WABASHA CITY COUNCIL

WABASHA CITY HALL

Tuesday, December 19, 2023

Special Council Meeting 6:00 PM

All matters listed under the "Consent Agenda" are considered to be routine by the City Council and will be entered by one motion. Unless requested by a Council Member or citizen, there will be no separate discussion on these items. If discussion is required regarding an item, that item will be removed from the Consent Agenda and will be considered separately.

This meeting will be held in person at Wabasha City Hall and the virtual option is also available. To join via Zoom click here: https://us02web.zoom.us/j/82339495094. To watch the YouTube meeting live on your computer or smartphone, click here (or search @WabashaMinnesota to subscribe to our YouTube Channel).

1. **Consent Agenda**
   1. Update to Personnel Policy
   2. Resolution to Support Wabasha Kellogg Trail Grant
   3. Dog Park Fencing Purchase
2. **General Business**
   1. Truth-In-Taxation Hearing and Approval of 2024 Budget/Levy
   2. William H Bonney Subdivision Minor Plat
   3. Approval for Requests for Proposals (RFP) for 2nd Street, Main Street
   4. Update on discussions with St. Elizabeth and Wabasha Ambulance Service
3. **Adjournment**

City Council Special **1. 1.**

Meeting Date: 12/19/2023

ITEM TITLE: Update to Personnel Policy

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

To reflect changes in Minnesota State Statutes, staff have updated areas in the City of Wabasha Personnel Policy, adding "Earned Sick and Safe Time." This change is mandatory with an effective date of January 1, 2024. Please see the attached draft Personnel Policy. Edits (track changes) have been made on pages 28-31 (adding ESST language) as well as to page 33 on the Vacation/Sick Accumulation chart. In order for Permanent Part-Time Employees who work at least 30 hours a week to meet the ESST standard we are moving year 1 into the same accumulation bracket as years 2-5. Permanent part-time employees working at least 30 hours a week will earn a prorated amount based on the accumulation chart per the number of hours they work.

Language has also been updated on Page 20 for the hiring process and 26 for performance reviews.

STAFF RECOMMENDATION:

Staff is recommending a motion to approve the changes to the City of Wabasha Personnel Policy.

Attachments

draft Personnel Policy 12-12-23

Personnel Policies

(amended 11/1/16, 8-1-17, 1/7/2020, 6/7/2022, 12/19/2023)

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INTRODUCTION

1.2 DISCLAIMER

NOTHING IN THIS HANDBOOK OR ANY OTHER WRITTEN OR UNWRITTEN POLICIES, COURSE OF CONDUCT, OR PRACTIES OF THE CITY CREATES, OR IS INTENDED TO CREATE, AN EXPRESS OR IMPLIED CONTRACT, COVENANT, PROMISE OR REPRESENTATION BETWEEN THE CITY AND OUR EMPLOYEES.

THE CITY MAY CHANGE OR ELIMINATE POLICIES, OR PORTIONS THEREOF, CONTAINED IN THIS HANDBOOK AT ITS DISCRETION AT ANY TIME, AND WITHOUT NOTICE.

THIS HANDBOOK DOES NOT VEST IN ANY EMPLOYEE A RIGHT, BENEFIT, OR PRIVILEGE WHICH CANNOT BE CHANGED OR ELIMINATED BY THE City COUNCIL, IN ITS EXCLUSIVE DISCRETION, AT ANY TIME WITHOUT NOTICE TO EMPLOYEES.

EMPLOYMENT WITH THE CITY IS AT-WILL, EXCEPT AS OTHERWISE PROVIDED BY LAW OR CONTRACT. THIS MEANS THAT EMPLOYMENT MAY BE TERMINATED WITH OR WITHOUT CAUSE AT ANY TIME AT THE OPTION OF EITHER THE EMPLOYEE OR THE City. NO SUPERVISOR OR OTHER REPRESENTATIVE OF THE City HAS AUTHORITY TO ENTER INTO ANY AGREEMENT TO THE CONTRARY UNLESS APPROVED BY THE CITY COUNCIL.

Purpose
The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Wabasha. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous personnel policies.

Except as otherwise prohibited by law, the City of Wabasha 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. Only the City Council has the right to alter the “at will” agreement.

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

- Elected Officials;
- City Attorney;
- Members of City Boards, Commissions and Committees;
- Consultants and Contractors;
- Volunteers, except as specifically noted for paid per-call-firefighters.

If any specific provisions of the Personnel Policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their

employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

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 supervisor and approved by the City Administrator for the achievement of objectives of that department.

Equal Employment Opportunity Policy Statement

The City of Wabasha is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Wabasha will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, gender (including pregnancy, childbirth, and related medical conditions), sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission, reserve or National Guard status, military status, citizenship, or any other basis protected by law, except where there is a bona fide occupational qualification. The City will not discriminate upon any protected class identified by the Minnesota Human Rights Act, the US Civil Rights Act, or the Pregnancy Discrimination Act.

Management Rights The Employer retains full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs, to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; to establish work schedules, shifts, and hours; to contract for goods or services; to make and enforce reasonable rules and regulations; to take any and all actions necessary to carry out the operations of the Employer in situations involving a disaster or emergency; to hire, promote, assign, and transfer Employees; to demote, suspend, discipline and discharge Employees; to lay off Employees; to assign duties, tasks, jobs, hours, shifts, and overtime to Employees; and to perform any other managerial right.

Any term and condition of employment shall remain solely within the discretion of the Employer to modify, establish or eliminate.

The foregoing enumeration of the Employer’s authority shall not be deemed to exclude other inherent management rights and functions.

The Employer's failure to exercise any right, prerogative, or function hereby reserved to it, or the Employer's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the Employer's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way.

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.

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, and web sites. 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, 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. See Social Media Policy.
- All information must be respectful, professional and truthful. Corrections must be issued when needed.
- Personal opinions generally don't belong in official city statements.
- Employees need to 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 Data Practices Act.

DEFINITIONS
For purposes of these policies, the following definitions will apply:

Benefits
Privileges granted to qualified employees in the form of paid leave such as holiday time and vacation leave and/or insurance coverage.

Benefit Earning Employees
Employees who are eligible for at least a pro-rated portion of City provided benefits. Such employees must be year-round employees who work at least 30 hours per week on a regular basis.

Call-In
Employee that is called upon to return to work when not normally scheduled.

Compensatory Time
An arrangement by which eligible employees are entitled to time off in lieu of overtime pay.

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.

Employee
An individual who has successfully completed all stages of the selection process.

Exempt Employee
Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FICA (Federal Insurance Contributions Act)
FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings.

Fiscal Year
The period from January 1 to December 31.

Full-time Employee
Employees who are regularly scheduled to work thirty-two (32) or more hours per week year-round in an ongoing position.

Department Head
An employee who is responsible for managing a department or division of the City.

Non-exempt Employee
Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Permanent Part-time Employee
Employees who are required to work less than thirty (30) hours per week year-round in an ongoing position.

Pay Period
A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

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.

Promotion
Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

Scheduled on-call (Water/Sewer)
Any non-exempt employee that is scheduled in advance in an on-call rotation outside of normal working hours of a 7 day on-call week.

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.

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.

Transfer
Movement of an employee from one City position to another of equivalent pay.

Unscheduled on-call
Any employee put on-call for emergency weather conditions (ie severe weather/snow events) outside of normal working hours. These hours will be treated as regular work hours.

VEBA
Voluntary Employees' Beneficiary Association Trust (VEBA). VEBA trusts are tax-exempt employee benefit trusts. The City of Wabasha contributes money to your health savings plan that are non-taxed contribution and then are reimbursed for eligible out-of-pocket health care expenses incurred for yourself and, if any, spouse or your dependents.

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.

Workweek
A workweek is seven consecutive 24-hour periods. For all employees the workweek will run from Sunday through the following Saturday.

WORK RULES AND CONDUCT

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 Wabasha. The City of Wabasha believes that proper operation of government requires that employees be independent, impartial and responsible to the people; that government decisions and policies be made in the proper channels of governmental structure; that public employment not be used for personal gain; and that the public have confidence in the integrity of its government. 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 supervisors.

Subd. 1. Employee Code of Ethics

The employee code of ethics establishes ethical standards of conduct for all employees of the City and to set forth those acts which are incompatible with such standards; to require disclosure by employees of private financial or other interests in matters affecting the City and to provide effective means for enforcement thereof.

The following shall be prohibited activities:

- No employee shall use any information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.
- No employee shall use or allow the use of City time for the employee's private interest or any other use not in the interest of the City.
- No employee shall deprive the City or its agencies of their original files. All original work product generated or obtained by a City employee on City time shall be the property of the City of Wabasha and shall remain so after an employee leaves City employment.
- There shall be no Workmen's Compensation or sick leave payments to any individual injured in the course of outside Employment.

Subd. 2. Employee Code of Conduct

The employee code of conduct establishes behavioral standards for all employees of the city and highlights the overarching responsibilities of all city employees. This list is not intended to be all inclusive.

The following are job requirements for every position at the City of Wabasha. 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 with decorum toward both residents and staff and respond to inquiries and information requests with patience and courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

- The City of Wabasha encourages and supports its employees to be active members in the community in which we work. This means volunteering and participating in city and other sponsored events.

Public/ Community Relations
It shall be the duty of every City of Wabasha Employee to deal courteously with the public. Always treat people the way you would want to be treated. Favorable impressions created through our public will foster better communication for every city employee and the city as a whole. It is recommended that city employees participate in community events to help foster better relationships with the public, while showing them we are no different than them.

Conflict 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. If an employee has any question about whether such a conflict exists, he/she should consult with the City Administrator.

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.

Political Activity
City employees have the right personally to express their political views and to get involved in the political system to the extent permitted by law. However, City employees cannot use City resources, working time, or position with the City while participating in or to participate in personal political activity or influencing other City employees or the public on political matters. While engaging in such actions, City employees must also comply with other workplace expectations, including other personnel policies.

Attendance & Absence
The operations and standards of service in the City of Wabasha require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must 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 supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor 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 supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. 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.

Non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

Appearance
Departments may establish dress codes for employees as part of departmental rules. Clothing, personal appearance, and hygiene should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public, and contribute to a pleasant workplace atmosphere for co-workers and visitors. 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 supervisor.

Tobacco Use
The City of Wabasha 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, (pipes, cigars and cigarettes) or "vaping" with e-cigarettes is prohibited while in a City facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch and only in areas designated for that purpose.

Access to and Use of City Property/Equipment
Employees are responsible for the safekeeping and care of all city equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator.

Workplace Issues Resolution Policy
City employees must, unless otherwise established or appropriate, attempt to resolve any workplace issues or concerns with the following individuals in the following order and may only attempt to resolve the issue or concern with the next appropriate individual(s) herein if the preceding individual(s) did not adequately address their issue or concern:

1) Immediate supervisor
2) Department head
3) City Administrator
4) Elected official personnel committee or an elected official

Use of City Property/City Vehicles
It is the policy of the City that certain positions require employee access to municipal vehicles, either during the work shift or on a 24-hour on-call basis. City vehicles should be viewed as belonging to the citizens of the City and are assigned solely for the purposes consistent with providing services to the citizen. No other person other than a city employee may operate a city vehicle or piece of equipment. Passengers may be carried only as part of official business. Drivers and/or operators must have a valid MN Driver's License and other certifications as required for a particular vehicle or piece of equipment and be approved by the Department Head.

A. Reporting Vehicle or Equipment Accidents or Damage

All municipal employees that operate a municipal vehicle or equipment shall immediately report to their supervisor or Department Head any vehicle or equipment operator accidents or damage incurred while operating said vehicle or piece of equipment, and shall remain at the scene. An accident report, completed by law enforcement, will be required for all accidents involving City property. An accident involving the Wabasha Police Department requires an accident report from another law enforcement agency.

Failure to properly report an accident or damage to equipment, regardless of fault or severity of damage to the vehicle or piece of equipment, will be subject to disciplinary action.

B. Damage to Third Party or Other Private or Public Property

In the event an accident or damage incurred involves another party or damage to private property or other public property, the employee will request an officer from the Wabasha Police Department or other appropriate law enforcement authority, to complete an accident report that describes in sufficient detail the accident incurred.

C. Employee Negligence While Operating Vehicle or Equipment

After investigation of an accident, if it can be demonstrated that the employee operating the vehicle or piece of equipment was negligent in operation of the vehicle or piece of equipment or in violation of motor vehicle regulations, operational safety rules, departmental guidelines or city policy, the employee may be subject to disciplinary action.

D. Driving Records

Any employee who is required as an employment condition to possess and maintain a valid MN drives or Commercial Driver's License must immediately, before reporting for duty the next workday, inform his//her supervisor should his/ her license become denied, expired, restricted, suspended, or revoked any time during employment with the City of Wabasha. Periodic review of employee's driving records may be conducted by the City of Wabasha.

Take Home Authority for City Vehicles

A. Employees shall be granted take-home privileges of City vehicles when determined for the convenience and benefit of the City by the City Administrator.

B. Procedures: The following individuals are authorized to take assigned City vehicles home:

a. Police Department

When serving in the absence of the individuals listed above, a subordinate acting in their capacity is permitted to drive a vehicle home in order to maintain an appropriate response to an after-hours emergency.

When a vacancy occurs in any position granted take-home authority, a review shall be made by the City Administrator as to the appropriateness of continuing such take-home authority.

The granting of this authority is for the convenience and benefit of the City of Wabasha, not the employee.

C. Responsibility. The City Administrator is responsible for designating driver's take-home privileges. All Department Directors are responsible for ensuring that this policy is monitored and followed within each respective department.

EMPLOYEE RECRUITMENT & SELECTION

Hiring Procedure

Any Department Head or Supervisor requesting to add a position or to replace a vacated position must formally submit his/her request to the City Administrator. The City Administrator along with the hiring supervisor will request approval from the Personnel Committee. The request, at a minimum, should include a budget summary for the specific department as well as an explanation regarding the need to fill the position. The request should also include the prospective job title and specific salary step. A summary of the steps required is as follows:

1. Request and discuss additional or replacement hire with City Administrator. (Department Supervisor)
2. Request and receive approval from Personnel Committee or Council to proceed with the hiring process. Decide if the position should be marketed internally or externally. (City Admin and Department Supervisor)
3. Post position and market if the position will be posted externally. (Department Supervisor, City Clerk)
4. After sufficient, qualified applications are received, review applicants for position and select those to interview. (Department Supervisor, City Clerk, or City Administrator)
5. Commence interview process.
6. Select applicant for position.
7. Begin background check and reference check, coordinate with Wabasha Police Department. Inform candidate that they are the top candidate.
8. After receipt of the background check, initiate formal offer contingent on City Council approval. (Dept Supervisor and City Admin).
~~8.~~9. The city administrator or designee may determine 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.
~~9.~~10. Send denial letters to those not chosen. (Department Supervisor)
~~10.~~11. Seek council approval.
~~11.~~12. If no qualified applicants are found, the position may be re-posted or removed.

*The City Administrator should be consulted throughout the entire hiring process due to applicable laws and other administrative issues.

Interviewing Expenses
Travel expenses for job interviews are the responsibility of the job applicant unless otherwise approved by the City Council.

ORGANIZATION

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, supervisor's title, FLSA status (exempt or nonexempt), 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. Good attendance and compliance with work rules and policies are essential functions of all City positions.

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

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

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

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

Layoff
The City Administrator will maintain a seniority list. 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 layoff.

HOURS OF WORK

Work Hours
Work schedules for employees will be established by supervisors with the approval of the City Administrator.

Permanent part-time, Seasonal and Temporary Positions
In order to comply with law while avoiding penalties, permanent part-time employees will be scheduled with business needs and in a manner that ensures positions retain permanent part-time status as intended, unless otherwise approved by their supervisor. Working a shift without prior approval may result in discipline up to and including termination of employment.

Meal Breaks and Rest Periods
A paid fifteen (15) minute paid 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 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.

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. Exceptions must be approved by the supervisor or City Administrator.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

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 will be allowed to use accrued vacation time or compensatory time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

Decisions to cancel departmental programs (special events, recreation programs, etc) will be made by the respective supervisor or the City Administrator.

COMPENSATION

The City of Wabasha complies with the requirements of the Minnesota Pay Equity Act. Full-time and Permanent part-time employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the 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.

Wage Disclosure
Under the Minnesota Wage Disclosure Protection law, employees have the right to disclose the amount of their own wages. While the Minnesota 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 Minnesota Statute §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 at (651) 284-5070 or 1/800-342-5354.

Paychecks
Employees may elect to be compensated by paycheck or direct deposit. With the exception of the Volunteer Ambulance and Fire Departments, employees are paid on a bi-monthly basis, the 15th and last working day of each month. If a payday lands on a weekend or holiday, the payroll will be ready on the preceding working day. City Council Members, Mayor, Fire Chief, and Asst. Fire Chief will be paid on a quarterly basis. Volunteer Ambulance Department are paid on a monthly basis and the Volunteer Fire Department are paid annually.

Employees are responsible for notifying the City Clerk of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

Time Reporting
Your time sheet provides an accurate record of hours worked and hours to be paid. Since this is the only record of your time, it must be completed accurately and readable on a daily basis.

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 [biweekly] basis. Employees time sheets provide the only record of work time and hours to be paid; therefore, they must be completed legibly and accurately. Employees recording time worked and receiving compensation for more than one City position, including positions not otherwise covered by these personnel policies, must accurately record the number of hours worked per position. Reporting false information on a time sheet will be cause for discipline, up to and including termination.

As indicated in the annual payroll schedule, employees should review the time sheet and turn in to his/her supervisor. These time sheets should be returned to City Hall by 9am on Mondays.

Overtime / Compensatory Time
The City of Wabasha 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.

Non-Exempt (Overtime-eligible) Employees:
All overtime-eligible employees will be compensated at the rate of one and one-half their regular rate of pay for all hours worked over 40 in one workweek, except for Public Safety Employees. Vacation, sick leave, comp time and paid holidays do not count toward "hours worked". Compensation will take the form of either one 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.

The workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m.

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

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

The maximum compensatory time accumulation for any employee is 50 hours. 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 timesheets, both when it is earned and when it is used. The Department Heads will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

On-call / Call-in

- Unscheduled On-Call
  As directed by the City Administrator and Department Head, non-exempt employees may be subject to on-call/call-in pay. Non-exempt employees may be eligible for on-call and call-in pay when called in to work outside their normal work hours. **On-call** compensation will be 2 hours for every 24 hour period. Should a **call-in** arise, the employee will be compensated for the 2 hours plus the hours actually worked. Scheduled On-Call (Water/Sewer)
  On-Call compensation will be $1 per hour. Should a call-in arise, the employee will be compensated for a minimum of 2 hours, plus the hours worked.

Exempt (non-overtime-eligible) Employees:

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public 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 Wabasha 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 Wabasha 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 Wabasha 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.

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

The City requires extreme work schedules including night and weekend functions, therefore all time in excess of 40 hours will be accounted for. This banked time has no cash value.

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.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing. Performance reviews will be performed during ~~October and November~~December annually for all employees.

TEMPORARY ASSIGNMENT TO A HIGHER POSITION

From time to time, employees are asked to take on significant additional responsibilities due to a position vacancy of their supervisor or to fill-in as an acting department director. The length of time must exceed two full consecutive pay periods.

When this occurs, employee's pay will be adjusted to commensurate with the additional responsibilities. The City Administrator and City Clerk will determine the amount, depending on the circumstances. The pay increase shall not exceed 10% of their current, regular pay.

If approved by the City Administrator, the increase may be retroactive to the first day the employee assumed all of the duties of the higher grade classification and will be paid consistent with regular employee payroll. Employees being considered for an out-of-grade assignment must meet the minimum qualifications for the higher grade classification.

When the employee returns to his/her regular position, he or she will be compensated at his or her regular rate and will no longer receive the temporary increase received for the out-of-grade assignment.

An employee serving as the Acting City Administrator will be compensated in accordance with a City Council approved amount.

BENEFITS

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 Clerk.

Retirement

The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. 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 Clerk or go on-line to www.mnpera.org.

Nothing in this Employment Policy shall in any way effect or impair the present pension and retirement plans of the Public Employees Retirement Association Laws.

HOLIDAYS

The City observes the following official holidays for all regular full-time and permanent part-time employees:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth	Floating Holiday ~~Christmas Day~~
Independence Day	~~Floating Holiday~~

Official holidays commence at the beginning midnight of the day on which the holiday is observed and continue for twenty-four (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 and Permanent Part-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. 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 non-exempt employees required to work on a holiday will be for hours worked on both the "actual" holiday and the "observed" holiday. Premium pay does not apply to "Floating 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.

LEAVES OF ABSENCE

Depending upon an employee's situation, more than one form of leave may apply during the same period of time. 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.

