

**AGENDA**  
**CITY OF DAYTON, MINNESOTA**  
**12260 S. Diamond Lake Road, Dayton, MN 55327**  
**Tuesday, January 9, 2024**  
**REGULAR MEETING OF THE CITY COUNCIL - 6:30 P.M.**

**The invite for Zoom for this meeting can be found on the City's website community calendar**

- 6:30        **CALL TO ORDER**
- 6:30        **PLEDGE OF ALLEGIANCE**
- 6:35        **APPROVAL OF AGENDA**
- 6:35        **CONSENT AGENDA**     *These routine or previously discussed items are enacted with one motion*
- 6:35                A. Approval of Council Meeting Minutes of December 27, 2023
- B. Approval of Payment of Claims for January 09, 2024
- C. Approval of Resolution 01-2024; Official Depositories, Newspaper and Bank Signatories
- D. Approval of Resolution 03-2024; Designating Precinct Locations
- E. Approval of Letter of Credit Reduction for Riverwalk 2nd Addition
- F. Approval of Letter of Credit Release for Pineview Meadows
- 6:40        **OPEN FORUM**     *Is limited to Three minutes for non-agenda items; state your name and address; No Council Action will be taken and items will be referred back to staff*
- 6:50        **STAFF, CONSULTANT AND COUNCIL UPDATES**
- COUNCIL BUSINESS**
- Action Items**
- 7:10                G. Resolution 02-2024; Official Appointments/Designations
- 7:15                H. Personnel Policy Update
- 7:20                I. River Road Ditch Stabilization Project
- 7:30                J. Ordinance 2024-01; Adopting City Fees and Escrow Schedule
- 8:00        **ADJOURNMENT**

The City of Dayton's mission is to promote a thriving community and to provide residents with a safe and pleasant place to live while preserving our rural character, creating connections to our natural resources, and providing customer service that is efficient, fiscally responsible, and responsive.

***Mayor Fisher called the public meeting to order at 7:00 a.m.***

**PRESENT:** Mayor Dennis Fisher, David Fashant, Travis Henderson, and Matt Trost

**ABSENT:** Scott Salonek

**ALSO PRESENT:** Police Chief, Paul Enga; Assistant City Administrator/City Clerk, Amy Benting

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF AGENDA**

**MOTION:** Motion was made by Councilmember Trost, seconded by Councilmember Fashant to approve the agenda items, as presented. Motion carries unanimously.

### **CONSENT ITEMS:**

- A. Approval of Council Meeting Minutes of December 12, 2023
- B. Approval of Payment of Claims for December 22, 2023
- C. Approval for Hiring of Patrol Officer
- D. Approval of Renewing Cigarette License for:
  - 1. Dayton Wine and Spirits
  - 2. Dayton Gas Stop
  - 3. Kwik Trip
- D1 Letter of Credit Reduction

**MOTION:** Motion was made by Councilmember Henderson, seconded by Councilmember Trost, to approve the Consent Agenda as presented. The motion carries unanimously.

### **OPEN FORUM:**

No one present for Open Forum.

### **STAFF, CONSULTANT AND COUNCIL UPDATES:**

No updates.

### **COUNCIL BUSINESS**

#### **New Business:**

##### **A. Approval of Leave of Absence for Patrol Officer**

Enga stated that the only reason this action item is on the agenda is to seek approval to go above and beyond the standard policy. The Patrol Officer is requesting to continue his defined benefits while on leave. The Council is required to approve anything beyond 90 days.

Fashant stated that it appears to be required by the State and Federal law already.

Benting stated that for Military Leave, we do allow him to leave and return to the exact same position, but the Personnel Office does not allow us to continue his benefits.

Fashant suggested differential pay so that Officer Johnson does not lose money. Enga stated that was not the case.

**MOTION**: Motion was made by Councilmember Fashant to follow the State and Federal guidelines to cover benefits up to four years for Military Leave of Absences and update the City guidelines, seconded by Councilmember Trost. The motion carries unanimously.

### **ADJOURNMENT**

Fisher declared the meeting adjourned at 7:10 a.m.

