EMP	0.00	818.03	11,002.00	8,122.87	26.17%
601.49450.01300	HEALTH & DENTAL INSURANC	0.00	1,881.81	23,784.00	15,527.52	34.71%
601.49450.01313	LIFE INSURANCE	0.00	8.42	95.00	75.57	20.45%
601.49450.01510	WORKERS COMPENSATION	0.00	0.00	11,000.00	6,010.49	45.36%
601.49450.02000	OFFICE SUPPLIES	0.00	0.00	800.00	0.00	100.00%
601.49450.02030	PRINTED FORMS	0.00	0.00	1,600.00	1,158.75	27.58%
601.49450.02100	OPERATING SUPPLIES	0.00	27.30	500.00	27.30	94.54%
601.49450.02120	MOTOR FUELS & LUBRICANTS	0.00	637.53	3,700.00	2,865.57	22.55%
601.49450.02200	REPAIR & MAINTENANCE	0.00	0.00	14,000.00	1,144.63	91.82%
601.49450.02210	EQUIPMENT PARTS	0.00	140.82	3,000.00	7,702.32	(156.74%)
601.49450.02220	POSTAGE	0.00	69.78	2,500.00	1,392.72	44.29%
601.49450.02221	TIRES	0.00	0.00	1,000.00	1,174.28	(17.43%)
601.49450.02222	STREET REPAIRS	0.00	0.00	3,000.00	0.00	100.00%
601.49450.02262	WATER METER & SUPPLIES	0.00	938.00	6,000.00	7,398.58	(23.31%)
601.49450.02280	UNIFORM ALLOWANCE	0.00	28.69	1,050.00	845.45	19.48%
601.49450.03010	AUDIT & ACCTG SERVICES	0.00	0.00	6,213.00	7,350.00	(18.30%)
601.49450.03030	ENGINEERING FEES	0.00	0.00	1,000.00	161.00	83.90%
601.49450.03040	LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49450.03210	TELEPHONE	0.00	58.29	700.00	652.30	6.81%
601.49450.03300	CLOTHING & PERSONAL EQUIP	0.00	0.00	0.00	0.00	0.00%
601.49450.03310	TRAVEL EXPENSE	0.00	102.00	1,000.00	102.00	89.80%
601.49450.03500	PRINTING & PUBLISHING	0.00	0.00	300.00	0.00	100.00%
601.49450.03600	INSURANCE	0.00	0.00	15,240.00	19,953.73	(30.93%)
601.49450.03810	ELECTRIC UTILITIES	0.00	523.84	5,800.00	5,159.12	11.05%
601.49450.03840	METRO WASTE CONTROL	0.00	48,236.75	578,842.00	482,367.50	16.67%
601.49450.04000	CONTRACTUAL SERVICE	0.00	0.00	9,000.00	9,941.00	(10.46%)
601.49450.04050	MAINTENANCE AGREEMENTS	0.00	80.32	6,840.00	3,144.54	54.03%
601.49450.04200	DEPRECIATION	0.00	0.00	0.00	0.00	0.00%
601.49450.04300	CONFERENCE & SCHOOLS	0.00	1,560.00	1,200.00	3,470.00	(189.17%)
601.49450.04330	DUES & SUBSCRIPTIONS	0.00	0.00	340.00	0.00	100.00%
601.49450.04390	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00%
601.49450.04450	RESERVE CAPACITY CHARGE	0.00	0.00	12,425.00	140,539.84	(1031.11%)
601.49450.04460	SURCHARGES-SEWER	0.00	0.00	0.00	0.00	0.00%
601.49450.05000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
601.49450.07000	PERMANENT TRANSFERS OUT	0.00	0.00	178,230.00	0.00	100.00%
<b>Total SEWER DEPARTMENT Expenditures</b>		<b>0.00</b>	<b>66,792.04</b>	<b>1,054,441.00</b>	<b>839,919.21</b>	<b>20.34%</b>

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
 For PUBLIC UTILITIES OPERATIONS (601)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total PUBLIC UTILITIES OPERATIONS Expenditures	\$ 0.00	\$ 116,425.47	\$ 1,781,727.00	\$ 1,384,344.97	22.30%
PUBLIC UTILITIES OPERATIONS Excess of Revenues O	\$ 0.00	\$ (290,870.06)	\$ 0.00	\$ 492,897.32	0.00%





CITY OF SPRING LAKE PARK  
STATEMENT OF FUND BALANCE  
OCTOBER 31, 2023 - UNAUDITED

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE</u>
101	GENERAL	\$ 1,658,511.37
102	ELECTIONS	\$ 79,256.45
103	POLICE RESERVES	\$ 11,802.26
104	NORTH CENTRAL SUBURBAN CABLE	\$ 18,597.30
108	POLICE FORFEITURES	\$ 16,988.78
112	ESCROW TRUST	\$ 184,274.44
115	COMPREHENSIVE PLAN UPDATE	\$ 10,209.87
<b><u>SPECIAL REVENUE FUNDS</u></b>		
224	SMALL EQUIPMENT REPLACEMENT	\$ 20,960.80
225	PARK ACQUISITION & IMPROVEMENTS	\$ 190,708.87
226	PARK EQUIPMENT & IMPROVEMENTS	\$ 7,640.76
227	HRA EXCESS	\$ 1,095,854.06
229	SANBURNOL PARK IMPROVEMENTS	\$ 24,592.75
230	RECYCLING	\$ 125,439.71
234	STREET LIGHTING	\$ 84,572.69
235	RIGHT-OF-WAY MAINTENANCE	\$ 1,909.75
237	PARK & RECREATION SPECIAL PROJECTS	\$ 6,038.50
238	GRANTS & SPECIAL PROJECTS	\$ 3,248.57
240	TOWER DAYS	\$ 23,487.79
243	PUBLIC SAFETY RADIO REPLACEMENT	\$ 82,704.34
244	RECREATION PROGRAMS	\$ 362,107.11
248	TRAFFIC EDUCATION	\$ 35,777.21
249	EMERGENCY MANAGEMENT	\$ 17,170.07
250	ANIMAL CONTROL	\$ 5,936.01
251	FORESTRY	\$ 15,067.21
<b><u>DEBT SERVICE FUNDS</u></b>		
304	2016A NORTH METRO CABLE BOND DEBT SERVICE	\$ 303.43
306	LEGENDS OF SLP-TIF 6.1	\$ 15,718.31
328	2013B PUBLIC WORKS BUILDING-DEBT SERVICE	\$ (1,045.00)
329	2013A EQUIPMENT CERTIFICATE-DEBT SERVICE	\$ -
330	2014A G.O. IMPROVEMENT-DEBT SERVICE (2014-15 ST PRJ)	\$ -
331	2017A G.O. EQUIPMENT CERTIFICATE-SLP FIRE	\$ 12,560.39
332	2018A G.O. EQUIPMENT CERTIFICATE-DEBT SERVICE	\$ -
333	2018A SLP FIRE DEBT SERVICE (BLAINE)	\$ 27,763.21
334	2021A G. O. IMP BOND	\$ 303,585.68
384	2013A (Refi 2005A) FIRE DEPARTMENT-DEBT SERVICE	\$ (24,584.48)
<b><u>CAPITAL PROJECTS FUNDS</u></b>		
400	REVOLVING CONSTRUCTION	\$ 973,106.85
	400a) MSA CONSTRUCTION REIMBURSEMENT	\$ 257,098.00
401	CAPITAL INVESTMENT	\$ 1,734,645.77
402	MSA MAINTENANCE	\$ 189,827.96
403	CAPITAL REPLACEMENT	\$ 417,227.41
407	SEALCOATING	\$ 72,267.01
410	LAKESIDE/LIONS PARK IMPROVEMENT	\$ 22,583.05
416	BUILDING MAINTENANCE & RENEWAL	\$ 63,927.20
425	STORM SEWER REHAB	\$ -
431	2017A G.O. EQUIPMENT CERTIFICATE-SLP FIRE	\$ -
432	2018A G.O. EQUIPMENT CERTIFICATE	\$ -
434	EQUIPMENT FUND (2023)	\$ 272,740.90
<b><u>ENTERPRISE FUNDS</u></b>		
600	PUBLIC UTILITY RENEWAL & REPLACEMENT	\$ 1,696,093.82
601	PUBLIC UTILITY OPERATIONS	\$ 1,026,175.87
602	WATER TREATMENT PLANT	\$ 122,317.61
603	STORMWATER UTILITY	\$ 223,870.91
<b><u>INTERNAL SERVICE FUNDS</u></b>		
700	SEVERANCE	\$ (641.25)
703	COVID-19 - ARPA 2021	\$ -
704	ARPA (704)	\$ 756,123.80
<b>GRAND TOTAL</b>		<b>\$ 12,244,523.12</b>

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

## Contractor's Licenses

November 20, 2023

### General Contractor

Central Fence, LLC.

Hy-Vee Construction, Inc.

### Mechanical Contractor

JayHawk Mechanical

### Plumbing Contractor

JayHawk Mechanical

**City of Spring Lake Park  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park MN 55432**

**Business License  
Dance  
November 20, 2023**

**Dala 1, Inc.  
8407 Plaza Blvd NE  
D24-1**

**RS Properties dba The Sunset Grill  
8466 Hwy 65 NE  
D24-2**

**City of Spring Lake Park  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park MN 55432**

**Business License – Used Car License  
November 20, 2023**

**American Enterprises, LLC  
CD-24-1**

**Central Bargain Lot  
CD -24-2**

**Citi Group Auto, Inc dba Motomaxx, Inc.  
CD-24-3**

**Enterprise Leasing Co if MN LLC  
CD-24-4**

**Fridley Motor Company dba Friendly Chevrolet  
CD-24-5**

**Northtown Auto Sales & Service, Inc  
CD-24-6**

**Perfect 10 Auto, Inc.  
CD-24-7**

**Platinum Auto Group  
CD-24-8**

**Spring Lake Park Auto  
CD-24-9**



## Police Report

October 2023

Submitted for Council Meeting November 20, 2023

The Spring Lake Park Police Department responded to seven-hundred and fifty-five calls for service in October 2023. This is compared to responding to six hundred and fifty-eight calls for service in October of 2022.

Investigator Bennek reports handling thirty-two cases for the month of October 2023. Twenty-five of those cases were felonies and seven were misdemeanor cases. Investigator Bennek also continues to monitor five forfeiture cases with one forfeiture case being closed out in October 2023. For further details see Investigator Bennek's attached report.

The Spring Lake Park Police Department Administrative Office Staff has continued to remain busy with their daily duties. We are grateful for all of their hard work in keeping the front office running at a high level.

We have continued to attend as many community events that we can over the last year. Sgt. Fiske attended the first Family Fall Fest on October 28<sup>th</sup>, 2023 and officers were able to attend the Trunk or Treat at Sanburnol Park hosted by the Spring Lake Park Lions Club on October 31<sup>st</sup>, 2023. This along with other events is a great way for us to connect with the community throughout the year. So often the only contact residents have with the police department is on a call for service which is not always conducive to building relationships. We are thankful for these opportunities and look forward to many more in the future.

The month of October 2023 has been a busy month for myself with the daily operations of the police department, meetings and trainings:

- Department head meeting
- Pulmonary, hearing and mask fit testing
- JLEC RMS Committee meeting
- IACP Annual Conference and Expo (October 13<sup>th</sup> to 18<sup>th</sup>)
- JLEC Critical Infrastructure Committee
- Anoka County JLEC meeting

- Coffee with a Cop (Oct. 26<sup>th</sup> at 6:00 P.M.)
- Shared embedded mental health worker research meeting's (Lino Lakes PD, Centennial Lakes PD and Spring Lake Park PD)

I do want to thank the City and the City Council for allowing me to attend the International Association of Chiefs of Police conference in San Diego, CA October 13<sup>th</sup> through the 18<sup>th</sup>. I received very valuable training and was able to network with other law enforcement administrators from around the world.

This will conclude the police department report for October 2023.



Investigator

Tony Bennek

# Spring Lake Park Police Department

## Monthly Report

October 2023

### Total Case Load

#### Case Load by Level of Offense: 32

<b>Felony</b>	<b>25</b>
<b>Gross Misdemeanor</b>	<b>0</b>
<b>Misdemeanor</b>	<b>7</b>

#### Case Dispositions:

<b>County Attorney</b>	<b>23</b>
<b>Juvenile County Attorney</b>	<b>0</b>
<b>City Attorney</b>	<b>9</b>
<b>Forward to Other Agency</b>	<b>0</b>
<b>SLP Liaison</b>	<b>0</b>
<b>Carried Over</b>	<b>0</b>
<b>Unfounded</b>	<b>0</b>
<b>Exceptionally Cleared</b>	<b>0</b>
<b>Closed/Inactive</b>	<b>0</b>

#### Forfeitures:

<b>Active Forfeitures</b>	<b>5</b>
<b>Forfeitures Closed</b>	<b>1</b>

# Parks and Recreation Department

## October 2023 Report

### Recreation Programs offered during October

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Intro to Online Genealogy	Google Sheets for Awesome Beginners
Family Hayride at Bunker Park Stable - Fall Fest Event	Thinking about Buying a Home?
Fall Family Fest	Youth Basketball Clinic (Grades K-3)
The Marvelous Wonderettes - Sidekick Theater	Red Cross Babysitters Class (Ages 11-17)
Mature Drivers - 8 Hour - Oct 17 & 25 - In person	Dino Day! (Ages 3-6)
MEA OUTINGS & EVENTS (Ages 6-12)	Yoga - October Session
Packing and staging and marketing-oh my! Grandparent & Me "Hey Boo"	Scams and Frauds
RevSports Basketball - Fall Session (Ages 3-9)	Book Club
Osceola Scenic Fall Train and Pizza	Zumba - October Session
Packing and staging and marketing-oh my!	Thinking about Buying a Home?
Pickleball for Teens Clinic (Ages 10-16)	QC Dance 6-week classes (Ages 0-11)
	Taylor's Falls Boat Cruise
	Save Money with Extreme Couponing!
	Walking Challenge

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Serving 367 participants including 44 children for MEA break activities, 50 for Osceola Scenic train ride and 96 for Family Fall Fest.

Special thank you to the volunteers for Family Fall Fest including Park & Recreation Commissioners Barb Harlan, Erik Olsen, Mark Hoard and Barb Yawn, City Council Members Lisa Dircks and Ken Wendling. Other volunteers included Steve Birmingham, Junior Leaders: Nevaeh, Tristina, and Savannah, Tracy, NFL Flag Football leaders, and Hy-Vee staff. Special thank you to Public Works staff for helping to set up and take down equipment.

### Parks

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- Rental Reservations Form for rentals located at <https://slprec.org/parksrec/page/facility-use-permit-application>
- Able Park Activities Building was rented out 5 separate days. Programs were held in the building on 3 separate days.
- Terrace Park field was rented 6 times.
- New digger installed at Lakeside Lions Park



## Parks and Recreation Monthly Report

- Mason sand added to Lakeside Lions Volleyball courts
- New memorial bench installed at Triangle Memorial Park
- Anoka County HRA awarded the City of Spring Lake Park with \$123,200 in Community Development Block Grant (CDBG) funds for new playground equipment at Able Park.

## Tower Days - 2024

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- If interested in joining the committee please contact the Recreation Office.
- 2024 Kick off meeting will be held on Tuesday, November 28, 6:30pm

## Parks & Recreation Commission

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- The Commissioners volunteered at Fall Family Fest on Saturday, October 28
- The Commission will next meet on December 5th at 6:30pm at City Hall.

## Department Activity

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- Recreation Winter Catalog for January – May programs is being prepped and added to recreation registration software program
- Program Coordinator Wesley Goldberg met with cities of New Brighton, Fridley, and Mounds View on the coordination of winter activities.
- Program Coordinator Anne Scanlon coordinated with Mounds View the Walking Challenge wrap up celebration at Able Park Activities Building.
- Director Okey attended the following meetings and events during the month:
  - City Council session
  - Fall Family Fest Day
  - Park and Recreation Commission Meeting
  - Department Head Meeting
  - Playground Rep at Terrace Park
  - Pre-trip meeting for extended tour participants
  - Adaptive Program Meeting
  - City Hall Interior Finishes Meeting

## Upcoming Activities

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Kidcreate Studio  
Adult Pickleball Ladder Leagues - Winter (Ages 18+)  
I'm Dreaming of a Looney Christmas Cookies and Treats  
Red Cross Babysitters Class (Ages 11-17)  
Grandparent & Me "Gingerbread Fun"

Bentleyville Holiday Lights  
North Metro Bean Bag Toss League - Winter Season (Ages 18+)  
Betty Crocker at The History Theater  
Yoga - December Session  
Honky Tonk Holiday Show  
WINTER BREAK OUTINGS (Ages 6-12)



# Memorandum

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**To:** Mayor Nelson and Members of the City Council

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

**Date:** November 16, 2023

**Subject:** Public Hearing – Certify Delinquent Utility, Escrow and Administrative Citations

City staff has assembled an assessment roll of outstanding delinquent utility, escrow and administrative citations for review and approval by the City Council.

Staff is proposing assessing \$87,977.29 to various properties throughout the City. Of that total, \$56,031.79 is related to outstanding utility bills, \$15,400 is related to unpaid Administrative Offense tickets, and \$295.50 is related to unpaid planning escrows. In addition, the City's fee schedule calls for a \$125.00 administrative service charge to be levied against each property certified, resulting in \$16,250.00 in service fees.

City staff has worked diligently to collect these outstanding balances prior to submitting this list to the City Council for assessment.

Prior to approval of the assessment resolution, the City Council must hold a public hearing on the proposed assessment roll. That has been noticed for Monday, November 20 at 7:00pm (or as soon thereafter).

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



# Memorandum

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**To:** Mayor Nelson and Members of the City Council

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

**Date:** November 16, 2023

**Subject:** Resolution Calling Public Hearing on G.O. CIP Bonds

Staff is requesting the City Council call for a public hearing on the issuance of General Obligation Capital Improvement Plan Bonds and the associated Capital Improvement Plan. The CIP bonds will be used to finance the renovation and expansion of City Hall.

The City Hall facility was originally built in 1977. The north garage was built in 1987. The Police Department addition was constructed in 1994. The building is showing its age and needs a significant renovation to extend its useful life.

The City Council, in 2017, commissioned a Space Needs Study to identify the deficiencies in the building and to determine how the building functions currently and how it should function in the future. The following issues were identified through that process:

- Inefficient heating/cooling (HVAC) systems
- Inadequate restroom facilities
- Lack of ADA accessibility in areas of the building
- Lack of energy efficient lighting and insulation
- Insufficient public meeting and program spaces
- Lack of security features throughout the building

The City Council reviewed various options to address these deficiencies. Ultimately, the City Council decided that a complete renovation and small expansion of the existing City Hall facility was the most responsible use of public funds. The City Council worked with Stantec to prepare a design for the renovation and expansion.

The proposed renovation project will benefit our residents by:

- Enhancing energy efficiency and decreasing costs of building HVAC and electrical systems.
- Enlarging public meeting and program spaces to better serve the community.
- Increasing the number of restroom facilities to accommodate public gatherings of up to 200 people.
- Creating a separate entrance for the Police Dept. and moving the Police lobby to the front of the building.

- Rearranging staff space to increase operational efficiency.
- Improving ADA accessibility throughout the building.
- Strengthening building security for public and staff.
- Expanding technology to promote citizen engagement.

The project will be financed through the use of cash reserves and the proceeds from the issuance of a Capital Improvement Plan bond, issued pursuant to M.S. §475.521.

The Resolution will call the public hearing for 7:00pm on December 18, 2023 at City Hall.

If you have any questions, please do not hesitate to contact me at 763-784-6491.

**CITY OF SPRING LAKE PARK, MINNESOTA**

**RESOLUTION 2023-42**

**RESOLUTION CALLING PUBLIC HEARING ON THE INTENTION TO ISSUE  
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS AND THE  
PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN THEREFOR**

**WHEREAS**, pursuant to Minnesota Statutes, Section 475.521 the City of Spring Lake Park, Minnesota (the "City") may issue bonds to finance capital expenditures under its capital improvement plan (the "Plan") without an election provided that, among other things, prior to issuing general obligation capital improvement plan bonds (the "Bonds") the City adopts the Plan after holding a public hearing thereon and publishing a notice of its intention to issue the Bonds and the date and time of a hearing to obtain public comment on the issuance of the Bonds and adoption of the Plan; and

**WHEREAS**, the City Council will hold a public hearing on December 18, 2023, on its intention to issue the Bonds and to adopt the Plan; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota, that the City Council hereby calls for a public hearing on its intent to issue the Bonds and to adopt the Plan, the public hearing to be held on the date and time set forth in Exhibit A attached hereto. The City Clerk is hereby directed to cause the notice of public hearing to be published at least 14 but not more than 28 days before the date of the public hearing in the official newspaper of the City or a newspaper of general circulation in the City.

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 November, 2023.

APPROVED BY:

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

STATE OF MINNESOTA  
COUNTY OF ANOKA  
CITY OF SPRING LAKE PARK

I, the undersigned, being duly qualified and acting Administrator of the City of Spring Lake Park, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as such minutes relate to the City Council calling a public hearing on the adoption of a capital improvement plan and the intention to issue general obligation capital improvement plan bonds.

WITNESS my hand on November 20, 2023.