Earned Sick and Safe Leave

"Earned Sick and Safe Leave" is paid time off earned at one hour of Earned Sick and Safe for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the city. This specific leave applies to all employees (including temporary and part-time employees) performing work for at least 80 hours in a year for the city. Full and Part-time employees who work at least 30 hours per week and are accumulating sick leave already will not earn any extra time for sick and safe time as they will meet/exceed the requirements of Minnesota's ESST (Earned Sick and Safe Time) law effective January 1. 2024. Sick and Safe Time will not be paid out at the end of employment nor is there a cash out option. All employees will be able to use Sick or Sick and Safe Leave to the standards below.

(a) Earned Sick and Safe Leave Use

The leave may be used as it is accrued by the city's payroll system 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 the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
- Absence due to domestic abuse, sexual assault, or stalking of the employee 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
- 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 or 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) 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 local 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

Employees are eligible for 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. Earned Sick and Safe Time will not be paid out.

(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

Sick leave is authorized absence from work with pay, granted to qualified full-time and permanent 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. Sick leave accrues to those eligible at the same rate as vacation leave with an overall maximum of 75 days.

- Permanent part-time employees regularly scheduled to work at least 30 hours per week will accrue sick leave on a pro-rated basis of the full-time employee schedule.
- Permanent part-time employees regularly scheduled to work fewer than 30 hours per week will ~~not earn or accrue sick leave.~~earn sick and safe leave as described above.
- ~~Temporary and seasonal employees will not earn or accrue sick leave.~~
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability and 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.
- 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.

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-laws (mother-in-laws and father-in-laws) and grandchildren (includes step-grandchildren, biological, adopted or foster grandchildren). 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 immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her immediate supervisor 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 worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

Sick leave cannot be transferred from one employee to another. Maximum accumulation for sick leave is 75 days.

Vacation Leave

Years of Service	Rate of Credit Per Month	Days per year	Maximum Accumulation
~~1~~	~~1/2~~	~~6~~	~~6~~
~~2~~1-5	1	12	24
6-10	1 1/4	15	30
11-15	1 1/2	18	36
16+	2	24	48

Eligibility
Full-time employees will earn vacation leave in accordance with the above schedule[WB1].

Permanent part-time employees who work less than 30 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

Accrual Rate
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.

Earnings and Use
Vacation leave may be used as it is earned subject to approval by the employee's supervisor.

Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and City Administrator. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. In extreme circumstances deemed by the City Administrator employees may donate vacation leave to another employee.

All vacation accrued in excess of the maximum accrual will be paid out at 50% on December 15th each year.

Leave Policy for Exempt Employees
Management employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours.

Management employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day.

Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the requirement. Management employees must communicate their absence to the City Administrator or his/her designee.

If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which 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 permanent 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, whether or not management, may require work beyond forty (40) hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours with supervisory approval.

Funeral Leave

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or City Administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.). Military Leave

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.

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. 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.

Jury Duty
Regular full-time and permanent 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 supervisor 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 are 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.

Court Appearances
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.

Victim or Witness at Criminal Trial Leave
An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. [See Safety Leave under the Sick Leave Policy for additional information on leave benefits available to employees and certain family members.]

Job Related Injury or Illness
All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor 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 supervisor and make arrangements for a medical appointment.

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

Pregnancy and Parenting Leave Employees who work twenty (20) hours or more per week and have been employed for more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees may use leave for prenatal care, incapacity due to pregnancy, childbirth or related health conditions. Biological or adoptive parents may use leave after the birth or adoption of a child. Employees are eligible for up to 12 weeks of unpaid leave which must begin within 12 months of the birth or adoption. 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. 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.

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.

Reasonable Unpaid Work Time for Nursing Mothers
Nursing mothers will be provided reasonable unpaid break time to express milk for nursing her child for one year after the child's birth. 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.

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.

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.

School Conference and Activities Leave

Any employee who has worked permanent part-time or more for more than 1 year 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 disrupt unduly the operations of the city. Employees may choose to use vacation leave hours for this absence but are not required to do so.

Bone Marrow 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. 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.

Election Judge and Voting

An employee selected to serve as an election judge pursuant to Minnesota law will be allowed time off without pay for purposes of serving as an election judge.

All employees eligible to vote in a State general election, in 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 supervisors to avoid coverage issues.

Regular Leave without Pay

The City Administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council to a maximum of one (1) year.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons.

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 (*annual 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 (*annual 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. (An employee absent for Parenting Leave is not required to use sick

leave.) Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave 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 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.

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 supervisor 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 estimated date that the employee can return to work with restrictions, a detailed list of restrictions and a request for light duty. The notice must also include the expected date that the employee can return to work with no restrictions and able to meet all essential requirements and functions of the employee's job description. Upon receipt of the written request, the supervisor will 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 City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

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.

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy
The city will attempt to provide a female employee who requests reasonable accommodation for her health conditions related to her pregnancy or childbirth with the following:

- more frequent restroom, food, and water breaks;
- seating;
- limits on lifting over 20 pounds and/or temporary transfer to a less strenuous or hazardous position, should one be available.

The city will engage in an interactive process with respect to an employee's request for a reasonable accommodation. Unless such accommodations impose an undue hardship on the city.

RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability
Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, and firefighters.

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 supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior
The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior includes the use of physical force, harassment, or intimidation.

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, gender, marital status, age, sexual orientation, familial status, status with regard to public assistance, veteran status, membership on a local human rights commission, pregnancy, childbirth, or related medical conditions, reserve or National Guard status, military service, citizenship, or any other basis protected by law.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. 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 supervisor 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 supervisor or the City Administrator.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behaviors 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.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

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 supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, City Administrator or Police Department.
Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the Mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior
Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of 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 2**.** If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of 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.

Step 3**.** The supervisor must notify the City Administrator about the allegations.

Step 4**.** 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.

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.

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.

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.

Special Reporting Requirements
When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will assume the responsibility for investigation and 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 Council Member is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

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.

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).

Retaliation
Consistent with the terms of applicable statutes and City personnel policies the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

SEPARATION FROM SERVICE

Resignations
Employees wishing to leave the City service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. The written resignation must state the effective date of the employee's resignation.

Unauthorized absences from work for a period of three consecutive work days may be considered as resignation without proper notice.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the City.

Severance Pay
All permanent full-time employees upon retirement, termination or death, shall be entitled to sixty percent (60%) of the unused sick leave as severance pay. For the purpose of computing severance pay, sick leave accumulation shall not exceed 75 days. Employees discharged for just cause shall not receive severance pay, and employees leaving City employment not in good standing may, by City Council discretion, be declared ineligible for severance pay.

Subd. 1 VEBA/HSA

Employees eligible for severance shall have the right to have such payment credited to the employee's active VEBA/HSA account.

DISCIPLINE

General Policy
Supervisors 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 Wabasha. 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 supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established
This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process
The City may elect to use progressive discipline with any 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 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;
- Written Reprimand;
- Suspension With or Without Pay;
- Demotion and/or Transfer;
- Salary Chance;
- Dismissal

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 supervisor within fourteen (14) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within fourteen (14) 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 who will consult with the Personnel Committee within seven (7) days after the supervisor's response is due. The City Administrator or his/her designee will respond to the employee in writing within fourteen (14) 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 Department of Administration.

Waiver
If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and
- Merit or performance pay awards.

The above list is not meant to be all inclusive or exhaustive.

EMPLOYEE EDUCATION & 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.

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:

Job-Related Training & 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 condition of employment with the City.

The supervisor and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Request for Participation in Training & Conferences
The request for participation in a training session or conference must be submitted in writing to the City Administrator for approval.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

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.

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 supervisor.

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 expenses for meals, lodging and necessary expenses incurred. All other travel and meal expense required to conduct city business will be reimbursed.

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. Meal expenses of $45 per day maximum will be allowed.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

OUTSIDE EMPLOYMENT

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

DRUG & ALCOHOL FREE WORKPLACE

In accordance with federal law, the City of Wabasha has adopted the following policy on drugs in the workplace:

A. 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.

B. The unlawful manufacturing, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

C. 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.

D. 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.

SAFETY

The health and safety of each City employee 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 supervisor.

Reporting Accidents, Illnesses, and Injuries
Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported to the supervisor as soon as possible. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be required when there is a job related illness or injury.

Safety Equipment/Gear
Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

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

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 supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. The City will determine appropriate action on a case-by-case basis.

CELLULAR PHONE USE – CITY OWNED PHONES
This policy is intended to define acceptable and unacceptable uses of 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.

General Policy

Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- 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 included regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phones 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.
- 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.
- Regardless of who pays the bill, cell phone records about city business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the city would be under the obligation to determine what information is public data and what information is private data and would need access to the employee’s phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

A supervisor 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 supervisor. Supervisors 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 supervisor.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible. In cases where the city does not regard accounting for personal calls to be unreasonable or administratively impractical due to the minimal cost involved, personal calls made by employees on a City-provided cellular phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City's phone bill.

Procedures
It is the objective of the City of Wabasha 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.

Responsibility
The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

CITY CREDIT CARD USE
Please reference the Stand alone Credit Card Policy within the City of Wabasha Administrative Policies.

SOCIAL MEDIA POLICY

I. PURPOSE:
This Social Media Policy establishes guidelines for the establishment and use by the City of Wabasha ("City") of social media sites (including but not limited to Facebook and Twitter) as a means of conveying City information to its citizens.

The intended purpose behind establishing City Social Media Sites is to disseminate information from the City about the City's mission, department information, meetings, activities and current issues to its citizens. These messages will be set forth and monitored by the department heads and/or City Administrator.

The City has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on official city or department social media sites.

II. DEFINITIONS:
For purposes of this Social Media Policy, the following definitions shall apply:
1. "Social Media" is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the internet. Examples of social media include Facebook, YouTube, Twitter, LinkedIn and Flicker.

2. "City Social Media Site(s)" means social media sites established and maintained by the City, over which the City has control, except for advertisements or hyperlinks by the Social Media site's owners, vendors or partners.
3. "Comment" or "Comments" mean and include any information, articles, words, pictures, videos or any other form of communicative content posted on a City Social Media Site.
4. "Policy" means this City Social Media Policy.
5. "Account Administrator" means the person responsible for overseeing the department which the Social Media Site represents (i.e. department head) and his/her duly authorized designee(s).

III. GENERAL POLICY

1. The establishment of and use by any City employees of City Social Media Sites are subject to the advance written approval of the City Administrator or his/her designees. All City Social Media Sites shall be established, maintained and administered by the Account Administrator.
2. City Social Media Site access shall be limited only to those City employees having a clear, City-related business purpose, as set forth in Section I of this Policy.
3. Following City Administrator direction, the Account Administrator will determine and designate in writing the appropriate level of employee access to City Social Media Sites, which includes identifying what Social Media sources, or type of source, each department or individual employee is approved to use, as well as defining their respective capabilities, i.e., publish, edit, comment or view only. Employees having been granted such access shall be considered "Authorized Users". At present, only the Account Administrator and/or Department Heads shall have publishing, editing or comment privileges.
4. In order to ensure appropriate controls and to evaluate the efficacy of the City's use of Social Media, only the Account Administrator and/or department head shall have the ability to establish City Social Media Sites, post/edit content thereon and respond to Comments.
5. City Social Media Sites should make clear that they are maintained by the City and that they follow the City's Social Media Policy. This Policy shall be displayed to users of and visitors to City Social Media Sites and/or be made available by hyperlink.
6. Wherever possible, all City Social Media Sites should link back to the official City website for forms, documents, online services and other information necessary to conduct business with the City. The City's website at http://www.wabasha.org/ will remain the City's primary and predominant internet presence.
7. The Account Administrator will monitor content on City Social Media Sites to ensure adherence to both this Policy and the interests and goals of the City.
8. City Social Media Sites shall be managed consistent with the mission of the City.
9. All use of City Social Media Sites by City employees (including use of non-City Social Media sites for communications related to City business) should be consistent with applicable state, federal, and local laws, regulations, and policies including all City information technology security policies. Comments and postings

must contain information that is freely available to the public and not be confidential as defined by any City policy or state or federal law. All City Social Media Sites shall adhere to applicable federal, state and local laws, regulations and policies.

10. Employees representing the City government via City Social Media Sites must conduct themselves at all times as representatives of the City and in accordance with all City policies and rules of understanding. Failure to do so may result in discipline.
11. All City-related communication made through Social Media sites will remain professional in nature and be conducted in accordance with the City's communication practices and expectations.
12. All City Social Media Sites shall utilize authorized City contact information for account set-up, monitoring and access. The use of personal email accounts or phone numbers by City employees is not allowed for the purpose of setting-up, monitoring, or accessing a City Social Media Site.
13. Authorized Users of City Social Media Sites shall review, be familiar with, and comply with the site's use policies and terms and conditions
14. Authorized Users shall be provided a copy of this Social Media Policy..
15. This City Social Media Policy may be revised at any time.

IV. COMMENT GUIDELINES:

1. As a public entity, the City must abide by certain standards to serve all its constituents in a civil and unbiased manner. Therefore, users of and visitors to City Social Media Sites shall be notified that the intended purpose of the sites are to disseminate information from the City about the City's mission, meetings, activities and current issues to its citizens, and that Comments containing any of the following inappropriate forms of content shall not be permitted on any City Social Media Sites and are subject to removal and/or restriction by the Account Administrator and/or department head:
    a. Content and/or language a reasonable person would find offensive, including but not limited to profane, obscene, or pornographic content and/or language;
    b. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, national origin, age, religion, gender, gender expression, gender identity, disability, medical condition, genetic information, marital status or any other protected class;
    c. Defamatory or libelous content;
    d. Threats to any person or organization;
    e. Comments in support of, or in opposition to, any political campaigns or ballot measures;
    f. Solicitation of commerce, including but not limited to advertising of any business or product/service for sale;
    g. Conduct in violation of any federal, state or local law;
    h. Encouragement of illegal activity;
    i. Information that may tend to compromise the safety or security of the public or public systems; or

j. Content that violates a legal ownership interest, such as a copyright, of any party.

2. Users of and visitors to City Social Media Sites shall also be notified that:
   . Comments on topics or issues not within the jurisdictional purview of the City are also subject to removal. However, provided they are on a subject matter or topic within such jurisdictional purview, Comments will be allowed to remain, regardless of whether they are favorable or unfavorable to the City.
   a. The City reserves the right to restrict or remove any Comments deemed in violation of this Social Media Policy or any applicable law. Any Comments removed based on the above guidelines must be retained by the Account Administrator for a reasonable period of time, including the time, date and identity of the poster, in accordance with the City's policies on the retention of such information.
   b. A Comment posted by a member of the public on any City Social Media Site is the opinion of that member of the public only, and publication of a Comment does not imply endorsement of, or agreement by, the City, nor do such Comments necessarily reflect the opinions or policies of the City.
   c. The City reserves the right to deny access to City Social Media Sites for any individual who violates the City's Social Media Policy, at any time and without prior notice.
   d. The City will not post information in reference to events in the community. The main purpose of these accounts will be to disseminate City business only and not used as a vehicle for advertising events that are not related to the city.
   e. All Comments posted to any City Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at http://www.facebook.com/terms.php, and the City reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action
3. The Account Administrator shall monitor the City Social Media Sites for Comments requesting responses from the City and for Comments in violation of this Policy.
4. When an Authorized User responds to a Comment in his/her capacity as a City employee, the employee's name and title should be made available, and the employee shall not share personal information about himself or herself, or other City employees.
5. All Comments made to City Social Media Sites are public, not private. Comments of the Account Administrator and any feedback by other employees or non-employees, including citizens, will be considered a public record and will be managed in accordance with the Public Records Act and the City's records retention policies.
6. In the spirit of transparency, when the Account Administrator receives messages through a private message service offered by the provider of a City Social Media Site, he/she shall request the senders of such messages to contact him/her at a public e-mail address maintained by City. Any private messages received by the

Account Administrator should be treated as constituent e-mails and therefore, as public records. The Account Administrator and any other Authorized Users should reply using their City e-mail account.

HIPAA Policy

The City of Wabasha makes every effort to maintain the confidentiality of medical information. However, to provide appropriate and consistent treatment, it may be necessary to share patient information with other medical facilities. All employees and volunteers of the City of Wabasha will take every precaution against inappropriate use or disclosure of any patient's medical information.

In the event that staff is contacted by the news media, refer inquiries to the Ambulance Director, Fire Chief, Police Chief or City Administrator. This is especially important during a large scale event. If you continue to be pressured by media, state that you cannot provide them with any information due to data privacy laws. Patient confidentiality is not an option to the employee.

No employee shall share any sort of protected medical information that he or she may come across in his or her normal business with the City. Violation of HIPAA laws will result in disciplinary action.

ACKNOWLEDGMENT FORM

I have received, read and understand the contents of the City of Wabasha Personnel Policy. This policy is only intended to summarize some of the important elements of employment. This policy is not a contract or a promise of any kind. Nothing in this informational policy shall be interpreted to modify or limit the employment at-will relationship. In accepting or continuing in employment, I agree to abide by the personnel policies and practices of the City of Wabasha.

Employee Name (print):

_____

Employee's Signature:

_____

Date

_____

City Council Special **1. 2.**

Meeting Date: 12/19/2023

ITEM TITLE: Resolution to Support Wabasha Kellogg Trail Grant

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attachments

Resolution to support Wabasha Kellogg Trail Grant

RESOLUTION # 44-2023

RESOLUTION RIVER VALLEY TRAIL – ENGINEERING PROPOSAL

Whereas, Minnesota Wabasha County, the City of Wabasha, the City of Kellogg, and Greenfield Township have established a Joint Powers Board to solicit funds for the future construction of the River Valley Trail; and

Whereas, The River Valley Joint Trail Board would like to apply for State, Federal, and other grants to help offset the prosed trail cost. A crucial step in potentially securing grants is to have engineering and design work completed for the trail; and

Whereas, A proposal from Erickson Engineering was secured with an estimated cost of $61,109; and

Whereas, Al Thorsen has donated $40,000 towards those costs and there is approximately $3,000 of grant funding that could be used for the engineering services. That leaves a balance of approximately $18,000. It's envisioned that donations would be solicited to cover the remaining balance. However, if adequate donations are not received the participating agencies would be responsible for their proportional share. In this case that could be up to approximately $4,500.

Now, Therefore, Be It Resolved that the Wabasha City Council authorizes up to $4,500 to be provided to the River Valley Joint Powers Board to secure the services of Erickson Engineering. This funding shall only be provided if each of the participating agencies named above agree to cover their proportional share of any funding shortfalls by resolution of their governing boards.

Be It Resolved that the source of these funds shall be from the operating budget-engineering.

Adopted this 19th day of December 2023 by the Wabasha County Board of Commissioners.

By: _____
Emily Durand, Mayor

Attest:

By: _____
Wendy Busch, Clerk

City Council Special **1. 3.**

Meeting Date: 12/19/2023

ITEM TITLE: Dog Park Fencing Purchase

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

The attached dog park fencing bid is $6,166.15. This will be paid by using grant funds from the Blandin Foundation and the Wabasha Kellogg Area Community Foundation.

ACTION REQUIRED:

Approve purchase of dog park fencing.