Respectfully Submitted,

Sandra Major, Recording Secretary  
*TimeSaver Off Site Secretarial, Inc.*

Approved: \_\_\_\_\_

Attest: Amy Benting

**Payments to be approved at City Council Meeting January 9, 2024**

	<b>Totals</b>
<b>Claims Roster 01-09-2024</b>	<b>\$ 2,100,243.91</b>
<b>Prepaid 12-21-2023 EB</b>	<b>\$ 81,687.46</b>
<b>Prepaid 12-22-2023 EB</b>	<b>\$ 2,764.45</b>
<b>Prepaid 12-28-2023 EB</b>	<b>\$ 2,114.36</b>
<b>Prepaid 01-04-2024 EB</b>	<b>\$ 79,324.48</b>

<b>Total Payments:</b>	<b>\$ 2,266,134.66</b>
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<b>Payroll 12-21-2023 Bi-Weekly 26</b>	<b>\$ 75,830.65</b>
<b>Payroll 12-22-2023 PR Elected</b>	<b>\$ 13,942.33</b>
<b>Payroll 12-28-2023 PR Comp</b>	<b>\$ 4,247.45</b>
<b>Payroll 01-04-2024 Bi-Weekly 01</b>	<b>\$ 79,314.62</b>

Check # sequence to be approved by City Council from meeting date of 01/09/2024:

**Checks # 076061-076132**

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EXP CHECK RUN DATES 01/09/2024 - 01/09/2024  
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Page: 1/13

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
548299 40403	A-1 OUTDOOR POWER INC PARKS; OPERATING SUPPLIES 101-45200-50210	01/03/2024 DBRUNETTE PARKS; OPERATING SUPPLIES	01/09/2024	534.78 534.78	534.78	Open	N 12/31/2023
539526 40409	ACTIVE911, INC. PD: ALERTING SUBSCRIPTION 101-42120-50308	01/03/2024 DBRUNETTE PD: ALERTING SUBSCRIPTION	01/09/2024	30.00 30.00	30.00	Open	N 01/03/2024
3758683 40364	ADAMS PEST CONTROL INC AC; PEST CONTROL 101-41910-50220	12/27/2023 CHOYT AC; PEST CONTROL	01/09/2024	107.91 107.91	107.91	Open	N 12/31/2023
325566 40407	ASPEN MILLS PD; UNIFORM ENGA 101-42120-50217	01/03/2024 DBRUNETTE PD; UNIFORM ENGA	01/09/2024	382.70 382.70	382.70	Open	N 12/31/2023
2513826 40358	BEAUDRY PW; UNLEADED 87 -618.00 101-43100-50212	12/27/2023 CHOYT PW; UNLEADED 87 -618.00	01/09/2024	1,516.57 1,516.57	1,516.57	Open	N 12/31/2023
2499497 40389	BEAUDRY PW; ULS DYED KODIAK PLUS 50/50 - 101-43100-50212	12/28/2023 CHOYT PW; ULS DYED KODIAK PLUS 50/50	01/09/2024	2,109.01 2,109.01	2,109.01	Open	N 12/31/2023
2499498 40390	BEAUDRY PW; UNLEADED 87 - 958.30 101-43100-50212	12/28/2023 CHOYT PW; UNLEADED 87	01/09/2024	2,365.09 2,365.09	2,365.09	Open	N 12/31/2023
138347 40363	C. VISION PRODUCTION VIDEO TECH; 12-22 CC, 12-22-23 CC 226-41900-50430	12/27/2023 CHOYT VIDEO TECH; 12-22 CC, 12-22-23 CC EDIT	01/09/2024	225.00 225.00	225.00	Open	N 12/31/2023
4890 40399	CARSON,CLELLAND & SCHREDER CRIMINAL PROSECUTION; DEC 2023 101-41640-50305	12/28/2023 DBRUNETTE CRIMINAL PROSECUTION; DEC 2023	01/09/2024	2,000.00 2,000.00	2,000.00	Open	N 12/31/2023
85133 40404	CENTRAL HYDRAULICS, INC REPAIR/MAINT; PW SKID LOADER GRAPPLE 101-45200-50220	01/03/2024 DBRUNETTE REPAIR/MAINT; PW SKID LOADER GRAPPLE	01/09/2024	66.18 66.18	66.18	Open	N 12/31/2023