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City Administrator

EXHIBIT A

**CITY OF SPRING LAKE PARK**

**NOTICE OF PUBLIC HEARING ON INTENTION TO ISSUE  
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS  
AND THE PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN THEREFOR**

NOTICE IS HEREBY GIVEN, that the City Council of the City of Spring Lake Park, Minnesota, will meet on December 18, 2023, at 7:00 p.m. at City Hall, in Spring Lake Park, Minnesota, for the purpose of conducting a public hearing on (a) the proposal to adopt a capital improvement plan and (b) the intention to issue general obligation capital improvement plan bonds in an amount not to exceed \$8,800,000 therefor. The proceeds of the bonds will be issued, pursuant to Minnesota Statutes, Section 475.521, for the purpose of financing the renovation and expansion of the existing City Hall/Police Department facility within the City. All persons interested may appear and be heard at the time and place set forth above.

If a petition requesting a vote on the issuance of the bonds is signed by voters equal to five percent of the votes cast in the City in the last general election and is filed with the City within thirty days after the public hearing, the bonds may only be issued upon obtaining the approval of the majority of the voters voting on the question of issuing the bonds.

Individuals unable to attend the public hearing can make written comment by writing to the Administrator, Spring Lake Park City Hall, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, Minnesota 55432. Written comments must be received prior to the date and time of the public hearing.

BY ORDER OF THE CITY COUNCIL

---

Administrator, Clerk/Treasurer

[Submit \_\_\_\_\_; Publish \_\_\_\_\_]



**2024 through 2028**

**Five-Year Capital Improvement Plan**

**City of Spring Lake Park, MN**

November 20, 2023

Public Hearing Review: December 18, 2023

Prepared by:

City of Spring Lake Park  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, MN 55432

Northland Securities  
150 South 5<sup>th</sup> Street, Suite 3300  
Minneapolis, MN 55402



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# CITY OF SPRING LAKE PARK FIVE-YEAR CAPITAL IMPROVEMENT PLAN 2024-2028

## Introduction

In 2003, the Minnesota State Legislature adopted a statute that generally exempts City and Town general obligation bonds issued under a capital improvement plan from the referendum requirements usually required for city halls, public works facilities, public safety facilities, and libraries. The statute on general obligation capital improvement plan bonds is M.S. § 475.521 (the “Act”).

## Purpose

Under the Act, a capital improvement is a major expenditure of City funds for the acquisition or betterment to public lands, buildings, or other improvements used as a city hall, town hall, library, public safety or public works facility, which has a useful life of five years or more.

Under the Act, capital improvements do not include light rail transit or related activities, parks, road/bridges, administrative buildings other than a city hall or town hall, or land for those facilities. A Capital Improvement Plan (“CIP” or “Plan”) is a document designed to anticipate capital improvement expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost effective method possible. A CIP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the City considers the benefits, costs, alternatives and impact on operating expenditures.

The City of Spring Lake Park, Minnesota (the “City”) believes the capital improvement process is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated so as to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management.

The CIP is designed to be updated on an annual basis. In this manner, it becomes an ongoing fiscal planning tool that continually anticipates future capital expenditures and funding sources.

## The Capital Improvement Planning Process

The capital improvement planning process is as follows: the City Council authorizes the preparation of the CIP. City staff is instructed to assemble the capital expenditures to be undertaken within the next five years. The City Council then reviews the expenditures according to their priority, fiscal impact, and available funding. From this information, a preliminary Plan is prepared. A public hearing is held to

solicit input from citizens and other governmental units. Changes are made based on that input and a final project list is established.

The City Council then prepares the Plan based on the available funding sources. If general obligation capital improvement plan bonding is necessary, the City works with its financial consultant to prepare a bond sale and repayment schedule. Over the life of the CIP, once the funding, including proceeds from the bond sales becomes available the individual capital expenditures can be made.

In subsequent years, the process is repeated as expenditures are completed and new needs arise. Capital improvement planning looks five years into the future.

For a City to use its authority to finance expenditures under the Act, it must meet the Act's requirements. Specifically, the City Council must approve the sale of general obligation capital improvement bonds by a three-fifths majority of its membership. In addition, it must hold a public hearing for public input on its intent to issue general obligation capital improvement bonds and on the CIP. Notice of such hearing must be published in the official newspaper of the City at least fourteen, but not more than twenty-eight days prior to the date of the public hearing. The City Council approves the CIP and the issuance of bonds following the public hearing.

Although a referendum is not required, a reverse referendum is applicable. If a petition bearing the signatures of at least five percent of the votes cast in the last general election requesting a vote on the issuance of general obligation capital improvement bonds is received by the municipal clerk within thirty days after the public hearing, a referendum vote on the issuance of the bonds must be held.

## Project Summaries

The expenditures to be financed with general obligation bonds under this CIP are limited to those listed below. The following expenditures are proposed to be bond financed:

- Renovation and expansion of the existing City Hall/Police Department facility. The cost of the project is estimated not to exceed \$8,800,000. Project construction is anticipated to begin in February 2024 with an estimated completion date of November 2024. The issuance of bonds to finance the project is expected to occur during the time period associated with this CIP (2024-2028).

All other foreseeable capital expenditures within the City government will be undertaken through other means.

## Statutory Criteria

M.S. § 475.521 outlines eight criteria that must be met prior to a city issuing bonds under this authority. Under these criteria, the City has considered the following eight points for each project:

## Renovation and Expansion of Existing City Hall/Police Department Facility

### **1. Conditions of City Infrastructure, Including the Projected Need for Repair or Replacement and Need for the Project.**

The original City Hall/Public Works Building was constructed in 1977 and is approximately 15,500 square feet. A stand-alone storage building, including a gun range, was constructed in 1987. In 1994, the City constructed a 3,600 square foot addition to the City Hall to house its Police Department. In 2013, the City purchased the 16,500 square foot former Cemstone warehouse property at 8502 Central Avenue and relocated the Public Works Department, due to lack of sufficient space at City Hall to store equipment indoors. As a result of this relocation, a large amount of square footage in the City Hall facility is underutilized.

The current facility is in need of accessibility improvements, updated HVAC systems, improved restroom facilities, safety improvements for City staff and the public, and more flexible public meeting spaces.

### **2. Likely Demand for the Improvement.**

The City of Spring Lake Park conducted a space needs study on City Hall in 2017. The space needs study identified a number of deficiencies in the building, including, but not limited to, the following:

- The layout each department is not configured for adequate collaboration and sharing of resources as an administration.
- There is no existing automatic fire suppression system provided in the City Hall facility.
- The roof over the City Hall facility leaks and is in need of replacement.
- There is insufficient exterior wall insulation to meet current code requirements.
- There are inadequate restroom facilities in the building for employees and the public. Separate restroom facilities for staff and public are needed for privacy and security.
- Council Chambers needs an update for code compliance and accessibility. The lighting, technology and visibility does not meet current needs for meetings and other administrative functions.
- Lighting throughout the building is out of compliance with current Minnesota State Energy Code requirements.
- The current HVAC system, consisting of seven forced air furnaces, is 20 years old and is in need of replacement. The current system is inefficient and does not provide an acceptable or predictable level of occupant comfort.
- The City Hall lobby and circulation spaces are small, dark and less inviting to the entrance of the building. The current way finding and circulation between departments is confusing and does not provide a clear path for employees and the public.
- Electrical panels are beyond their 30-year service life and are at risk of improper operation during a fault or other overcurrent event. The quantity of receptacle locations is insufficient to support the building's current use.
- The water heater serving the building was installed in 1983 and is past its useful life.

- The Police Department is located down a long hallway off the main lobby and does not provide an inviting entry or waiting area.
- Police Department locker rooms and restrooms are not code compliant and do not meet the right-size standards for both genders.
- The Recreation Department lacks square footage for all office space and activity space for full time and seasonal employees.

The proposed renovation and expansion of the City Hall/Police Department Facility will address these building deficiencies.

### 3. Cost of the Improvement.

The estimated cost of construction is \$8,800,000.

### 4. Availability of Public Resources.

The City will finance the Bond principal and interest payments through a debt service tax levy. The City may also consider a contribution from existing reserve funds to reduce the principal amount of the bonds. In addition, the City may consider annual transfers from the water, sewer and storm water utilities to reduce the debt service tax levy.

### 5. Level of Overlapping Debt in the City

<i>Issuer</i>	<i>2022/2023 Tax Capacity Value</i>	<i>2022/2023 Tax Capacity Value in City</i>	<i>Percentage Applicable in City</i>	<i>Outstanding General Obligation Debt</i>	<i>Taxpayers' Share of Debt</i>
Anoka County	\$ 562,031,074	\$9,923,778	1.77%	\$33,990,000	\$ 601,623
Ramsey County	744,456,492	245,615	.03	180,735,000	54,221
ISD No. 16, Spring Lake Park	64,117,936	9,925,185	15.48	91,825,000	14,214,510
ISD No. 621, Mounds View	160,234,794	244,208	.15	214,850,000	322,275
Metropolitan Council	5,878,109,833	10,169,393	.17	4,535,000	7,710
Metro Transit	5,162,508,144	10,169,393	.20	213,985,000	<u>427,970</u>
				<i>Total Indirect Debt:</i>	<u>\$ 15,628,309</u>

## **6. Relative Benefits and Costs of Alternative Uses of the Funds**

The primary benefits of the project is to address the building deficiencies outlined in the 2017 Space Needs Study, to make the building more energy efficient, to improve building security, to provide the Police Department with its own entrance from the parking lot, and to provide welcoming gathering spaces for members of the public. There are no significant alternatives for the funds designated for this project.

## **7. Operating Costs of the Proposed Improvements**

The building will generate electrical and natural gas savings due to energy efficiencies provided by the installation of LED lighting, energy efficient HVAC systems, and improved R-value insulation.

Due to the increased size and greater anticipated use of the facility, it is anticipated that additional dollars will need to be budgeted for cleaning and maintenance of the City Hall facility. This will be addressed in future operating budgets.

## **8. Options for Shared Facilities with Other Cities or Local Governments**

Nearby municipalities include the cities of Blaine, Fridley and Mounds View. Each of the nearby cities own and maintain their own city hall. The ISD 16 (Spring Lake Park Public Schools) Administrative Building is located in Spring Lake Park. The City Council has determined that there is not adequate space in those facilities to meet the City's administrative, police and recreation staff space needs.

## **Financing the Capital Improvement Plan**

The total amount of requested bond financed expenditures under the CIP is \$8,800,000 which is the principal amount of the proposed general obligation capital improvement plan bond issue.

In the financing of the CIP, two statutory limitations apply. Under Chapter 475, with few exceptions, the City cannot incur debt in excess of 3% of the assessor's Estimated Market Value ("EMV") for the City. In the case of a City with a population of 2,500 or less, the Bonds are not subject to the net debt limits. The City's 2020 population was approximately 7,188. Therefore, the proposed Bonds would be subject to the debt limit.

The City's Pay 2023 EMV was \$852,359,700. Three percent of the EMV = \$25,570,791. As of December 18, 2023, the City has \$153,850 subject to the legal debt limit.

Another limitation on bonding under the Act is that without referendum, the total amount that can be used for principal and interest in any one year for CIP debt cannot exceed 0.16% of the EMV for the City. The maximum annual principal and interest for the City is \$1,363,775 (\$852,359,700 x .0016). As of December 18, 2023, the City has outstanding the Series 2013A Bonds issued through this statutory

authority. The maximum principal and interest payment on the Series 2013A Bonds is \$45,900 resulting in remaining capacity of \$1,317,875.

Under this CIP the City will issue up to \$8,800,000 in General Obligation Capital Improvement Plan Bonds in 2024. The City has considered a 20-year bond structure with principal maturities on February 1, 2025 – 2044. The City intends to contribute available City reserve funds to reduce the principal amount of the bonds. Appendix A is a bond issue sized at \$8,270,000. The City anticipates that this will be the approximate principal amount of the bonds.

The principal and interest payments for the proposed Bonds are estimated to be approximately \$664,340 in calendar years 2025 through 2044 (this amount takes into account the 105% debt service coverage requirement required by law).

## Annual Review of the Capital Improvement Plan

The City Council, using the process outlined in this CIP, intends to review this CIP annually, taking into account proposed expenditures, making priority decisions and seeking funding for those expenditures it deems necessary for the City. If deemed appropriate, the City Council will prepare an update to this CIP.

## Appendix A

### Preliminary Bond Schedule – General Obligation Capital Improvement Plan Bonds, Series 2024A

#### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
03/01/2024	-	-	-	-	-
02/01/2025	-	-	322,210.63	322,210.63	322,210.63
08/01/2025	-	-	175,751.25	175,751.25	-
02/01/2026	280,000.00	3.800%	175,751.25	455,751.25	631,502.50
08/01/2026	-	-	170,431.25	170,431.25	-
02/01/2027	290,000.00	3.700%	170,431.25	460,431.25	630,862.50
08/01/2027	-	-	165,066.25	165,066.25	-
02/01/2028	300,000.00	3.700%	165,066.25	465,066.25	630,132.50
08/01/2028	-	-	159,516.25	159,516.25	-
02/01/2029	310,000.00	3.700%	159,516.25	469,516.25	629,032.50
08/01/2029	-	-	153,781.25	153,781.25	-
02/01/2030	325,000.00	3.750%	153,781.25	478,781.25	632,562.50
08/01/2030	-	-	147,687.50	147,687.50	-
02/01/2031	335,000.00	3.800%	147,687.50	482,687.50	630,375.00
08/01/2031	-	-	141,322.50	141,322.50	-
02/01/2032	345,000.00	3.850%	141,322.50	486,322.50	627,645.00
08/01/2032	-	-	134,681.25	134,681.25	-
02/01/2033	360,000.00	3.900%	134,681.25	494,681.25	629,362.50
08/01/2033	-	-	127,661.25	127,661.25	-
02/01/2034	375,000.00	3.950%	127,661.25	502,661.25	630,322.50
08/01/2034	-	-	120,255.00	120,255.00	-
02/01/2035	390,000.00	4.050%	120,255.00	510,255.00	630,510.00
08/01/2035	-	-	112,357.50	112,357.50	-
02/01/2036	405,000.00	4.200%	112,357.50	517,357.50	629,715.00
08/01/2036	-	-	103,852.50	103,852.50	-
02/01/2037	425,000.00	4.300%	103,852.50	528,852.50	632,705.00
08/01/2037	-	-	94,715.00	94,715.00	-
02/01/2038	440,000.00	4.400%	94,715.00	534,715.00	629,430.00
08/01/2038	-	-	85,035.00	85,035.00	-
02/01/2039	460,000.00	4.450%	85,035.00	545,035.00	630,070.00
08/01/2039	-	-	74,800.00	74,800.00	-
02/01/2040	480,000.00	4.500%	74,800.00	554,800.00	629,600.00
08/01/2040	-	-	64,000.00	64,000.00	-
02/01/2041	500,000.00	4.550%	64,000.00	564,000.00	628,000.00
08/01/2041	-	-	52,625.00	52,625.00	-
02/01/2042	525,000.00	4.600%	52,625.00	577,625.00	630,250.00
08/01/2042	-	-	40,550.00	40,550.00	-
02/01/2043	550,000.00	4.650%	40,550.00	590,550.00	631,100.00
08/01/2043	-	-	27,762.50	27,762.50	-
02/01/2044	575,000.00	4.700%	27,762.50	602,762.50	630,525.00
08/01/2044	-	-	14,250.00	14,250.00	-
02/01/2045	600,000.00	4.750%	14,250.00	614,250.00	628,500.00
<b>Total</b>	<b>\$8,270,000.00</b>	<b>-</b>	<b>\$4,654,413.13</b>	<b>\$12,924,413.13</b>	<b>-</b>

#### Yield Statistics

Bond Year Dollars	\$105,450.83
Average Life	12.751 Years
Average Coupon	4.4138230%
Net Interest Cost (NIC)	4.5196970%
True Interest Cost (TIC)	4.5262872%



**RESOLUTION NO. 2023-43**

**RESOLUTION CERTIFYING DELINQUENT ACCOUNTS**

**WHEREAS**, the City Council of the City of Spring Lake Park, Minnesota, by Chapter 3.20.010(F)(2) of the Municipal Code of the City of Spring Lake Park, has provided that the uncollected citations shall become a lien against the property and be certified against the property for collection in the same manner as taxes; and

**WHEREAS**, the City Council of the City of Spring Lake Park, Minnesota, by Chapter 5.04.040(C) of the Municipal Code of the City of Spring Lake Park, has provided that the uncollected utility charges of water and sewer furnished to its customers shall become a lien against the property and be certified annually for the collection of said billings.

**NOW THEREFORE BE IT RESOLVED**, that the uncollected administrative offense citations, service and/or utility bills listed in Exhibit A are deemed to be delinquent and are hereby determined to be liens against the real estate referred to herein, and that the same shall and is hereby certified to the County Auditor pursuant to Minnesota Statute 444.075(3) and Minnesota Statute 429.101 for the collection of said citation, service or utility charges along with taxes against property as other taxes are collected.

The foregoing resolution was moved for adoption by Councilmember .

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 November 2023.

---

Robert Nelson, Mayor

ATTEST:

---

Daniel Buchholtz, City Administrator

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

I, Daniel Buchholtz, duly appointed and qualified City Clerk 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. 2023-43, A Resolution Certifying Delinquent Accounts, adopted by the Spring Lake Park City Council at their regular meeting on the 20th day of November 2023.

(SEAL)

\_\_\_\_\_  
Daniel Buchholtz, Administrator, Clerk/Treasurer

Dated: \_\_\_\_\_

Exhibit A  
Delinquent Accounts

## EXHIBIT A

## Anoka County

Property ID #	#85856	#85857	#85858	#85859	Total
	Utility Charges	Administrative Citations	Delinquent Escrows	Service Charge	
02-30-24-21-0098			\$ 295.50	\$ 125.00	\$ 420.50
01-30-24-14-0011		\$ 650.00		\$ 125.00	\$ 775.00
01-30-24-43-0037		\$ 350.00		\$ 125.00	\$ 475.00
02-30-24-42-0020		\$ 400.00		\$ 125.00	\$ 525.00
02-30-24-14-0097		\$ 50.00		\$ 125.00	\$ 175.00
02-30-24-14-0098		\$ 100.00		\$ 125.00	\$ 225.00
01-30-24-11-0059		\$ 2,400.00		\$ 125.00	\$ 2,525.00
01-30-24-11-0075		\$ 2,700.00		\$ 125.00	\$ 2,825.00
01-30-24-14-0001		\$ 6,200.00		\$ 125.00	\$ 6,325.00
01-30-24-43-0032		\$ 700.00		\$ 125.00	\$ 825.00
02-30-24-11-0029		\$ 150.00		\$ 125.00	\$ 275.00
02-30-24-44-0093		\$ 700.00		\$ 125.00	\$ 825.00
01-30-24-21-0010		\$ 50.00		\$ 125.00	\$ 175.00
02-30-24-43-0050		\$ 150.00		\$ 125.00	\$ 275.00
02-30-24-43-0033		\$ 150.00		\$ 125.00	\$ 275.00
01-30-24-24-0040		\$ 50.00		\$ 125.00	\$ 175.00
01-30-24-12-0079		\$ 300.00		\$ 125.00	\$ 425.00
02-30-24-21-0048		\$ 50.00		\$ 125.00	\$ 175.00
01-30-24-41-0031		\$ 50.00		\$ 125.00	\$ 175.00
02-30-24-31-0077		\$ 50.00		\$ 125.00	\$ 175.00
01-30-24-41-0032		\$ 100.00		\$ 125.00	\$ 225.00
02-30-24-14-0093		\$ 50.00		\$ 125.00	\$ 175.00
01-30-24-31-0010	\$ 156.51			\$ 125.00	\$ 281.51
01-30-24-22-0009	\$ 456.01			\$ 125.00	\$ 581.01
01-30-24-41-0065	\$ 77.17			\$ 125.00	\$ 202.17
01-30-24-42-0068	\$ 379.49			\$ 125.00	\$ 504.49
01-30-24-42-0042	\$ 857.94			\$ 125.00	\$ 982.94
02-30-24-44-0112	\$ 135.31			\$ 125.00	\$ 260.31
01-30-24-42-0083	\$ 315.01			\$ 125.00	\$ 440.01
01-30-24-23-0012	\$ 149.67			\$ 125.00	\$ 274.67
01-30-24-22-0081	\$ 217.92			\$ 125.00	\$ 342.92
02-30-24-11-0004	\$ 219.96			\$ 125.00	\$ 344.96
01-30-24-42-0009	\$ 762.26			\$ 125.00	\$ 887.26
01-30-24-42-0043	\$ 501.54			\$ 125.00	\$ 626.54
01-30-24-14-0001	\$ 452.83			\$ 125.00	\$ 577.83
02-30-24-13-0053	\$ 452.97			\$ 125.00	\$ 577.97
02-30-24-13-0037	\$ 246.65			\$ 125.00	\$ 371.65
02-30-24-14-0022	\$ 16.41			\$ 125.00	\$ 141.41
02-30-24-14-0027	\$ 342.21			\$ 125.00	\$ 467.21
02-30-24-11-0133	\$ 154.23			\$ 125.00	\$ 279.23
02-30-24-11-0141	\$ 173.93			\$ 125.00	\$ 298.93
02-30-24-41-0030	\$ 122.35			\$ 125.00	\$ 247.35