Attachments

Wabasha Dog Park - Fence Estimate

Date: 12/07/2023 - 7:25 AM
Design ID: 319951060181
Estimated Price: $6,166.15
** Today's estimated price, future pricing may go up or down. Tax, labor, and delivery not included.*

How to recall and purchase your design at home:	How to purchase your design at the store:
OR 1. On Menards.com, enter "Design & Buy" in the search bar 2. Select the Designer 3. Recall your design by entering Design ID: 319951060181 4. Follow the on-screen purchasing instructions	1. Enter Design ID: 319951060181 at the Design-It Center Kiosk in the Building Materials Department 2. Follow the on-screen purchasing instructions

Design

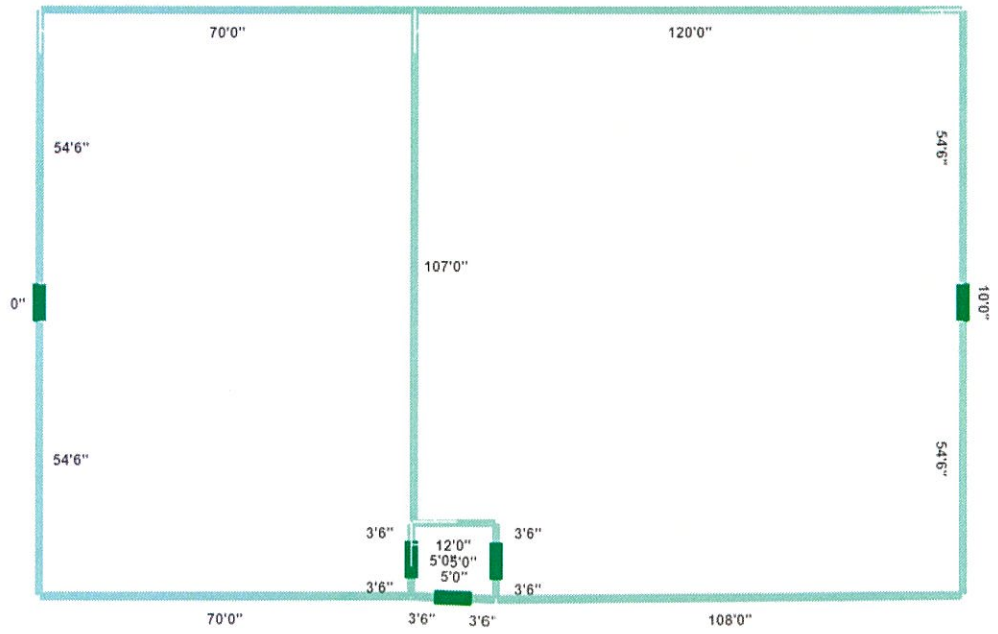


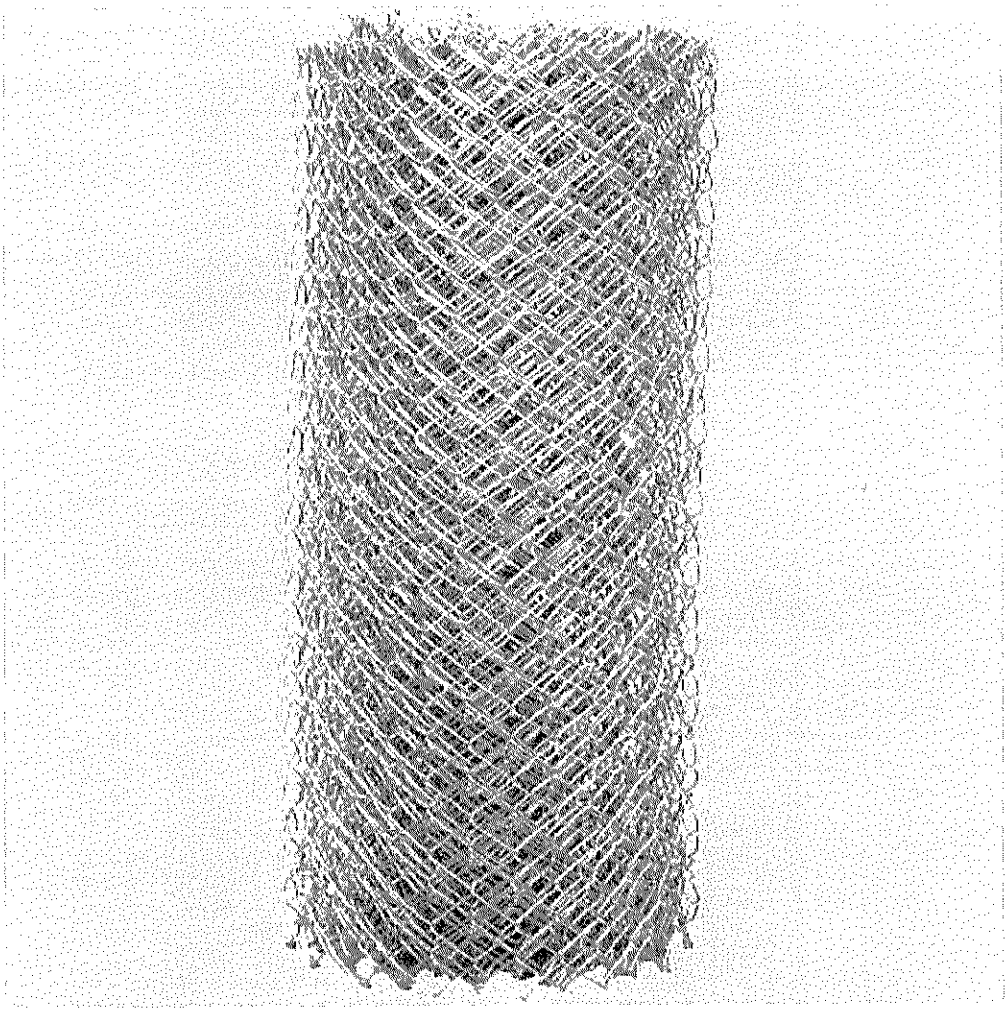
Illustration intended to show general fence size and shape. Some options may not be shown for picture clarity.
Layout dimension sheets are intended as a construction aid. Not all options selected are shown.

Final design should be performed by a registered professional engineer to ensure all applicable building codes and regulations are met.

This is an estimate. It is only for general price information.This is not an offer and there can be no legally binding contract between the parties based on this estimate.The prices stated herein are subject to change depending upon the market conditions.The prices stated on this estimate are not firm for any time period unless specifically written otherwise on this form.The availability of materials is subject to inventory conditions.MENARDS IS NOT RESPONSIBLE FOR ANY LOSS INCURRED BY THE GUEST WHO RELIES ON PRICES SET FORTH HEREIN OR ON THE AVAILABILITY OF ANY MATERIALS STATED HEREIN.All information on this form, other than price, has been provided by the guest.Menards is not responsible for any errors in the information on this estimate, including but not limited to quantity, dimension and quality.Please examine this estimate carefully.MENARDS MAKES NO REPRESENTATIONS, ORAL, WRITTEN OR OTHERWISE THAT THE MATERIALS LISTED ARE SUITABLE FOR ANY PURPOSE BEING CONSIDERED BY THE GUEST.BECAUSE OF THE WIDE VARIATIONS IN CODES, THERE ARE NO REPRESENTATIONS THAT THE MATERIALS LISTED HEREIN MEET YOUR CODE REQUIREMENTS.

Date: 12/07/2023 - 7:25 AM
Design ID: 319951060181
Estimated Price: $6,166.15
** Today's estimated price, future pricing may go up or down. Tax, labor, and delivery not included.*

Fence Image



Materials

Length:	761'0"

For other design systems search "Design & Buy" on Menards.com

Date: 12/07/2023 - 7:25 AM
Design ID: 319951060181
Estimated Price: $6,166.15
** Today's estimated price, future pricing may go up or down. Tax, labor, and delivery not included.*

Type:	Chain Link
Chain Link Type:	Galvanized
Fence Height & Gauge:	4' x 50' Galvanized 11.5-Gauge
Gate:	4' x 10' Double Drive Gate
Gate:	4' x 5' Walk Gate
Gate:	4' x 5' Walk Gate
Gate:	4' x 5' Walk Gate
Gate:	4' x 10' Double Drive Gate
Terminal Post Footing:	Fast Setting Concrete Mix - 50 lb
Line Post Footing:	Fast Setting Concrete Mix - 50 lb
Fence Stretcher:	3 Hook Fence Stretcher
Tension Wire:	Tension Wire
Privacy Option:	None
Privacy Color:	None
Tension Fastener:	12.5-Gauge Hog Rings - 200 Piece
Brace Band:	2-3/8" Chain Link Fence Brace Band
Carriage Bolts:	Carriage Bolts, 1/4" x 3/4"
Terminal Post:	2-3/8" x 6' Chain Link Fence Terminal Post
End/Gate Post Kit:	2-3/8" Galvanized Chain Link Fence End Post Kit
Tension Bar:	4' Chain Link Fence Tension Bar
Corner Post Kit:	2-3/8" Galvanized Chain Link Fence Corner Post Kit
Line Post Kit:	1-5/8" Galvanized Chain Link Fence Line Post Kit
Top Rail:	1-3/8" x 10' 6" Chain Link Fence Top Rail
Line Post:	1-5/8" x 6' Chain Link Fence Line Post

For other design systems search "Design & Buy" on Menards.com

City Council Special **2. 1.**

Meeting Date: 12/19/2023

ITEM TITLE: Truth-In-Taxation Hearing and Approval of 2024 Budget/Levy

DEPARTMENT: Administration

PURPOSE:

A resolution needs to be adopted to set the City Levy for the year 2024.

ITEM SUMMARY:

Review and approve Resolution 43-2023 Resolution Setting the Annual City Budget, Property Tax Levy for the Year 2024. To see a copy of all documents presented, including the presentation, please click on: www.wabasha.org/budget.

ACTION REQUIRED:

Motion to approve Resolution 43-2023 Resolution Setting the Annual City Budget, Property Tax Levy for the Year 2024.

Attachments

43-2023 Final 2024 Budget Levy

2024 Executive Summary Budget

RESOLUTION # 43-2023

RESOLUTION SETTING THE ANNUAL CITY BUDGET, PROPERTY TAX LEVY FOR THE YEAR 2024

BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota, that the attached City Final Budget be approved for the year 2024.

FURTHER BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota that the City estimates that the following sums of money will be levied for the current year, collectable in 2024 upon the taxable property in the City of Wabasha, for the following purposes:

General Fund:	$2,030,471.00
Library Fund:	$ 182,142.00
Port Authority:	$ 61,381.00
2019A Debt Service	$ 40,000.00
2023A Debt Service	$ 231,000.00
TOTAL LEVY:	$2,544,995.00

FURTHER BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota that the Finance Director is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Wabasha County, Minnesota.

Adopted by the City Council of the City of Wabasha, Minnesota on this 19th day of December 2023.

Dated: December 19, 2023

_____
Emily Durand, Mayor

ATTEST:

_____
Wendy Busch, City Clerk





City of Wabasha
2024 Budget







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Participants

Mayor

Emily Durand

City Council

1st Ward

John Friedmeyer

Dean Meurer

2nd Ward

Brian Wodele

Timothy Wallerich

3rd Ward

Eugene Jensen

Jeff Sulla

City Staff

Caroline Gregerson: City Administrator

Ryan Marking: Ambulance Director

Darren Sheeley: Fire Chief

Bev Hall: Library Director

Joe Stark: Police Chief

Tony Johnson: Public Works Director

Wendy Busch: City Clerk/Planning Assistant

Tyler Grabau: Finance Director

Executive Summary

Dear Mayor Emily Durand and City Council Members:

The City Administrator must prepare an annual budget and present it to City Council. The following 2024 $3,961,705 budget report represents a summary of the adopted proposals for all services provided by the city in 2024[1] and reflects an 6.0% levy increase. City staff and City Council participated in a budget workshop on August 22nd. The 2024 Budget maintains current service levels, retains high quality and dedicated staff, and uses taxpayer dollars responsibly.

The increases in taxes for 2024 are the cost to retain services.

- An overall 15.7% operating costs increase but the impact to taxpayers remained lower due to overall 16% increase in revenues like additional local aid from the State, increases in fees like ambulance revenues.
- Overall, the highest increase was wages, due to the nature of city services. Employees received a 3% general wage increase and qualifying non-union employees received a 2% step increase.
- The ambulance service added a full-time paramedic position but this position is anticipated to support additional revenues from Advanced Life Support (ALS) transfers. The Wabasha Ambulance Service has been successful in obtaining commitments from townships to support the service.
- The City retired debt this year on street projects and replaced that debt with new payments for the downtown street project and Athletic Field project. The City has in its long-term financial plan has plans to also take on additional street projects through borrowing as well. There was a net savings of $130,000 in debt payments in 2024.
- The City increased its capital improvement contribution by $175,000, through additional funds from the State of Minnesota for Local Government Aid (LGA) and public safety ($113,336). The public safety grant allowed the City in 2024 to purchase a new squad care and expand the fire station.
- Health care cost increased by $56,000 this year.
- Over the past 6 years, operating expenses have increased 39%, with overall revenues increasing by 26%. Historically operating increases are due to adding positions for police, ambulance, and a finance director, as well as increases in wages, insurance, fuel, IT.

[1] *Does not include Utilities (Water and Sewer) budget which is adopted separately.*

2023 Highlights



The City of Wabasha made major gains on key Council priorities with maintaining our aging infrastructure, increasing ambulance revenues, control over placement of dredged sand in Wabasha. City of Wabasha staff continued to provide excellent service to citizens in the area of public safety, public works, community development.

Major Projects



- The City completed reconstruction on Main Street this year, investing $2,839,154.65 in replacing 100 year plus sewer and water lines, adding better pedestrian access to Main Street. Of the total, $530,000 was reimbursed through a grant. The City also saved over $558,766 for taxpayers by obtaining low-interest loan financing through the State of Minnesota PFA fund. This project was a long-held priority for the utilities department due to the number of leaks and issues with the system in this area.
- The Port Authority and City of Wabasha finalized their partnership with the US Army Corps of Engineers, which will create a mutually beneficial partnership to remove dredged material from the Mississippi River.



- The City invested $2,047,979 in a new athletic field, adding new baseball and softball fields, a hockey rink, pickleball, and tennis courts. A warming house and concessions will be completed next year. Thanks to the generosity of the community and the DNR grant, over $630,000 was raised in grants and donations towards the project.
- In addition, public works, ambulance, police, collected expended $76,000 in grant funds to purchase new equipment, plant trees, improve Veteran's Park, train staff, and implement seat belt safety measures, support emergency preparedness.
- The Wabasha Fire Department received an air boat valued at $130,000 that will assist with water safety rescues. This was thanks to partnering with the County on an $85,000 grant.
- First year with new riverfront dock in operation.
- City staff and the Port Authority awarded $166,000 in additional grants to help downtown businesses improve their HVAC systems.
- Public works and emergency management departments came together to respond to the spring flooding by cleaning up parks, removing debris, barricading streets, and ensuring the wastewater system continued to run smoothly.



Public Safety



- Police responded to 4,555 calls for service in 2023. Police also performed 9 drug-related investigations. The police department has the largest budget and accounts for 30% of the budget.
- Wabasha Fire Department grew this year to 31 fire fighters and they responded to 104 calls for service. The calls include fires, motor vehicle crashes, hiking trail emergencies, lift assists, and water rescues. $10,000 for equipment replacement from gambling proceeds donated back to the City of Wabasha.
- Wabasha Ambulance Service responded to 635 calls for service (heart attacks, strokes, diabetic emergencies, trauma, and crashes). There were 100+ more calls this year than last year. Wabasha became a part-time advanced life support service, which allows the service to provide more advanced types of care to patients in critical condition. It also allows WAS to support St. Elizabeth's in taking inter-hospital transfer services. Overall service revenues increased by 46%.
- 18 volunteers and four staff members provided 17,500 of EMS coverage a year.



Public Works



- Kept 28 miles of streets plowed, 5 miles of sidewalks, bike paths, 6 parking lots cleared of snow in winter.
- Mowed, trimmed, and maintained 56.56 acres of 24 parks, city properties weekly in summer.
- Managed 50 campsites, one public dock, and 40 boats slips, with 100% occupancy for summer season. Generated over $200,000 in revenue for the City of Wabasha.
- Their work culminated in 2113 work orders over the year ranging from planting over 233 trees, improving Veteran's Park, cleaning up Beach Park, and installing new boat docks at the Eagle Center and Ike's Park.
- Utilities is rehabbing an old city well. Received state-wide condemnation for wastewater treatment plant and passed all water tests.
- Opened the City Pool with 2,123 paid visitors, 330 free student passes (funded by the Wabasha-Kellogg Foundation). Provided 280 swimming lessons to area residents.



Library

- 29,563 visits to the library, 1820 public Internet computer sessions, 40,055 physical media circulation, and 4568 participants in 156 programs.
- The library offered a range of stellar programming from community story time, author visits, Art in the Park, Winter Reading Challenges, Travel Clubs, Bird City Education and more.

Story Time with Wabasha Public Safety 1

Capital Improvement Plan

Items in the 2024 Capital Improvement Plan includes Mill and Overlay Street repaving, an expansion for the fire department for additional storage, critical repairs for the Wabasha pool, and a new police car.

Conclusion

2023 proved to be a significant year for the City of Wabasha in accomplishing strategic goals across all departments. The projects completed in 2023 will set our organization and community up for success into the future, and continue to make Wabasha an attractive place to live, visit, and open a business.

This budget and document would not be possible without the talented and dedicated department heads and staff that Wabasha employs. Our team works collectively to ensure that we provide the highest quality of service with integrity, fiscal responsibility, and respect.

Thank you for your time and effort reviewing the 2024 Budget.

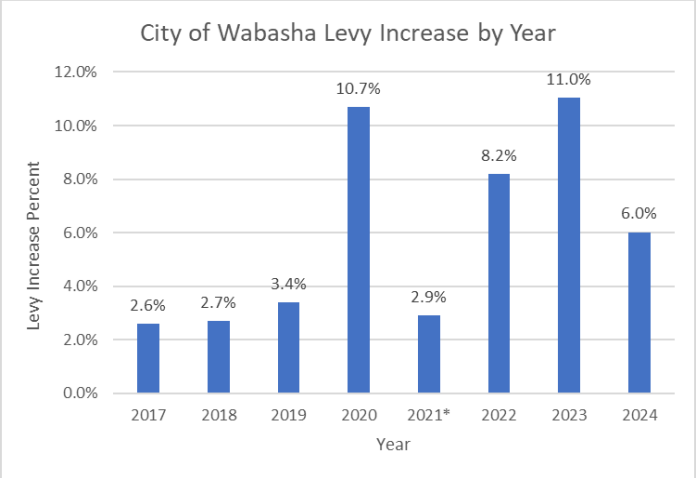
Respectfully Submitted,

Caroline Gregerson

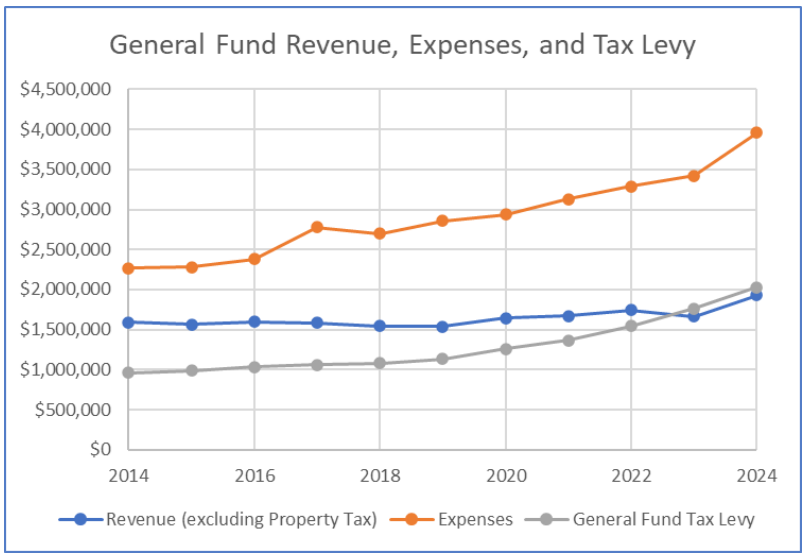
Caroline Gregerson, City Administrator

Budget Overview

Property Taxes



The City of Wabasha property tax levy is set each year by the Wabasha City Council. The current 2024 budget levy increase is 6.02%. The historical increases in the tax levy in the graphs below are due to adding the equivalent of 4.3 positions to the budget. They are: four full-time EMS employees, one full-time police officer (from part-time), and a finance director (0.9). Revenues were flat or declining, until this year where they increased significantly for the first time in many years. [2]



[2] *Levy would have been a 5.9% in 2021 but actual impact was 2.9% due to a de-certified TIF.
** 2024 is proposed.

Property Tax Impact of Proposed Budget



2024 Property Tax Impact		
Assessed Home Value	$150,000	$200,000
Annual City Taxes	$1,067	$1,513
Monthly City Taxes	$89	$126
Annual Tax Increase	*$124.59*	*$163.25*
Monthly Tax Increase	*$10.38*	*$13.60*

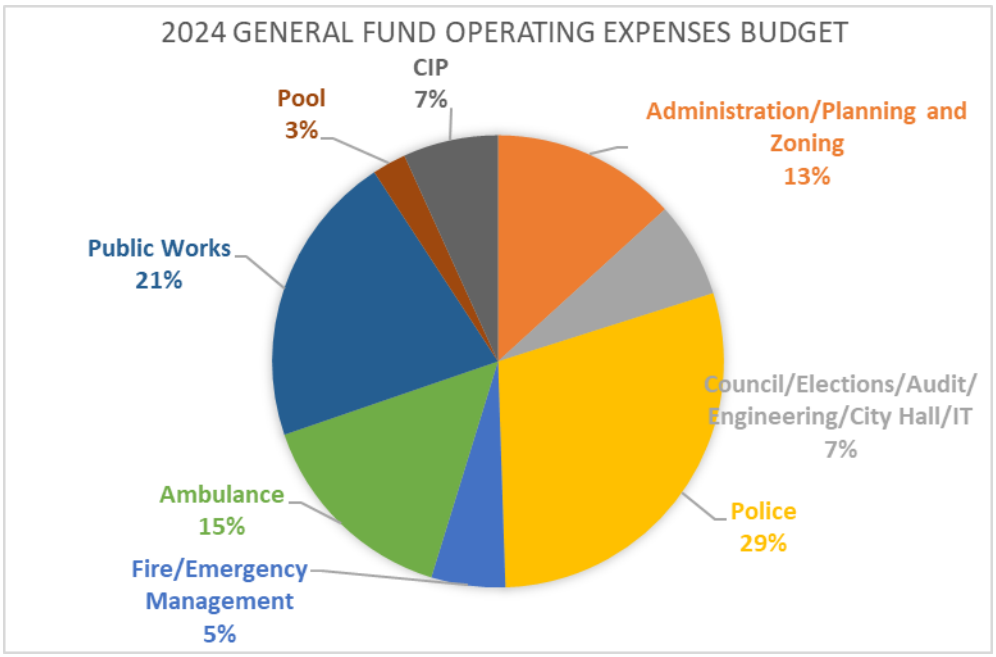
Other Taxing Units

Property tax bills also include taxes levied by other entities which have overlying taxing authority. The City of Wabasha has two other taxing bodies which overlap the city: Wabasha County and School District 811.