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Page: 2/13

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
12/13/2023 40316	CENTURYLINK PW; 763 323-0023 889 DEC 2023-JAN 601-49400-50321	12/20/2023 CHOYT PW; 763 323-0023 889	01/09/2024	214.85  214.85	214.85	Open	N 12/31/2023
12/21/2023 40386	CENTURYLINK PW; 763 428-7345 101-43100-50321	12/27/2023 CHOYT PW; 763 428-7345	01/09/2024	44.88  44.88	44.88	Open	N 12/31/2023
0102404121223 40353	CHARTER COMMUNICATIONS PD/PW; INTERNET 101-42120-50320 101-43100-50321	12/21/2023 CHOYT PD; INTERNET PW; INTERNET	01/09/2024	359.93  179.96 179.97	359.93	Open	N 12/21/2023
4177848324 40365	CINTAS PW; UNIFORMS 101-43100-50217	12/27/2023 CHOYT PW; UNIFORMS	01/09/2024	136.32  136.32	136.32	Open	N 12/27/2023
4178560080 40408	CINTAS PW; UNIFORMS 101-43100-50217	01/03/2024 DBRUNETTE PW; UNIFORMS	01/09/2024	136.32  136.32	136.32	Open	N 12/31/2023
0027949 40381	CITY OF MONTICELLO PD; ANIMAL CONTROL OCT-NOV 2023 101-42140-50308	12/27/2023 CHOYT PD; ANIMAL CONTROL OCT-NOV 2023	01/09/2024	194.00  194.00	194.00	Open	N 12/27/2023
12/18/2023 40379	CONNEXUS ENERGY 325071; 13699 PINEVIEW LANE NOV-DEC 101-43100-50230	12/27/2023 CHOYT 325071; 13699 PINEVIEW LANE	01/09/2024	28.76  28.76	28.76	Open	N 12/27/2023
12/21/2023 40388	CONNEXUS ENERGY ELECTRIC SERVICES; NOV-DEC 2023 101-43100-50230 101-43100-50230 101-43100-50230 101-43100-50230 101-42130-50381 602-49400-50381 601-49400-50381 602-49400-50381 601-49400-50381 602-49400-50381 602-49400-50381 602-49400-50381 101-42130-50381	12/28/2023 CHOYT 172514 ST LIGHTS; NOV-DEC 2023 172516 ST LIGHTS; NOV-DEC 2023 172802 ST LIGHTS; NOV-DEC 2023 172803 ST LIGHTS; NOV-DEC 2023 173098 SIREN; NOV-DEC 2023 178838 141ST OUTBUILDING; NOV-DEC 2023 299049 WELL#2; NOV-DEC 2023 299195 ROSEWOOD LIFT; NOV-DEC 2023 299380 WATER TOWER; NOV-DEC 2023 303882 PINEVIEW LIFT; NOV-DEC 2023 307062 HACKBERRY LIFT; NOV-DEC 2023 309045 E FRENCH SIREN; NOV-DEC 2023	01/09/2024	4,393.00  39.04 2,208.71 61.43 238.98 21.25 33.78 1,319.23 61.58 155.10 50.00 101.92 17.25	4,393.00	Open	N 12/28/2023