02-30-24-42-0073	\$	801.30	\$	125.00	\$	926.30
02-30-24-42-0077	\$	161.06	\$	125.00	\$	286.06
01-30-24-22-0105	\$	219.99	\$	125.00	\$	344.99
01-30-24-43-0041	\$	138.54	\$	125.00	\$	263.54
01-30-24-43-0031	\$	1,143.08	\$	125.00	\$	1,268.08
01-30-24-22-0085	\$	12,904.09	\$	125.00	\$	13,029.09
02-30-24-12-0054	\$	130.45	\$	125.00	\$	255.45
02-30-24-11-0159	\$	632.24	\$	125.00	\$	757.24
02-30-24-11-0153	\$	463.88	\$	125.00	\$	588.88
02-30-24-42-0065	\$	330.99	\$	125.00	\$	455.99
02-30-24-21-0048	\$	1,162.46	\$	125.00	\$	1,287.46
02-30-24-21-0160	\$	58.72	\$	125.00	\$	183.72
02-30-24-11-0109	\$	634.82	\$	125.00	\$	759.82
01-30-24-33-0028	\$	549.30	\$	125.00	\$	674.30
01-30-24-41-0020	\$	78.06	\$	125.00	\$	203.06
02-30-24-44-0071	\$	154.23	\$	125.00	\$	279.23
02-30-24-43-0130	\$	178.17	\$	125.00	\$	303.17
02-30-24-41-0059	\$	156.51	\$	125.00	\$	281.51
02-30-24-41-0060	\$	327.68	\$	125.00	\$	452.68
02-30-24-12-0008	\$	131.37	\$	125.00	\$	256.37
01-30-24-33-0006	\$	364.22	\$	125.00	\$	489.22
01-30-24-33-0004	\$	764.81	\$	125.00	\$	889.81
01-30-24-21-0015	\$	250.94	\$	125.00	\$	375.94
01-30-24-41-0070	\$	60.05	\$	125.00	\$	185.05
01-30-24-41-0074	\$	54.91	\$	125.00	\$	179.91
01-30-24-23-0041	\$	136.52	\$	125.00	\$	261.52
02-30-24-41-0052	\$	20.83	\$	125.00	\$	145.83
02-30-24-31-0086	\$	16.51	\$	125.00	\$	141.51
02-30-24-42-0114	\$	231.03	\$	125.00	\$	356.03
02-30-24-42-0008	\$	884.77	\$	125.00	\$	1,009.77
01-30-24-42-0032	\$	668.26	\$	125.00	\$	793.26
02-30-24-21-0161	\$	112.56	\$	125.00	\$	237.56
02-30-24-24-0057	\$	176.50	\$	125.00	\$	301.50
02-30-24-24-0083	\$	158.78	\$	125.00	\$	283.78
01-30-24-11-0059	\$	14.03	\$	125.00	\$	139.03
01-30-24-23-0034	\$	333.28	\$	125.00	\$	458.28
01-30-24-23-0030	\$	1,477.83	\$	125.00	\$	1,602.83
02-30-24-24-0029	\$	721.24	\$	125.00	\$	846.24
02-30-24-21-0075	\$	285.60	\$	125.00	\$	410.60
01-30-24-33-0060	\$	533.06	\$	125.00	\$	658.06
01-30-24-33-0041	\$	93.17	\$	125.00	\$	218.17
02-30-24-21-0159	\$	843.32	\$	125.00	\$	968.32
02-30-24-31-0035	\$	317.57	\$	125.00	\$	442.57
02-30-24-31-0046	\$	657.20	\$	125.00	\$	782.20
02-30-24-44-0093	\$	626.05	\$	125.00	\$	751.05
02-30-24-41-0012	\$	469.18	\$	125.00	\$	594.18
02-30-24-43-0030	\$	422.72	\$	125.00	\$	547.72

01-30-24-43-0052	\$	176.50		\$	125.00	\$	301.50			
02-30-24-43-0073	\$	12.04		\$	125.00	\$	137.04			
02-30-24-43-0018	\$	905.61		\$	125.00	\$	1,030.61			
02-30-24-43-0020	\$	801.77		\$	125.00	\$	926.77			
02-30-24-42-0026	\$	371.24		\$	125.00	\$	496.24			
01-30-24-31-0017	\$	593.51		\$	125.00	\$	718.51			
02-30-24-24-0020	\$	161.06		\$	125.00	\$	286.06			
02-30-24-13-0070	\$	471.32		\$	125.00	\$	596.32			
02-30-24-14-0096	\$	43.64		\$	125.00	\$	168.64			
02-30-24-14-0097	\$	711.23		\$	125.00	\$	836.23			
02-30-24-14-0098	\$	777.50		\$	125.00	\$	902.50			
02-30-24-14-0036	\$	612.89		\$	125.00	\$	737.89			
02-30-24-14-0039	\$	112.49		\$	125.00	\$	237.49			
02-30-24-14-0042	\$	1,002.80		\$	125.00	\$	1,127.80			
01-30-24-42-0082	\$	112.17		\$	125.00	\$	237.17			
01-30-24-42-0083	\$	10.01		\$	125.00	\$	135.01			
01-30-24-42-0095	\$	396.41		\$	125.00	\$	521.41			
02-30-24-13-0023	\$	18.38		\$	125.00	\$	143.38			
02-30-24-14-0077	\$	279.22		\$	125.00	\$	404.22			
02-30-24-14-0075	\$	122.35		\$	125.00	\$	247.35			
02-30-24-14-0063	\$	790.01		\$	125.00	\$	915.01			
02-30-24-14-0074	\$	383.39		\$	125.00	\$	508.39			
01-30-24-23-0074	\$	54.90		\$	125.00	\$	179.90			
02-30-24-14-0017	\$	12.41		\$	125.00	\$	137.41			
02-30-24-11-0035	\$	775.38		\$	125.00	\$	900.38			
01-30-24-22-0130	\$	142.74		\$	125.00	\$	267.74			
02-30-24-12-0100	\$	153.87		\$	125.00	\$	278.87			
02-30-24-12-0096	\$	191.00		\$	125.00	\$	316.00			
02-30-24-12-0092	\$	297.91		\$	125.00	\$	422.91			
02-30-24-12-0088	\$	367.63		\$	125.00	\$	492.63			
02-30-24-11-0070	\$	181.07		\$	125.00	\$	306.07			
02-30-24-11-0069	\$	13.60		\$	125.00	\$	138.60			
01-30-24-12-0038	\$	142.86		\$	125.00	\$	267.86			
01-30-24-12-0012	\$	384.23		\$	125.00	\$	509.23			
01-30-24-43-0185	\$	28.88		\$	125.00	\$	153.88			
01-30-24-43-0169	\$	284.69		\$	125.00	\$	409.69			
01-30-24-43-0181	\$	287.27		\$	125.00	\$	412.27			
01-30-24-43-0155	\$	45.06		\$	125.00	\$	170.06			
TOTAL	\$	49,471.29	\$	15,400.00	\$	295.50	\$	15,875.00	\$	81,041.79

Ramsey County

<b>Property ID #</b>	<b>Utility Charges</b>	<b>Administrative Citations</b>	<b>Delinquent Escrows</b>	<b>Service Charge</b>	<b>Total</b>
06-30-23-32-0001	\$ 5,469.85			\$ 125.00	\$ 5,594.85
06-30-23-31-0223	\$ 442.69			\$ 125.00	\$ 567.69
06-30-23-32-0075	\$ 647.96			\$ 125.00	\$ 772.96
TOTAL	\$ 6,560.50	\$ -	\$ -	\$ 375.00	\$ 6,935.50



# Memorandum

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**To:** Mayor Nelson and Members of the City Council

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

**Date:** November 3, 2023

**Subject:** Personnel Policy Update

As you are aware, the 2023 Legislative Session was a consequential one. One of the areas that saw a lot of action was in the area of employment law. These law changes made it necessary for the City to update its personnel policy.

A summary of the proposed amendments is as follows:

- Amending Section 1.03 (EEO Policy Statement) adding “lawful participation in the Minnesota Medical Cannabis Patient Registry” as a protected class.
- Amending Section 9.04 (Holidays) to add Juneteenth to the list of observed holidays.
- Amending Section 10.02 to transition the City’s sick leave policy to the new “Earned Sick and Safe Leave” standards. The leave accumulations for Full and Part Time employees who work 20 or more hours a week is the same as current policy. The new policy allows those part time employees who work less than 20 hours a week, temporary employees and seasonal employees to earn 1 hour for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year.
- Amending Section 10.06 to add registered domestic partners to the bereavement leave policy.
- Updating Section 10.12 (Pregnancy and Parenting Leave) to allow all employees to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota, rather than those who work twenty or more hours per week.
- Updating Section 10.15 (School Conference Leave) to allow all employees to take unpaid leave up to a maximum of 16 hours in a 12 month period to attend conferences or classroom activities relating to the employee’s child.
- Updating various leave sections to add language stating that the “City shall not discharge, discipline, penalize, interfere with, or other retaliate or discriminate against an employee for asserting their rights under these leave laws.
- Updating Section 10.20 (Reasonable Unpaid Work Time for Working Mothers) providing reasonable paid break times.
- Updating Section 10.23 (Reasonable Accommodations) to require an employer to provide accommodations.

Staff recommends approval of the Personnel Policy updates. If you have any questions, please do not hesitate to contact 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  
Amended by the City Council on June 5, 2023

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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 (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists), color, creed, religion, national origin, ancestry, sex, sexual orientation, 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 or lawful participation in the Minnesota Medical Cannabis Patient Registry.

### 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 (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists), 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
<u>Juneteenth</u>	Christmas Day
Independence Day	Christmas Eve 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 Earned Sick and Safe 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.~~

Earned Sick and Safe Leave is paid time-off earned at the following rates:

- Subject to the provisions of Section 10.04, fFull-time employees will accumulate earned sick and safe 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 earned sick and safe leave on a pro-rated basis of the full-time employee schedule.
- ~~Temporary, seasonal, and P~~part-time employees regularly scheduled to work fewer than 20 hours per week will ~~not earn or~~ accrue earned sick and safe leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year.
- ~~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.~~

**(a) Earned Sick and Safe Leave Use**

The leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system (minimum 1 hour) for the following circumstances:

- An employee's own:
  - Mental or physical illness, injury or other health condition
  - Need for medical diagnosis, care or treatment, of a mental or physical illness
  - Injury or health condition
  - Need for preventative care
  - Closure of the employee's place of business due to weather or other public emergency
  - The employee's inability to work or telework because employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease or the city has requested a test or diagnosis.
  - Absence due to domestic abuse , sexual assault, or stalking of the employee provided that the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
    - Obtain services from a victim services organization
    - Obtain psychological or other counseling
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
  - Care of a family member:
    - With mental or physical illness, injury or other health condition
    - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
    - Who needs preventative medical or health care
    - Whose school or place of care has been closed due to weather or other public emergency
    - When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
  - Absence due to domestic abuse, sexual assault of stalking of the employee's family member provided the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
    - Obtain services from a victim services organization
    - Obtain psychological or other counseling

- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

**(b) Family Member Defined**

For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

**(c) Advance Notice for use of Earned Sick and Safe Leave**

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

**(d) Carry Over of Earned Sick and Safe Leave**

Full time and part time employees regularly scheduled to work more than 20 hours per week are eligible to carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 90 days (720 hours).

All other employees are eligible to carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

**(e) Retaliation prohibited**

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

**(f) Benefits and return to work protections**

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

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

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

**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 and Leave Accrual Upon Reaching Carry-over Limit

Upon reaching the maximum earned sick and safe 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 earned sick and safe leave
- 4 hours per month as banked vacation leave

Only full-time employees are eligible to receive banked leave. Upon reaching the maximum earned sick and safe leave accrual of 90 days, part-time employees regularly scheduled to work at least 20 hours per week will continue to accumulate leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year, but no such leave may be carried over beyond the 90 day maximum.

Upon reaching the maximum earned sick and safe leave accrual of 80 hours, all other part-time employees, seasonal and temporary employees will continue to accumulate leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year, but no such leave may be carried over beyond the 80 hour maximum.

Banked earned sick and safe leave cannot be used unless all regular earned sick and safe leave has been exhausted.

Banked earned sick and safe 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 earned sick and safe 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 earned sick and safe leave.



On December 1<sup>st</sup> of every year, an employee, upon reaching the maximum earned sick and safe 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, registered domestic partner, 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~~ All employees 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.

The City will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

The City shall not discharge, discipline, penalize, interfere with or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

## 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.

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

## Section 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~~ Typically, 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.

The FMLA applies to the City. 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 times (which may run concurrently with already provided break times) 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.

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.



## 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; (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 ~~servi~~service member 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 service member during this “single 12-month period,” the remaining part of the 26 workweeks of leave entitlement to care for the covered service member 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; and/or
- 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.~~

Additionally, an employer must provide reasonable accommodations, including, but not limited to, temporary leaves of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods and limits to heavy lifting to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

### 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.

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## 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.

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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. In no case will city funds be used to pay for, or reimburse for, events sponsored by or affiliated with political parties. 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. The City will also not reimburse employees for the costs of travel for family members.

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. Further, employees on City property or who are conducting City business are prohibited from manufacturing, distributing, possessing, using, or being under the influence of any cannabis product, including products using any part of the genus Cannabis plant, containing cannabis concentrate; infused with cannabinoids (including but not limited to tetrahydrocannabinol); extracted or derived from cannabis plants or cannabis flower; synthetically derived cannabinoids; and any lower potency hemp edibles. -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: J0yful1y!) 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.

## Section 23.05 Access to Gender-Segregated Activities and Areas

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

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

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

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.

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Employee Name (please print)

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Signature

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Date



# Memorandum

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**To:** Mayor Nelson and Members of the City Council  
**Cc:** Daniel Buchholtz, MMC, Administrator, Clerk/Treasurer  
**From:** Haley Morrison, Accounting Clerk/Special Projects Coordinator  
**Date:** November 15, 2023  
**Subject:** Proposed Recycling Budget 2024

Attached you will find the 2024 projected revenues and expenditures, along with the actual revenues and expenditures from the year as of October 13, 2023, revenues are short until after we submit our July - December 2023 SCORE Report and our reimbursement form to Xcel Energy for the recycling of fluorescent bulbs. which will be submitted in January 2024.

The 2024 projected revenues and expenditures are based off of the revenues and expenditures from 2023. If you have any questions I would be more than willing to answer them. I can be contacted at 763-792-7240, Monday - Friday from 8:00 am - 4:30 pm.

Thank you.

## PROPOSED 2024 RECYCLING BUDGET

ACCOUNT #	REVENUES	YTD ACTUAL 2022	PROJECTED BUDGET 2023	ACTUAL BUDGET TO DATE 2023	PROJECTED BUDGET 2024	<i>as of 10/13/2023</i>
230.00000.33425	AC S.C.O.R.E	60,272.00	60,139.00	38,044.09	61,350.00	
230.00000.36210	INTEREST	1659.43		-		
230.00000.34950	REFUND & REIMBURSEMENT	-		-		
230.00000.36506	CLEAN UP/YARD WASTE	1,565.90				
230.00000.37601	RECYCLING COLLECTION*	156,086.64	165,362.00	166,259.98	166,259.98	
230.00000.37604	RECYCLING PENALTIES	3,309.08	2,500.00	2,572.96	3,430.61	
230.00000.33429	RECYCLING GRANT					
	<b>TOTAL</b>	<b>222,893.05</b>	<b>228,001.00</b>	<b>206,877.03</b>	<b>231,040.59</b>	
	<b>EXPENDITURES</b>					
230.47660.01010	SALARY	23,208.89	24,661.00	18,454.24	21,480.00	
230.47660.01050	VAC BUY BACK	-	500.00	-		
230.47660.01210	PERA	1,742.16	1,850.00	1,417.75	1,611.00	
230.47660.01220	FICA/MEDICARE	1,687.62	1,887.00	1,397.21	1,643.00	
230.47660.01300	HEALTH INSURANCE	3,869.94	5,068.00	2,790.19	5,456.00	
230.47660.01313	LIFE INSURANCE	22.99	23.00	17.48	22.00	
230.47660.01510	WORKERS COMPENSATION	-	150.00	-	150.00	
230.47660.02000	OFFICE SUPPLIES	161.00	150.00	-	150.00	
230.47660.02100	OPERATING SUPPLIES	-	125.00	-	125.00	
230.47660.02220	POSTAGE	4,182.25	2,500.00	410.60	2,500.00	
230.47660.03040	LEGAL FEES					
230.47660.03310	TRAVEL EXPENSES	62.50	150.00	-	150.00	
230.47660.03500	PRINTING & PUBLISHING	5,524.98	2,500.00	250.00	2,500.00	
230.47660.04000	CONTRACTUAL SERVICES**	121,654.24	134,000.00	81,098.16	132,070.00	
230.47660.04001	PARK RECYCLING					
230.47660.04002	CLEAN UP/YARD WASTE	26,014.73	40,000.00	15,937.39	40,000.00	
230.47660.04011	COMMUNITY EVENT/PARK		8,500.00	6,608.13	8,500.00	
230.47660.04300	CONFERENCE & SCHOOL	10,374.70	100.00	-	100.00	
230.47660.04330	DUES & SUBSCRIPTIONS	-	100.00	-	100.00	
230.47660.04390	MISC.	-	100.00	-	100.00	
230.47660.05000	CAPITAL OUTLAY	-		-		
230.47660.07000	PERMANENT TRANSFERS	5,000.00	5,500.00	-	5,500.00	
	<b>RECYCLING FUND TOTAL</b>	<b>203,506.00</b>	<b>227,864.00</b>	<b>128,381.15</b>	<b>222,157.00</b>	
	<b>NET</b>	<b>19,387.05</b>	<b>137.00</b>	<b>78,495.88</b>	<b>8,883.59</b>	



## ANOKA COUNTY Regional Economic Development

To: Spring Lake Park City Council  
From: Gregory Frahm-Gilles, Anoka County Director of Economic Development  
Date: November 13, 2023  
RE: Anoka County Regional Economic Development (ACRED) MOU Extension

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The Anoka County Regional Economic Development (ACRED) Partnership is a collective of all 21 Anoka County municipalities to provide regional economic development services. This partnership was established in January 2019 through the execution of a Memorandum of Understanding (MOU) that all communities in Anoka County signed onto.

The key objective for ACRED is to provide regional economic development support to all 21 municipalities, helping each community bring their own unique economic development visions to fruition. The three core areas of emphasis include:

- **REGIONALISM:** Economic activity in one community extends into nearby communities. Economic challenges are often not limited to jurisdictional boundaries, too. Regionalism promotes collaboration amongst all municipalities on economic development opportunities to share ideas, best practices and networks. Challenges impacting many municipalities can be worked on together.
- **MARKETING:** Promote Anoka County as a region ripe for investment. Share Anoka County opportunities with real estate brokers, investors, developers and businesses looking at growth or relocation.
- **READINESS:** Create future opportunity by helping cities bring key development sites to market. Connect cities with available programs or contacts to assist in development, redevelopment or infill projects. Share best practices and data to position communities for future investment and help support resilient local economies.

The original 2019 MOU is set to expire in January 2024, with that original MOU providing guidance that a new MOU should be established at that time. However, ACRED is currently involved with two major efforts that will help shape future objectives – (1) a county-wide housing study, and (2) an updated organizational strategic plan. Given that these efforts are still pending, the ACRED Executive Committee felt that a 12-month extension on the existing MOU was justified to let those initiatives be completed first, then a more robust conversation on future priorities and MOU can happen in 2024.

The MOU amendment document presented for Council consideration simply extends the same terms of the original MOU out another 12-months. The new MOU expiration date will be January 10, 2025.



## ANOKA COUNTY

Regional Economic Development

While staffing expenses are covered by Anoka County, the operating budget for ACRED is split between all municipalities on a per capita basis at a rate of \$0.057 per resident. The City of Spring Lake Park's 2023 contribution to ACRED was \$418, based on a certified 2021 population of 7340 residents.

### ACTION REQUESTED:

- Consideration and approval of the 12-month extension to the existing ACRED Memorandum of Understanding, revising the MOU expiration date to be January 10<sup>th</sup>, 2025.

**AGREEMENT EXTENDING AND AMENDING**  
**the**  
**MEMORANDUM OF UNDERSTANDING FOR ANOKA COUNTY**  
**ECONOMIC DEVELOPMENT**  
**By and Among**  
**THE COUNTY OF ANOKA, CONNEXUS ENERGY, METRONORTH**  
**CHAMBER OF COMMERCE, AND PARTICIPATING MUNICIPALITIES OF**  
**ANOKA COUNTY**

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THIS AGREEMENT is by and between the County of Anoka County (the “County”), a political subdivision of the State of Minnesota, by and through its Housing and Redevelopment Authority (“HRA”), Connexus Energy, a Minnesota corporation in Ramsey, Minnesota, MetroNorth Chamber of Commerce, a Minnesota nonprofit organization, and those participating municipalities located within Anoka County, Minnesota, identified on Exhibit A.