City Services Funded by Property Taxes

Residents receive a variety of City services. The cost of City services in 2024 for the owner of a $200,000 valued home is estimated to be $126 per month. The image below provides a breakdown of the services provided using property taxes.


2024 Monthly Tax on a $180,000 Home: $111.20
Library
$4.52
Port Authority
$1.52
Debt Service
$6.73
Administration
$16.23
Police
$28.90
Community Services
$10.26
Public Works
$20.71
Ambulance
$14.73
Pool
$2.39
Fire/Emergency Management
$5.21


2024 GENERAL FUND OPERATING EXPENSES BUDGET
CIP
7%
Pool
3%
Administration/Planning and Zoning
13%
Public Works
21%
Council/Elections/Audit/ Engineering/City Hall/IT
7%
Ambulance
15%
Police
29%
Fire/Emergency Management
5%

A comparison of the budget since last year, demonstrates that the majority of the increase is due to wages and benefits.

General Fund Operating Expense Budget Comparison: 2023 to 2024	
2023 General Fund Operating Expense Budget	**$3,424,305**
2024 Increases:	
General Fund Payroll ($40k is full-time Ambulance $13k is part time EMT)	$133,234
CIP Contribution	$75,000
Fire Relief Pension (Passthrough)	$35,000
Health Insurance	$56,076
IT Fees	$9,000
Accounting Fees	$5,000
Reception Center grant (Offset by Reception Center grant revenue)	$15,570
Police Overtime	$11,000
Street Light Fees (Offset by Street Light Revenue)	$14,962
Ambulance Medical Supplies/Contractor Fees	$18,000
Election Expenses (Three Elections)	$11,700
Police Liability Insurance/Workers Comp	$11,000
Engineering Fees	$9,000
PERA Contributions	$9,410
Employee H.S.A. Contributions (Passthrough)	$7,440
Fire Uniforms and Radios	$6,500
Fire Electric/Gas and Continuing Ed	$6,000
FICA Contributions	$8,943
Fire Payroll	$5,706
Snow Removal	$5,000
Street Maintenance	$5,000
Engineering Fees	$5,000
Building Inspector Fees	$4,000
Planning Contractor Fees	$3,000
Fire Equipment Replacement	$3,000
Dental Insurance	$2,778
Life Insurance	$1,882
Emergency Management: Flood Preparation	$2,000
Pool Payroll	$6,000
Medicare Contributions	$2,217
Inflation/Miscellaneous Cost Increases	$48,982
2024 General Fund Operating Expense Budget	**$3,961,705**
Dollar Amount Change (2023 to 2024)	$537,400
Percent Change (2023 to 2024)	15.7%

2024 Budget

City of Wabasha, Minnesota
Summary Budget Page
Proposed 2024

Summary of Levy Breakdown

	Pay 2023	Proposed Pay 2024	Percent Increase (Year to Year)
General Fund	$1,762,445	$2,030,471	15.2%
Library Fund	$180,676	$182,142	0.8%
Port Authority	$55,838	$61,381	9.9%
2013A Debt Service	$361,631	$0	-100.0%
2019A Debt Service - Street Proj	$40,000	$40,000	0.0%
2023A General Obligation Improvement	$0	$231,000	
Total	**$2,400,590**	**$2,544,995**	**6.02%**

General Fund

Revenue:		Expenditures:	
$2,030,471	Tax Levy	$28,877	Mayor/Council
$685,058	Local Government Aid	$73,000	Elections/Engineering
$125,600	Aids & Credits	$426,661	Administration
$49,100	Licenses & Permits	$83,200	Auditor/Legal
$898,355	Fees and Charges for Services	$41,650	City Hall
$500	Investment Earnings (Interest)	$1,163,274	Police
$25,000	Grants	$203,079	Fire/Fire Relief
$12,000	Insurance Reimbursement League of Minnesota Cities/Insurance Refunds	$98,485	Planning/Zoning
$5,000	Utility Payment for Staff	$592,949	Ambulance
$15,000	Port Authority Staff Reimbursement	$833,064	Public Works (Streets and Parks)
$45,088	W-K Schools Reimbursement for Police	$6,790	Emergency Management
$54,962	Street Light Utility Fees	$96,106	Pool
15,570	Reception Center Reimbursement	$269,570	Misc/Transfers
		$45,000	IT Dept
$3,961,705	**Total Revenue**	**$3,961,705**	**Total Expenditures**
$1,931,234	Per General Fund Revenue Tab	$3,961,705	Per Summary Page
$1,931,234	Non-Levy Revenue (From Above)	$0	Deficit/Surplus:
$0	Difference	$0	Difference to General Fund Reserves (above):

Library Fund

$182,142	Tax Levy
$48,772	County Funds
$2,500	Fees for Service
$233,415	**Total Revenue**

General Fund Revenue Summary

General Fund Revenue Summary

Account Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Through October 31	2024 Proposed
AIDS & CREDITS							
R 100-33401 Local Government Aid	$604,426	$605,148	$605,559	$605,559	$609,023	$304,327	$685,058
R 100-33402 Market Value Credit AG	$1,600	$1,296	$1,600	$1,573	$1,600	$0	$1,600
R 100-33406 Police State Aid	$64,000	$64,348	$67,000	$80,131	$78,000	$87,115	$89,000
R 100-33407 Fire State Aid	$26,500	$42,624	$29,000	$35,710	$31,000	$33,775	$35,000
R 100-33408 PERA Aid	$2,400	$0	$1,000	$0	$1,000	$0	$0
Misc Grant Revenue (Fund 502)	$25,000	$30,238	$25,000	$39,930	$25,000	$49,158	$25,000
TOTAL AIDS & CREDITS	**$723,926**	**$743,653**	**$729,159**	**$762,904**	**$745,623**	**$474,375**	**$835,658**
FEES FOR SERVICE							
R 100-32137 Golf Cart Permit	$600	$1,740	$600	$340	$600	$400	$400
R 100-32138 ATV Permit	$500	$1,620	$500	$660	$500	$560	$1,100
R 100-32140 Transient Merchant Licence	$0	$90	$0	$90	$0	$60	$0
R 100-32145 Garbage	$0	$500	$2,000	$625	$2,000	$375	$500
R 100-34109 Clean Up Day	$1,900	$6,027	$0	$4,910	$2,000	$4,748	$5,000
R 100-34150 Dog Pound Fees	$250	$175	$250	$240	$250	$440	$250
R 100-34160 Vehicle Impound Fees	$0	$439	$0	$1,560	$0	$560	$500
R 100-34161 Towing Charge	$0	$1,350	$0	$1,250	$250	$1,095	$250
R 100-32181 Rent or Use of Land (Transfer Building, DHS Storage)	$0	$7,150	$0	$9,250	$8,700	$3,300	$9,500
R 100-34201 Police - Misc Revenue	$0	$11,522	$0	$620	$0	$4,413	$0
R 100-34204 Fire Revenue	$80,000	$86,966	$80,000	$59,474	$60,000	$49,447	$80,000
R 100-34207 Ambulance Services	$250,000	$178,879	$240,000	$256,787	$240,000	$271,743	$330,000
R 100-34210 Ambulance Township Revenue	$0	$0	$0	$0	$0	$32,113	$40,000
R 100-34212 Ambulance Training Center Revenue	$0	$310	$2,000	$120	$500	$5,410	$1,500
R 100-34213 Misc - Ambulance	$0	$947	$0	$342	$0	$11,186	$8,000
R 100-34302 Street Rental Equipment	$0	$2,100	$0	$2,100	$0	$300	$0
R 100-34305 Street-County Road Maintenance	$10,100	$10,100	$10,100	$10,591	$10,578	$10,578	$10,959
R 100-34720 Pool- Fees	$28,000	$20,652	$35,000	$30,804	$35,000	$45,533	$42,000
R 100-34780 Park -Misc. Revenue	$400	$3,292	$400	$611	$400	$1,070	$400
R 100-34781 Park-Campsite Lease	$134,000	$121,925	$134,000	$130,965	$144,000	$147,135	$147,135
R 100-34782 Park-Campsite Fees	$1,000	$0	$2,000	$2,931	$2,000	$1,413	$2,000
R 100-34786 Park -Campers-winter storge	$1,700	$2,250	$2,000	$7,750	$2,000	$2,600	$2,000
R 100-34787 Park-slip leases	$19,750	$36,900	$19,750	$35,300	$20,000	$45,800	$45,800
R 100-34790 Park - Boat Slip Daily Fees	$500	$476	$500	$1,235	$500	$55	$500
R 100-34791 Park- Reservation Fees	$1,500	$2,011	$1,500	$1,113	$1,500	$1,471	$1,500
R 100-35101 Police-Court Fines	$16,000	$20,324	$16,000	$12,331	$16,000	$11,501	$14,000
R 100-34104 Plan Checking Fees	$12,000	$20,292	$12,000	$11,842	$12,000	$11,699	$12,000
R 100-34106 Misc. Sales	$0	$2,177	$0	$73	$0	$214	$0
R 100-36200 Miscellanous Revenue/ Fees for Service	$2,000	$10,476	$2,000	$18,228	$2,000	$67,734	$2,000
R 100-36221 Cable franchise fee	$56,000	$58,663	$56,000	$56,869	$56,000	$51,274	$56,000
R 100-36290 Harbor Lease Agreement	$25,500	$24,495	$25,000	$28,045	$27,061	$13,942	$28,441
R 100-36334 Kellogg Police Protection	$44,544	$42,820	$45,435	$43,371	$46,798	$22,943	$48,681
TOTAL FEES FOR SERVICE	**$686,244**	**$676,668**	**$687,035**	**$730,428**	**$690,637**	**$821,110**	**$890,415**
LICENSES & PERMITS							
R 100-32100 Liquor Licenses	$15,000	$15,000	$15,000	$14,383	$15,000	$21,160	$20,000
R 100-32130 Games of Skill/Musical License	$0	$0	$0	$100	$0	$0	$0
R 100-32132 Owners of Games of Skill License	$0	$0	$0	$400	$0	$350	$0
R 100-32210 Building Permits	$15,000	$39,097	$20,000	$24,703	$22,000	$21,564	$22,000
R 100-32555 Plumbing Permit	$500	$695	$500	$811	$500	$819	$500
R 100-32556 Mechanical Permit	$500	$958	$500	$1,362	$500	$1,484	$500
R 100-32221 Zoning Fees	$1,500	$450	$1,000	$1,800	$1,500	$5,450	$1,500
R 100-32222 Sign Permit	$100	$250	$100	$300	$100	$505	$100
R 100-32557 Digging Permit	$500	$2,593	$500	$550	$500	$1,124	$1,000
R 100-36110 Building Permit State Surcharge	$1,000	$2,792	$1,000	$989	$1,000	$1,617	$1,000
TOTAL LICENSES & PERMITS	**$34,100**	**$61,834**	**$38,600**	**$45,398**	**$41,100**	**$54,073**	**$46,600**
MISCELLANEOUS REVENUE							
R 100-31420 Lodging Tax	$0	$2,645	$2,000	$4,014	$3,500	$2,451	$2,500
R 100-31421 Short-Term Rental Registration	$0	$0	$0	$0	$0	$7,000	$500
R 100-36210 Interest Earnings	$15,000	$6,079	$4,000	$1,288	$0	$2,055	$500
R 100-36323 Workmans Comp Dividend	$0	$1,758	$0	$1,965	$0	$0	$0
R 100-36327 Property/Casualty Insurance Dividend	$3,000	$16,322	$3,000	$11,424	$3,000	$0	$10,000
R 100-33104 REP Center Reimbursement	$0	$0	$0	$19,384	$0	$27,025	$15,570
R 100-36317 Insurance Refunds and Recoveries	$0	$0	$0	$2,282	$0	$14,306	$2,000
HSA Employee Contributions (offset by expense)							$7,440
TOTAL MISCELLANEOUS REVENUE	**$18,000**	**$26,803**	**$9,000**	**$40,357**	**$6,500**	**$52,837**	**$38,510**
R 100-36335 Police W-K School Resource Officer	$40,000	$40,000	$42,000	$42,500	$43,000	$43,775	$45,088
R 100-37270 Water/Sewer Enterprise Transfer In	$55,000	$55,000	$145,000	$55,000	$5,000	$0	$5,000
R 100-37272 Port Authority - Salary Fund	$15,000	$11,159	$15,000	$15,000	$15,000	$7,500	$15,000
R 100-31063 Street Light Utility Fee	$50,000	$46,002	$50,000	$54,962	$50,000	$42,461	$54,962
	$160,000	**$152,162**	**$252,000**	**$167,462**	**$113,000**	**$93,736**	**$120,051**
TOTAL GENERAL FUND REVENUE	**$1,622,270**	**$1,661,120**	**$1,715,794**	**$1,746,549**	**$1,596,860**	**$1,496,131**	**$1,931,234**

Budget Summary

2018-2024 Budget Summary									
Department	2018	2019	2020	2021	2022	2023	2024	$ Change 2023 to 2024	% Change 2023 to 2024
Council	$29,777	$28,777	$28,777	$25,527	$26,852	$26,002	$28,877	$2,875	11%
Elections	$11,350	$5,100	$13,800	$2,000	$8,750	$1,300	$13,000	$11,700	900%
Engineering	$34,000	$30,500	$30,500	$29,000	$48,000	$51,000	$60,000	$9,000	18%
Admin	$283,777	$291,321	$371,241	$418,000	$414,271	$385,622	$426,661	$41,039	11%
Accounting	$31,030	$31,510	$30,500	$32,000	$34,000	$33,000	$38,000	$5,000	15%
Legal	$45,050	$44,500	$54,700	$38,700	$40,700	$44,200	$45,200	$1,000	2%
City Hall	$42,950	$42,150	$41,100	$42,100	$40,400	$39,750	$41,650	$1,900	5%
Police	$743,217	$770,377	$815,593	$884,565	$976,305	$1,070,409	$1,163,274	$92,865	9%
Fire	$166,433	$184,078	$186,827	$187,459	$142,445	$145,937	$203,079	$57,142	39%
Planning and Zoning	$114,731	$115,336	$87,010	$88,969	$89,064	$93,777	$98,485	$4,708	5%
Ambulance	$373,350	$342,582	$353,917	$378,196	$399,788	$461,903	$592,949	$131,046	28%
Public Works	$685,511	$705,883	$752,170	$752,562	$771,191	$764,194	$833,064	$68,870	9%
Pool	$71,050	$71,693	$81,384	$78,984	$85,969	$91,422	$96,106	$4,684	5%
Misc (Capital Improvement)	$150,000	$150,000	$25,000	$25,000	$175,000	$175,000	$269,570	$94,570	54%
Emergency Mgmnt	$9,614	$9,614	$9,614	$7,929	$6,790	$4,790	$6,790	$2,000	42%
Information Technology	$24,500	$25,500	$28,500	$28,500	$27,500	$36,000	$45,000	$9,000	25%
Total	**$2,816,339**	**$2,848,921**	**$2,910,632**	**$3,019,492**	**$3,287,025**	**$3,424,305**	**$3,961,705**	**$537,400**	**15.69%**
Separate Levy									
Library	**$193,514**	**$221,588**	**$221,588**	**$222,188**	**$209,588**	**$230,122**	**$233,415**	**$3,293**	**1%**

2018-2024 Revenue Summary								
Description	2019 Actuals	2020 Actuals	2021 Actuals	2022 Actual	2023 Budget	2024 Proposed	Percent Change 2023 to 2024	Percent Change 2019 to 2024
Aids and Credits	$864,400	$743,349	$743,653	$762,904	$810,623	$835,658	3%	-3%
Fees for Service	$650,961	$557,149	$669,518	$730,428	$690,637	$890,415	29%	37%
Licenses and Permits	$38,582	$20,492	$61,834	$45,398	$41,100	$46,600	13%	21%
Miscellaneous	$24,789	$11,916	$26,803	$40,357	$6,500	$38,510	492%	55%
Staff	$112,111	$202,422	$152,162	$167,462	$113,000	$120,051	6%	7%
Total	**$1,690,843**	**$1,535,328**	**$1,653,970**	**$1,746,549**	**$1,661,860**	**$1,931,234**	**16%**	**14%**

City Council, Election, Engineering

CITY COUNCIL

Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 100-410-41100-106 Elected Officials	$18,360	$19,305	$13,858	$18,000	$18,000	Mayor: $3,000 Council: $2,500
E 100-410-41100-121 PERA Contributions	$125	$125	$0	$125	$0	
E 100-410-41100-122 FICA Contributions	$1,116	$1,155	$859	$1,116	$1,116	6.2% of Pay
E 100-410-41100-124 Medicare Contributions	$261	$270	$201	$261	$261	1.45% of Pay
E 100-410-41100-308 Continuing Ed	$0	$1,464	$50	$1,500	$1,500	
E 100-410-41100-330 Meeting Expense	$5	$0	$255	$0	$500	
E 100-410-41100-331 Travel Expense	$0	$520	$413	$300	$300	
E 100-410-41100-350 Printing and Binding	$263	$0	$29	$300	$300	
E 100-410-41100-351 Legal Notice Publishing	$1,143	$0	$0	$1,000	$1,000	
E 100-410-41100-433 Dues and Subscriptions	$2,985	$3,139	$3,294	$3,400	$5,900	CGMC membership
Total:	**$24,257**	**$25,977**	**$18,960**	**$26,002**	**$28,877**	

ELECTION

Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 100-410-41200-109 Election Judges	$0	$3,977	$0	$0	$7,500	
E 100-410-41200-219 General Supplies	$0	$979	$0	$0	$3,000	
E 100-410-41200-350 Printing and Binding	$28	$867	$0	$0	$800	
E 100-410-41200-351 Legal Notice Publishing	$65	$305	$0	$0	$400	
E 100-410-41200-403 Office Equipment Maint. Agreem	$1,260	$5,927	$1,440	$1,300	$1,300	
E 100-410-41200-560 Furniture and Fixtures	$0	$0	$0	$0	$0	
Total:	**$1,353**	**$12,054**	**$1,440**	**$1,300**	**$13,000**	

ENGINEERING

Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 100-410-41300-303 Engineering Fees	$35,914	$35,620	$25,475	$30,000	$35,000	
E 100-410-41300-315 Building Inspector Fees	$22,062	$23,586	$19,923	$20,000	$24,000	
E 100-410-41300-317 Consultant Fees	$0	$0	$296	$0	$0	
E 100-410-41300-435 Bldg.Permit Surcharge-State	$1,414	$835	$709	$1,000	$1,000	
Total:	**$59,389**	**$60,040**	**$46,403**	**$51,000**	**$60,000**	

Administration, Accounting, Legal

ADMINISTRATION

Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 100-410-41500-101 Full-time Employees-Regular	$248,265	$293,002	$222,529	$259,919	$278,625	Gregerson, Grabau, Busch (60%), Springer,
E 100-410-41500-121 PERA Contributions	$18,580	$21,993	$16,717	$19,494	$20,897	7.5% of Full-time Payroll
E 100-410-41500-122 FICA Contributions	$14,581	$17,211	$12,951	$16,115	$17,275	6.2% of Full-time Payroll
E 100-410-41500-124 Medicare Contributions	$3,410	$4,025	$3,029	$3,769	$4,040	1.45% of Full-time Payroll
E 100-410-41500-131 Health Insurance	$58,212	$65,454	$51,378	$55,725	$65,886	1 family,1 E+D, 1 single, 1 waived
E 100-410-41500-133 Dental Insurance	$2,381	$2,753	$1,743	$2,324	$2,748	2 family, 1 E+D, 1 single
E 100-410-41500-134 Life Insurance	$1,336	$1,775	$1,203	$0	$1,791	
E 100-410-41500-151 WC Ins. Premium	$1,984	$1,734	$1,647	$2,100	$2,100	
E 100-410-41500-308 Continuing Education	$13,219	$9,412	$4,449	$6,000	$6,000	
E 100-410-41500-311 Contractor Fees	$5,882	$6,630	$5,667	$4,000	$6,000	
E 100-410-41500-321 Telephone	$2,704	$2,594	$2,661	$2,500	$3,000	
E 100-410-41500-322 Postage	$213	$34	$223	$300	$300	
E 100-410-41500-326 H S A - Administrative Fees	$3,227	$6,811	$2,124	$3,000	$3,000	
E 100-410-41500-327 H.S.A. Employee Contributions	$0	$810	$5,230	$0	$7,440	Offset by revenues, tracking mechanism
E 100-410-41500-330 Meeting Expense	$403	$185	$223	$750	$750	
E 100-410-41500-331 Travel Expense	$272	$1,312	$1,484	$1,500	$1,500	
E 100-410-41500-350 Printing and Binding	$1,931	$2,278	$3,320	$1,700	$2,200	
E 100-410-41500-351 Legal Notice Publishing	$1,222	$2,508	$419	$500	$500	
E 100-410-41500-354 Franchise Fee Publication	$0	$2,753	$0	$0	$0	
E 100-410-41500-364 Bond Insurance-Finance	$0	$0	$0	$0	$0	
E 100-410-41500-433 Dues and Subscriptions	$2,063	$1,346	$2,674	$2,110	$2,110	EAP
E 100-410-41500-436 Insurance Deductible for Claim	$0	$0	$2,500	$0	$0	
E 100-410-41500-558 Computer Replacement	$289	$14	$125	$0	$0	
E 100-410-41500-581 Uniforms	$0	$0	$177	$500	$500	
Total:	**$380,173**	**$444,631**	**$342,472**	**$382,306**	**$426,661**	