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BOTH OPEN AND PAID

Page: 3/13

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	101-43100-50230	317271 ST LIGHTS;	NOV-DEC 2023	84.73			
2020-00600 LANDSCAPE							
40321	CREATIVE HOMES INC	12/20/2023	01/09/2024	3,000.00	3,000.00	Open	N
	13210 140TH AVE N LANDSCAPE ESCROW	CHOYT					12/20/2023
	420-00000-22100	13210 140TH AVE N LANDSCAPE ESCROW RELEA		3,000.00			
12/26/2023							
40402	DAN DEHN	01/03/2024	01/09/2024	109.98	109.98	Open	N
	PW; UNIFORM DEHN	DBRUNETTE					12/31/2023
	101-43100-50217	PW; UNIFORM DEHN		109.98			
JAN 2024							
40398	DEARBORN NATIONAL	01/03/2024	01/09/2024	361.78	361.78	Open	N
	LIFE INSURANCE-JAN 204	DBRUNETTE					01/09/2024
	101-00000-21780	LIFE INSURANCE-JAN 204		361.78			
12/22/2023 RELEASE							
40357	DIAMOND POINTE	12/22/2023	01/09/2024	8,904.95	0.00	Paid	Y
	PROJ. 6133 BALSAM/ DIAMOND POINTE	CHOYT					12/22/2023
	411-00000-22100	PROJ. 6133 BALSAM/DIAMOND POINTE		8,904.95			
00-031152487 RENEW							
40326	DVS RENEWAL	12/21/2023	01/09/2024	20.25	20.25	Open	N
	2024 RENEWAL; 1988 FLNG TRL-PLATE	CHOYT					12/21/2023
	101-43100-50210	2024 RENEWAL; 1988 FLNG TRL-PLATE 192812		20.25			
00-031012935 RENEW							
40327	DVS RENEWAL	12/21/2023	01/09/2024	20.25	20.25	Open	N
	2024 RENEWAL; 1998 CHV GM4	CHOYT					12/21/2023
	101-43100-50210	2024 RENEWAL; 1998 CHV GM4 PLATE177507		20.25			
00-017666207 RENEW							
40328	DVS RENEWAL	12/21/2023	01/09/2024	24.25	24.25	Open	N
	2024 RENEW; 2003 H&H TRL- PLATE	CHOYT					12/21/2023
	101-43100-50210	2024 RENEW; 2003 H&H TRL- PLATE 8779CTB		24.25			
00-016391236 RENEW							
40329	DVS RENEWAL	12/21/2023	01/09/2024	20.25	20.25	Open	N
	2024 RENEWAL; 2008 FORD - PLATE	CHOYT					12/21/2023
	101-43100-50210	2024 RENEWAL; 2008 FORD-PLATE 929062		20.25			
00-019059434 RENEW							
40330	DVS RENEWAL	12/21/2023	01/09/2024	20.25	20.25	Open	N
	2024 RENEWAL; 2017 FRHT SD-PLATE	CHOYT					12/21/2023
	101-43100-50210	2024 RENEWAL; 2017 FRHT SD-PLATE 957561		20.25			
00-019147966 RENEW							
40331	DVS RENEWAL	12/21/2023	01/09/2024	20.25	20.25	Open	N
	2024 RENEWAL; 2006 FORD-PLATE 922251	CHOYT					12/21/2023
	101-43100-50210	2024 RENEWAL; 2006 FORD-PLATE 922251		20.25			