**Recitals:**

1. In 2017, a research consultant produced a report and market analysis of business opportunities, targets, and strategies for economic development within Anoka County.
2. Following the 2017 study, the parties signed the “Memorandum of Understanding By and Among The County of Anoka, Connexus Energy, MetroNorth Chamber of Commerce, and Participating Municipalities of Anoka County” (the “2019 Memorandum of Understanding”) for the purpose of forming an executive committee (the “Executive Committee”) to develop and implement an economic action plan (the “Final Action Plan”).
3. The original 5-year term of the 2019 Memorandum of Understanding will expire on January 10, 2024, or upon the determination by the Executive Committee that the Final Action Plan had been fully implemented.
4. The Executive Committee has not determined that a Final Action Plan has been implemented.
5. The parties are engaged in active strategic planning efforts with multiple studies and projects in progress.
6. The parties find that the economic development purposes served by the 2019 Memorandum of Understanding warrant extending the 2019 Memorandum of Understanding for an additional one-year period.



7. With the exception of the contract term, the parties have agreed to continue all other terms, conditions, and covenants of the 2019 Memorandum of Understanding.

**Therefore, the parties agree as follows:**

1. The above recitals are true and correct and are hereby incorporated in their entirety into this agreement.
2. The parties hereby renew and extend the 2019 Memorandum of Understanding for one additional year.
3. Paragraph B of the 2019 Memorandum of Understanding, entitled "Term," is hereby deleted in its entirety and is replaced with the following:  
  
**B. Term.** This Memorandum of Understanding is effective upon execution and will terminate upon the earlier of (1) January 10, 2025, (2) three-months' written notice by any entity who is part of this agreement, or (3) a determination by the Executive Committee that a Final Action Plan has been completed and implemented.
4. Except as expressly set forth herein, all other terms and conditions of the 2019 Memorandum of Understanding shall continue in full force and effect, and the 2019 Memorandum of Understanding is hereby ratified, reaffirmed, and confirmed by the parties as hereby amended.
5. This agreement may be executed in any number of counterparts, each one of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

**[Signature Page Follows]**

IN WITNESS WHEREOF, the parties have signed this agreement on the dates written below.

ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
MIKE GAMACHE,  
Chair, Board of Trustees

ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
KAREN SKEPPER,  
Executive Director

CONNEXUS ENERGY:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

NORTHMETRO CHAMBER OF COMMERCE:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF ANDOVER:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF ANOKA:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF BETHEL:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF BLAINE:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF ANOKA:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF CENTERVILLE:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF CIRCLE PINES:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF COLUMBIA HEIGHTS:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF COLUMBUS:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF COON RAPIDS:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF EAST BETHEL:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF FRIDLEY:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF HAM LAKE:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF HILLTOP:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF LEXINGTON:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF LINO LAKES:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

LINWOOD TOWNSHIP:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF NOWTHEN:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF OAK GROVE:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF RAMSEY:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF ST. FRANCIS:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

CITY OF SPRING LAKE PARK:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

Exhibit A:

CITY OF ANDOVER  
CITY OF ANOKA  
CITY OF BETHEL:  
CITY OF BLAINE:  
CITY OF ANOKA:  
CITY OF CENTERVILLE:  
CITY OF CIRCLE PINES:  
CITY OF COLUMBIA HEIGHTS:  
CITY OF COLUMBUS:  
CITY OF COON RAPIDS:  
CITY OF EAST BETHEL:  
CITY OF HAM LAKE:  
CITY OF HILLTOP:  
CITY OF LEXINGTON:  
CITY OF LINO LAKES:  
LINWOOD TOWNSHIP:  
CITY OF NOWTHEN:  
CITY OF OAK GROVE:  
CITY OF RAMSEY:  
CITY OF ST. FRANCIS:  
CITY OF SPRING LAKE PARK:



City of Spring Lake Park  
Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 11.20.23 Meeting**  
File No.: R-18GEN

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**Note:** Updated information is shown in *italics*.

**2023 MS4 Permit and SWPPP Update (193805251).** Pond, structural BMP, and outfall inspections due by July 31<sup>st</sup>. Program analysis and annual training is due in December. The next Annual Report is due by June 30, 2024. Per 5-15-23 message: MPCA has put their requested review/audit of the city's 2022 information on hold until further notice.

**2023-2024 Sewer Lining Project (193805871).** This project includes lining the remaining sanitary sewers in the city that have not been previously lined (approximately 35,710-feet). Terry Randall will watch this project. The Contractor is Visu-Sewer Inc with a low bid amount of \$1,047,746. Construction Contracts have been signed. A preconstruction Conference with contractor was held on September 28, 2023. *Construction is scheduled to begin in December.*

**City Hall Building (193806049).** Design Phase started in January 2023. Construction could begin in 2024. City Council updated at workshops (including *September 11<sup>th</sup>*). Public Open House was held on May 8<sup>th</sup>. Plans were approved by Council on October 16, 2023. *Bids will be opened at 2:00 PM on November 20, 2023. Construction Contract award to be considered in January 2024.*

**2024 Sanburnol Drive NE, Elm Drive NE, and 83<sup>rd</sup> Avenue NE (193806347).** Sanburnol Drive (SAP 183-103-001) and Elm Drive (SAP 183-104-001) were reconstructed in 1998. 83<sup>rd</sup> Avenue NE (SAP 183-107-002) was last paved in 1994. Sanburnol Drive is a shared road between the cities of Spring Lake Park and Blaine. Spring Lake Park will be the lead agency on this project, but it will be a cooperative project between Blaine and Spring Lake Park. Geotechnical work has been completed. Feasibility Report has been prepared. *Public improvement hearing was held on October 2<sup>nd</sup>. Final design process continues.*

**Geographic Information System (GIS) and Mapping (19380----).** The city has a need to update the mapping and records system for public works documents. Staff has determined a process for implementing an online ArcGIS system maintain documents and mapping of infrastructure. *Council authorized proceeding with and ArcGIS system on 10/16/23.*

**Suite Living Spring Lake Park (Hampton Cos. project at 525 Osborne).** A site work and landscaping inspection needs to be completed in 2023. *The remaining financial surety will be held until a final landscaping has been completed (not done as of 9-6-23).*

**Take 5 Express Car Wash (8301 Univ. Ave. NE):** Revised site plans dated 8-24-22 include a sidewalk on 83<sup>rd</sup> Ave. *A site inspection needs to be completed this fall or next spring.*

Please contact Phil Carlson, Bruce Paulson, Jeff Preston, or me if you have questions or require additional information.



# **CORRESPONDENCE**



# 2024 Elected Leaders Institute – Advanced Program

## Take your leadership skills to the next level.

The Elected Leaders Institute Advanced Program gives experienced elected officials a chance to come together to learn higher level leadership skills and network with other elected leaders from across the state. Topics will focus on honing negotiation skills, considering what belonging looks like in your city, and how to lead through a crisis.

By attending this program, participants will:

- Gain practical insights into building and regaining community trust and implementing long-term changes for community resilience.
- Practice Inversity™ for positive culture shifts and productive conversation.
- Learn to lead through tough times by tackling difficult topics, including employment, public safety, incivility, and preparing for the future.
- Boost negotiation skills by harnessing communication styles, forging alliances for joint ventures, working with external partners, and championing new initiatives.
- [Browse the full agenda.](#)



## Who should attend?

The Advanced Program is designed for experienced elected city officials who have served in local government for two or more years. If you are a newly elected official, the [Foundational Program](#) may be a better fit.

## Fee

\$350

# Register for a Cohort:

## Plymouth – Feb. 9-10

Crowne Plaza Minneapolis West – [3131 Campus Drive | Plymouth, MN](#)  
(Registration closes Feb. 2)

Register for the Elected Leaders Institute – Advanced (Plymouth)

## Alexandria – Feb. 23-24

Arrowwood Resort and Conference Center – [2100 Arrowwood Lane | Alexandria, MN](#)  
(Registration closes Feb. 16)

Register for the Elected Leaders Institute – Advanced (Alexandria)

# Lodging Information

### **Plymouth – Crowne Plaza Minneapolis West**

[3131 Campus Drive](#)  
[Plymouth, MN 55441](#)  
Phone: (763) 559-6600

**Room rate: \$117**

[Make a hotel reservation online](#) or contact the hotel directly. To receive the special room rate via phone, ask for the “League of Minnesota Cities” group block when making reservations. *Book by Jan. 19 to receive this special rate.*

### **Alexandria – Arrowwood Resort and Conference Center**

[2100 Arrowwood Lane](#)  
Alexandria, MN 56308  
Phone: (320) 762-112

**Various room rates: \$134 – \$199**

Contact the hotel directly to make a reservation. To receive the special room rate, ask for the “League of Minnesota Cities” group block when making reservations. *Book by Feb. 2 to receive this special rate.*

# Program Agenda

## Friday Program:

**9:30 a.m.**

Welcome. Check in opens.

**10 a.m.**

Greeting from Host City and Welcome from League Leadership  
*Jenny Max, LMC Board President and Nisswa City Manager; Adriana Temali, Learning Manager, League of Minnesota Cities*

**10:15 a.m.**

Crisis-Ready Leadership: Building Resilience and Trust in Organizations

*Todd Axtell, President and CEO, The Axtell Group; Steven Linders, Chief Communications Officer, The Axtell Group*

Prepare for high-stakes situations and crises and learn to build an organizational culture that can weather storms and recover from high-profile incidents. Explore the vital role of elected officials in crisis management, from talking to the press to supporting staff. Plus, gain practical insights into regaining community trust and implementing long-term changes for increased resilience.

**12:15 p.m.**

Networking Lunch

**1:15 p.m.**

INVERSITY™ 101

*Karith Foster, President and CEO, INVERSITY™*

Belonging, intention and respect are the triad for creating high-performing work environments. Within this engaging and interactive presentation, you will explore how harnessing these elements increases awareness and communication skills, providing the building blocks for creating a caring, inclusive, and healthy work environment. In addition, you will gain a sincere comprehension of modern-day diversity, including the importance of reclaiming the word “diversity” to encompass everyone and their lived experiences.

**3:15 p.m.**

Break

**3:30 p.m.**

Tackling the Tough Stuff: A Panel Discussion with Local City Leaders

*Moderator: Luke Fischer, Executive Director, League of Minnesota Cities*

Join esteemed city leaders from across Minnesota as we dive into the topics keeping you up at night and tested strategies for leading through tough times.

**4:30 p.m.**

Social Time

**5:30 p.m.**

Dinner

*(Plymouth participants will join the Foundational cohort for a shared networking dinner.)*

**6:30 p.m.**

Adjourn

## **Saturday Program:**

**7:45 a.m. – 8:20 a.m.**

Continental Breakfast

**8:30 a.m.**

The Art of Negotiation

*Lori Abrams, Ph. D., University of Minnesota's Carlson School of Management*

This workshop will provide you with skills to utilize when entering a negotiation – whether it's a large city contract or an agreement between two council members on a direction forward. The session will cover communication styles, bargaining, negotiation strategies, persuasion,

and shadow negotiating. By attending you will examine successful negotiation in various settings whether you are:

- Tackling highly political and emotionally sensitive situations.
- Allocating or requesting project resources.
- Championing and implementing new initiatives.
- Forging alliances or joint ventures with external partners.

**11:45 a.m.**

Adjourn & Closing Remarks

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Your LMC Resource

Event Registration

(651) 281-1200

[registration@lmc.org](mailto:registration@lmc.org)

## Special Thanks to Our Sponsor

## Cancellation Policy

Cancellations must be sent via email to [registration@lmc.org](mailto:registration@lmc.org) seven (7) days prior to the start of the program and are subject to a \$50 cancellation fee. If you are unable to attend, please consider sending a substitute. Substitutions are permitted up to the day of the event. Please notify the registration desk of any on-site substitutions.

## Daniel Buchholtz

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**From:** Honeck, Laura <lhoneck@lmc.org>  
**Sent:** Wednesday, November 15, 2023 8:57 AM  
**Subject:** League of Minnesota Cities Insurance Trust: 2023-24 Coverages, Rates, and Dividend Amount

This message was sent from outside of the organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Dear Member,

The League of Minnesota Cities Insurance Trust [Board of Trustees](#) recently approved premium rates and coverage changes for the coming year. A copy of this communication will also be sent to your insurance agent.

### **Rates are decreasing**

We're pleased to let you know that property/casualty rates will decrease by an average of 0.75%, and workers' compensation rates will decrease by an average of 15%. Please keep in mind your own premium rate will also be affected by changes in your expenditures, payrolls, experience ratings, and other factors.

[Learn more about 2023-24 premium rates](#)

### **Coverage changes**

There are several coverage changes taking place as well. That includes several arising from recent statutory amendments pertaining to the sale of cannabis.

[Learn more about 2023-24 coverage changes](#)

### **Dividends total \$3 million**

The Trust will also return \$3 million to members of the property/casualty program. A check for your share of the dividend will be mailed week of December 4.

[Learn more about the \\$3 million dividend](#)

### **Thank you for being part of our self-insured membership cooperative!**

We look forward to continuing to work with you to provide coverages and risk management programs specifically designed for Minnesota cities. If you have any questions about the changes taking place this year, feel free to contact your agent or underwriter.



**Dan Greensweig**  
LMCIT Administrator



**Jennifer Wolf**  
LMCIT Deputy Administrator

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103  
(651) 281-1200 | Toll-Free: (800) 925-1122  
[www.lmc.org](http://www.lmc.org) | [Facebook](#) | [Twitter](#) | [Podcast](#)

### Program Production

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In October, a total of **88 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **87:30:00 hours of new programming**.

- 25 programs were produced by the public
- 61 programs were produced by NMTV staff
- 2 programs were produced by City staff



### Van Shoots

---

The HD truck was utilized for 68:00:00 hours of production in October. The following events were produced live and/or recorded for additional playback:

- Volleyball: Buffalo-Waconia vs. Spring Lake Park
- Football: Champlin Park vs. Blaine
- Girls Swim & Dive: Spring Lake Park vs. Centennial
- Volleyball: Blaine vs. Centennial
- Football: Spring Lake Park vs. Monticello
- Girls Soccer: 7AAA Final: Andover vs. Centennial
- Football: Mahtomedi vs. Spring Lake Park
- Football: Rosemount vs. Centennial
- Football: Class 6-A First Round: Burnsville vs. Centennial
- Football: 6AAAAA Semi-Final: Monticello vs. Spring Lake Park



### vMix Live Streaming Shoots

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The vMix single camera production system was utilized to record/stream 6 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.

- Adapted Soccer: Anoka-Hennepin vs. Centennial/Spring Lake Park
- Football: Irondale vs. Spring Lake Park
- Girls Soccer: 5AAA Semi-Final: Mounds View vs. Spring Lake Park
- North Metro Youth Football Championships:
  - 2<sup>nd</sup> Grade Game
  - 3<sup>rd</sup> Grade Game
  - 4<sup>th</sup> Grade Game
  - 5<sup>th</sup> Grade Game
  - 6<sup>th</sup> Grade Game
- Girls Soccer: 5AAA Final: Maple Grove vs. Spring Lake Park
- Volleyball: 7AAA Semi-Final: Centennial vs. Forest Lake







## Most Streamed Sporting Event

North Metro Youth Football Championships:  
1,343 Views

## Live Workshops

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Workshop	Instructor	Organization	Students
How to Search the Internet	Eric Houston	Mary Ann Young Center	21
Lecture: Here's Johnny: The History of the Tonight Show	Eric Houston	General Public	18
<b>2 Workshops</b>			<b>39 Students</b>

## VOD Workshop Views

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Workshop	Type	# of Views	Hours Viewed
Diana Rigg: Avenger	Mini	1,073	102.75 hrs
Batman's Greatest Villains	Mini	136	13.5 hrs
Columbo: One More Thing	Mini	1,454	157.5 hrs
King of the Cowboys 4 – John Wayne	Mini	32	3.5 hrs
King of the Cowboys 3 – Randolph Scott	Mini	78	3.25 hrs
King of the Cowboys 2 – Autry/Rogers	Mini	214	13.25 hrs
King of the Cowboys 1 – Strong and Silent	Mini	28	1.75 hrs
Great British Game Shows	Mini	38	1.5 hrs
We Love Lucy: The Lucille Ball Story	Full	NA	NA
The Immortal Ingrid Pitt	Mini	366	15.25 hrs
The Oscars: 90 Years of the Academy Awards	Full	50	8.25 hrs
Tim Curry Horror Picture Show	Mini	39	1 hrs
Back to the Eighties: The Decade's Biggest...	Full	NA	NA
James Bond: 50 Years of 007	Full	15	1 hrs
Eurovision: A Celebration	Mini	NA	NA
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	271	15.75 hrs
Superman: The Man of Steel on the Silver Screen	Full	NA	NA
The Fantastic Four on the Silver Screen	Mini	NA	NA
Christmas in Hollywood	Full	NA	NA
TV's Greatest Christmas Specials	Full	8	.75 hrs
Chicago Christmas Classics	Mini	551	27.5 hrs
Let's Go Ghostbusters: Filmmation's Haunted Heroes	Mini	10	.25 hrs
Monster Movies of the 40s and 50s	Full	268	21.25 hrs
Monster Movies of the 20s and 30s	Full	13	.75 hrs
The Presidency on Film JQA to JFK	Full	NA	NA
Monstervision: The Legend of Joe Bob Briggs	Mini	NA	NA
The Cult of Caroline Munro	Mini	1,965	65.5 hrs
The Marilyn Monroe Story	Full	4	.25 hrs
Nick at Nite: A TV Viewer's Dream	Mini	24	1 hrs
The Birth of Animation: Mickey, Bugs, and Betty...	Full	4	.75 hrs
Hollywood Goes to War: World War II	Full	101	21.5 hrs
Come on Down: Game Shows of the 70s and 80s	Full	30	1.25 hrs

The Quiz Show Scandals and Other Game Shows..	Full	579	144.75 hrs
The Three Stooges: Comedy's Heavy Hitters	Full	NA	NA
The Marx Brothers: Groucho, Harpo, Chico...	Full	60	2.75 hrs
Mary Pickford: The World's First Movie Star	Full	NA	NA
Hollywood Goes to the Dogs: Lassie, Benji...	Full	NA	NA
<b>37 VOD Workshops</b>		<b>7,411 Total Views</b>	<b>626.5 Hours Viewed</b>



### Most Viewed YouTube Workshop

The Cult of Caroline Munro  
1,965 Views

### YouTube Stats

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Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	26,847	33,656	2,176.25	64	375,076
February	39,350	51,758	5,263	201	1,169,051
March	58,859	74,726	7,070	237	1,833,467
April	53,014	97,942	3,445	58	421,789
May	39,135	61,084	2,771	92	380,115
June	34,746	58,907	3,659	138	344,775
July	34,807	57,811	2,395.5	60	294,888
August	32,600	50,353	2,658	67	272,782
September	31,144	47,246	2,019	88	331,782
October	22,300	30,820	1,783	107	352,457
<b>TOTAL:</b>	<b>372,802</b>	<b>564,303</b>	<b>33,239.75</b>	<b>1,112</b>	<b>5,776,182</b>

### NMTV Website Stats

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Month	Number of Users	Number of Views	Ch. 15 Live Stream Views
January	5,568	10,793	1,625
February	5,229	10,091	1,040
March	6,404	11,943	868
April	6,626	11,569	799
May	7,224	8,717	1,564
June	7,305	12,398	1,192
July	4,600	26,000	595
August	10,000	27,000	1,563
September	7,700	20,000	4,746
October	2,700	26,000	3,196
<b>TOTAL:</b>	<b>63,356</b>	<b>164,511</b>	<b>17,188</b>

## 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	225	51	59	0	0	\$764.92
February	180.75	35	43	0	0	\$234.52
March	284.75	82	62	0	0	\$1,046.56
April	564	149	161	27	236	\$1,871.45
May	514.5	131	69	10	164	\$4,336.45
June	175	25	49	22	0	\$1,102.67
July	523.25	138	103	9	170	\$1,150.54
August	189	55	13	9	30	\$2,520.65
September	298.25	84	56	46	349	\$1,295.16
October	263.75	92	28	36	1,385	\$894.17
<b>TOTAL:</b>	<b>3,218.25</b>	<b>842</b>	<b>643</b>	<b>159</b>	<b>2,334</b>	<b>\$15,217.09</b>

## Production Highlights

### NMTV News Highlights

Each week Danika Peterson and Eric Nelson create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some October highlights include:

- No Monsters, but Lots of Flying Saucers at Blaine's Lochness Park
- Twins Fans Hop on the Northstar Playoff Express to Target Field
- Behind the Scenes: Midwest Regional Forensic Laboratory
- Coats for Kids Program Going on this Month at Blaine High School
- Celebrating the Future of Highway 65
- Centerville and Amazon Celebrate New Delivery Station
- Salvation Army Recruiting North Metro Residents to Ring in the Holidays
- Salsa Showdown: Charity Taste Test Taking Place in the North Metro
- Papa's Pumpkin Patch is Au Natural
- Blaine Extends Garbage Contract with Walters Recycling
- Blaine Woman Teams Up with Local Preschool to Bring Change in Liberia
- New Minnesota State EOC Coming to Blaine
- US 10 Road Construction Enters Final Phase



In addition to daily playbacks of North Metro TV News on the cable systems, there are **1,273 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

Twins Fans Hop on the Northstar Playoff Express to Target Field  
286 Views

### Internet Literacy Classes

Facility Manager, Eric Houston, taught his second internet literacy class at the Mary Ann Young Center. The class, How to Search the Internet, focused on using internet search engines and the difference between them. Eric reports that the students continue to have many questions and are leaving class with a better understanding of how to use their computers and other devices.