ACCOUNTING

Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 100-410-41700-301 Auditing and Accounting Serv.	$29,784	$30,600	$39,029	$30,000	$35,000	
E 100-410-41700-307 County Auditor Fees	$436	$485	$320	$1,000	$1,000	
E 100-410-41700-317 Consultant Fees	$2,000	$1,500	$3,600	$2,000	$2,000	
Total:	**$32,219**	**$32,585**	**$42,949**	**$33,000**	**$38,000**	

LEGAL

Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 100-410-41800-304 Legal Fees	$63,970	$44,911	$30,840	$44,000	$45,000	
E 100-410-41800-316 Recorder Fees	$0	$0	$0	$200	$200	
E 100-410-41800-317 Consultant Fees	$0	$0	$0	$0	$0	
E 100-410-41800-318 TIF Fees	$0	$0	$0	$0	$0	
Total:	**$63,970**	**$44,911**	**$30,840**	**$44,200**	**$45,200**	

City Hall, Information Technology

CITY HALL

Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Budget	Comments
E 100-410-41900-200 Office Supplies	$1,789	$2,310	$1,272	$2,500	$2,500	
E 100-410-41900-211 Cleaning/Janitorial Supplies	$873	$1,617	$1,030	$800	$1,200	
E 100-410-41900-223 Building Maint/Repair Supplies	$1,143	$2,586	$417	$1,300	$1,300	
E 100-410-41900-313 Cleaning Services	$3,555	$2,993	$3,570	$3,500	$3,500	
E 100-410-41900-321 Telephone	$6,243	$83	$91	$3,000	$3,000	
E 100-410-41900-322 Postage	$1,000	$2,077	$1,550	$2,100	$2,100	
E 100-410-41900-361 General Liability/Property Ins	$10,417	$9,366	$11,365	$12,000	$12,000	
E 100-410-41900-381 Electric/Gas Utility	$8,595	$8,569	$6,131	$10,000	$10,000	
E 100-410-41900-384 Refuse Disposal	$1,165	$1,573	$596	$1,100	$1,100	
E 100-410-41900-401 Building Contract Maintenance	$35	$47	$0	$250	$250	
E 100-410-41900-409 Maintenance Agreements	$2,051	$226	$76	$1,200	$1,200	
E 100-410-41900-413 Office Equipment Rent	$662	$639	$362	$650	$650	
E 100-410-41900-418 P.O.Box Rent/Safe Deposit Box	$150	$160	$178	$150	$150	
E 100-410-41900-433 Dues and Subscriptions	$1,560	$2,777	$827	$0	$0	
E 100-410-41900-558 Computer Replacement	$0	$0	$1,516	$0	$1,500	
E 100-410-41900-560 Furniture and Fixtures	$2,570	$32	$0	$1,200	$1,200	
Total:	**$41,809**	**$35,054**	**$28,980**	**$39,750**	**$41,650**	

IT

Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 100-410-41920-311 Contracted Fees	$12,712	$7,622	$16,673	$8,000	$0	
E 100-410-41920-312 Computer Support	$8,419	$12,286	$10,700	$8,000	$8,000	
E 100-410-41920-320 Internet/Website Service	$13,676	$18,737	$13,043	$18,000	$35,000	
E 100-410-41920-558 Computer Replacement Fund	$0	$0	$0	$2,000	$2,000	
Total:	**$34,807**	**$38,645**	**$40,416**	**$36,000**	**$45,000**	

Police

POLICE						
Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 100-420-42100-101 Full-time Employees-Regular	$576,263	$610,329	$566,172	$633,328	$645,093	*see Employees below
Overtime				$15,000	$26,000	Overtime YTD 10/31/23: $22,549.29
E 100-420-42100-103 Part-time Employees	$1,279	$1,380	$765	$2,288	$2,311	
E 100-420-42100-121 PERA Contributions	$96,640	$101,635	$91,103	$114,754	$118,784	17.7% of Full-time Payroll
E 100-420-42100-122 FICA Contributions	$4,090	$3,366	$5,327	$3,791	$3,983	6.2% of Full-time Payroll
E 100-420-42100-124 Medicare Contributions	$7,983	$8,439	$7,778	$9,183	$9,354	1.45% of Full-time Payroll
E 100-420-42100-131 Health Insurance	$130,519	$138,999	$139,435	$152,545	$202,083	5 family, 1 E+D, 3 single
E 100-420-42100-133 Dental Insurance	$4,386	$4,772	$3,571	$4,469	$5,449	1 family, 1 E+D, 7 single
E 100-420-42100-134 Life Insurance	$2,597	$3,109	$2,499	$2,700	$3,766	
E 100-420-42100-140 UNEMPLOYEMENT TAXES	$0	$0	$0	$0	$0	
E 100-420-42100-151 Workers Comp Ins. Premium	$31,147	$46,548	$47,492	$44,000	$48,000	
E 100-420-42100-212 Motor Fuels	$19,156	$22,861	$18,095	$20,500	$23,000	
E 100-420-42100-219 General Supplies	$2,704	$1,154	$702	$1,000	$1,000	
E 100-420-42100-221 Equipment Maintenance/Parts	$6,050	$5,916	$5,054	$6,000	$6,000	
E 100-420-42100-305 Medical/physical fees	$0	$53	$0	$0	$0	
E 100-420-42100-308 Continuing Ed	$8,243	$2,321	$6,907	$8,000	$8,000	
E 100-420-42100-321 Telephone	$4,442	$4,621	$3,816	$4,500	$4,500	
E 100-420-42100-322 Postage	$165	$182	$21	$300	$300	
E 100-420-42100-325 Towing Expenses	$1,925	$1,725	$1,775	$0	$0	
E 100-420-42100-350 Printing and Binding	$0	$0	$0	$50	$50	
E 100-420-42100-351 Legal Notice Publishing	$0	$16	$0	$0	$0	
E 100-420-42100-361 General Liability/Property Insurance	$24,701	$26,398	$32,917	$27,000	$34,000	
E 100-420-42100-412 Building Rent	$7,803	$9,959	$9,000	$12,000	$12,600	
E 100-420-42100-430 Miscellaneous	$0	$88	$51	$0	$0	
E 100-420-42100-433 Dues and Subscriptions	$2,068	$1,783	$1,142	$1,500	$1,500	
E 100-420-42100-436 Insurance Deductible for Claim	$2,115	$0	$0	$1,000	$1,000	
E 100-420-42100-437 Misc Licenses and Permits	$0	$0	$108	$0	$0	
E 100-420-42100-551 Equipment Replacement Fund	$1,157	$0	$0	$500	$500	
E 100-420-42100-558 Computer Replacement Fund	$0	$0	$0	$0	$0	
E 100-420-42100-570 Office Equipment & Furnishings	$0	$0	$0	$0	$0	
E 100-420-42100-580 Other Equipment	$574	$0	$0	$0	$0	
E 100-420-42100-581 Uniforms	$4,396	$9,473	$6,735	$6,000	$6,000	
E 100-420-42100-582 Radio Equipment	$0	$0	$0	$0	$0	
Total:	**$940,403**	**$1,005,126**	**$950,464**	**$1,070,409**	**$1,163,274**	

Fire

FIRE						
Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 100-420-42200-103 Part-time Employees	$37,678	$45,345	$9,584	$41,000	$46,706	
E 100-420-42200-121 PERA Contributions	$0	$0	$0	$0	$0	
E 100-420-42200-122 FICA Contributions	$2,336	$2,811	$594	$2,542	$2,896	6.2% of Payroll
E 100-420-42200-124 Medicare Contributions	$546	$658	$139	$595	$677	1.45% of Payroll
E 100-420-42200-125 FIRE RELIEF PENSION STATE	$41,452	$31,570	$33,775	$0	$35,000	Equal to Fire State Aid revenue
E 100-420-42200-140 UNEMPLOYEMENT TAXES	$0	$621	$0	$0	$0	
E 100-420-42200-151 WC Ins. Premium	$8,087	$8,527	$9,566	$8,100	$8,400	
E 100-420-42200-200 Office Supplies	$775	$1,391	$428	$1,000	$1,000	
E 100-420-42200-212 Motor Fuels	$2,255	$3,787	$2,395	$3,500	$3,500	
E 100-420-42200-219 General Supplies	$2,401	$1,254	$170	$300	$300	
E 100-420-42200-221 Equipment Maintenance/Parts	$11,093	$47,293	$25,903	$25,000	$25,000	
E 100-420-42200-223 Building Maint/Repair Supplies	$2,453	$1,315	$3,990	$6,000	$6,000	
E 100-420-42200-240 Small Tools and Minor Equip.	$0	$0	$0	$500	$500	
E 100-420-42200-305 Medical/physical fees	$3,763	$0	$3,260	$1,000	$1,000	
E 100-420-42200-308 Continuing Education	$8,725	$10,305	$11,358	$5,000	$8,000	
E 100-420-42200-321 Telephone	$844	$877	$658	$1,500	$1,500	
E 100-420-42200-322 Postage	$0	$0	$0	$0	$0	
E 100-420-42200-350 Printing and Binding	$0	$0	$0	$0	$0	
E 100-420-42200-351 Legal Notice Publishing	$0	$0	$0	$200	$200	
E 100-420-42200-361 General Liability/Property Ins	$5,013	$3,917	$4,402	$5,200	$5,200	
E 100-420-42200-365 AMB/FIRE DISABILITY ACCIDENT	$0	$2,345	$0	$1,000	$1,000	
E 100-420-42200-381 Electric/Gas Utility	$3,704	$8,014	$4,731	$4,000	$7,000	
E 100-420-42200-384 Refuse Disposal	$1,625	$1,188	$1,120	$1,000	$1,000	
E 100-420-42200-402 Other Contract Maintenance	$0	$0	$0	$0	$0	
E 100-420-42200-404 Mach & Equip Maint. Agreement	$0	$1,038	$0	$0	$0	
E 100-420-42200-415 Other Equipment Rent	$4,199	$0	$0	$0	$0	
E 100-420-42200-430 Miscellaneous	$0	$207	$86	$0	$0	
E 100-420-42200-433 Dues and Subscriptions	$1,201	$1,455	$1,273	$1,000	$1,200	
E 100-420-42200-436 Insurance Deductible for Claim	$2,346	$3,602	$0	$1,000	$1,000	
E 100-420-42200-437 Misc Licenses and Permits	$1,842	$0	$0	$1,000	$1,000	
E 100-420-42200-438 Vehicle License	$0	$39	$0	$0	$0	
E 100-420-42200-551 Equipment Replacement	$52,529	$0	$10,730	$32,000	$35,000	
E 100-420-42200-580 Other Equipment	$36	$0	$0	$0	$0	
E 100-420-42200-581 Uniforms	$0	$12,672	$5,808	$1,500	$5,000	
E 100-420-42200-582 Radio Equipment	$8,333	$2,120	$4,770	$2,000	$5,000	
Total:	**$203,236**	**$192,351**	**$134,741**	**$145,937**	**$203,079**	

Planning and Zoning, Emergency Management

PLANNING & ZONING						
Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 100-420-42300-103 Part-time Employees	$24,027	$25,203	$24,426	$29,311	$30,795	Busch (40%)
E 100-420-42300-121 PERA Contributions	$1,802	$1,890	$1,832	$2,198	$2,310	7.5% of Full-time Payroll
E 100-420-42300-122 FICA Contributions	$1,459	$1,532	$1,481	$1,817	$1,909	6.2% of Full-time Payroll
E 100-420-42300-124 Medicare Contributions	$341	$358	$346	$425	$447	1.45% of Full-time Payroll
E 100-420-42300-133 Dental Insurance	$0	$0	$0	$475	$475	
E 100-420-42300-134 Life Insurance	$0	$0	$0	$0	$0	
E 100-420-42300-151 WC Ins. Premium	$0	$0	$0	$100	$100	
E 100-420-42300-306 Survey Fees	$0	$0	$0	$250	$250	
E 100-420-42300-308 Continuing Ed	$0	$0	$125	$1,000	$1,000	
E 100-420-42300-311 Contractor Fees	$8,071	$51,317	$29,073	$48,000	$51,000	
E 100-420-42300-316 Recorder Fees	$138	$623	$66	$300	$300	
E 100-420-42300-317 Consultant Fees	$11,738	$3,691	$152	$1,200	$1,200	
E 100-420-42300-331 Travel Expense	$0	$0	$570	$0	$0	
E 100-420-42300-351 Legal Notice Publishing	$856	$384	$522	$700	$700	
E 100-420-42300-453 Historic Preservation Commission	$0	$1,133	$0	$2,000	$2,000	
E 100-420-42300-455 Main Street Allocation	$6,000	$6,000	$6,000	$6,000	$6,000	
Total:	**$54,433**	**$92,131**	**$64,593**	**$93,777**	**$98,485**	

EMERGENCY MANAGEMENT						
Account Description	2022 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 100-420-42400-103 Part-time Employees	$1,973	$1,973	$0	$2,500	$2,500	
E 100-420-42400-121 PERA Contributions	$0	$0	$0	$300	$300	
E 100-420-42400-122 FICA Contributions	$122	$122	$0	$150	$150	
E 100-420-42400-124 Medicare Contributions	$29	$29	$0	$40	$40	
E 100-420-42400-219 General Supplies	$0	$3,295	$0	$300	$300	
E 100-420-42400-221 Equipment Maintenance/Parts	$0	$0	$0	$0	$0	
E 100-420-42400-223 Building Maint/Repair Supplies	$0	$0	$0	$0	$0	
E 100-420-42400-308 Continuing Education	$0	$0	$0	$1,500	$1,500	
E 100-420-42400-387 Emergency Mgmt/Flood Expense	$500	$0	$20,808	$0	$2,000	
Total:	**$2,624**	**$5,419**	**$20,808**	**$4,790**	**$6,790**	

Ambulance

AMBULANCE

Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Budget	Comments
E 100-420-42500-101 Full-time Employees-Regular	$151,354	$150,115	$178,413	$197,808	$215,404	Marking, Burt, Cook, Full-time Vacant
E 100-420-42500-103 Part-time Employees	$83,130	$90,395	$70,648	$83,000	$136,273	Paid On-Call Staff, two Part-Time Paramedics, part-time EMT
Overtime				$5,000	$14,000	Overtime YTD 10/31/23: $18,487.10
E 100-420-42500-121 PERA Contributions	$11,469	$11,436	$13,277	$14,836	$17,205	7.5% of Full-time Payroll
E 100-420-42500-122 FICA Contributions	$14,151	$14,741	$14,682	$17,410	$22,672	6.2% of Payroll
E 100-420-42500-124 Medicare Contributions	$3,310	$3,447	$3,434	$4,072	$5,302	1.45% of Payroll
E 100-420-42500-131 Health Insurance	$36,673	$27,695	$39,792	$49,093	$56,669	1 family,2 E+D, 1 single
E 100-420-42500-133 Dental Insurance	$1,164	$891	$1,311	$2,004	$3,145	1 family,2 E+D, 1 single
E 100-420-42500-134 Life Insurance	$805	$727	$885	$1,180	$1,279	
E 100-420-42500-151 Workers Comp Insurance Premium	$15,102	$16,233	$16,771	$16,000	$17,000	
E 100-420-42500-200 Office Supplies	$208	$4,791	$435	$500	$500	
E 100-420-42500-206 Training Center Expenditures	$1,716	$430	$9,116	$2,000	$4,000	
E 100-420-42500-212 Motor Fuels	$3,520	$5,748	$6,323	$3,500	$8,000	
E 100-420-42500-215 Oxygen-Supplies	$967	$987	$2,177	$1,000	$2,000	
E 100-420-42500-217 Medical Supplies	$12,722	$13,509	$17,399	$10,000	$18,000	
E 100-420-42500-219 General Supplies	$328	$2,579	$993	$1,500	$1,500	
E 100-420-42500-221 Equipment Maintenance/Parts	$431	$1,977	$374	$4,000	$4,000	
E 100-420-42500-223 Building Maint/Repair Supplies	$1,079	$901	$805	$1,000	$1,000	
E 100-420-42500-308 Continuing Ed	$1,119	$1,687	$3,029	$5,000	$5,000	
E 100-420-42500-310 First Responders	$0	$0	$0	$0	$0	
E 100-420-42500-311 Contractor Fees	$15,345	$21,053	$26,473	$18,000	$28,000	
E 100-420-42500-321 Telephone	$1,737	$1,012	$1,954	$2,500	$2,500	Internet for Ambulances
E 100-420-42500-322 Postage	$0	$0	$175	$50	$50	
E 100-420-42500-331 Travel Expense	$615	$151	$2,417	$1,000	$3,000	
E 100-420-42500-350 Printing and Binding	$283	$385	$466	$500	$500	
E 100-420-42500-361 General Liability/Property Ins	$3,936	$3,593	$4,390	$5,000	$5,000	
E 100-420-42500-365 AMB/FIRE DISABILITY ACCIDENT	$1,960	$3,518	$1,184	$3,000	$2,000	
E 100-420-42500-381 Electric/Gas Utility	$1,885	$3,079	$2,187	$2,500	$3,200	
E 100-420-42500-388 Lodging	$0	$0	$143	$0	$800	
E 100-420-42500-401 Building Contract Maintenance	$601	$0	$0	$500	$500	
E 100-420-42500-409 Maintenance Agreements	$653	$1,104	$602	$750	$750	
E 100-420-42500-414 Vehicle Maintenance	$1,782	$699	$4,934	$3,000	$3,000	
E 100-420-42500-430 Miscellaneous	$4,120	$5,278	$3,192	$2,000	$5,000	
E 100-420-42500-433 Dues and Subscriptions	$2,352	$2,444	$626	$1,200	$1,200	
E 100-420-42500-436 Insurance Deductible for Claim	$4,411	$464	$2,006	$500	$500	
E 100-420-42500-437 Misc Licenses and Permits	$0	$0	$888	$0	$0	
E 100-420-42500-570 Office Equipment & Furnishings	$572	$1,304	$502	$500	$500	
E 100-420-42500-581 Uniforms	$3,069	$2,155	$3,657	$2,000	$3,500	
E 100-420-42500-582 Radio Equipment	$6,956	$2,345	$120	$0	$0	
Total:	**$389,525**	**$396,873**	**$435,780**	**$461,903**	**$592,949**	