01/03/2024 04:22 PM

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Page: 4/13

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
00-031684284 40332	RENEW DVS RENEWAL 2024 RENEWAL; 2015 TOWM TRL-PLATE 101-43100-50210	12/21/2023 CHOYT 2024 RENEWAL; 2015 TOWM TRL-PLATE 189201	01/09/2024	20.25 20.25	20.25	Open	N 12/21/2023
00-031921007 40333	RENEW DVS RENEWAL 2024 RENEWAL; 2020 FORD F25-PLATE 101-43100-50210	12/21/2023 CHOYT 2024 RENEWAL; 2020 FORD F25-PLATE 963008	01/09/2024	20.25 20.25	20.25	Open	N 12/21/2023
00-019579107 40334	RENEW DVS RENEWAL 2024 RENEWAL; 2007 STRG STE-PLATE 101-43100-50210	12/21/2023 CHOYT 2024 RENEWAL; 2007 STRG STE-PLATE 949277	01/09/2024	20.25 20.25	20.25	Open	N 12/21/2023
00-043457267 40335	RENEW DVS RENEWAL 2024 RENEWAL; 2022 BBBS TRL-PLATE 101-43100-50210	12/21/2023 CHOYT 2024 RENEWAL; 2022 BBBS TRL-PLATE CSG7449	01/09/2024	155.25 155.25	155.25	Open	N 12/21/2023
00-027409774 40336	RENEW DVS RENEWAL 2024 RENEWAL; 2018 FORD F45-PLATE 101-43100-50210	12/21/2023 CHOYT 2024 RENEWAL; 2018 FORD F45-PLATE 961880	01/09/2024	20.25 20.25	20.25	Open	N 12/21/2023
00-017675499 40337	RENEW DVS RENEWAL 2024 RENEWAL; 2009 FORD SR-PLATE 101-43100-50210	12/21/2023 CHOYT 2024 RENEWAL; 2009 FORD SR-PLATE 929900	01/09/2024	20.25 20.25	20.25	Open	N 12/21/2023
00-016838436 40338	RENEW DVS RENEWAL 2024 RENEWAL; 2012 FORD SR-PLATE 101-43100-50210	12/21/2023 CHOYT 2024 RENEWAL; 2012 FORD SR-PLATE 941224	01/09/2024	20.25 20.25	20.25	Open	N 12/21/2023
00-026937575 40339	RENEW DVS RENEWAL 2024 RENEWAL; 2018 FORD F25-PLATE 101-43100-50210	12/21/2023 CHOYT 2024 RENEWAL; 2018 FORD F25-PLATE 961879	01/09/2024	20.25 20.25	20.25	Open	N 12/21/2023
00-030213959 40340	RENEW DVS RENEWAL 2024 RENEWAL; 2020 MIDSOTA SKID- 101-43100-50210	12/21/2023 CHOYT 2024 RENEWAL; 2020 MIDSOTA SKID- 200146	01/09/2024	20.25 20.25	20.25	Open	N 12/21/2023
00-028705967 40341	RENEW DVS RENEWAL 2024 RENEWAL; 2019 FRHT 108SD- PLATE 101-43100-50210	12/21/2023 CHOYT 2024 RENEWAL; 2019 FRHT 108SD- 964351	01/09/2024	20.25 20.25	20.25	Open	N 12/21/2023



01/03/2024 04:22 PM

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Page: 5/13

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
00-039084414 40342	RENEW DVS RENEWAL 2024 RENEWAL; 2021 FRHT 108SD- 101-43100-50210	12/21/2023 CHOYT	01/09/2024	20.25 20.25	20.25	Open	N 12/21/2023
84910 40302	EHLERS & ASSOCIATES, INC GENERAL OBLIGATION TAX BOND; SERIES 379-47000-50620	12/20/2023 CHOYT	01/09/2024	475.00 475.00	475.00	Open	N 12/20/2023
84909 40303	EHLERS & ASSOCIATES, INC GENERAL OBLIGATION BOND; SERIES 378-47000-50620	12/20/2023 CHOYT	01/09/2024	475.00 475.00	475.00	Open	N 12/20/2023
83582 40304	EHLERS & ASSOCIATES, INC GENERAL OBLIGATION BOND; SERIES 378-47000-50601 378-47000-50611	12/20/2023 CHOYT	01/09/2024	202,850.00 185,000.00 17,850.00	202,850.00	Open	N 12/20/2023
83581 40305	EHLERS & ASSOCIATES, INC GENERAL OBLIGATION BOND; SERIES 355-47000-50601 355-47000-50611	12/20/2023 CHOYT	01/09/2024	183,381.25 155,000.00 28,381.25	183,381.25	Open	N 12/20/2023
83580 40306	EHLERS & ASSOCIATES, INC GENERAL OBLIGATION BOND; SERIES 342-41900-50601 342-41900-50611	12/20/2023 CHOYT	01/09/2024	847,918.75 805,000.00 42,918.75	847,918.75	Open	N 12/20/2023
83579 40307	EHLERS & ASSOCIATES, INC GENERAL OBLIGATION REFUNDING BONDS; 342-41900-50601 342-41900-50611	12/20/2023 CHOYT	01/09/2024	564,125.00 465,000.00 99,125.00	564,125.00	Open	N 12/20/2023
83583 40319	EHLERS & ASSOCIATES, INC GENERAL OBLIGATION TAX INCREMENT 379-47000-50611	12/20/2023 CHOYT	01/09/2024	165,764.72 165,764.72	165,764.72	Open	N 12/20/2023
IN001-1786988 40320	FORCE AMERICA DISTRIBUTING LLC PW; REPAIR/MAINT SENSOR 101-43100-50220	12/20/2023 CHOYT	01/09/2024	651.05 651.05	651.05	Open	N 12/20/2023
302008 40393	FULLY PROMOTED/EMBROIDME PW; UNIFORM /R.EGGINK	12/28/2023 CHOYT	01/09/2024	65.60	65.60	Open	N 12/28/2023