### NSPN.TV Streaming Update

North Metro TV is two months into its agreement with the Neighborhood Sports Network (NSPN.TV) for streaming fall sports. In exchange for exclusive streaming rights to high school games, NMTV is compensated the majority of subscription and download fees for the service. Another benefit of the relationship is that we are being allowed to live stream the state quarter final football game between Centennial and Rosemount. Without this agreement we would not be able to get permission to do so. The arrangement will be reevaluated at the end of the fall sports season trial period.

### City Meeting Podcasts

Podcasts are turning out to be fairly popular. Eric Houston has done considerable work promoting the availability of the podcasts, including social media and print ads, along with creating feeds, uploading episodes, creating show graphics and distributing the podcasts to the various platforms. With only five cities currently participating, and for select meetings at this point, October saw 61 downloads of city meetings. There were an additional 24 downloads of other NMTV programming.



### Transcription Service

NMTV staff has identified another service that could be of value to our member cities. Eric Houston found that he was able to use audio files, that were generated for podcasts, to create transcripts of each city meeting. The transcripts are generated using an online platform called Otter.ai, which creates an interactive transcript that is broken down by speaker. Anyone using the transcript can click on any word to also hear the meeting audio. So far, the program seems to be a big success, with several city employees expressing a lot of enthusiasm for the product.

### Youth Football

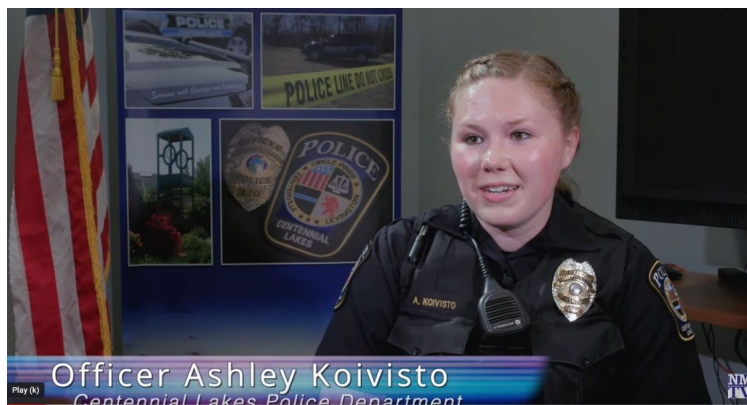
The sports crew spent Sunday October 15th covering the North Metro Youth Football Championships. The 2nd, 3rd, 4th, 5th, and 6th grade championship games were all recorded for future playback. This event is very popular with our viewing audience and also results in quite a few Blu-ray sales. It is a tradition for us to play-back a youth football marathon on Thanksgiving day. The tradition will continue!



### City Productions

In October, Municipal Producer, Trevor Scholl, completed two productions. They include a Business Matters episode and a police officer profile. He also assisted the news team with the production of Behind the Scenes of the Midwest Regional Forensic Laboratory. Completed programs include:

- CLPD Officer Ashley Koivisto
- Business Matters: Hot Worx
- Behind the Scenes of the Midwest Regional Forensic Laboratory





New and ongoing projects include:

- Blaine on-boarding videos
- SLP Officer profile
- Blaine community outreach video
- Turkey Trot 5K
- Lino Lakes police and fire recruitment videos
- Blaine citizens academy
- Burn boot camp
- Business profiles
- Blaine Facebook live town halls

Trevor touches base with contacts on a regular basis and also encourages Cities to contact him with ideas for new videos.

## Public Access Programs

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Title	Producer	Runtime
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	01:14:47
Christ Lutheran Church Worship (4 episodes)	Chance Amundson	03:36:27
Christ Lutheran Church Worship Message (4 episodes)	Chance Amundson	01:59:44
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	02:30:50
Hope Church On-Line (3 episodes)	Patrick Joslyn	02:45:45
<b>25 New Programs</b>		<b>18:07:33 New Hours</b>

## NMTV Staff Programs

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Title	Producer	Runtime
Anoka County Board Meeting (10/10/23)	T.J. Tronson	01:30:35
Anoka County Board Meeting (10/24/23)	T.J. Tronson	01:15:04
NMTV News (2 episodes)	Danika Peterson/Eric Nelson	00:54:03
Behind the Scenes at the Midwest Regional Forensic Laboratory	Danika Peterson/Eric Nelson/Trevor Scholl	00:06:46
Celebrating the Future of Highway 65	Danika Peterson/Eric Nelson	00:02:32
Business Matters: Hitters Sports Cards	Danika Peterson/Eric Nelson	00:02:41
Amazon Ribbon Cutting	Danika Peterson/Eric Nelson	00:01:49
Business Matters: Hot Worx	Trevor Scholl	00:02:35
CLPD Ashley Koivisto	Trevor Scholl	00:04:22
Volleyball: Buffalo Waconia/Spring Lake Park	Kenton Kipp/Ted Leroux	01:11:46
Football: Champlin Park/Blaine	Kenton Kipp/Ted Leroux	02:24:10
Girls Swim & Dive: Spring Lake Park/Centennial	Kenton Kipp/Ted Leroux	02:28:21
Volleyball: Blaine/Centennial	Kenton Kipp/Ted Leroux	02:07:47
Football: Spring Lake Park/Monticello	Kenton Kipp/Ted Leroux	01:44:10
Soccer: Girls 7AAA Final: Andover/Centennial	Kenton Kipp/Ted Leroux	01:42:26
Football: Mahtomedi/Spring Lake Park	Kenton Kipp/Ted Leroux	01:12:12
Football: Rosemount/Centennial	Kenton Kipp/Ted Leroux	01:53:04

Football: Class 6A First Round: Burnsville/Centennial	Kenton Kipp/Ted Leroux	02:08:58
Football: 6AAAAA Semi Final: Monticello/Spring Lake Park	Kenton Kipp/Ted Leroux	02:07:15
Adapted Soccer (CI Division) Anoka Hennepin/Centennial/SLP	Kenton Kipp/Ted Leroux	00:59:11
Football: Irondale/Spring Lake Park	Kenton Kipp/Ted Leroux	02:18:55
Girls Soccer: 5AAA Semi-Final: Mounds View/Spring Lake Park	Kenton Kipp/Ted Leroux	01:34:30
North Metro Youth Football Championships: 2 <sup>nd</sup> Grade Game	Kenton Kipp/Ted Leroux	01:22:06
North Metro Youth Football Championships: 3 <sup>rd</sup> Grade Game	Kenton Kipp/Ted Leroux	00:59:53
North Metro Youth Football Championships: 4 <sup>th</sup> Grade Game	Kenton Kipp/Ted Leroux	01:11:35
North Metro Youth Football Championships: 5 <sup>th</sup> Grade Game	Kenton Kipp/Ted Leroux	01:33:43
North Metro Youth Football Championships: 6 <sup>th</sup> Grade Game	Kenton Kipp/Ted Leroux	01:15:43
Girls Swim & Dive: 5AAA Final: Maple Grove/Spring Lake Park	Kenton Kipp/Ted Leroux	01:47:07
Volleyball: 7AAA Semi-Final: Centennial/Forest Lake	Kenton Kipp/Ted Leroux	01:15:22
Centennial High School Choir Concert	Kenton Kipp/Ted Leroux	01:11:59
Sports Den (5 episodes)	Kenton Kipp/Ted Leroux	01:56:49
<b>36 New Programs</b>		<b>41:27:29 New Hours</b>

## City Meetings

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Title	Producer	Runtime
Blaine City Council Meeting (10/2/23)	T.J. Tronson	00:43:20
Blaine Planning Commission Meeting (10/10/23)	T.J. Tronson	00:22:11
Blaine City Council Meeting (10/16/23)	Trevor Scholl	01:54:30
Blaine Park Board Meeting (10/24/23)	Trevor Scholl	01:08:40
Centerville Park & Rec Meeting (10/5/23)	John Murphy	02:28:11
Centerville Planning & Zoning Meeting (10/10/23)	Eric Houston	02:13:32
Centerville City Council Meeting (10/11/23)	John Murphy	01:48:43
Centerville EDA Meeting (10/17/23)	Danika Peterson	02:31:00
Centerville City Council Meeting (10/25/23)	John Murphy	01:29:31
Circle Pines City Council Meeting (10/10/23)	Ray Flint	00:28:35
Circle Pines Utility Commission Meeting (10/18/23)	Ray Flint	00:04:43
Circle Pines City Council Meeting (10/24/23)	Danika Peterson	00:44:42
Ham Lake City Council Meeting (10/2/23)	Payton Nelson	00:09:07
Ham Lake Lake Planning Commission Meeting (10/9/23)	Payton Nelson	01:16:24
Ham Lake City Council Meeting (10/16/23)	Payton Nelson	00:45:50
Ham Lake Lake Planning Commission Meeting (10/23/23)	Payton Nelson	01:09:20
Lexington City Council Meeting (10/5/23)	Lexington Staff	00:29:21
Lexington City Council Meeting (10/19/23)	Lexington Staff	00:30:57
Lino Lakes Park Board Meeting (10/4/23)	Anne Serwe	01:24:25

Lino Lakes City Council Meeting (10/9/23)	Anne Serwe	01:14:40
Lino Lakes Planning & Zoning Meeting (10/11/23)	Anne Serwe	0053:31
Lino Lakes City Council Meeting (10/23/23)	Anne Serwe	00:23:58
Lino Lakes Environmental Board Meeting (10/25/23)	Anne Serwe	01:23:47
Spring Lake Park City Council Meeting (10/2/23)	Ray Flint	01:10:58
Spring Lake Park City Council Meeting (10/16/23)	Ray Flint	00:21:53
Spring Lake Park Planning Commission Meeting (10/23/23)	Ray Flint	00:21:53
Centennial Fire District Steering Committee Meeting (10/12/23)	Eric Houston	00:43:19
<b>27 New Programs</b>		<b>28:03:05 New Hours</b>

If you have any questions or comments regarding this monthly report please contact Heidi Arnson at 763.231.2801 or [harnson@northmetrotv.com](mailto:harnson@northmetrotv.com).

## Video Production



Municipal Producer, Trevor Scholl, completed three productions in October. Programs include an episode of Business Matters and a police officer profile. Trevor also co-produced a behind the scenes look at the Midwest Regional Forensic lab. Programs were also produced by Danika Peterson, Eric Nelson, 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 ideas or requests for programming.

Title	Producer	Runtime
Business Matters: Hot Worx	Trevor Scholl	00:02:35
CLPD Ashley Koivisto	Trevor Scholl	00:04:22
Behind the Scenes at the Midwest Regional Forensic Laboratory	Danika Peterson/Eric Nelson/Trevor Scholl	00:06:46
Celebrating the Future of Highway 65	Danika Peterson/Eric Nelson	00:02:32
Business Matters: Hitters Sports Cards	Danika Peterson/Eric Nelson	00:02:41
Amazon Ribbon Cutting	Danika Peterson/Eric Nelson	00:01:49
Anoka County Board Meeting (10/10/23)	T.J. Tronson	01:30:35
Anoka County Board Meeting (10/24/23)	T.J. Tronson	01:15:04

Some projects that Trevor is working on or is scheduled to produce include:

- Blaine on-boarding videos
- SLP Officer profile
- Blaine community outreach video
- Turkey Trot 5K
- Lino Lakes police and fire recruitment videos
- Blaine citizens academy
- Burn boot camp
- Business profiles



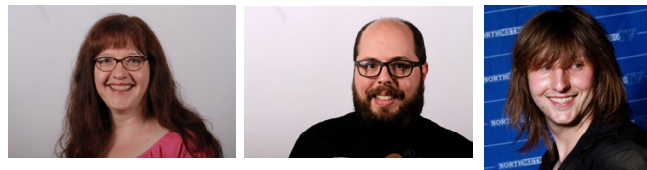
# Equipment Consulting/Technical Support

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- **Blaine**
  - No assistance required.
- **Centerville**
  - No assistance required.
- **Circle Pines**
  - No assistance required.
- **Ham Lake**
  - No assistance required.
- **Lexington**
  - 10.13.23: Problems with a podium mic. Somebody had disconnected at the back of the rack. Hooked it back up into the speaker system. Tested. Reviewed how the speaker system works with staff. Noted that the recording device is getting old. Recommended a new one.
- **Lino Lakes**
  - No assistance required.
- **Spring Lake Park**
  - 10.10.23: Went to city hall to work on ongoing issues. HDMI to SDI converter was the main problem. Replaced it with a Blackmagic converter. Tested to be sure presentation was getting to the Broadcast Pix computer, dais monitors and the main presentation monitor.
  - 10.25.23: Presentation not working again. Could be an electrical issue frying the equipment. Will have to trouble shoot.
- **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 Tightrape 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 October:

Title	Producer	Runtime
Blaine City Council Meeting (10/2/23)	T.J. Tronson	00:43:20
Blaine Planning Commission Meeting (10/10/23)	T.J. Tronson	00:22:11
Blaine City Council Meeting (10/16/23)	Trevor Scholl	01:54:30
Blaine Park Board Meeting (10/24/23)	Trevor Scholl	01:08:40
Centerville Park & Rec Meeting (10/5/23)	John Murphy	02:28:11

Centerville Planning & Zoning Meeting (10/10/23)	Eric Houston	02:13:32
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Centerville EDA Meeting (10/17/23)	Danika Peterson	02:31:00
Centerville City Council Meeting (10/25/23)	John Murphy	01:29:31
Circle Pines City Council Meeting (10/10/23)	Ray Flint	00:28:35
Circle Pines Utility Commission Meeting (10/18/23)	Ray Flint	00:04:43
Circle Pines City Council Meeting (10/24/23)	Danika Peterson	00:44:42
Ham Lake City Council Meeting (10/2/23)	Payton Nelson	00:09:07
Ham Lake Lake Planning Commission Meeting (10/9/23)	Payton Nelson	01:16:24
Ham Lake City Council Meeting (10/16/23)	Payton Nelson	00:45:50
Ham Lake Lake Planning Commission Meeting (10/23/23)	Payton Nelson	01:09:20
Lexington City Council Meeting (10/5/23)	Lexington Staff	00:29:21
Lexington City Council Meeting (10/19/23)	Lexington Staff	00:30:57
Lino Lakes Park Board Meeting (10/4/23)	Anne Serwe	01:24:25
Lino Lakes City Council Meeting (10/9/23)	Anne Serwe	01:14:40
Lino Lakes Planning & Zoning Meeting (10/11/23)	Anne Serwe	0053:31
Lino Lakes City Council Meeting (10/23/23)	Anne Serwe	00:23:58
Lino Lakes Environmental Board Meeting (10/25/23)	Anne Serwe	01:23:47
Spring Lake Park City Council Meeting (10/2/23)	Ray Flint	01:10:58
Spring Lake Park City Council Meeting (10/16/23)	Ray Flint	00:21:53
Spring Lake Park Planning Commission Meeting (10/23/23)	Ray Flint	00:21:53
Centennial Fire District Steering Committee Meeting (10/12/23)	Eric Houston	00:43:19
<b>27 New Programs</b>		<b>28:03:05 New Hours</b>

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 Tigtrope system, and played back on each City channel.

<b>City</b>	<b>Number of Times Programs Played</b>	<b>Hours Programmed on Channel</b>
Blaine	249	252:51:24
Centerville	60	104:59:52
Circle Pines	301	155:32:24
Ham Lake	57	47:51:43
Lexington	93	45:19:27
Lino Lakes	174	136:26:37
Spring Lake Park	107	63:16:52
<b>Totals:</b>	<b>1,041 Program Playbacks</b>	<b>806:18:19 Hours of Video Programming on Channels</b>

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 October:

**Blaine**

- Transcoded and uploaded 3 videos to Carousel.
- Created a new series of 4 social media graphics replacing Twitter with X

**Centerville**

- Transcoded and uploaded 3 videos to Carousel.
- Created 1 new Carousel graphic.

**Circle Pines**

- Transcoded and uploaded 2 videos to Carousel.
- Created 1 new Carousel graphic.

**Ham Lake**

- Transcoded and uploaded 1 video to Carousel.
- Created 1 new Carousel graphic.

**Lexington**

- Transcoded and uploaded 2 videos to Carousel.
- Created 1 new Carousel graphic.

**Lino Lakes**

- Transcoded and uploaded 3 videos to Carousel.

**Spring Lake Park**

- Transcoded and uploaded 1 video to Carousel.
- Created 8 new Carousel graphics.

## Closed Captioning



Closed captioning is an additional service provided by North Metro TV. Every city meeting is closed captioned during the live presentation via our Tightrope system. That process is assigned a per-minute price. Once the meeting is recorded on our servers, that version of the meeting must be captioned separately. This is accomplished through a system owned by North Metro TV and does not incur an additional cost. The following table tallies the number of minutes of captioning provided each city for the month of October.

<b>City</b>	<b>Minutes of Live Closed Captioning</b>	<b>Minutes of Post Closed Captioning</b>
Blaine	249	249
Centerville	631	631
Circle Pines	78	78
Ham Lake	201	201
Lexington	61	61
Lino Lakes	321	321
Spring Lake Park	102	102
<b>Totals:</b>	<b>1,643 Minutes</b>	<b>1,643 Minutes</b>

## Meeting Podcasts



NMTV is now providing a city meeting podcast service. Depending on each cities wishes, any or all meetings can be converted. All podcasts are available across six platforms: Apple Podcasts, Spotify, Podbean, Amazon Music/Audible, iHeart Radio, and Pocketcasts. Links to each platform are available on each individual channel's website and all of those sites can be found at [northmetrotv.com/podcasts](http://northmetrotv.com/podcasts).

### **Blaine**

- Has has given the OK to move forward with podcasts of meetings.

### **Centerville**

- Uploaded 5 city meeting podcasts.
- 17 total downloads

### **Circle Pines**

- Uploaded 2 city meeting podcast.
- 5 total downloads

### **Ham Lake**

- Uploaded 2 city meeting podcasts.
- 10 total downloads

### **Lexington**

- Uploaded 2 city meeting podcasts.
- 14 total downloads

### **Lino Lakes**

- Has decided not to convert city meetings to podcasts.
- **Spring Lake Park**
- Uploaded 3 city meeting podcasts.
- 15 total downloads

## 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**
- 4 meetings bookmarked and placed on VOD.
- **Centerville**
- 5 meetings bookmarked and placed on VOD.
- **Circle Pines**
- 3 meetings bookmarked and placed on VOD.
- **Ham Lake**
- 4 meetings bookmarked and placed on VOD.
- **Lexington**
- 2 meetings placed on VOD.
- **Lino Lakes**
- 5 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
- 3 meeting bookmarked and placed on VOD

## Administrative

Issues dealt with in October include processing third quarter franchise and PEG fee data, monitoring streaming agreement with Neighborhood Sports Network, working with NMTV staff and Blaine regarding NMTV/CCX merger possibility, and organizing work and reviewing processes with Danika and Eric.



- **3<sup>rd</sup> Quarter Franchise and PEG Fee Reports**
- Received 3rd quarter franchise and PEG fee reports and payments from Comcast.
- Entered data into spread sheets for PEG fees received, franchise fees received, and gross revenues.
- Comcast franchise fees were down \$8,560 over the previous quarter. PEG fees were down \$4,061 over the previous quarter.
- Subscriber numbers continue to decline.
- Income predictions continue to remain within estimates for franchise fees. PEG fees continue to slide at a higher rate, but miscellaneous income is making up for deficits.

### **Streaming Agreement**

- Still awaiting October revenue reports.
- Have not received viewer complaints.
- Agreement allows us to live stream tournament games we were previously unable to cover.

### **Meeting Podcasts**

- Six of seven cities have requested meetings be podcast.
- Added number of podcast downloads to monthly report.
- 61 meeting podcasts were downloaded in October.

### **ED Search/Commission Future**

- Supplied M. Wolfe with voting and financial data for report to Blaine City Council.
- Reviewed report outline and offered additional/requested information.
- Phone call with M. Wolfe regarding report to Blaine City Council.
- Worked on Co-Ed salary recommendation.
- Answered NMTV staff questions regarding merger idea and ED search.
- Reviewed responsibilities with Danika and Eric.
- Created more step-by-step directions for various responsibilities.
- Continued to organize and clean out office.

### **Miscellaneous**

- Sent model invoice to Dan Tesch.
- Monitor and bookmark all city meetings.
- Received and documented monthly Comcast subscriber reports.
- Read October Legal Report.
- Read industry articles.

# LOCAL GOVERNMENT OFFICIALS

## November 29, 2023

**Bunker Hills Activities Center  
550 Bunker Lake Blvd NW  
Andover, MN 55304**

### Agenda

**6:00 p.m. Dinner  
6:15 p.m. Meeting**

1. Role of Anoka County Joint Law Enforcement Council
2. Veterans Services
3. Elections
4. Greenhouse Gas and Vehicle Miles Traveled Legislation
5. 2024 Meeting Dates:

January 31, 2024

May 29, 2024

July 31, 2024

October 30, 2024

# LOCAL GOVERNMENT OFFICIALS

Anoka County • Andover • Anoka • Bethel • Blaine • Centerville • Circle Pines • Columbia Heights

Lexington • Lino Lakes • Linwood • Nowthen • Oak Grove • Ramsey • St. Francis • Spring Lake Park

## Menu

### Custom Catering

**\$11 per person**

### Taco Bar

Brownie, Coffee, Water

**RSVP needed by November 22, 2023**

**Tina Pedersen – 763-324-4607**

[Tina.Pedersen@anokacountymn.gov](mailto:Tina.Pedersen@anokacountymn.gov)

**Anoka County will invoice your city for payment of meals  
based on the number of RSVPs we receive.**

Columbus • Coon Rapids • East Bethel • Fridley • Ham Lake • Hilltop



Greetings Public Water Suppliers,

Drought conditions have improved with the late season precipitation we received. This improvement has resulted in your watershed moving to the *Drought Watch Phase*. This means that you are relieved of required water demand reductions. Although seasonal water use is declining, abnormally dry and drought conditions persist throughout Minnesota and the watershed where you reside remains in the *Drought Watch Phase*. The DNR encourages all Minnesotans to conserve water, not only during drought but on an ongoing basis.