Public Works

PUBLIC WORKS						
Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 100-430-43100-101 Full-time Employees-Regular	$260,654	$261,626	$228,768	$277,207	$297,160	Johnson, Costello, Wobbe, Huth, McNallan (50%)
E 100-430-43100-103 Part-time Employees	$22,008	$16,109	$18,751	$23,405	$33,840	
E 100-430-43100-121 PERA Contributions	$19,491	$18,500	$17,197	$20,791	$22,287	7.5% of Full-time Payroll
E 100-430-43100-122 FICA Contributions	$16,309	$16,247	$14,568	$18,638	$20,522	6.2% of Payroll
E 100-430-43100-124 Medicare Contributions	$3,814	$3,800	$3,407	$4,359	$4,799	1.45% of Payroll
E 100-430-43100-131 Health Insurance	$71,761	$73,592	$45,298	$60,510	$47,827	2 family, 1 E+D, 1 single, 1 waived
E 100-430-43100-133 Dental Insurance	$2,025	$1,686	$1,325	$1,863	$2,019	2 family, 2 single, 1 waived
E 100-430-43100-134 Life Insurance	$1,326	$1,479	$1,152	$2,821	$1,747	
E 100-430-43100-140 Unemployment Taxes	$0	$0	$8,951	$0	$0	
E 100-430-43100-151 WC Ins. Premium	$23,228	$23,018	$21,763	$25,000	$25,000	
E 100-430-43100-211 Cleaning/Janitorial Supplies	$961	$3,091	$3,136	$3,800	$4,000	
E 100-430-43100-212 Motor Fuels	$17,140	$23,611	$21,740	$20,000	$25,000	
E 100-430-43100-215 Oxygen- Welding Supplies	$979	$52	$496	$1,000	$1,000	
E 100-430-43100-216 Chemical and Chemical Products	$764	$835	$2,008	$250	$1,000	
E 100-430-43100-219 General Supplies	$10,747	$10,689	$8,834	$10,000	$10,000	
E 100-430-43100-221 Equipment Maintenance/Parts	$24,489	$23,902	$26,592	$25,000	$28,000	
E 100-430-43100-223 Building Maint/Repair Supplies	$1,803	$2,714	$1,283	$3,000	$3,000	
E 100-430-43100-224 Street Maintenance Materials	$7,338	$353	$5,684	$6,000	$7,000	
E 100-430-43100-240 Small Tools and Minor Equip.	$0	$1,003	$1,433	$1,800	$1,800	
E 100-430-43100-303 Engineering Fees	$0	-$45,963	$0	$0	$0	
E 100-430-43100-305 Medical/physical fees	$402	$572	$530	$800	$800	
E 100-430-43100-308 Continuing Education	$2,563	$1,666	$1,287	$2,500	$2,500	
E 100-430-43100-321 Telephone	$2,334	$2,924	$2,541	$3,000	$3,000	
E 100-430-43100-350 Printing and Binding	$0	$58	$34	$0	$0	
E 100-430-43100-351 Legal Notice Publishing	$390	$829	$273	$0	$0	No more legal ads
E 100-430-43100-361 General Liability/Property Insurance	$48,244	$37,870	$43,799	$48,000	$48,000	
E 100-430-43100-381 Electric/Gas Utility	$7,048	$19,028	$14,456	$12,000	$16,000	Will move electric bill into Chamber cost
E 100-430-43100-382 Street Lights	$44,988	$54,523	$35,084	$40,000	$54,962	Offset by Street Light Revenue
E 100-430-43100-383 Forestry	$21,683	$12,833	$14,690	$15,000	$20,000	
E 100-430-43100-384 Refuse Disposal	$14,043	$11,773	$11,130	$10,000	$11,000	
E 100-430-43100-385 Clean Up Day Expense	$6,794	$4,859	$5,055	$2,500	$4,000	
E 100-430-43100-386 Snow Removal	$27,537	$37,455	$22,737	$30,000	$35,000	Increased salt prices
E 100-430-43100-401 Building/Equipment Contract Maintenance	$2,700	$0	$393	$3,000	$3,000	
E 100-430-43100-402 Other Contract Maintenance	$0	$552	$525	$0	$0	
E 100-430-43100-406 Street Maintenance	$14,540	$12,774	$8,327	$25,000	$30,000	
E 100-430-43100-411 Land Rent	$15,350	$15,650	$16,850	$15,700	$16,850	
E 100-430-43100-436 Insurance Deductible for Claim	$2,907	$15,611	$0	$3,000	$3,000	
E 100-430-43100-437 Miscellaneous Licenses and Permits	$531	$1,339	$495	$1,000	$1,000	
E 100-430-43100-438 Vehicle License	$0	$231	$21	$750	$750	
E 100-430-43100-439 Taxes	$3,196	$2,876	$2,744	$3,500	$3,500	
E 100-430-43100-454 Bike Share Expenses	$0	$99	$360	$0	$0	
E 100-430-43100-472 Grants/Donations	$0	$0	$0	$0	$0	
E 100-430-43100-527 PARK MAINTENANCE	$19,214	$38,839	$27,635	$30,000	$30,000	
E 100-430-43100-579 Safety Equipment	$2,212	$3,463	$1,557	$2,200	$2,200	
E 100-430-43100-580 Other Equipment	$2,959	$4,911	$1,542	$5,000	$4,000	
E 100-430-43100-581 Uniforms	$390	$933	$369	$500	$500	
E 100-430-43100-582 Radio Equipment	$1,113	$5,989	$0	$0	$0	
E 100-430-43100-583 Signs	$5,264	$2,668	$1,388	$4,000	$5,000	
E 100-430-43100-596 Flags	$835	$1,155	$1,248	$1,300	$2,000	
Total:	**$732,073**	**$727,821**	**$647,455**	**$764,194**	**$833,064**	

Pool, Miscellaneous (Capital Improvement Fund/ Chamber/Summer Rec.)

POOL

Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 100-450-45300-103 Part-time Employees	$38,719	$52,071	$54,327	$48,000	$54,000	
E 100-450-45300-122 FICA Contributions	$2,401	$3,315	$3,368	$2,976	$3,368	
E 100-450-45300-124 Medicare Contributions	$561	$755	$788	$696	$788	
E 100-450-45300-151 WC Ins. Premium	$2,362	$2,775	$2,712	$2,500	$2,700	
E 100-450-45300-207 Training & instructional suppl	$3,380	$5,181	$3,048	$4,000	$3,000	
E 100-450-45300-216 Chemical and Chemical Products	$3,720	$5,023	$3,395	$5,000	$5,000	
E 100-450-45300-219 General Supplies	$2,097	$1,629	$321	$2,000	$2,000	
E 100-450-45300-221 Equipment Maintenance/Parts	$8,150	$5,742	$9,648	$6,000	$6,000	
E 100-450-45300-223 Building Maint/Repair Supplies	$1,174	$2,546	$307	$2,000	$2,000	
E 100-450-45300-308 Continuing Ed	$0	$244	$443	$2,000	$2,000	
E 100-450-45300-321 Telephone	$149	$110	$162	$300	$300	
E 100-450-45300-322 Postage	$0	$1	$0	$0	$0	
E 100-450-45300-350 Printing and Binding	$71	$281	$518	$50	$50	
E 100-450-45300-352 General Notices & Public Info	$190	$96	$432	$200	$200	
E 100-450-45300-361 General Liability/Property Ins	$0	$0	$0	$5,500	$0	
E 100-450-45300-381 Electric/Gas Utility	$6,824	$14,514	$12,469	$7,500	$12,000	
E 100-450-45300-402 Other Contract Maintenance	$3,005	$75	$393	$500	$500	
E 100-450-45300-404 Mach & Equip Maint. Agreement	$0	$0	$0	$0	$0	
E 100-450-45300-436 Insurance Deductible for Claim	$0	$0	$0	$0	$0	
E 100-450-45300-437 Misc Licenses and Permits	$830	$25	$830	$1,000	$1,000	
E 100-450-45300-542 Pool Improvements	$559	$77	$173	$500	$500	
E 100-450-45300-581 Uniforms	$2,840	$3,412	$400	$700	$700	
Total:	**$77,030**	**$97,871**	**$93,732**	**$91,422**	**$96,106**	

MISCELLANEOUS

Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Budget	Comments
E 100-490-45400-430 Miscellaneous	$32,754	-$2,760	$65,928	$0	$0	
E 100-490-45400-440 Summer Recreation	$8,000	$8,000	$8,000	$8,000	$8,000	
E 100-490-45400-449 City Publicity	$15,000	$15,000	$15,000	$15,000	$15,000	
E 100-490-45400-450 Wabasha Food Share Expenses	$0	$683	$3,766	$0	$4,000	
E 100-490-45400-451 PUBLIC IMP. PROJECTS	$0	$0	$0	$0	$0	
E 100-490-45400-471 Fireworks	$8,300	$8,300	$4,550	$2,000	$2,000	
E 100-490-45400-478 Reception Center	$0	$22,263	$23,686	$0	$15,570	
E 100-490-45400-720 Transfers Out	$20,500	$172,000	$150,000	$150,000	$225,000	Contribution to CIP
Total:	**$84,554**	**$223,486**	**$270,930**	**$175,000**	**$269,570**	

Library

LIBRARY						
Account Description	2021 Actual	2022 Actual	2023 Through October 31	2023 Budget	2024 Proposed	Comments
E 211-471-47100-101 Full-time Employees-Regular	$46,941	$49,360	$43,945	$59,821	$54,992	Hall (budgeted 1.0 in 2023, should have been .875)
E 211-471-47100-103 Part-time Employees	$48,813	$52,017	$45,173	$65,540	$67,868	Fenske, Glomski, Schumacher, Knox, Mueller
E 211-471-47100-121 PERA Contributions	$6,717	$7,034	$6,257	$9,402	$9,214	7.5% of Payroll
E 211-471-47100-122 FICA Contributions	$5,649	$6,196	$5,436	$7,772	$7,617	6.2% of Payroll
E 211-471-47100-124 Medicare Contributions	$1,321	$1,449	$1,271	$1,818	$1,781	1.45% of Payroll
E 211-471-47100-131 Health Insurance	$16,670	$8,092	$12,855	$13,887	$15,371	1 family
E 211-471-47100-133 Dental Insurance	$506	$558	$466	$621	$698	1 E+S
E 211-471-47100-134 Life Insurance	$244	$290	$234	$560	$342	
E 211-471-47100-140 UNEMPLOYEMENT TAXES	$0	$0	$0	$0	$0	
E 211-471-47100-151 WC Ins. Premium	$735	$687	$714	$650	$800	
E 211-471-47100-200 Office Supplies	$1,546	$1,875	$1,164	$1,500	$1,500	
E 211-471-47100-201 Processing Supplies	$1,184	$1,636	$715	$1,200	$1,200	
E 211-471-47100-308 Continuing Ed	$25	$191	$0	$500	$500	
E 211-471-47100-311 Contractor Fees	$0	$0	$0	$0	$0	
E 211-471-47100-312 Computer Support	$3,686	$3,720	$4,057	$4,800	$5,000	
E 211-471-47100-321 Telephone	$923	$984	$1,152	$1,500	$1,500	
E 211-471-47100-322 Postage	$55	$60	$0	$150	$150	
E 211-471-47100-323 Other Communication/Library	$10,288	$7,441	$6,193	$9,400	$10,000	
E 211-471-47100-331 Travel Expense	$0	$106	$38	$300	$300	
E 211-471-47100-352 General Notices & Public Info	$0	$0	$0	$100	$100	
E 211-471-47100-361 General Liability/Property Ins	$2,883	$2,197	$2,759	$3,600	$3,600	
E 211-471-47100-380 Utility Service	$3,406	$4,759	$4,355	$3,000	$5,000	
E 211-471-47100-401 Building Contract Maintenance	$7,803	$6,645	$5,387	$6,000	$6,780	
E 211-471-47100-413 Office Equipment Rent	$1,341	$1,443	$1,008	$1,300	$1,300	
E 211-471-47100-430 Miscellaneous	$0	$79	$0	$0	$0	
E 211-471-47100-433 Dues and Subscriptions	$10	$0	$4	$0	$0	
E 211-471-47100-443 Programs/Library	$2,041	$1,709	$1,241	$1,500	$1,500	
E 211-471-47100-560 Furniture and Fixtures	$0	$0	$350	$0	$0	
E 211-471-47100-570 Office Equipment & Furnishings	$0	$0	$0	$0	$0	
E 211-471-47100-580 Other Equipment	$204	$18,198	$378	$0	$1,000	
E 211-471-47100-581 Uniforms	$289	$0	$209	$200	$300	
E 211-471-47100-590 Books	$32,083	$33,796	$25,058	$35,000	$35,000	
E 211-471-47100-591 Library Reserve Fund	$0	$0	$0	$0	$0	
E 211-471-47100-720 Transfers Out	$0	$0	$1,678	$0	$0	
Total:	**$195,364**	**$210,521**	**$172,097**	**$230,122**	**$233,415**	

Capital Improvement Plan

Estimated CIP Year End Balance				
Year	Beginning Balance	Contributions	Requests	Ending Balance
2023	$526,631	$242,000	-$110,780	$657,851
2024	$657,851	$300,000	-$739,974	$217,877
2025	$217,877	$300,000	-$372,500	$145,377
2026	$145,377	$300,000	-$224,000	$221,377
2027	$221,377	$300,000	-$554,000	-$32,623

Assumes a $225,000 CIP contribution each year plus $75,000 in Franchise Fee revenue.

City of Wabasha, Minnesota

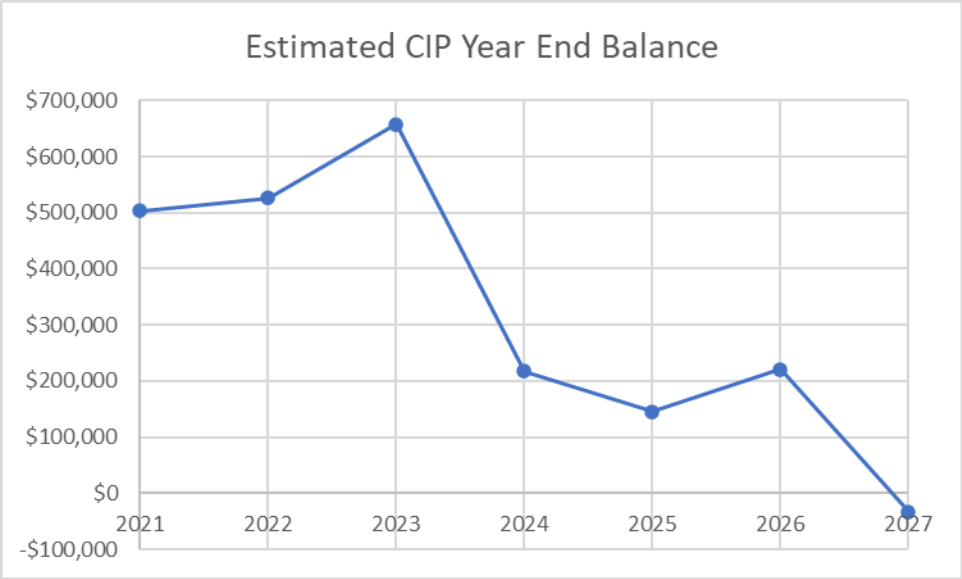
Capital Improvement Plan

2024 thru **2033**

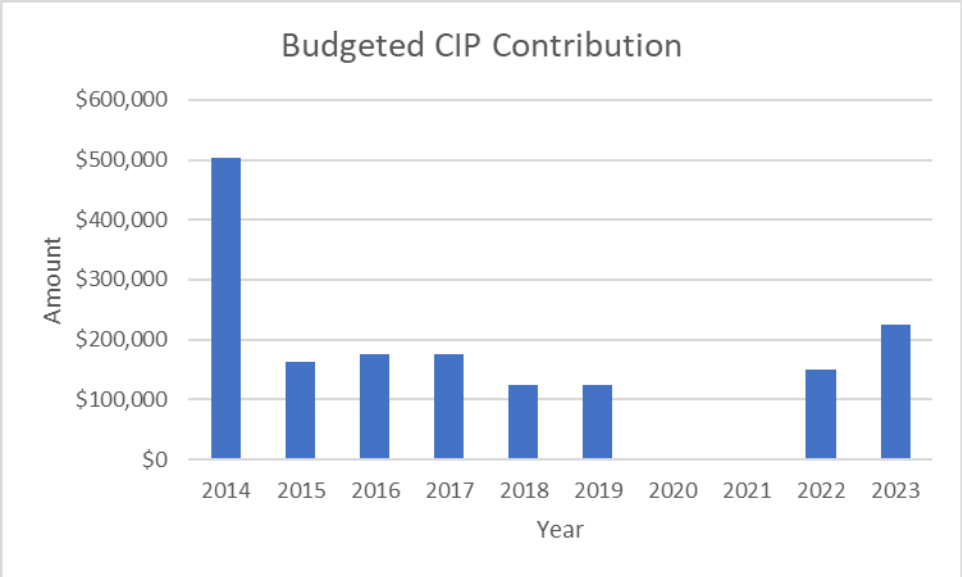
PROJECTS BY FUNDING SOURCE

Source	#	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Borrowing												
Ambulance Hall Renovations	*24-AMB-02*			500,000								*500,000*
Walking Trails	*26-PARKS-03*			100,000								*100,000*
Ladder/Pumper Replacement	*32-FIRE-01*									900,000		*900,000*
	Borrowing Total			**600,000**						**900,000**		***1,500,000***
Capital Improvement Fund												
City Hall Carpet Replacement	*24-ADMIN-01*		5,000									*5,000*
Fire Station Improvements	*24-FIRE-01*	286,664										*286,664*
Fire Hall: Election Improvements	*24-FIRE-03*	25,000										*25,000*
Skate Park Ramp Repair	*24-PARKS-01*	30,000										*30,000*
Warming House/Concession Stand/Restroom	*24-PARKS-02*	75,683										*75,683*
Replace Lifeguard Stands	*24-POOL-01*	5,400										*5,400*
Pool Skimmer/Fixing Leaks	*24-POOL-02*	105,000										*105,000*
John Deere Z930M Ztrak	*24-PW-01*	8,910										*8,910*
Replace 972	*25-AMB-03*		278,500									*278,500*
Two Lucas Devices	*25-AMB-05*			70,000								*70,000*
Dog Park 2025	*25-PARKS-01*		50,000									*50,000*
2025 Storm Sewer Maintenance	*25-PARKS-04*		10,000									*10,000*
Signage/Tuckpointing/Building Maintenance	*26-ADMIN-01*			15,000								*15,000*
Park Playground Equipment (Eagles Basin)	*26-PARKS-02*			50,000								*50,000*
Riprap	*26-PW-01*			20,000								*20,000*
Walking Trails	*27-PARKS-01*						75,000					*75,000*
All-Abiliites Playground: Schmidt Park	*27-PARKS-02*				100,000							*100,000*
Replace 2007 Plow Truck	*27-PW-01*				225,000							*225,000*
2027 Storm Sewer Maintenance	*27-PW-02*				10,000							*10,000*

Source	#	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Front End Loader	*27-PW-03*				170,000							*170,000*
Two Monitors/AEDs	*28-AMB-01*					125,000						*125,000*
W4 Tanker Replacement	*28-FIRE-02*					300,000						*300,000*
Marcou/Jaycee Park Campground	*28-PARKS-01*					100,000						*100,000*
Replace 2005 Chevy One Ton Dump Truck	*29-PW-01*						75,000					*75,000*
New Ambulance: 2030	*30-AMB-01*							350,000				*350,000*
Two Cots and Two Power Loads	*30-AMB-02*							125,000				*125,000*
Police Computers	*32-POLICE-01*									25,000		*25,000*
Ambulance Doors and Windows	*AMB D&W*	25,000										*25,000*
Mill and Overlay (Street Repaving) 2023 & 2024	*M&O*	200,000										*200,000*
Library Building Maintenance	*MAINTENANCE*	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	*50,000*
Ongoing Equipment Replacement	*POLICE OER*	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000		*81,000*
Toolcat Revolving Purchase	*PW Toolcat*	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		*45,000*
Sidewalks	*SIDEWALKS*		10,000		30,000							*40,000*
Police Squad Car	*SQUAD CAR*	50,000		50,000		50,000		50,000		50,000		*250,000*
Capital Improvement Fund Total		**830,657**	**372,500**	**224,000**	**554,000**	**594,000**	**169,000**	**544,000**	**19,000**	**94,000**	**5,000**	***3,406,157***
Fundraising												
Warming House/Concession Stand/Restroom	*24-PARKS-02*	93,630										*93,630*
All-Abiliites Playground: Schmidt Park	*27-PARKS-02*				300,000							*300,000*
Fundraising Total		**93,630**			**300,000**							***393,630***
Grants												
Fire Station Improvements	*24-FIRE-01*	113,336										*113,336*
Replace 972	*25-AMB-03*		50,000									*50,000*
Grants Total		**113,336**	**50,000**									***163,336***
GRAND TOTAL		**1,037,623**	**422,500**	**824,000**	**854,000**	**594,000**	**169,000**	**544,000**	**19,000**	**994,000**	**5,000**	***5,463,123***



Assumes a $225,000 CIP contribution each year plus $75,000 in Franchise Fee revenue.



City Council Special **2. 2.**

Meeting Date: 12/19/2023

ITEM TITLE: William H Bonney Subdivision Minor Plat

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Please see the attached staff memo from Kriti Trisko, City Planner.

Attachments

Staff Memo

TO: CITY COUNCIL

FROM: KRISTI TRISKO, PLANNING CONSULTANT

SUBJECT: WILLIAM H BONNEY MINOR PLAT

DATE: 12/1/23

Meeting Date: December 19, 2023
Applicant: Dennis and Anita Dick
Agent: Johnson & Scofield Inc. Land Surveyors
Request: Final Plat

Details: Mr. and Mrs. Dick have submitted a minor plat for a 5.17 acres property from Outlot 17 of the Wellman's Survey for the City of Wabasha's review. The two new lot have an existing home on the site. The home and new property are located at 300 County Road 10 along Wabasha County Road 10. No additional structures are planned for this property and no roads or utilities will be constructed with this minor plat.

The future lots will continue to have access to County Road 10 as shown on the plat by a 20' perpetual roadway easement just west of the flag lot portion of the parcel. The flag portion of the lot was created to meet the minimum standards for a lot, it is not intended to be used as future access for the parcel.

Included Exhibits: I have included the Final Plat and Access Easement for your review.

City Engineer's Notes: Ms. Gehler requested verification that the proposed plat boundary encompasses the existing well and septic system and had adequate space for a future septic system drain field site.