01/03/2024 04:22 PM

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BOTH OPEN AND PAID

Page: 6/13

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	101-43100-50217	PW; UNIFORM /R.EGGINK		65.60			
302007 40394	FULLY PROMOTED/EMBROIDME PW; UNIFORM /N.MATHIS 101-43100-50217	12/28/2023 CHOYT PW; UNIFORM /N.MATHIS	01/09/2024	97.92 97.92	97.92	Open	N 12/28/2023
302009 40395	FULLY PROMOTED/EMBROIDME PW; UNIFORM /K.SPRINGER 101-43100-50217	12/28/2023 CHOYT PW; UNIFORM / K.SPRINGER	01/09/2024	40.00 40.00	40.00	Open	N 12/28/2023
NOV 2023 40401	GREG BURSTAD REIMB:STATE TRAIN NOV 10-17, 2023 101-42120-50208	01/03/2024 DBRUNETTE REIMB:STATE TRAIN NOV 10-17, 2023 EXPENS	01/09/2024	366.66 366.66	366.66	Open	N 12/31/2023
19199 40343	GUIDANCEPOINT TECHNOLOGIES CH; PROFESSIONAL SRVS-AGSS RENEWAL 101-41820-50300	12/21/2023 CHOYT CH; PROFESSIONAL SRVS-AGSS RENEWAL 2024	01/09/2024	2,699.99 2,699.99	2,699.99	Open	N 12/21/2023
19202 40344	GUIDANCEPOINT TECHNOLOGIES AC; OPERATING SUPPLIES-NEW SETUP 101-41910-50210	12/21/2023 CHOYT AC; OPERATING SUPPLIES-NEW SETUP	01/09/2024	559.99 559.99	559.99	Open	N 12/21/2023
19228 40359	GUIDANCEPOINT TECHNOLOGIES PW; PROFESSIONAL SRVS -SOFTPHONE 101-43100-50300	12/27/2023 CHOYT PW; PROFESSIONAL SRVS -SOFTPHONE SETUP	01/09/2024	75.00 75.00	75.00	Open	N 12/27/2023
19229 40360	GUIDANCEPOINT TECHNOLOGIES PD; PROFESSIONAL SRVS -GETAC TABLET 101-42120-50300	12/27/2023 CHOYT PD; PROFESSIONAL SRVS -GETAC TABLET	01/09/2024	185.00 185.00	185.00	Open	N 12/27/2023
19231 40361	GUIDANCEPOINT TECHNOLOGIES PD; PROFESSIONAL SRVS-SHARED MAILBOX 101-42120-50300	12/27/2023 CHOYT PD; PROFESSIONAL SRVS-SHARED MAILBOX	01/09/2024	75.00 75.00	75.00	Open	N 12/27/2023
19225 40362	GUIDANCEPOINT TECHNOLOGIES PW; PROFESSIONAL SRVS-WIRELESS 101-43100-50300	12/27/2023 CHOYT PW; PROFESSIONAL SRVS-WIRELESS KEYBRD	01/09/2024	35.00 35.00	35.00	Open	N 12/27/2023
19252 40366	GUIDANCEPOINT TECHNOLOGIES PD; PROFESSIONAL SRVS-SERVER BACKUP 101-42120-50300	12/27/2023 CHOYT PD; PROFESSIONAL SRVS-SERVER BACKUP	01/09/2024	175.00 175.00	175.00	Open	N 12/27/2023