The DNR has ceased its weekly drought update process for the year. Much of the state is abnormally dry or in some level of drought resulting from precipitation deficits accumulated over the 2023 growing season. Whether drought continues in 2024 depends on factors including snow pack this winter, spring melt, and spring and summer precipitation. We will continue monitoring conditions over the winter with regular communication returning as necessary after spring thaw.

While seasonal water use changes may temporarily reduce urgency and the need for more restrictive actions, we encourage all Minnesotans to help conserve water. Adopting regular [water conservation measures](#) helps plan for drought and future water-use strategies. For some public water suppliers, this year marked the third continuous year with significant drought. The lessons learned can be incorporated into Water Supply Plans for public water suppliers serving over 1,000 people. You can look to Parts 2 (emergency response) and 3 (water conservation) to make updates.

The 2023 drought affected all of Minnesota. Many watersheds went into advanced phases of drought that required municipalities to implement demand reduction measures through water conservation. The DNR looks forward to evaluating the success of those measures through water use data reported in the [Minnesota Permitting and Reporting System \(MPARS\)](#) as well as water conservation and efficiency information provided in the [water conservation reporting system](#).

Thank you for your awareness and action during the 2023 drought,

Randall Doneen

Conservation Assistance and Regulations (CAR) Section Manager | Ecological & Water Resources

Phone: 651-259-5156

Email: [randall.doneen@state.mn.us](mailto:randall.doneen@state.mn.us)

[mndnr.gov](http://mndnr.gov)



Rhonda Sivarajah  
County Administrator

# Anoka County

## COUNTY ADMINISTRATION

Respectful, Innovative, Fiscally Responsible

November 14, 2023

Ms. Marcey Westrick  
Central Region Manager  
Minnesota Board of Water and Soil Resources  
520 Lafayette Road North  
St. Paul, MN 55155

Dear Ms. Westrick:

At the county board meeting of November 14, 2023, the Anoka County Board of Commissioners appointed Jason Lund (replacing Patrick Parker due to his passing) to the Coon Creek Watershed District Board of Managers for a term ending May 27, 2025.

If you have any questions regarding the actions taken by the Anoka County Board of Commissioners, please do not hesitate to contact me.

Sincerely,

Rhonda Sivarajah  
County Administrator  
763-324-4715  
[Rhonda.Sivarajah@anokacountymn.gov](mailto:Rhonda.Sivarajah@anokacountymn.gov)

RS:bv  
By email

c: Pam LeBlanc, Property Records and Taxation Division Manager  
Tim Kelly, District Administrator, Coon Creek Watershed District  
Mayors and City Managers/Administrators of CCWD



# Fridley

COMMUNITY CONNECTION

Parks and Recreation Brochure Enclosed

NOVEMBER/DECEMBER 2023  
NO. 245

WE BELIEVE FRIDLEY WILL BE A SAFE, VIBRANT, FRIENDLY AND STABLE HOME FOR FAMILIES AND BUSINESSES.

7071 University Avenue NE  
Fridley, MN 55432  
phone: (763) 571-3450  
FridleyMN.gov

email: info@FridleyMN.gov

Mayor – Scott Lund  
Councilmember-at-Large – David Ostwald  
Councilmember 1st Ward – Tom Tillberry  
Councilmember 2nd Ward – Ryan Evanson  
Councilmember 3rd Ward – Ann Bolkcom  
City Manager – Wally Wysopal

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## Winter Parking Reminder: No Overnight Parking

Friendly reminder: Overnight parking on City streets is prohibited from November 1 until April 1, from 2-6 a.m.

### Why Does the City Have Winter Parking Restrictions?

Snow plow drivers are often faced with challenges, including low visibility and poor road conditions. When cars or trash bins are on the side of the road, they create additional, unnecessary challenges. Please help keep your property and our drivers safe this winter by following the winter parking requirements.

By removing your vehicle off the street, you are:

- Avoiding a parking violation ticket.
- Making streets safer by allowing plows to clear the full width of the roadway.

- Ensuring there is no damage done to your vehicle from snow being cleared.
- Allowing routes to be more accessible for emergency vehicles.
- Helping snow plow drivers to be able to clear the streets quickly (and sometimes multiple times per day)!

Learn more online at [FridleyMN.gov/Parking](http://FridleyMN.gov/Parking).

### Fridley City Code, Chapter 506.05

From November 1-April 1 each year, it is a violation to park any vehicle on City streets from 2-6 a.m. It is also a violation to stop, park or leave standing a vehicle in such a manner as to impede the plowing or removal of snow, ice or waste from public streets or highways, regardless of the date or time.

## Winter Lights

Help spread holiday cheer by decorating the exterior of your home! Entries will be judged on overall impact, visual appeal, uniqueness, variety and tidiness. Category winners and "Bright Spots" will be indicated on the map.

All entries will be placed on a map so that residents and visitors can create their own custom lights tour around town. Judging will take place December 11 - 12. Winners will be announced, and maps will be available on December 15. Tour maps will be available in person at City Hall and at [FridleyMN.gov/Rec](http://FridleyMN.gov/Rec).



Register between November 6 - December 10

PRESORTED STD  
U.S. Postage  
PAID  
Twin Cities, MN  
Permit NO. 92886

54 12297

\*\*\*\*\*ECRLOT\*\*C 033

City Administrator  
City of Spring Lake Park  
1301 81st Ave NE  
Spring Lake Park MN 55432-2188



### Pumpkin Recycling

November 1 - 6

Springbrook Nature Center Parking Lot

The pumpkin dumpster will be back at Springbrook Nature Center from November 1 - 6. Toss your pumpkins in the dumpster, and they will be recycled into compost. Our goal this year is two tons of pumpkins!  
\*\*Only pumpkins in the Pumpkin Dumpster, please.\*\*



### Holiday Lights!

December 1 - January 31

Fridley Civic Campus

We will be collecting broken and non-working holiday lights for recycling from December 1 - January 31. A labeled drop box will be in the lobby at City Hall. Remember to never put string lights, cords, hoses or other tangles in the recycling cart—it jams up the machines. Questions? Call 763-572-3594 or email [Recycling@FridleyMN.gov](mailto:Recycling@FridleyMN.gov).





BEFORE

AFTER

## Family Transforms Home with Fridley's Front Door Grant

Adam and Brianna, a young couple who have been residents of Fridley for the past five years, have transformed their 1960 house into a charming abode with the help of the City of Fridley's Front Door Grant program. The program aims to enhance the "curb appeal" of homes and promote beautification within the city. Adam and Brianna have not only added value to their own property but have also become advocates for this initiative.

The couple fell in love with the Fridley area for its proximity to amenities, affordability and peaceful neighborhood. They bought their home in the Parkview neighborhood in 2018. Although initially unimpressed by the appearance of their new house, they recognized its potential due to its prime location near main interstates and Moore Lake.

Adam learned about the Front Door Grant and its benefits while talking with neighbors, who were previous recipients of the grant in 2022. Impressed by their friends' success and influenced by their glowing recommendations,

Adam and Brianna decided to apply for the grant. They were particularly excited that the program reimburses homeowners a portion of their project costs up to \$5,000 at 25 percent of the project cost, making the major home improvement process more affordable.

After being approved for the program, Adam and Brianna sought the expertise of a local contractor and paint consultant. They decided on a darker color to help withstand the direct sunlight and enhance the house's visual appeal. The construction team replaced soffits to prevent ice damming, updated the storm doors and improved the landscaping, creating a harmonious blend of aesthetics and functionality. Adam's friend, and professional painter, completed the painting of the exterior and windows.

One of the more challenging decisions for Adam and Brianna was selecting the perfect color for their front door. After careful consideration, they settled on the vibrant hue of Determined Orange. This bold choice

beautifully contrasts against the blue exterior, making their house stand out in the neighborhood.

The Fridley's Front Door Grant program has been a game-changer for homeowners like Adam and Brianna. Not only does it provide financial assistance for beautification projects, but it also fosters a sense of community pride and encourages homeowners to invest in their neighborhood.

To be eligible for the Front Door Grant, applicants must be: 1) owner of the property; 2) current on taxes; 3) property has to be valued less than \$425,000; 4) beautification must be visible from the street; 5) projects must include at least two items and at least \$4,000 worth of work from the Beautification project list, such as, front door, storm door and/or garage door replacement.

Discover more about the Front Door Grant at [FridleyMN.gov/FrontDoor](https://www.fridleymn.gov/FrontDoor). Information on future grant opportunities will be available in January 2024.

## Volunteers Expand Pollinator Habitat

Volunteers have been busy this fall helping our city's pollinators. Planting events were held



on September 21 at the Moore Lake Iron Enhance Sand Filter with fourth graders from North Park School for Innovation, and on September 23 at Commons Park with volunteers from the Fridley City Council, the Environmental Quality and Energy Commission, Fridley-Columbia Heights Rotary, Boy Scout Troop 167, Cub Scout Pack 20, and interested residents in partnership with Anoka Conservation District. This work supports the Pollinator Friendly Fridley initiative adopted by the Fridley City Council in 2018. Financial support for the Moore Lake Park planting was provided as part of a Clean Water Fund grant, and financial support for the Commons Park planting as part of a Habitat Enhancement Landscape Pilot grant. Both grants were provided by the Board of Water and Soil Resources. Thank you to our wonderful volunteers for their efforts!

## What Is It Like to Be An Election Judge in Fridley?

You may have seen the requests from the City to be an Election Judge in 2024, and perhaps wonder what it is like to be an election judge. Brendan Bremener, one of the City's veteran election judges, has some answers to this question to help better explain the process and what keeps him coming back each election.

### What does a typical day look like for you as an election judge?

"On Election Day, the day begins very early with a flurry of set up activities with your team. You often see a morning rush of voters followed by alternating busy/not-so-busy times during the day. It is always a perk getting to see friends, family and neighbors arrive at your polling place throughout the day and, of course, meeting new people too! Serving most voters is very quick, but some problem-solving can be required if technology does not cooperate or when certain registration details need to be entered. This can be challenging during busy times, but you always have the support of

your team and City/County election staff. Once polls close, we work through the closing process and get to be some of the first to know the results in our precinct! Overall, it is a fun, productive day and can be a nice break from your daily routine."

### What do you enjoy the most about being an election judge?

"I like having a more involved role in the voting process and seeing what happens from start to finish. This helps me to serve voters more effectively by being better able to answer any questions. The best part is knowing that I helped my community be heard, and that hopefully, they had a good experience participating."

If you would like to have an active role in voting procedures and give back to the community like Brendan does, please consider serving your community as an Election Judge in 2024. For more information, visit us on the web at [FridleyMN.gov/Elections](https://www.fridleymn.gov/Elections), email [Elections@FridleyMN.gov](mailto:Elections@FridleyMN.gov) or call 763-572-3573.



## Moon Plaza Site Redevelopment

The final tenants finished moving out of Moon Plaza Shopping Center at the end of August. Demolition of the building and site preparation occurred in September and October, and parking garage foundation work began a short time after. The developer anticipates this will be a 20-month buildout, and the grand opening will likely occur in early summer 2025.

The project is a 169-unit building that will have a mix of one-, two- and three-bedroom units. Each unit will include a washer and dryer, stainless steel appliances, quartz counter tops and 9-foot ceilings. Common area amenities include a community room, a game room, resident storage areas, an outdoor patio with a dog run and tot lot, and sidewalk and connections to existing sidewalks and transportation systems.

A new eight-foot trail will be constructed as part of the project to connect to the existing sidewalk on St. William's property to the south, which will then continue to 61st and University Avenues, and tie into the existing Route 10 bus line stop, and future F Line BRT bus station.

The proposed building will be five stories along the east elevation, and the building's mid-section, while the north and south sides of the building will be four stories. Orientation of the building on the site was given careful consideration. Instead of placing the building close to the University Avenue Service Drive, the developer's architect has designed this project as a backwards "C," which pushes the building closer to the eastern property line. The shared common space and parking area will be on the west side, in front of the building and visible from University Avenue



and the Service Drive. This building orientation was preferred by the City staff, Planning Commission and City Council, as it works better for a mid-block development, and was favored by the Public Safety Department for safety and security reasons.

Cranes overhead mean heavy building activity is underway. You can expect to see a crane or two on site as this building comes up out of the ground.

If you have any questions regarding this project, please contact Stacy Stromberg at [Stacy.Stromberg@FridleyMN.gov](mailto:Stacy.Stromberg@FridleyMN.gov) or 763-572-3595.

## Recodification Update

The City Manager's Office and City Clerk's Office have continued work on the Recodification process of reviewing the City Code (Code) to see what areas can be updated to make the Code easier to navigate and make sure it meets the needs of those who live and work in Fridley. This process began in 2021, and staff from every department have been working on reviewing the Code. The latest Title to be approved by the City Council is the six chapters that make up Title 4, Public Nuisance.

Some chapters received an update to their content, while others simply received some modernized language. Some chapters were consolidated, such as all three chapters that pertain to vehicles: Abandoned Junk or Unsafe Motor Vehicles, Junk Vehicles and Vehicle Towing, into one chapter simply titled Vehicles.

The chapter on Abatement of Exterior Public Nuisances received the most updates to align with State Law, and includes procedural changes such as notifications residents will receive if an abatement of an exterior public nuisance is determined, and changes to the request for hearing timeline from 10 days to 14 days to ensure the deadline will not fall on a weekend.

Title 4 of the Code was adopted at the City Council meeting on August 28, 2023, and became effective on September 16, 2023.

The City has created a webpage for the project where all supporting documents may be viewed and it can be found at [FridleyMN.gov/Recodification](http://FridleyMN.gov/Recodification). Any questions on this project may be directed to [CityClerk@FridleyMN.gov](mailto:CityClerk@FridleyMN.gov).

## Parking on the Grass

Have you noticed any cars parked on the grass recently?

In Fridley, all parked vehicles must be kept on hard surfaces like driveways and parking lots. Gravel and dirt parking areas are not permitted. Boats, non-motorized RVs and empty trailers can be kept in your side yard or rear yard, but cars and other motorized vehicles cannot. In the winter, vehicles must still be kept on paved surfaces.

If you would like to report any vehicles on the grass or other code violations, visit [CitizenServe.com/Fridley](http://CitizenServe.com/Fridley) to make an anonymous complaint. For more information about vehicle regulations or other code questions, contact Dan Cahill, Code Enforcement Inspector, at 763-572-3598 or [Daniel.Cahill@FridleyMN.gov](mailto:Daniel.Cahill@FridleyMN.gov).



## Abandoned Gas Station Reimagined

Exciting changes are happening at the 6101 University Avenue parcel, which was previously an abandoned gas station. In 2020, after years of attempted redevelopment by commercial investors, the City received the parcel through tax forfeiture. Based on the site's location near housing, transit and sidewalks, it has the potential to serve as a gathering space and multi-modal transit hub. In September, the City received an Active Transportation Demonstration grant from the Minnesota Department of Transportation to install temporary amenities on the site. Permanent site changes will begin this year and be finished in early 2024. Funding for this project was awarded through the Anoka County Community Development Block Grant program. Planned amenities include improved sidewalks, drinking fountains, seating, bike racks and landscaping. These changes will complement updates to the adjacent bus stop planned for 2026 with the construction of the METRO F Bus Rapid Transit Line. We look forward to welcoming you to the reimagined site!

The need is constant.  
The gratification is instant. Give blood.

**City of Fridley Blood Drive**  
**Wednesday, November 8**  
**10 a.m. – 4 p.m.**  
Springbrook Nature Center

Contact information:  
Fridley Recreation Department  
763-572-3579 • [Olivia.Gnadke@FridleyMN.gov](mailto:Olivia.Gnadke@FridleyMN.gov)  
The event is open to the public.

To Schedule an Appointment:  
[redcrossblood.org](http://redcrossblood.org) (search for CityOfFridley)  
or call 1 (800) RED-CROSS



Giving blood is a simple way to make a difference in someone's life.



## Fridley Community Calendar

### November

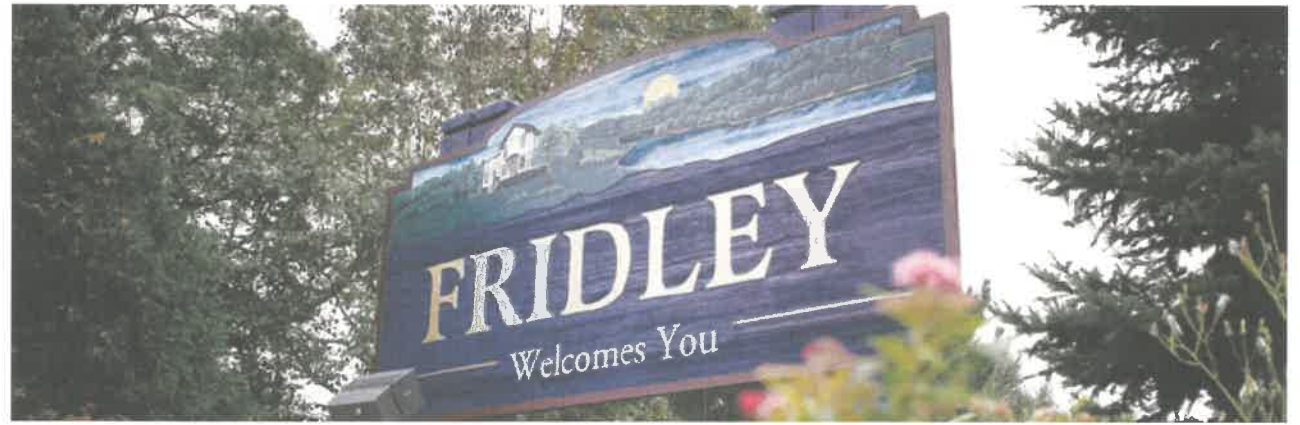
- November 2 | Housing & Redevelopment Authority (HRA) Meeting
- November 6 | Charter Commission Meeting
- November 6 | Parks and Recreation Commission Meeting
- November 10 | City Offices Closed in Observance of Veterans Day
- November 13 | City Council Meeting
- November 14 | Environmental & Energy Commission Meeting
- November 15 | Planning Commission Meeting
- November 23 & 24 | City Offices Closed for Thanksgiving Holiday
- November 27 | City Council Meeting

### December

- December 4 | Parks and Recreation Commission Meeting
- December 7 | Housing & Redevelopment Authority (HRA) Meeting
- December 11 | City Council Meeting
- December 12 | Environmental Quality & Energy Commission Meeting
- December 18 | City Council Meeting
- December 20 | Planning Commission Meeting
- December 25 | City Offices Closed for Christmas

NOTE: City Council and Commission meetings start at 7 p.m. Meetings are held at the Fridley Civic Campus, 7071 University Avenue NE. The public is welcome.

Upon request, accommodation will be provided to allow individuals with disabilities to participate in any City of Fridley services, programs, or activities. Hearing impaired persons who need an interpreter or other persons who require auxiliary aids should contact the City at 763-572-3450.



## Public Art Initiative Meeting Series

Thank you to all who participated in the public engagement process on Public Art. The City has long been interested in incorporating Public Art into public spaces, and like any good initiative, it starts with a plan. The Help Imagine Public Art in Fridley series of meetings were an opportunity to hear from you the people of Fridley what it is that you'd like to see in Fridley's Art Realm. People have different tastes and ideas and that is part of what makes art so interesting. If it inspires thought and discussion, it is doing what it should.

Gretchen Nicholls of Local initiative Support Corporation, the consulting facilitators to this process, said it well when she said, "Public art can be many things. An iconic and memorable sculpture, an engaging and interactive installation, a colorful and whimsical mural—the possibilities are endless. Public art can tell a story that connects you to the community."

The City of Fridley invited everyone, even those who did not live or work in Fridley, to offer ideas. It was an extremely important conversation to guide the development of a Public Art Plan. The Plan will ultimately find a home in the City's Comprehensive Plan.

**Workshop I: Gathering ideas for a Fridley Public Art Plan** was held on Thursday, September 7, 2023, and asked "When it comes to public art what do we already have, and what could further enhance the community?"

People learned about examples of public art and discussed potential themes, opportunities, and possible problems.

**Workshop II: Panel Discussion: Learning from other city public art initiatives** was held on Thursday, September 21, 2023, and included a panel of cities that have initiated their own public art plans who shared their processes, results, and lessons that were learned. There was also a discussion on what it would take to advance a public art plan that the community supports.

**Workshop III: Create Final Recommendations** was held on Thursday, October 5, 2023. In this final session, the consultant helped to define the recommendations for Fridley's public art plan, which will be submitted to the Fridley City Council and Planning Commission.

This initiative was sponsored by the City of Fridley, and all events were free and open to the public. A very generous offer has been made by an anonymous donor to purchase the first permanent piece of art to be added after creating the plan. More information about that piece of art will be shared as this process moves forward.