Utility Commission Comments: Mr. Mueller has no comments or concerns as no public or private utilities are being constructed for this plat.

Street Commission Comments: Mr. Johnson has no comments or concerns as no public roadways are being constructed for this plat.

City Planner's Notes: The proposed 2-lot plat meets the standards within the RC Zone. On October 10, 2023, the Planning Commission determined that Lot 1 Block 2 could use Highway 61 as the technical lot frontage for that lot allowing it to meet the standards for a legal lot in the RC Zone. Both lots will use the existing private gravel roadway that has been in place for many years. An access easement along the gravel road is attached to this final plat and must be recorded with the plat.

Staff Recommendation: It is staffs' finding that the proposed William H Bonney Plat is compliant with City requirements with the following condition:

1. Prior to signing the final plat, the owners must provide a letter from a SSTS certified consultant, to the City of Wabasha, that the proposed lot has adequate space for future well and septic systems.

WILLIAM H BONNEY SUBDIVISION

PRELIMINARY

KNOW ALL PERSONS BY THESE PRESENTS: That Dennis E. Dick and Anita M. Dick, husband and wife, fee owners, of the following described property located in the City of Wabasha, County of Wabasha, State of Minnesota, to wit:

That part of Outlot 17, Wellman's Survey in the Northwest Quarter of Section 30, Township 111, Range 10, Wabasha County, Minnesota, described as follows:

Commencing at the southwest corner of the Northwest Quarter of said Section 30; thence on an assumed bearing of East, along the South line of said Northwest Quarter, assumed by previous surveyors to be the centerline of Wabasha County Road No. 10, a distance of 1214.40 feet; thence North 03 degrees 58 minutes West, a distance of 527.08 feet to a one half inch iron pipe marking the point of beginning of the land to be described; thence continue North 03 degrees 58 minutes West, a distance of 126.19 feet; thence South 86 degrees 16 minutes 55 seconds West, a distance of 64.85 feet; thence on a bearing of West, a distance of 209.47 feet; thence South 89 degrees 06 minutes 43 seconds West, a distance of 45.00 feet; thence South 02 degrees 07 minutes 18 seconds West, a distance of 121.07 feet to the intersection with a line bearing West from the point of beginning; thence on a bearing of East, a distance of 307.33 feet; thence South 03 degrees 58 minutes East, a distance of 527.08 feet to the centerline of Wabasha County Road No. 10; thence on a bearing of East, along said centerline, a distance of 25.06 feet to the intersection with a line bearing South 03 degrees 58 minutes East from the point of beginning; thence North 03 degrees 58 minutes West, a distance of 527.08 feet to the point of beginning.

AND

That part of the Northwest Quarter of Section 30, Township 111, Range 10, Wabasha County, Minnesota, described as follows: Commencing at the Southwest corner of said Northwest Quarter; thence on an assumed bearing of East along the South line of said Northwest Quarter, assumed by previous surveyors to be the centerline of Wabasha County Road No. 10, 577.50 feet to a point hereinafter referred to as "Point A"; thence continue on a bearing of East along said South line of the Northwest Quarter and centerline of County Road No. 3, 636.90 feet; thence North 3 Degrees 58 Minutes West, 527.08 feet to a one half inch iron pipe; thence continue North 3 Degrees 58 Minutes West, 126.19 feet; thence North 86 Degrees 02 Minutes East 64.65 feet; thence North 3 Degrees 35 Minutes West, 367.40 feet to a point hereinafter referred to the point of beginning of the land to be described; thence South 69 Degrees 16 Minutes East, 302.40 feet; thence North 33 Degrees 07 Minutes 35 Seconds East, 143.95 feet to the Westerly right of way line of U.S. Highway Number 61; thence North 23 Degrees 02 Minutes 41 Seconds West along said highway right of way line, 47.96 feet; thence North 40 Degrees 11 Minutes 21 Seconds West, 184.36 feet to a one and one quarter inch iron pipe monument; thence North 41 Degrees 11 Minutes 02 Seconds West, 418.38 feet; thence South 56 Degrees 43 Minutes 54 Seconds West, 234.68 feet to the intersection with a line bearing North 32 Degrees 48 Minutes 40 Seconds West from the point of beginning; thence South 32 Degrees 48 Minutes 40 Seconds East, along a line running to said point of beginning, 427.61 feet to a point distant 30.00 feet, North 32 Degrees 48 Minutes 40 Seconds West, from said point of beginning; thence South 29 Degrees 45 Minutes 02 Seconds West, 27.65 feet to a point distant 30.00 feet on a line bearing North 87 Degrees 41 Minutes 17 Seconds West from said point of beginning; thence South 87 Degrees 41 Minutes 17 Seconds East, 30.00 feet to the point of beginning.

Have caused the same to be surveyed and platted as WILLIAM H BONNEY SUBDIVISION and do hereby dedicate to the public for public use the public way shown as Wabasha County Road No. 10 as shown on this plat.

In witness whereof said Dennis E. Dick and Anita M. Dick, have hereunto set their hands this _____ day of _____, 202_.

_____ Dennis E. Dick

_____ Anita M. Dick

STATE OF _____, COUNTY OF_____

This instrument was acknowledged before me on _____ by said Dennis E. Dick and Anita M. Dick.

_____(Sign) _____(Print)

Notary Public, _____ County, Minnesota

My Commission Expires _____

I, Brian Wodele, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been correctly set; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____ 202_.

_____
Brian Wodele, Licensed Land Surveyor
Minnesota License Number 46559

STATE OF _____, COUNTY OF _____

This instrument was acknowledged before me on _____ by Brian Wodele, Licensed Land Surveyor, Minnesota License Number 46559.

_____(Sign) _____(Print)

Notary Public, _____ County, Minnesota

My Commission Expires: _____

CITY COUNCIL, CITY OF WABASHA, MINNESOTA

This Plat of WILLIAM H BONNEY SUBDIVISION was approved and accepted by the City Council of the City of Wabasha, Minnesota at a regular meeting thereof held

this _____ day of_____, 202_, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03.

By:_____, City Clerk

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, and Wabasha County Ordinance No. 7, this plat has been reviewed by a land surveyor not affiliated with the County Surveyor.

this _____ day of _____, 202_.

_____
Marcus S. Johnson, Wabasha County Surveyor
Minnesota License No. 47460

COUNTY AUDITOR/TREASURER, WABASHA COUNTY, MINNESOTA

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 202_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered

this _____ day of _____, 202_.

_____
Wabasha County Auditor/Treasurer

COUNTY RECORDER, COUNTY OF WABASHA, STATE OF MINNESOTA

I hereby certify that this plat of WILLIAM H BONNEY SUBDIVISION was filed in the office of the County Recorder for public record on

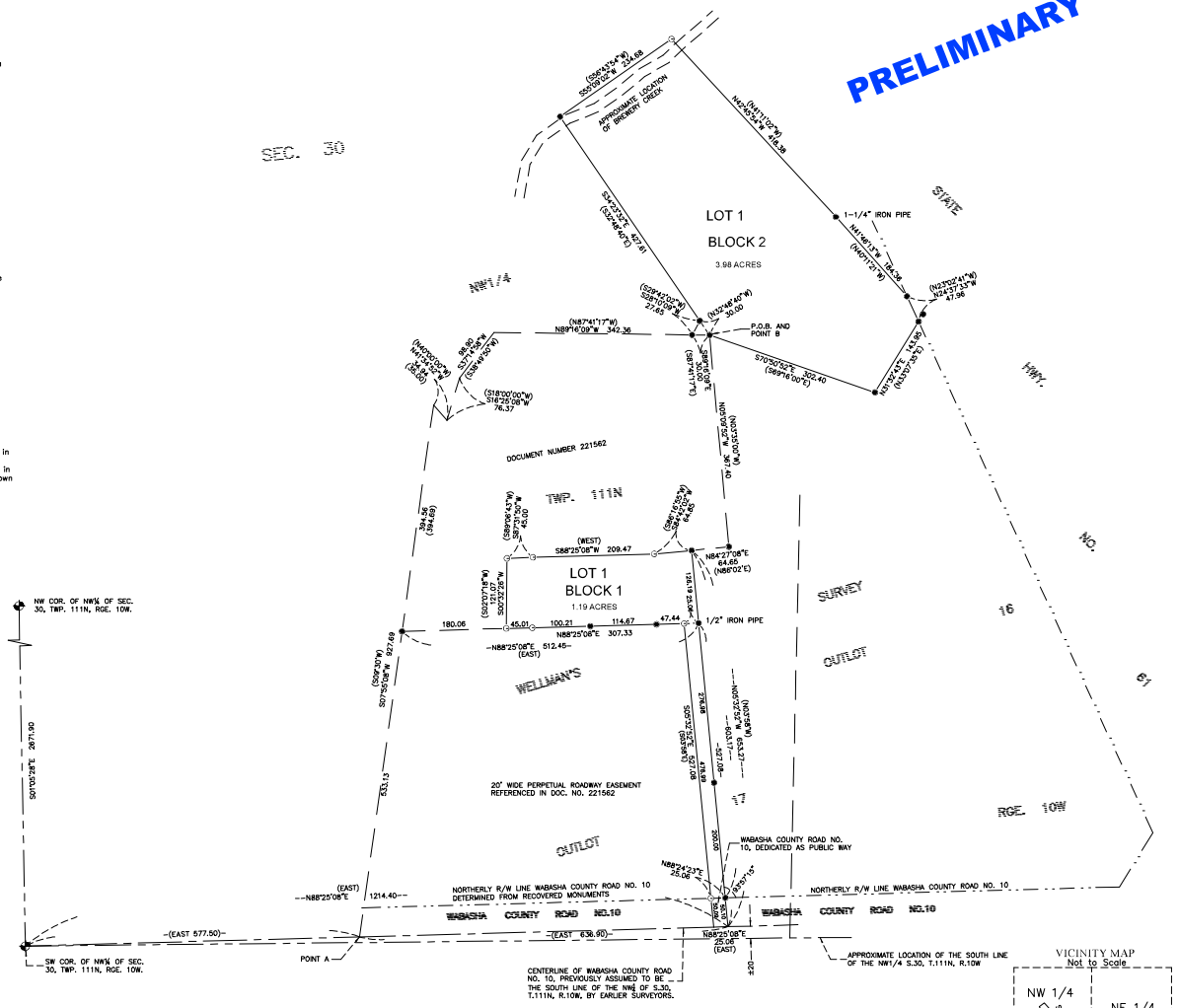
this _____ day of _____, 202_, at ____o'clock ____.M. and was duly filed as Document No._____.

_____
Wabasha County Recorder

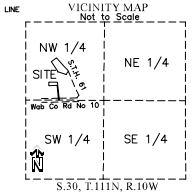
By_____, Deputy

JOHNSON & SCOFIELD INC.
SURVEYING AND ENGINEERING
626 JEFFERSON AVE, WABASHA, MN 55981
(651) 565-3244

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VICINITY MAP
Not to Scale



S.30, T.111N, R.10W

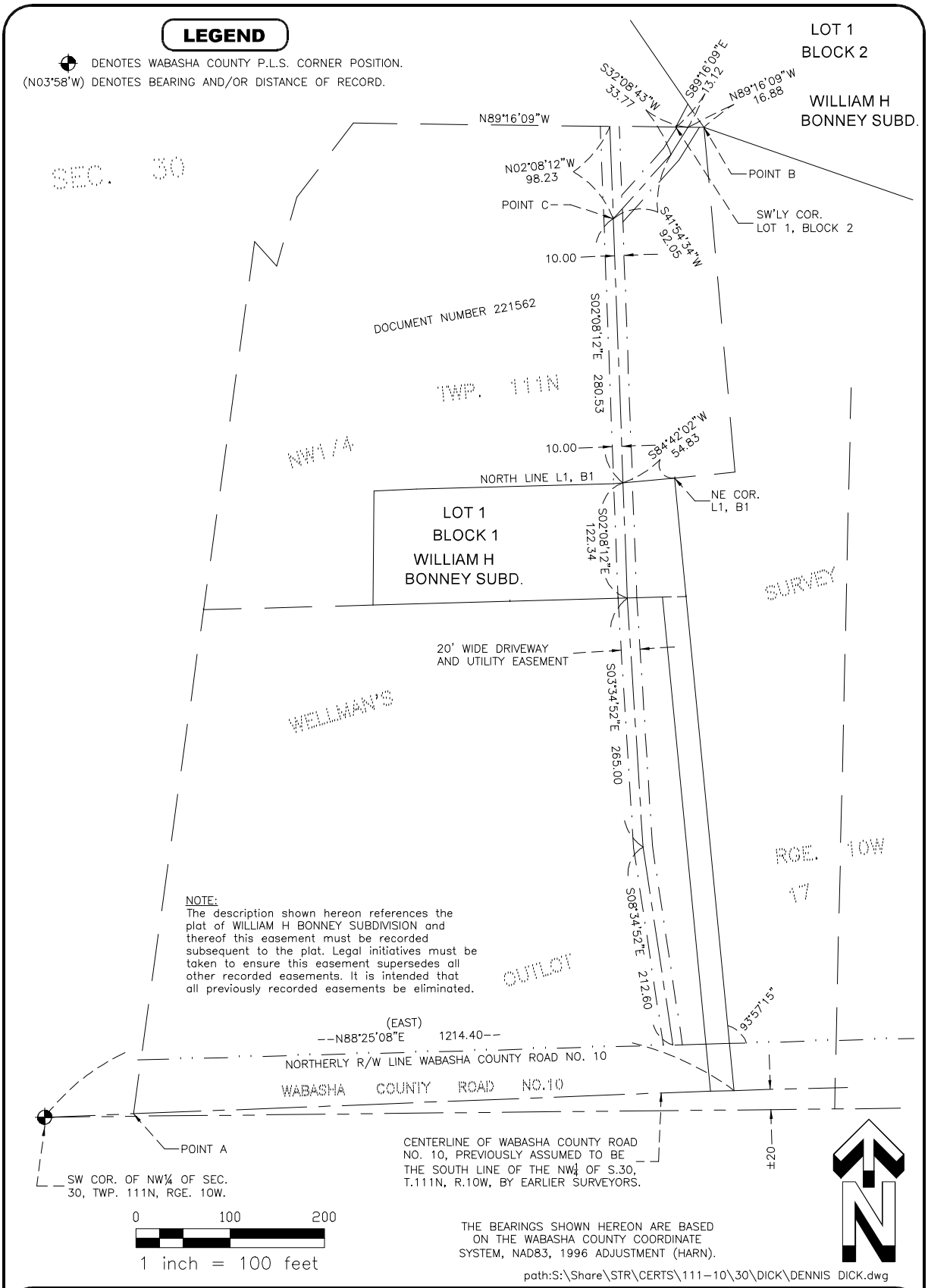
LEGEND

- ○ DENOTES A PLACED 1" BY 18" IRON PIPE HAVING A PLASTIC CAP BEARING LAND SURVEYOR LICENSE NO. 46559.
- ● DENOTES FOUND IRON MONUMENT.
- ✣ DENOTES WABASHA COUNTY P.L.S. CORNER POSITION.
- (N03°58'W) DENOTES BEARING AND/OR DISTANCE OF RECORD.

THE BEARINGS SHOWN HEREON ARE BASED ON THE WABASHA COUNTY COORDINATE SYSTEM, NAD83, 1996 ADJUSTMENT (HARN).

SURVEYOR'S NOTE:

During the original surveying of the parent parcel described in Doc. No. 221562, an assumption was made that the south line of the Northwest Quarter of Section 30, and the centerline of Wabasha County Road No. 10 are the same line. It is unlikely that the south line of said Northwest Quarter follows the same direction as the centerline of Wabasha County Road 10. Found iron monuments along the northerly right of way line of Wabasha County Road 10 were used to ascertain the position of the centerline of Wabasha County Road No. 10 that was used and assumed as the south line of the Northwest Quarter at the time of the original parcel survey.



path:S:\Share\STR\CERTS\111-10\30\DICK\DENNIS DICK.dwg

EASEMENT EXHIBIT FOR:

DENNIS DICK

JOHNSON & SCOFIELD INC.
SURVEYING AND ENGINEERING
626 JEFFERSON AVE, WABASHA, MN 55981
(651) 565-3244

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

Marcus S. Johnson
Minnesota License No. 47460
Date: November 20, 2023.

BK. NA	PG. NA	W.O.#	DRAWING NUMBER
SHEET 1 OF 2 SHEETS		23-638	S-11039

Proposed Easement Description

A 20.00 foot wide easement for driveway and utility purposes over, under and across part of Outlot 17, WELLMAN'S SURVEY in the Northwest Quarter of Section 30, Township 111, Range 10, Wabasha County, Minnesota and over, under and across part of Lot 1, Block 1, WILLIAM H BONNEY SUBDIVISION. The centerline of said easement is described as follows:

Commencing at the southwesterly corner of Lot 1, Block 2, WILLIAM H BONNEY SUBDIVISION; thence South 89 degrees 16 minutes 09 seconds East, oriented with the Wabasha County Coordinate System, NAD 83, 1996 Adjustment (HARN), along the southerly line of said Lot 1, Block 2, a distance of 13.12 feet to a point 16.88 feet, North 89 degrees 16 minutes 09 seconds West from Point B as referenced on said plat of WILLIAM H BONNEY SUBDIVISION, being the point of beginning of the centerline to be described; thence South 32 degrees 08 minutes 43 seconds West, a distance of 33.77 feet; thence South 41 degrees 54 minutes 34 seconds West, a distance of 92.05 feet to a point hereinafter referred to as Point C; thence South 02 degrees 08 minutes 12 seconds East, a distance of 280.53 feet to a point on the north line of Lot 1, Block 1, WILLIAM H BONNEY SUBDIVISION, distant 54.83 feet west from the northeast corner thereof; thence South 02 degrees 08 minutes 12 seconds East, a distance of 122.34 feet; thence South 03 degrees 34 minutes 52 seconds East, a distance of 265.00 feet; thence South 08 degrees 34 minutes 52 seconds East; a distance of 212.60 feet to the northerly right of way line of Wabasha County Road No. 10 and there terminating.

AND

A 20.00 foot wide easement for driveway and utility purposes over, under and across part of Outlot 17, WELLMAN'S SURVEY in the Northwest Quarter of Section 30, Township 111, Range 10, Wabasha County, Minnesota. The centerline of said easement is described as follows:

Beginning at said Point C, as referenced above; thence North 02 degrees 08 minutes 12 seconds West, a distance of 98.23 feet to a line bearing North 89 degrees 16 minutes 09 seconds West from Point B as referenced on said plat of WILLIAM H BONNEY SUBDIVISION, being the north line of the property described in Wabasha County Document No. 221562, and there terminating.

The sidelines of the above described easements are to be extended or shortened to terminate at the southerly line of Lot 1, Block 2, WILLIAM H BONNEY SUBDIVISION, the northerly line of the property described in said Document No. 221562 and at the northerly right of way line of Wabasha County Road No. 10.

City Council Special **2. 3.**

Meeting Date: 12/19/2023

ITEM TITLE: Approval for Requests for Proposals (RFP) for 2nd Street, Main Street

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Administrator Gregerson and Mayor Durand have toured the 2nd street, Grandpas Barn, Food Shelf, Parking Lot to several developers. There is a lot of interest in this site and an upcoming deadline for the City to qualify for potential grants from the State of Minnesota to support the redevelopment of the site. We have received letters of interest but need a formal RFP process to select a developer and have a criteria. Gregerson recommends that the Council authorize the Port Authority to select the developer based on the competitive process. Staff will also discuss how Council wants to handle a price for the sale of the parcel. This project would have an impact on our food shelf agreement, because the project would have to begin construction 12 months after a grant agreement, which is summer 2024. If hypothetically awarded, that would put us about 6-8 months short of when the food shelf lease agreement expires in December 2025.

Attachments

Potential Next Steps once RFP is approved

Request for Proposals

November 2023

Next Steps
Request Staff and Port review the CEDA created RFP for 2nd Street

1. Present the RFP to the Port, and ask for their input on content and timelines, ask for approval to send to developers to meet the Workforce Housing Greater MN Grant deadlines
2. Dec 19th - Present RFP to Council
3. Potentially edit, then send the RFP request to all developers that have shown interest in 2nd street.
4. Ask the Port to review RFP's (or form a committee with some of the WATCH Members to review the RFP's)
5. Once a firm is chosen by Port Committee, engage in a memorandum of understanding with the firm
6. Use the memorandum of understanding to create an option agreement
7. Attempt to fill project gaps assist where the City can, support workforce housing grant, and other housing tools.
8. Enter in a Purchase Agreement

The recommended developer will hold meetings with city staff.

Dates to consider for 2nd Street:
Dec. 21st 2025 - Lease with Chamber expires
Dec. 2025, - 6th month notice - Food Share

Reason for the time line in the RFP being aggressive
Interest from Developers to apply for the Greater MN Workforce Housing Grant, likely due end of Feb or beginning of March. (RFP has not been released yet)

If in the RFP 12 months is the required timeline to begin construction, see if Wabasha can push the time line out several months given the food share lease is not up until 2025.