01/03/2024 04:22 PM

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Page: 7/13

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
19248 40367	GUIDANCEPOINT TECHNOLOGIES CH; PROFESSIONAL SRVS- SERVERS 101-41820-50300	12/27/2023 CHOYT	01/09/2024	305.00	305.00	Open	N 12/27/2023
	CH; PROFESSIONAL SRVS- SERVERS BACKUP			305.00			
2022-0407 40309	LANDSCAPE HANSON BUILDERS 14519 KINGSVIEW LN N LANDSCAPE 420-00000-22100	12/20/2023 CHOYT	01/09/2024	3,000.00	3,000.00	Open	N 12/20/2023
	14519 KINGSVIEW LN N LANDSCAPE ESCROW RE			3,000.00			
2023-0068 40310	LANDSCAPE HANSON BUILDERS 14808 145TH CT N LANDSCAPE ESCROW 420-00000-22100	12/20/2023 CHOYT	01/09/2024	3,000.00	3,000.00	Open	N 12/20/2023
	14808 145TH CT N LANDSCAPE ESCROW RELEAS			3,000.00			
2022-0402 40311	LANDSCAPE HANSON BUILDERS 14812 145TH CT N LANDSCAPE ESCROW 420-00000-22100	12/20/2023 CHOYT	01/09/2024	3,000.00	3,000.00	Open	N 12/20/2023
	14812 145TH CT N LANDSCAPE ESCROW RELEAS			3,000.00			
1000216674 40354	HENNEPIN COUNTY PD; CTY JAIL FEES- NOV 2023 101-42120-50306	12/21/2023 CHOYT	01/09/2024	430.00	430.00	Open	N 12/21/2023
	PD; CTY JAIL FEES- NOV 2023			430.00			
1223-56 40400	HENNEPIN COUNTY-SA SPECIAL ASSESSMENTS LEVY 17273 101-41610-50300	01/03/2024 DBRUNETTE	01/09/2024	96.00	96.00	Open	N 01/03/2024
	SPECIAL ASSESSMENTS LEVY 17273			96.00			
2045 40356	I-94 WEST CORRIDOR COALTION 2024 ANNUAL MEMBERSHIP DUES 101-41110-50205	12/21/2023 CHOYT	01/09/2024	4,621.00	4,621.00	Open	N 01/01/2024
	2024 ANNUAL MEMBERSHIP DUES			4,621.00			
IN4414411 40300	INNOVATIVE OFFICE SOLUTIONS PW/PD; SUPPLIES 101-42120-50200 101-43100-50210	12/20/2023 CHOYT	01/09/2024	272.65	272.65	Open	N 12/20/2023
	PD; SUPPLIES			136.33			
	PW; SUPPLIES			136.32			
1497-2023_10 40298	INVOICE CLOUD NOV FEES 2023 101-41500-50309 101-41660-50309 601-49400-50309 602-49400-50309	11/08/2023 DBRUNETTE	11/08/2023	1,155.75	0.00	Paid	Y 11/08/2023
	NOV FEES 2023			50.00			
	NOV FEES 2023			61.50			
	NOV FEES 2023			522.12			
	NOV FEES 2023			522.13			
1497-2023_11 40299	INVOICE CLOUD DEC FEES 2023	12/01/2023 DBRUNETTE	12/01/2023	674.45	0.00	Paid	Y 12/01/2023