For more information, contact: Scott Hickok, Fridley Community Development Director, 763-572-3590 or Scott.Hickok@FridleyMN.com. Or visit [FridleyMN.gov](http://FridleyMN.gov).

## Change Your Clocks, Change Your Batteries

November is the time to "fall back" and change your clocks as daylight savings time ends. Fridley Public Safety recommends that November is a great time to change the batteries in your smoke detectors and carbon monoxide detectors.

### What You Need to Know

- Carbon monoxide alarms should be installed within 10 feet of each sleeping room or inside each sleeping room.
- Test alarm monthly.
- Follow the instructions on the package to properly install the CO alarm.
- If the battery is low, replace it.

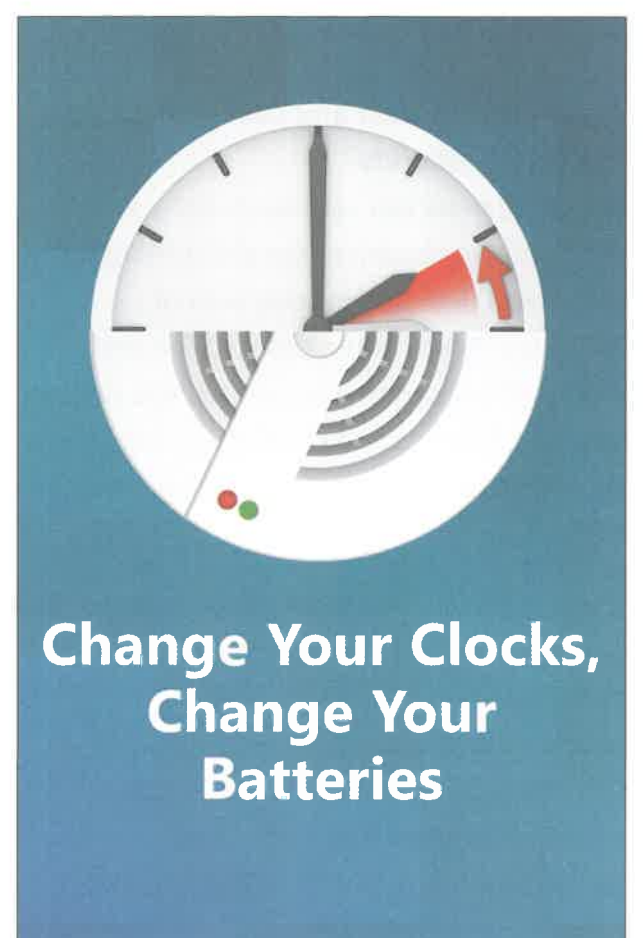
### Prevent CO Poisoning

- When warming a vehicle, move it out of the garage. Opening the garage door is not enough.
- Make sure the exhaust pipe of a running

vehicle is not blocked by snow or anything else.

- During and after a snowstorm, make sure vents for the dryer, furnace, stove and fireplace are clear of snow buildup.
- A gas-powered generator should only be used outdoors and in a well-ventilated location away from windows, doors and vent openings.
- Gas and charcoal grills can produce CO – only use them outside.
- Never use your oven or stove to heat your home.
- Have heating equipment and chimneys inspected by a professional now, before the cold weather hits. Get yearly inspections.

For questions about fire safety and preventing CO poisoning, contact Fridley Fire division by email at [FridleyFire@FridleyMN.gov](mailto:FridleyFire@FridleyMN.gov) or by calling 763-572-3613.







## Summer Community Concert Series

The 2023 Fridley Community Concert Series was a success complete with music, food, activities and even dancing! Concerts were held June – August at the Civic Campus and Springbrook Nature Center, with an additional children’s concert held at the Fridley Middle School. Nine concerts were held with an average attendance of 200 per concert, a total of 1,820 concert-goers for the series!

Concert goers enjoyed the wonderful music, games from our Rec ‘N Roll mobile and food from local food trucks. The 2023 line up included a wide variety of genres from quality performers: Talking Strings Quintet, Anthony Miltich, Blue Groove Bluegrass, Mr. Winky Band, Craig Clark Band, The Inland Seas, The Everett Smithson Band, The Jolly Pops and

Madagascar JR (ETC Productions). Carlyne Naomi was scheduled to perform on August 22, but due to extreme heat the concert was cancelled—we hope to book her for next year.

This year a children’s musical joined the series. Madagascar JR, was held at Springbrook Nature Center in partnership with Anoka County Library Mississippi branch. The musical was performed by ETC Productions, which employs high school kids from the metro doing theatrical performances as their summer jobs. The show brought over 350 kids, adults and even a few summer care facilities to the park to watch this free event. It was a great time and we hope to have them back again next summer!

A few of the concerts this year partnered to bring some pre-concert activities. Fridley’s Public Safety Department joined the fun prior to July 11 concert offering free popsicles as part of Popsicles and Public Safety. The August 8 concert was themed, Music of the Mississippi with our community partners sharing information about Fridley’s connection to the Mississippi River, how to protect our water resources and even Zydeco dancing lessons!

We appreciate everyone who joined us for this year’s concerts! We look forward to welcoming you again at the 2024 Community Concert Series. Interested in performing for next year’s concert series? To be considered please submit an interest form at [FridleyMN.gov/Rec](https://FridleyMN.gov/Rec).



## Expanded Northstar Service

On October 2, Metro Transit began offering expanded weekly Northstar service, as well as service to Vikings home games through the Fridley Station. Learn how to ride the Northstar, purchase fares, and connect with other lines at [metrotransit.org/northstar](https://metrotransit.org/northstar).

### Southbound weekday schedule

Big Lake	Elk River	Ramsey	Anoka	Coon Rapids	Fridley	Target Field
5:30 a.m.	5:40 a.m.	5:46 a.m.	5:51 a.m.	5:55 a.m.	6:03 a.m.	6:22 a.m.
7:00 a.m.	7:10 a.m.	7:16 a.m.	7:21 a.m.	7:25 a.m.	7:33 a.m.	7:52 a.m.
7:50 a.m.	8:00 a.m.	8:06 a.m.	8:11 a.m.	8:15 a.m.	8:23 a.m.	8:42 a.m.
4:45 p.m.	4:55 p.m.	5:01 p.m.	5:06 p.m.	5:10 p.m.	5:18 p.m.	5:37 p.m.

### Northbound weekday schedule

Target Field	Fridley	Coon Rapids	Anoka	Ramsey	Elk River	Big Lake
6:40 a.m.	6:54 a.m.	7:03 a.m.	7:07 a.m.	7:12 a.m.	7:17 a.m.	7:32 a.m.
3:38 p.m.	3:52 p.m.	4:01 p.m.	4:05 p.m.	4:10 p.m.	4:15 p.m.	4:30 p.m.
4:30 p.m.	4:44 p.m.	4:53 p.m.	4:57 p.m.	5:02 p.m.	5:07 p.m.	5:22 p.m.
5:50 p.m.	6:04 p.m.	6:13 p.m.	6:17 p.m.	6:22 p.m.	6:27 p.m.	6:42 p.m.

## Recycling Dropoff and Paper Shredding Bonus Discounts in November!

### Last Event of the Year:

**November 11 from 8 a.m. - 12 p.m.**

Drop-off even more for free with bonus rebates in September and November. New: Free recycling of all small appliances + \$50 in discounts to get rid of mattresses, TVs, large electronics, appliances, tires and more. What can you recycle for free with \$50 in discounts?

- A queen mattress + box spring
- A treadmill
- Three large appliances
- 4 SUV tires
- A 31" inch TV

Plus, you can always recycle light bulbs, batteries, paper shredding, scrap metal, small engines, bicycles, electronic media, and handheld electronics for no cost. View a full price list at [FridleyMN.gov/Dropoff](https://FridleyMN.gov/Dropoff).

- All Events are located at the Recycle Technologies Inc. facility from 8 a.m.- 12 p.m. Cash and Check Only. Drop-off entrance located at 1525 99th Ln NE.
- All Fridley residents receive \$50 off their total plus free recycling of many items including light bulbs, batteries, paper shredding and more.
- Visit [FridleyMN.gov/Dropoff](https://FridleyMN.gov/Dropoff) for a full list of items in pricing.





## Fridley Civic Campus Celebrates Five Years

On Saturday, September 9, we held a celebration to commemorate five years at the Civic Campus! The event featured a touch-a-truck display with multiple vehicles, an electric vehicle showcase, live music performed by ROBOS, an inflatable bouncy house, food trucks and a variety of crafts and games for children and adults. During the celebration, City staff unveiled a bronzed medallion, designed by local artist Priya Rai, to mark the former location of Columbia Arena's center ice.

Thank you to Fridley ECFE, North Suburban Center for the Arts, Anoka County Library-Mississippi Branch, Fridley Girl Scouts, Schmitt Towing, White Bear Mitsubishi, electric vehicle owners, Great Plains Institute, Allina EMS,

Rustic Chef Food Truck, Mr. Taco and Flamingo's Ice cream for your contributions! You helped make this a great event for everyone.

Thank you to the 450+ community members who attended. It has been a wonderful first five years on this campus, and we are looking forward to many more!



## Play in our Parks!

Each month, the Rec team invites you to get outside and play in our parks with a curated, FREE, family-friendly event.

### November: All Ages Turkey Fun

All ages are welcome to join us for a fun afternoon as we play turkey bingo! We'll have turkeys, prizes and Thanksgiving food items to win! We will also have Turkey themed games and crafts. Get ready for a fun afternoon celebrating turkey day!

All ages Sat Nov 18 2-4 p.m. Free  
Springbrook Nature Center

### December: Skating, Sledding & S'mores

Join us for an afternoon of fun at Commons Park as we celebrate the start of winter skating season! Use free skates on the ice rink, sled down the giant hill and make a s'more over the fire. The warming house will be open for you to warm up, make a fun winter craft, and there will be music playing to keep the party festive (dancing is optional)!

All ages Fri Dec 29 1-3 p.m. Free  
Commons Park Warming House

## Adopt a Hydrant this Winter!

Fridley firefighters would like to remind residents about the importance of keeping neighborhood fire hydrants shoveled out and accessible to firefighters.

When fire hydrants become covered with snow, it can delay firefighters in securing a water source at a fire scene, when every second counts.

### Keep an eye on hydrants.

Winter weather can create fire safety hazards, such as ice or heavy snowfall, that can obstruct fire hydrants. You can help reduce the risk by keeping fire hydrants accessible and clear of ice and snow.

Fire trucks carry a limited amount of water, so one of the first tasks upon arriving at a fire is to locate a water supply from the nearest hydrant. Hydrants covered in snow can be difficult to locate, and uncovering them can waste valuable time needed during the firefighting operations.

Keeping them clear can mean easier access to water and more time doing what really matters — fighting the fire.

### How to keep fire hydrants clear.

In addition to removing snow and debris covering the hydrant itself, clearing a three-foot area around the hydrant for easier access is recommended.

Maintaining a shoveled path from the street, sidewalk or driveway to the fire hydrant is important so that it is visible from the road and firefighters can easily access it.

### Who should clear hydrants?

Although there are few hard and fast rules concerning who should clear hydrants, it is generally considered the responsibility of the residents occupying the property near a hydrant.

Consider helping elderly friends, neighbors or those with medical conditions keep their fire hydrants clear. If you would like to adopt a fire hydrant in the City of Fridley, please visit our website at [FridleyMN.gov/978/Adopt-A-Hydrant](http://FridleyMN.gov/978/Adopt-A-Hydrant).

## KEEP THEM CLEAR

Keep snow and ice  
3 feet away  
from fire hydrants.

Every second counts. In case of  
fire, firefighters need to be able  
to get to hydrants quickly.



## Add Energy to your Fall Checklist

Fall is a great time to complete some energy housekeeping tasks to make sure your home is ready for cooler weather.

Follow these tips to keep your home safe and efficient this winter:

- **Thermostats:** Review and update your programmable thermostat settings. Lowering your heat even a few degrees while you are away can result in measurable savings on your utility bills. **BONUS:** Looking for a smart thermostat? Buy one from the Xcel Energy store to get instant savings at [PoweredByEFL.org/XcelEnergyMN](http://PoweredByEFL.org/XcelEnergyMN). Sign up for AC Rewards Smart Thermostat Program and receive a \$25 annual bill credit for participating, plus a one-time \$100 enrollment bill credit. By participating, adjustments are made to your smart thermostat during the hottest summer days. Learn more about eligibility requirements at [XcelEnergy.com/ACRewards](http://XcelEnergy.com/ACRewards).
- **Ceiling fans:** Reverse your ceiling fans' direction so that they rotate clockwise to push warmer air down.
- **Air filters:** Check and replace your furnace air filter.

- **Air leaks:** Check windows and exterior doors to drafts and air leaks. Seal them with weather-stripping.
- **Lights:** Replace any burned out bulbs with efficient LED bulbs.
- **Vents:** Check exterior dryer and heating vents to make sure they are clear of lint build up and debris.

Get help with all these tips and more from the Home Energy Squad and Energy Advisors!

Fridley residents who live in 1–4 unit homes get 50 percent off Home Energy Squad visits thanks to the City of Fridley HRA. Visits are free for income-qualified residents. Learn more and sign up online at [XcelEnergy.com/HomeEnergySquad](http://XcelEnergy.com/HomeEnergySquad).

Following your Home Energy Squad visit, Energy Advisors will connect you with qualified contractors, specialized financing and utility rebates to make home energy projects easier. If you receive a recommendation to upgrade your insulation, the City of Fridley Housing and Redevelopment Authority is offering a bonus rebate for insulation projects (up to \$500)!



## Water Efficiency Rebates

Time is running out to claim your water efficiency rebate. If you are purchasing a new washing machine, dishwasher, toilet or irrigation system this holiday season, make sure it is Energy Star or Water Sense labeled to get \$100-150 off your utility bill, and enjoy long-term water savings. Learn more at [FridleyMN.gov/WaterRebate](http://FridleyMN.gov/WaterRebate).

## Are You Struggling to Pay Your Utility Bills?

The Energy Assistance Program can help pay for your electric or gas bill. Applications for the 2023-2024 Energy Assistance Program are now available through May 31, 2024. Contact Anoka County Community Action Program at 763-783-4747 or visit [ACCAP.org](http://ACCAP.org). Recipients can also be referred for weatherization services, including improved insulation.

## Smart Salting this Winter

Did you know one teaspoon of salt can permanently pollute five gallons of water? Salt and de-icers contain chlorides, which can enter our waterways as snow and ice melt. Springbrook Creek is already listed by the Minnesota Pollution Control Agency as vulnerable to chloride contamination, and other Fridley waterbodies are close behind. Chloride contamination can kill fish and plants and cause drinking water to have a salty taste. If you use salt during the winter, please follow these smart salting tips from our partners at the Mississippi Watershed Management Organization (MWMO):

- 1) More salt does not equal faster melting — just more pollution and wasted money. Shoot for a three-inch spread between salt granules. For \$10–\$20, a hand spreader can make the job easier and more accurate. To be more exact, try to apply no more than one pound per 250 square feet of pavement. (Tip: A regular-size coffee mug typically holds about 1 pound of salt.)
- 2) If you must apply salt or de-icer, clear off any loose and/or compacted snow first. Apply the product on ice only; do not apply it on dry pavement. Temperatures often drop after a snowstorm, so double-check the label on your salt or de-icer product to make sure it will work before you apply it (rock salt doesn't work below 15°F). You can use this table from the MWMO to check the lowest pavement temperature for different types of de-icers.
- 3) Sweep away any extra salt once the ice is gone to keep it from washing into the storm sewers.

**Fridley businesses and institutions:** Planning to store a large amount of salt this winter? All bulk salt storage must be located on an impervious surface and covered by a roof or securely fastened impermeable cover. Remember to sweep up any remaining salt or sand after the ice melts to help protect our water bodies.

Melting Agent	Lowest Melting Temp	Things to Know
Urea	20°F	Promotes algae growth in waterways; over-application can harm plants; slow-acting; relatively pet safe
Sodium Chloride (NaCl)	15°F	Harmful to plants; harmful to concrete; very corrosive to metal, cheap and abundant
Magnesium Chloride (MgCl2)	-10°F	Harmful to plants, corrosive to metal, relatively high cost
Potassium Acetate (KAc)	-15°F	Can cause surface slickness; lowers oxygen levels in waterways; biodegradable, relatively high cost
Calcium Chloride (CaCl2)	-20°F	Corrosive to metal; leaves slimy residue; less harmful to concrete
Sand	No melting	Provides traction only; potential pollutant; can be swept up and re-used



The City of Fridley is committed to reducing chloride pollution while ensuring the safety of our roadways. On September 20, all Fridley snowplow drivers received Level 1 Smart Salting certification through the Minnesota Pollution Control Agency.



## Fridley Historical Society Presents Kindergarten Art Fair

On Saturday, December 9 from 11 a.m. – 3 p.m., the Fridley Historical Society is hosting their Kindergarten Art Fair at 611 Mississippi Street.

All kindergarten students from Stevenson and Hayes Elementary schools work with their school art specialists and display artwork from approximately 200 kids. There is an opportunity for photos with the artwork, refreshments and pictures with Santa.



SAVE THE DATE

# winterfest



Saturday, January 20 from 11 a.m. - 2 p.m.  
Springbrook Nature Center, 100 85th Avenue NE

Wander through our Winter Wonderland with activities for the whole family!

## WINTER GEAR DRIVE:

Let's keep each other warm! We are accepting donations of gently used/new winter outerwear. Please make sure your items are clean and ready for their new home. All donated gear will be available free of charge during Winterfest. Donations can be dropped off at City Hall, Springbrook Nature Center or North Suburban Center for the Arts from December 1 - January 13.



## Park System Improvement Plan Update

### Moore Lake Park Building Progress

Moore Lake Park has served as a cornerstone of the Fridley community for decades and has provided a wonderful place to gather and enjoy the best of Minnesota's summer season. Through the public engagement process of Fridley's Park System Improvement Plan, staff heard that residents want unique places to gather and year-round recreation opportunities. The new Moore Lake Park has been completely reimagined and will deliver on what residents want from their parks.

A beautiful, new community building is well under construction, with completion expected in the spring 2024. This gathering space will offer the perfect location for meetings, celebrations and learning. The space will feature seating for about 70 people, with stunning views and access to all the necessary amenities such as restrooms, a kitchenette and audio-visual equipment.

Reservations are not yet available for this space, but staff is hard at work planning rental rates, hours and procedures for successful community use of this space. More information will be available soon!

In addition to the enclosed meeting and event room, the Moore Lake building will offer a covered plaza with informal seating and access to restrooms, water and park information. A vibrant new playground is adjacent to the building and will provide fun and excitement for park visitors.

Access to water will be provided for fishing and paddle sports and new courts will expand opportunities for basketball, pickleball and volleyball. Fridley Parks and Recreation will also host a variety of fun and engaging classes and events for youth, adults and seniors to enjoy.

### 2023 Neighborhood Parks Progress

The 2023 neighborhood park projects include Skyline Park, Ed Wilmes Park and Creek View Park. Each of these community spaces included new park shelters, playgrounds, courts, landscaping and more with input and inspiration from community members.

Thanks to the many who attended community engagement events over the summer to help plan our 2024 park projects including Logan, Edgewater Gardens, Sylvan Hills and Plymouth



Square Parks. It is clear that Fridley residents value their parks and that these spaces contribute to the quality of life in our community.

### Next Steps

The next major park project after the completion of Moore Lake Park will be Commons Park. A robust community engagement effort will kick off in 2024 to reimagine this bustling park at the heart of Fridley. For current updates on all of our park projects, visit [FridleyMN.gov/ParkPlan](https://www.fridleymn.gov/ParkPlan).

## Winter Fun in Fridley – Skating, Sledding and Skiing

Did you know the City of Fridley creates and maintains nine general skating rinks and five hockey rinks throughout the city? It is a great way to spend time outside with family and friends! Use the rinks as an opportunity to brush up on your ice skating skills, learn to skate, play a pick-up game or to just have fun!

We need about 10 consecutive days of freezing temps in order to create safe and usable ice – a four inch even layer. Warm weather, freezing rain and even snow can slow the process, but we are on it and want to get those rinks ready as soon as possible.

Hours are weekdays 4 - 9 p.m.; weekends, and school-out days noon - 9 p.m.; and Holidays (Christmas Eve, Christmas Day, New Year's Eve and New Year's Day) from 12 - 4 p.m.

### Cold Weather Guidelines

As a general guideline, we suggest cancelling outdoor activities if the temperature is 10 degrees below zero or colder or a minus 10 degree wind chill is present.

**Sledding Hill** – If you're looking for a great place to bring the sleds – try Commons Park! The sledding hill is located just beyond the playground and picnic shelter.

**Warming House** – The Commons Park Warming House will be open at the end of December (weather permitting)! Ice Skates of various types and sizes are available for the public to use FOR FREE! The warming house will be closed if unsafe ice conditions or extreme cold temperatures are present. Please check [FridleyMN.gov/WinterParkUse](https://www.fridleymn.gov/WinterParkUse) for hours and opening day.