During the tours, Developers have mentioned a Phase One Environmental study may be needed. Caroline is asking if the City Engineer can provide a cost estimate for the Phase 1 Study. Funding for this can be quickly obtained by the city by applying for a Compeer Rural Feasibility Grant. Grant Program Link

A City of Wabasha Brownfield Grant application may also be needed, and can be used for Phase One Study, this program will take longer to apply for and should begin soon as the buildings may have the items listed below.

The grant can be used for:

- Phase I and Phase II environmental site assessments
- Sampling and analysis plans/work plans

- Hazardous materials building surveys to identify lead-based paint and asbestos-containing materials
- Preparation of cleanup/response action plans
- Community engagement for reuse planning
- MPCA Brownfield Program fees

SOURCES

INTERIM SOURCES *(do not include perm sources to be used during construction in this table)*

Name of Source	Term	Rate	Amount	Per Unit	Committed	Comments
				Err:511		
0	0	0.000%		Err:511		
0	0	0.000%		Err:511		
0	0	0.000%		Err:511		
0	0	0.000%		Err:511		
Total Interim Financing			**0**	**Err:511**		

PERMANENT SOURCES

Name of Source	Term	Rate	Amount	Per Unit	Committed	End Loan	Comments
First Mortgage			Err:511	Err:511			
TIF Mortgage (if separate from 1st)	Err:511	Err:511	Err:510	Err:511			
General Partner Cash				Err:511			
Sales Tax Rebate				Err:511			
Energy Rebates				Err:511			
Match				Err:511			
Workforce Housing Program				Err:511			
				Err:511			
				Err:511			
				Err:511			
0				Err:511			
0				Err:511			
0				Err:511			
0				Err:511			
0				Err:511			
0				Err:511			
0				Err:511			
Deferred Developer Fee				Err:511			
Total Permanent Financing			**Err:511**	**Err:511**			
Funding Gap/(Surplus)			**Err:511**	**Err:511**			

SOURCES

FLOW OF FUNDS

		Enter Amount when Funds will be Disbursed						
Name of Source	**Amount**	**Closing**	**During Construction**	**End of Construction**	**Stabilization**	**Post Stabilization**	**From Cash FlowFrom Cash Flow**	**Comment**
INTERIM SOURCES								
0	0							
0	0							
0	0							
0	0							
0	0							
PERMANENT SOURCES	**Amount**	**Closing**	**During Construction**	**End of Construction**	**Stabilization**	**Post Stabilization**	**FlowFrom Cash Flow**	**Comment**
First Mortgage	Err:511							
TIF Mortgage (if separate from 1st)	Err:510							
General Partner Cash	0							
Sales Tax Rebate	0							
Energy Rebates	0							
Match	0							
Workforce Housing Program	0							
0	0							
0	0							
0	0							
0	0							
0	0							
0	0							
0	0							
0	0							
0	0							
Deferred Developer Fee	0						0	
Total Construction Sources	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
Total Perm Sources	**Err:511**	**0**	**0**	**0**	**0**	**0**	**0**	
Total All Sources	**Err:511**	**0**	**0**	**0**	**0**	**0**	**0**	

Uses	**Amount**	**Closing**	**During Construction**	**End of Construction**	**Stabilization**	**Post Stabilization**	**From Cash Flow**	**Comment**
Acquisition								
New Construction								
Rehab								
Contractor Fees	Err:520							
Contingency								
Environmental Abatement								
Professional Fees								
Developer Fee							0	
Financing Fees								
Reserves								
Total Uses	**Err:520**	**0**	**0**	**0**	**0**	**0**	**0**	
Surplus/(Shortfall) of Funds	**Err:520**	**0**	**0**	**0**	**0**	**0**	**0**	

City of Wabasha Address: 900 Hiawatha Drive East, PO Box 268 Wabasha, MN 55981

Request for Proposals

128 2nd Street West, Wabasha, MN 55981

The City of Wabasha is seeking proposals from qualified developers for the development of city owned land.

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III. TIMELINE.....

IV. PROPOSAL REQUIREMENTS .....

V. SELECTION PROCESS AND CRITERIA .....

VI. OTHER .....

INTRODUCTION

The City of Wabasha is seeking proposals from qualified developers for the re-development of a city-owned parcel of land located in the Downtown District zoned Traditional Downtown Commercial (TDC). The site is currently known in Wabasha as the "Grandpa's Barn/Transfer Building Site." The priority is housing redevelopment. The city-owned piece of land would require demolition but has connections to City water and sewer. The City of Wabasha is willing and able to work with interested developers through every step of the pre-development and development process and to ensure all needs, requirements, and requests are met. The property has a certified survey map and is 22,945 square feet or 0.53 acres.

The City of Wabasha and its Port Authority ("the City") is requesting Letters of Interest (LOI) from qualified developers for the redevelopment of city-owned property located within the City. The City has a subcommittee, the Wabasha Port Authority, tasked with navigating the city's dynamic economic landscape with a focused approach by offering diverse incentives for businesses and developers. This includes leveraging federal and state resources for business start-up, business expansion, housing development, and community development. Our goal is to assist in creating a robust, diversified, and equitable economic ecosystem with an emphasis on the community's unique local and historical assets.The City Adopted a 2023 Housing Study.

Housing is on both The City and Port Authority's work plans and is considered a top priority by both departments. In March of 2022 The City was awarded the opportunity to be a member of the Minnesota Housing Partnership Institute's (MHPI) 7th Cohort, an eighteen month program that teaches best practices to enact strategies that bring quality, affordable housing options to the community. MHPI and the Wabasha housing committee (W.A.T.C.H) brings a new beam of light to the City of Wabasha advocating for housing needs.

The City Administration and Port Authority Staff work together to build the City's tax base and infrastructure. Caroline Gregerson, is responsible for carrying out the Council's policies and for the administration of all City business, she can be reached at cityadmin@wabasha.org.

Cathy Enerson is contracted through CEDA to carry out the strategic goals for housing for the Wabasha Port Authority, cathy.enerson@cedausa.com. A local committee, WATCH is instrumental in communications. WATCH meets the first Wednesday of every month, developers are encouraged to participate in WATCH meetings. The City of Wabasha contracts with Bolton Menk for engineering and planning services.

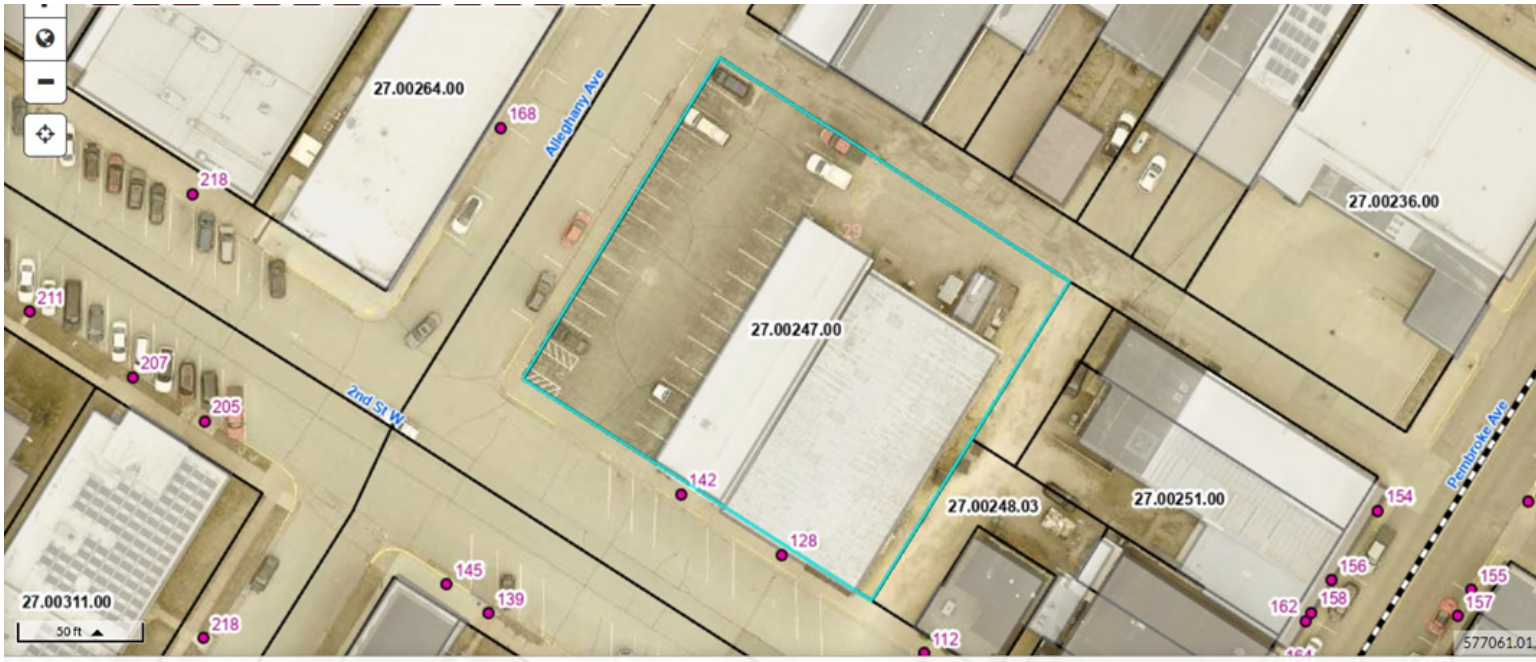
The City has a population of approximately 2,500 and is the County Seat within Wabasha County. The City is home to the National Eagle Center, a National Main Street initiative, there are numerous business, Gundersen Hospital being the largest, two schools (public and private), and 64 in home child care providers exist within the County.

II. DEVELOPMENT PARAMETERS

128 Second Street West, Wabasha, MN 55981

The site is currently known in Wabasha as the "Grandpa's Barn/Transfer Building Site." The priority is housing redevelopment. The city-owned piece of land would require demolition, the site has connections to city water and sewer. The City/Port is open to proposals of 3-4 stories of multifamily and up to 40 units or mixed use or smaller.

City of Wabasha Address: 900 Hiawatha Drive East, PO Box 268 Wabasha, MN 55981



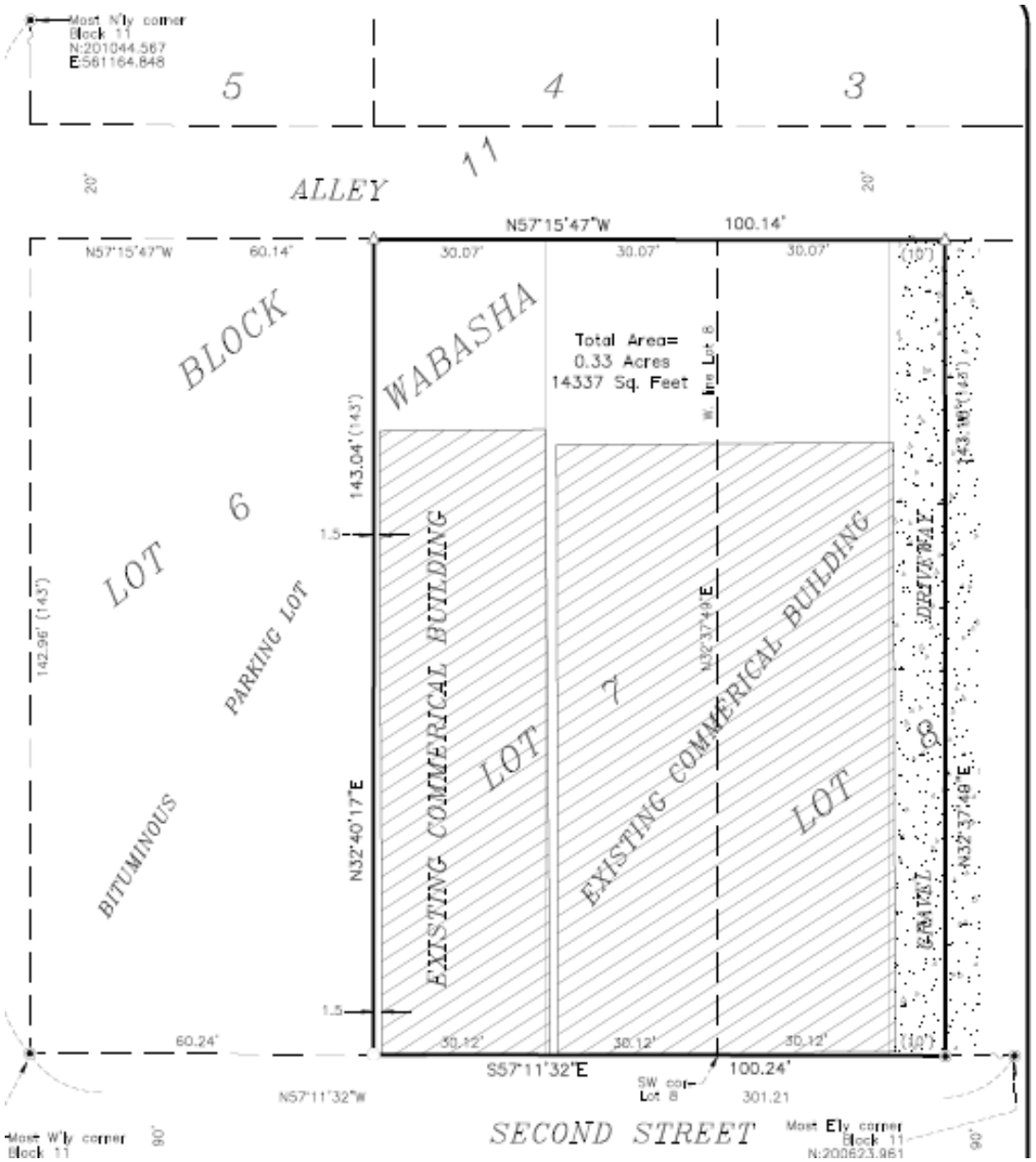
Parcel ID	R27.00247.00	Alternate ID	n/a	Owner Address	CITY OF WABASHA
Sec/Twp/Rng	29-111-010	Class	956 - MUNICIPAL PUB SERV		900 HIAWATHA DR E
Property Address	128 2ND ST W	Acreage	n/a		PO BOX 268
	WABASHA				WABASHA, MN 55981
District	WABASHA-SCH-811				
Brief Tax Description	Sect-29 Twp-111 Range-010 WABASHA (WABASHA CITY) LOTS 6, 7 & WLY 40' LOT 8; BLK 11				
	(Note: Not to be used on legal documents)				



[LINK to Request for Information from Developer's]

Land Surveys [Link to survey and a aerial photo of the survey.]

City of Wabasha Address: 900 Hiawatha Drive East, PO Box 268 Wabasha, MN 55981



Certified Survey Map Above, site includes Lot 6.

Additional information

1. City is willing to cover the cost of a Phase I environmental review before transfer of the property.
2. Zone – TDC (Traditional Downtown Commercial)
    1. Max principal height without a CUP is 35 feet
    2. No maximum residential density
    3. No setbacks
    4. Parking standards – 1 space per dwelling unit – located within 1000 feet of the building. All other uses require additional parking.
3. Floodway Regulations – within the 500 -year floodway but there are no regulatory standards for this designation.
4. Shoreland Overlay Zone – S4- 128 2nd Street is within the S4 Shoreland Overlay Zone. A submittal to the MnDNR for comments and recommendation for a variance to lot coverage requirements in the Shoreland Overlay Zone standards

will be required for any proposed building larger than 18,000 square feet. On-site stormwater treatment best management practices to reduce runoff rate and volume and providing water quality treatment will be required as a mitigation measure for the variance request.

5. Lot Size - .52 acres or 143' by 158' and the existing building is approximately 9,800 sq. ft. (For scale you can nearly double the building size)
6. The City is interested in working with a developer willing to partner with them an application from the State of Minnesota for workforce housing to realize the development, if applicable. The City is also open to using a redevelopment TIF on the site.
7. City also willing to partner on a State of Minnesota brownfield grant to cover costs of demolition or any other site needs.
8. The estimated market value for the site by the Wabasha County assessor is $233,500. The City is open to accepting proposals for a deferred, low interest loan, paid back at the time of re-sale or in 10 years, or a direct purchase of the property. If needed, the City is also open to a write down in the land to realize the development.

III. RFP

Proposals should demonstrate the capacity of the Developer with housing, and or commercial development that supports the vision and character of the City in such a way as to compliment the surrounding Developments, and be built to scale and pedestrian friendly. The Developer should submit one electronic proposal package in a PDF format to:

Port Authority Staff
City of Wabasha
PO Box 268, 900 Hiawatha Drive East
Wabasha, MN 55981
cathy.enerson@cedausa.com, dusty.liston@cedausa.com, cityadmin@wabasha.org

IV. TIMELINE

The timeline below is approximate, and subject to change based on the number of submissions, completeness of applications, reviewer questions and other variables.

RFP Approved by City Council December 19 , 2023
RFP Issued/Published December 20, 2023
RFP proposal Due Date for Developers: January 20
Review of Proposals: Jan 21 - Feb 1, 2024
Selection of Developer by City Council: February 6,, 2024

The City Administrator at her own discretion can modify the timelines if deemed necessary. The City Administrator reserves the right to request additional materials as deemed necessary. The City Council and Port Authority reserve sthe right to reject any/all of the RFP responses.

V. PROPOSAL REQUIREMENTS

The following proposal requirements will serve to establish a Developer's overall capacity to complete this project and their vision for the site:

A. Cover letter – to include the following information (at a minimum):

1. Developer's name and mailing address]
2. Contact person's name, title, phone number, and email address
3. Explanation of how proposal is the best fit for Wabasha
4. References with contact information for each reference

B. Project Narrative

1. Project Description – how the proposed development supports the surrounding areas and characteristics of Wabasha
2. Estimated proposed square footage or number of units and size of units, approximate rents for units
3. Describe developers building design approach to fit in downtown area
4. Parking – parking required to meet the project demands & code
5. Development entity – project management plan and role of each development partner in the implementation of the development plan as applicable
6. Similar projects, include addresses, number of units

E. Budget

1. Expected sources and uses for the project. May use your own template or use suggested format.

E. Proposed Development Timeline (Exhibits)

1. Schedule that identifies the duration of key tasks (i.e., due diligence, conceptual design, design development, permitting, final design, contract award, construction, occupancy, etc.) and includes major milestones

F. Relevant Development Experience (Exhibits)

1. Resumes or biographies of the proposed development team
2. Fact sheets for similar projects (images, date, location, concept, funding sources, current vacancy rate, etc.)

V. SELECTION PROCESS AND CRITERIA

It is the City's intention to enter into an exclusive negotiation period with the selected Developer. The exclusive negotiation period will provide the Developer sufficient time to complete due diligence activities necessary to define a scope of work and schedule that will ultimately become part of a formal Development Agreement.

A Developer may be selected based on, but not limited to, the following criteria:

1. Vision for the site
2. Quality of design and proposal
3. Experience completing similar redevelopment/infill projects
4. Capacity to attract and secure financing
5. Readiness and ability to proceed with the project, including timelines 6. Proposed purchase price of subject property

The parties will create a memorandum of understanding, to be use to create an Option Agreement.

A Purchase Agreement will be created once project feasibility is determined as well as any development gaps have been identified and filled.

Once selected, the Developer may expect to supply:

A. Engineered or Architectural Schematic Drawings of the Proposed Project

1. Site Plan
2. Elevations
3. Floor Plans

B. Budget

1. Proposed financing sources
2. Project uses including detailed hard and soft costs – including proposed purchase price of the land
3. Proforma including all anticipated operational and maintenance costs

VI. OTHER

A. Execution of a Development Agreement/Memorandum of Understanding does not guarantee or warrant permits, zoning variances, incentives or financial viability.

B. The Developer, for itself and its employees, contractors and subcontractors, agrees not to discriminate against or segregate any person or group of persons on any unlawful basis in the construction, sale, transfer, use, occupancy, tenure or enjoyment of the property or any improvements erected or to be erected thereon, or any part thereof.

C. The City shall determine which proposal best meets the selection criteria. The City reserves the right to reject any or all proposals received, to waive any informalities or

irregularities in any submitted proposal, and to negotiate scope and proposal prices.

D. It is the Developer's sole responsibility to read and interpret the written instructions contained herein. This RFP is submitted subject to errors, omissions, and/or withdrawal without notice by the City at any time.

E. The Developer is encouraged to confer with the City Staff, prior to submitting their response with any questions or inquiries. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned.

On behalf or the staff, elected and appointed officials the community is excited to move forward with the development of housing for the City of Wabasha. **Thank you** for considering your next project within the City of Wabasha.

City Council Special **2. 4.**

Meeting Date: 12/19/2023

ITEM TITLE: Update on discussions with St. Elizabeth and Wabasha Ambulance Service

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Administrator will update Council on conversations with St. Elizabeth's for a potential partnership for the new paramedic position with the goal of continue to strengthen both organizations.