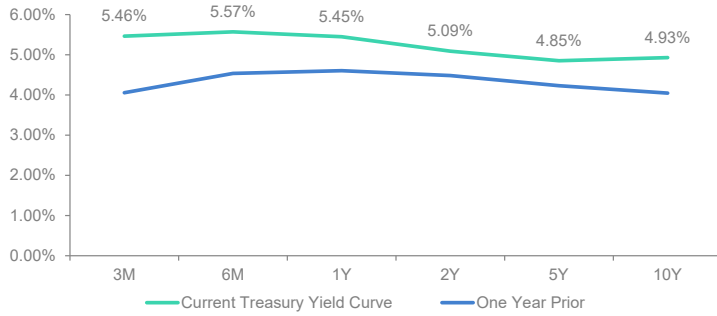
Location	General	Hockey
Briardale Park: 6171 Rice Creek Dr.	✘	
Commons Park: 555 - 61st Avenue NE		✘ (2)
Flanery Park: 1487 Onondaga Street		✘
Hackmann Park: 1071 Hackmann Circle	✘	
Hayes Elementary: 615 Mississippi Street		✘
Logan Park: 155 Logan Parkway	✘	
Madsen Park: 7358 - 73rd Avenue		✘
Ruth Circle Park: 9160 Ashton Avenue		✘
Sylvan Hills: 6205 Jupiter Dr	✘	
Plymouth Square Park: 4801 Main Street	✘	



## MARKET UPDATE

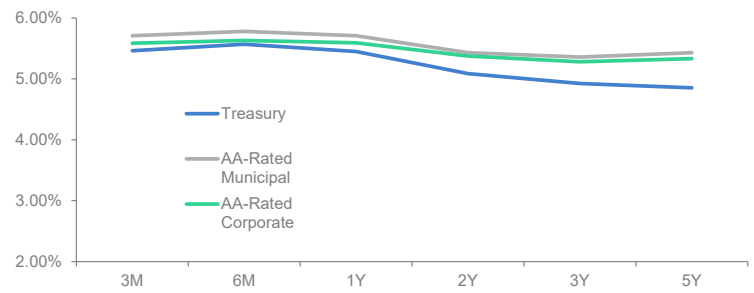
NOVEMBER 2023

### Treasury Yield Curve



Source: Bloomberg Finance L.P. 10/31/23

### Market Yields



Source: Bloomberg Finance L.P. 10/31/23

### FEATURED MARKET DATA

#### Earnings Forecasts Down

More than 55% of S&P 500 companies reported third quarter earnings through October 31st, with the blended (actual plus estimates) earnings growth rate of 2.8% outpacing expectations for a decline of 0.3%. However, the magnitude of positive earnings surprises has so far run below five-year averages. Another trend in the third quarter is the slower blended year-over-year revenue growth rate of 2.1% compared to the 10-year average of 5.0%. Weaker revenue growth has placed concern on consumer resilience and demand. Slower revenue growth and weaker fourth quarter company earnings guidance have contributed to analysts' lower 2024 earnings estimates during this earnings season.

Sources: FactSet

#### S&P 500 Valuations Have Improved YTD, but EPS Estimates Continue to Weaken



Sources: FactSet

### RECENT NEWS

#### Fed Holds Rates

The Fed held rates steady on November 1st despite continued strong growth and employment and persistently elevated inflation. Real gross domestic product (GDP) increased in the third quarter at an annual rate of 4.9% according to the "advance" estimate. A strong consumer helped fuel this growth. Unemployment remained very low at 3.8% in September and headline CPI continued its above target growth at 3.7% in September. In holding rates steady, the Fed recognizes the cumulative effects of tighter monetary policy and the lagging impact of higher rates on growth and inflation. As such, rather than raising rates, the Fed is emphasizing that current policy is restrictive and they intend to remain restrictive as long as necessary.

Source: Bloomberg

### U.S. Economic Indicators

Event	Event Date	Period	Survey	Actual	Prior / Revised (R)
Consumer Price Index (MoM)	10/12/23	SEP	0.3%	0.4%	0.6%
Consumer Price Index (YoY)	10/12/23	SEP	3.6%	3.7%	3.7%
Retail Sales Ex. Auto (MoM)	10/17/23	SEP	0.2%	0.6%	0.9% (R)
Chicago Fed National Activity Index	10/23/23	SEP	-0.14	0.02	-0.22 (R)
Core PCE (YoY)	10/27/23	SEP	3.7%	3.7%	3.8% (R)
Consumer Confidence	10/31/23	OCT	100.5	102.6	104.3 (R)
ISM Manufacturing	11/01/23	OCT	49.0	46.7	49.0
Change in Nonfarm Payrolls	11/03/23	OCT	180K	--	336K
Unemployment Rate	11/03/23	OCT	3.8%	--	3.8%

Source: Bloomberg Finance L.P. 10/31/23. Glossary terms on following page.

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# Glossary of Terms

Term	What is it:
<b>Building Permits</b>	Records the number of permits for future housing construction.
<b>Capacity Utilization</b>	Tracks the extent to which capacity is being used in the production of goods and services.
<b>Change in Nonfarm Payrolls</b>	This indicator measures the change in the number of employees on business and government payrolls.
<b>Chicago Fed National Activity Index</b>	A nationwide measure of economic activity and inflation pressures. An index value of zero indicates that the national economy is expanding at its historical trend rate of growth.
<b>Consumer Confidence</b>	Index examines how consumers feel about jobs, the economy and spending.
<b>Consumer Price Index (CPI)</b>	Measures the average change in retail prices over time for a basket consisting of more than 200 categories of assorted goods and services paid directly by consumers.
<b>Core Consumer Price Index (Core CPI)</b>	This measure of CPI excludes food and energy costs.
<b>Durable Goods Orders</b>	A measure of new orders placed with domestic manufacturers for durable goods, which are items that last three years or more.
<b>Existing Home Sales</b>	Measures monthly sales of previously owned single-family homes.
<b>GDP Annualized QoQ</b>	Measures the annualized quarterly growth of the final market value of all goods and services produced within a country. GDP is the foremost report on how fast or slow the economy is growing.
<b>Housing Starts</b>	Records the number of new housing units started during a period.
<b>Index of Leading Economic Indicators (LEI)</b>	An index designed to predict the direction of the economy.
<b>Initial Jobless Claims</b>	Tracks new filings for unemployment insurance benefits.
<b>ISM Manufacturing</b>	Measures manufacturing activity based on a monthly survey of purchasing managers.
<b>MBA Mortgage Applications</b>	The Mortgage Bankers Association's weekly mortgage application survey includes home loan application activity for conventional and government loans for home purchases and refinances.
<b>Mortgage Delinquencies</b>	A measure of the percent of total conventional and government loans which are at least one payment past due, but not in the process of foreclosure.
<b>Personal Consumption Expenditure (PCE)</b>	The Federal Reserve's preferred measure of inflation tracks overall price changes for goods and services. Core PCE excludes food and energy.
<b>Personal Income and Spending</b>	Index records the income Americans receive, how much they spend, and what they save.
<b>Retail Sales</b>	Tracks the sale of new and used goods for personal or household consumption.
<b>Retail Sales Ex. Auto</b>	Retail sales excluding motor vehicles and parts.
<b>S&amp;P Case-Shiller Home Price Index</b>	Tracks the value of single-family housing within the U.S. There are multiple indexes including the 20-City Composite.
<b>Unemployment Rate</b>	The U-3 unemployment rates tracks the percentage of the civilian workforce that is unemployed.

Source: Bloomberg, The Secrets of Economic Indicators by Bernard Baumohl; PMA Asset Management, LLC

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U.S. Municipal Bond Market

# We Predict \$330 Billion of Municipal Bond Issuance for 2024, the Lowest Since 2018

- Our municipal bond issuance forecast of only \$330 billion is a result of the sector’s (mostly) conservative budgeting philosophy, declining U.S. economic growth, and prohibitively elevated interest rates.
- We are assuming a “Slower-Trend Growth Scenario” where economic growth will be lower in 2024 compared to 2023. This will again pressure new money issuance, we expect. State and local government credit quality remains very strong and housing prices appreciated compared to pre-pandemic levels. These are key reasons we do not expect new money issuance to fall more sharply. Interest rates are likely to remain prohibitively high, this should cause refunding issuance to fall too.
- Monthly issuance is likely to average about \$27.5 billion in 2024, down from the almost \$30 billion average we are expecting in 2023. To see \$400 billion of annual issuance in 2024 monthly activity would need to average about \$33.3 billion.
- Pandemic related and post-pandemic fiscal policy has not and likely will not meaningfully add to municipal bond issuance in 2024.

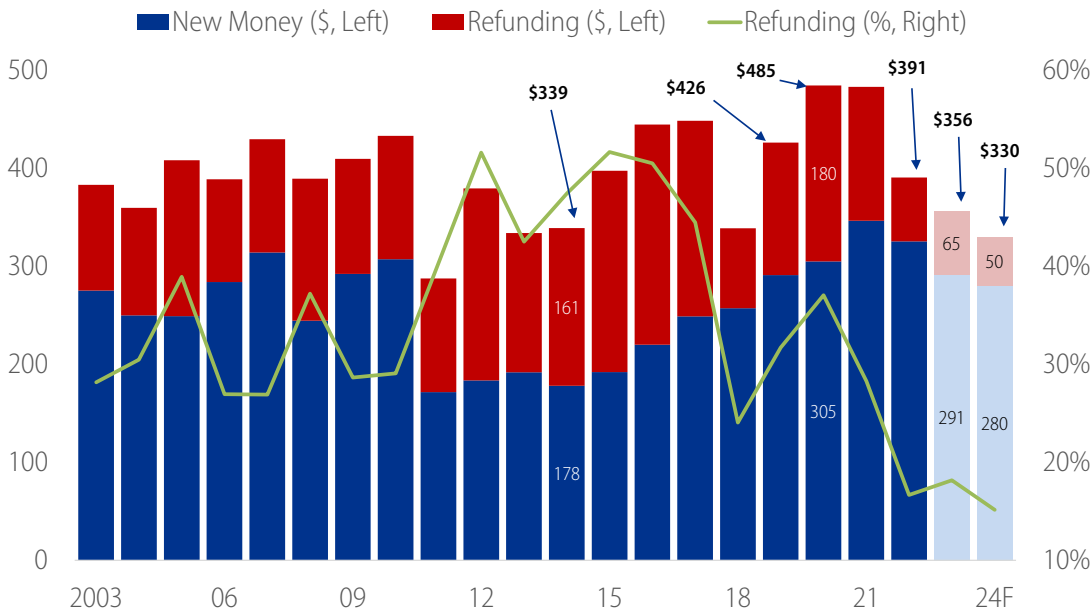
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## Factors That Will Keep Issuance on the Financially Manageable (Low) Side

The economic landscape is ever more bewildering as higher interest rates and the potential for them to remain higher for a relatively longer period of time threatens the status quo. “The [U.S.] federal government faces an unsustainable fiscal future,” writes the U.S. GAO. This is primarily because, as reported by the CBO, interest on the public debt

*Pandemic related and post-pandemic fiscal policy has not and likely will not meaningfully add to municipal bond issuance in 2024.*

## We Expect \$330 Billion of Municipal Bond Issuance in 2024



Source: Refinitiv and HilltopSecurities.

Please see disclosure starting on page 5.

rose by \$29 billion (or 75%), and it will continue to rise without fiscal policy changes. We highlighted the U.S. debt to G.D.P. ratio was only 35% before the World Financial Crisis, now it stands at 98% and not surprisingly the U.S. debt to GDP ratio is also expected to increase. In addition, concern is growing over corporate debt.

*Our municipal bond issuance forecast of only \$330 billion is a result of this conservative budgeting philosophy, declining U.S. economic growth, and prohibitively elevated interest rates.*

In contrast, state and local government debt levels are quite manageable in comparison. U.S. state government net tax supported debt (NTSD) rose by only 0.6% to \$615 billion in fiscal year 2022, less than own-source revenue growth (11.6%), according to Moody's Investor Service (Sept 2023). The median (also Moody's) outstanding amount of debt city governments possess is only \$32 million. Even though state and local governments and other public finance entities had every opportunity to gorge at the low-interest credit market buffet, they mostly did not. Annual new money issuance peaked at only about \$347 billion in 2021. The majority of public finance entities exercised conservative financial fundamentals since the end of the pandemic (and mostly before). We predict they will do the same in 2024 and keep outstanding debt in the form of bonds on the financially manageable side. Our municipal bond issuance forecast of only \$330 billion is a result of this conservative budgeting philosophy, declining U.S. economic growth, and prohibitively elevated interest rates.

### Key Assumptions to Our Forecast

The U.S. economy avoided a recession in the first half of 2023 and came roaring back to life led by consumer spending and business investment. The economy's resiliency astonished most forecasters, but municipal bond issuance year-over-year (compared to 2022) is still likely to fall by 9%. It looks like we will see issuance of approximately \$356 billion in all of 2023, very close to the \$350 billion forecast we published back on November 1, 2022 in Anticipating Municipal Issuance Will Remain Challenged Again in 2023: Our Forecast. Again, the U.S. economy surprised to the upside in 2023, but it is likely to cool in 2024. We are assuming the U.S economy grows at only 0.9% in 2024, and the Federal Reserve is likely to begin to lower its target rate as a result.

*We are assuming the U.S economy grows at only 0.9% in 2024, and the Federal Reserve is likely to begin to lower its target rate as a result.*

Therefore, the key drivers of municipal bond issuance clearly point to lower activity. There is currently no catalyst that takes issuance higher in 2024 compared to 2023, at least not that we can see now. We are assuming that the economic scenario most likely to play out in 2024 is closely aligned to the "Slower-Trend Growth Scenario" (S5) published by Moody's Analytics. In this scenario higher interest rates slow spending, tighter bank lending standards appear, resulting in lower overall growth.

### Key Assumptions Driving Our 2024 Municipal Bond Issuance Forecast

Indicator	2020	2021	2022	2023	2024
	Actual	Actual	Actual	Est	Est
U.S. GDP	-2.8%	5.9%	1.9%	2.1%	0.9%
Fed Funds Rate	0.25%	0.25%	2.02%	5.00%	4.80%

Source: U.S. Dept. of Commerce, Fed Reserve, Moody's Analytics and HilltopSecurities.

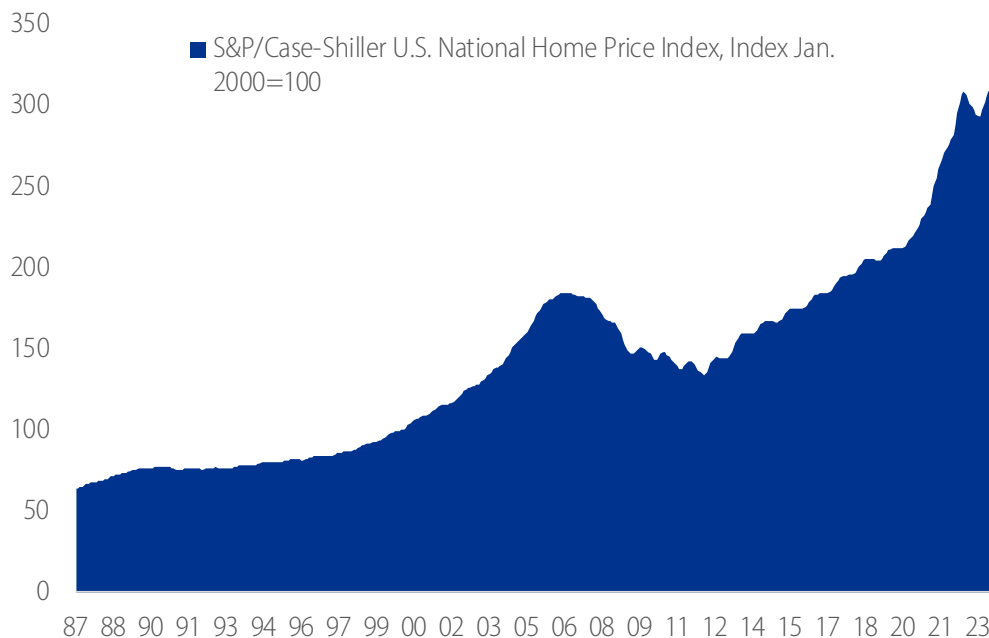
*We are expecting 2024 municipal bond issuance of only \$330 billion. That will be 7% lower than the \$356 billion we are expecting to see in all of 2023.*

## Details of the HilltopSecurities 2024 Issuance Forecast

We are expecting 2024 municipal bond issuance of only \$330 billion. That will be 7% lower than the \$356 billion we are expecting to see in all of 2023. New money issuance is likely to decline by about \$10 billion to \$280 billion. The fact that new money issuance is likely to remain closer to \$300 billion and not fall to or below \$200 billion like it did for the five-year period between 2011 and 2016 is because municipal market credit remains very strong. Housing prices are an important driver and indicator for many entities in the public finance, they remain threatened by higher rates, but they have risen massively compared to pre-pandemic levels. The S&P/Case Schiller U.S. National Home Price Index rose almost by half to 311 (Aug. 2023) from 212 (Dec. 2019). There is cushion there that state and especially local governments could leverage if they so choose to, but they typically have not. Mostly we think budgeting teams learned from the lessons experienced just after the housing market collapse of the previous decade.

*Mostly we think budgeting teams learned from the lessons experienced just after the housing market collapse of the previous decade.*

## U.S. Housing Prices Remain Very Healthy Compared to Pre-Pandemic Levels



*Even if interest rates slightly decline like Moody's Analytics assumes in their scenario, rates would have to plummet in order to have an impact on municipal bond refunding activity next year.*

Source: S&P Dow Jones Indices LLC, FRED and HilltopSecurities.

Refunding issuance is also likely to decline by a little over \$10 billion to \$50 billion for the year. Even if interest rates slightly decline like Moody's Analytics assumes in their scenario, rates would have to plummet in order to have an impact on municipal bond refunding activity next year. We are not expecting them to plummet, but this is a risk factor to our 2024 forecast.

Seasonality and monthly variability are important factors when considering what issuance trends could look like. Issuance ranged from \$40 billion to as low as \$22 billion (Feb.) and there is the potential for issuance in November or December to remain light as well keep in mind. In 2023 only one month of issuance (June) was near or just over \$40 billion. There were three other months where activity was close to \$35 billion. Monthly issuance in 2023 is likely to average about \$30 billion. For 2024 we are expecting monthly average of only about \$27.5 billion. For issuance to rise to \$400 billion in 2024 monthly issuance would have to average \$33.3 billion a month.

*Monthly issuance in 2023 is likely to average about \$30 billion. For 2024 we are expecting monthly average of only about \$27.5 billion.*

### Summary of HTS Issuance Forecast Details for 2024

Ten Year Average '13 - '22	Month	2021 Actual Issuance	2022 Actual Issuance	Likely Total in 2023 Issuance	% Change from 2022	Issuance Required for \$400B in 2024	HTS Initial 2024 Forecast	% Change from 2023
\$27	January	\$28	\$26	\$23	-11%	33	20	-14%
28	February	37	32	22	-30%	33	20	-9%
35	March	48	46	34	-25%	33	30	-12%
34	April	37	40	33	-17%	33	25	-25%
34	May	35	37	30	-18%	33	25	-16%
41	June	50	38	40	5%	33	35	-11%
32	July	38	28	28	-2%	33	30	9%
38	August	45	42	39	-7%	33	35	-10%
34	September	45	27	30	11%	34	30	-1%
44	October	42	29	37	29%	34	35	-6%
32	November	37	26	20	-24%	34	25	25%
34	December	41	20	20	-1%	34	20	0%
\$412	Total	483	391	356	-9%	400	330	-7%

Source: Refinitiv and HilltopSecurities.

### Fiscal Policy Will Still Not Materialize Into Meaningful Municipal Bond Issuance

We have indicated in the past and maintain the opinion that public finance entities will not meaningfully increase bond issuance because of fiscal policy such as the CARES Act (2020), American Rescue Plan (2021), the [Infrastructure Investment and Jobs Act](#) (2021), and the [Inflation Reduction Act](#) (2022). The categories of spending and amounts do not lend themselves to material increases in annual municipal bond issuance. [A recent GAO analysis](#) helped support our contention when it reported the majority of Rescue Plan Act money was spent on revenue replacement (68%) and negative economic impacts (12%).

### Select Meaningful Legislation Passed Since Biden Became President

Amount (\$ in billions)	Title of Legislation	Note	Status
\$738	Inflation Reduction Act of 2022	Via budget reconciliation (no bi-partisan support)	Signed into law Aug. 16, 2022
\$280	Chips and Science Act of 2022	-	Signed into law Aug 9, 2022
\$550	Infrastructure Investment and Jobs Act of 2021	-	Signed into law Nov. 15, 2021
\$1,900	American Rescue Plan Act of 2021	Via budget reconciliation (no bi-partisan support)	Signed into law March 11, 2021
<b>\$3,468</b>	<b>Total</b>		

Source: HilltopSecurities.



## Recent HilltopSecurities Municipal Commentary

- [State and Local Credit is Incredibly Resilient, and We Expect Only a Very Limited Credit Impact from Commercial Real Estate Weakness, Nov. 2, 2023](#)
- [U.S. State Fiscal Health: State Reserves Remain Near Record Levels, State and Local Employment Still Rising, Oct. 19, 2023](#)
- [Municipal Yields Remain Generationally Enticing Amongst the Latest Flight to Quality, Future Attractive Investment Opportunities May Occur But Will Be Less Frequent, Oct. 11, 2023](#)
- [Appealing Municipal Market Indicators and Strong Economic Data is Fueling the Golden Age of Municipals Despite Near-Term Uncertainty, Sept. 19, 2023](#)

Readers may view all of the HilltopSecurities Municipal Commentary [here](#).

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