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## INVOICE REGISTER REPORT FOR CITY OF DAYTON MN

Page: 8/13

EXP CHECK RUN DATES 01/09/2024 - 01/09/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	101-41500-50309	DEC FEES 2023		50.00			
	101-41660-50309	DEC FEES 2023		51.00			
	601-49400-50309	DEC FEES 2023		286.72			
	602-49400-50309	DEC FEES 2023		286.73			
12/18/2023 40355	REIMBURSE KENNETH SPRINGER PW; UNIFORM	12/21/2023 CHOYT	01/09/2024	139.99	139.99	Open	N 12/31/2023
	101-43100-50217	PW; UNIFORM		139.99			
12-22-2023 40406	KENNETH SPRINGER UNIFORM; PW SPRINGER	01/03/2024 DBRUNETTE	01/09/2024	199.99	199.99	Open	N 12/31/2023
	101-43100-50217	UNIFORM; PW SPRINGER		199.99			
24504 40318	LEADERSHIP GROWTH GROUP, LLC PROFESSIONAL DEVELOPMENT; 2024	12/20/2023 CHOYT	01/09/2024	600.00	600.00	Open	N 12/20/2023
	101-41710-50208	PROFESSIONAL DEVELOPMENT; 2024 LEADERSHI		600.00			
12/19/2023 40322	REIMBURSE MARK CARLSON PW; UNIFORM BOOTS/BIBS-M.CARLSON	12/20/2023 CHOYT	01/09/2024	380.56	380.56	Open	N 12/20/2023
	101-43100-50217	PW; UNIFORM BOOTS/BIBS-M.CARLSON		380.56			
12/07/2023 40324	REIMBURSE MARK JOHNSON PW; UNIFORM BOOTS-M.JOHNSON	12/20/2023 CHOYT	01/09/2024	319.35	319.35	Open	N 12/20/2023
	101-43100-50217	PW; UNIFORM BOOTS-M.JOHNSON		319.35			
12/18/2023 40325	REIMBURSE MATTHEW MEISTER PARKS; CULVERS	12/20/2023 CHOYT	01/09/2024	33.13	33.13	Open	N 12/20/2023
	101-45200-50210	PARKS; CULVERS		33.13			
26556 40346	MENARDS - MAPLE GROVE PW; SUPPLIES	12/21/2023 CHOYT	01/09/2024	174.22	174.22	Open	N 12/21/2023
	101-43100-50210	PW; SUPPLIES		174.22			
2024 40396	DUES METRO CHIEF FIRE OFFICERS ASSO FD; 2024 DUES- G. HENDRICKSON	12/29/2023 CHOYT	01/09/2024	100.00	100.00	Open	N 01/09/2024
	101-42260-50205	FD; 2024 DUES- G. HENDRICKSON		100.00			
3950 40317	METRO WEST INSPECTION BLDG INSPECTIONS; NOV 2023	12/20/2023 CHOYT	01/09/2024	21,792.00	21,792.00	Open	N 12/20/2023
	101-41660-50300	BLDG INSPECTIONS; NOV 2023		21,792.00			
0001166773 40405	METROPOLITAN COUNCIL WASTE WATER SERVICE; FEB 2024	01/03/2024 DBRUNETTE	01/09/2024	42,399.58	42,399.58	Open	N 01/03/2024

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INVOICE REGISTER REPORT FOR CITY OF DAYTON MN  
EXP CHECK RUN DATES 01/09/2024 - 01/09/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 9/13

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	602-49400-50313	WASTE WATER SERVICE; FEB 2024		42,399.58			
12/21/2023 40345	MN BUILDING PERMIT TECH ASSOC CD; MBPTA MEMBERSHIP 2024-K.JOHANSEN CHOYT 101-41710-50205	01/09/2024 CD; MBPTA MEMBERSHIP 2024-K.JOHANSEN	01/09/2024	100.00 100.00	100.00	Open	N 01/09/2024
S/U OCT 2023 40312	MN DEPT OF REVENUE SALES/USE TAX; OCT 2023 101-00000-20300	11/17/2023 DBRUNETTE SALES/USE TAX; OCT 2023	11/17/2023	12.00 12.00	0.00	Paid	Y 11/17/2023
328149 40347	NAPA AUTO PARTS PW; REPAIR/MAINT 101-43100-50220	12/21/2023 CHOYT PW; REPAIR/MAINT	01/09/2024	413.98 413.98	413.98	Open	N 12/21/2023
328150 40348	NAPA AUTO PARTS PW; REPAIR/MAINT 101-43100-50220	12/21/2023 CHOYT PW; REPAIR/MAINT	01/09/2024	79.80 79.80	79.80	Open	N 12/21/2023
328506 40349	NAPA AUTO PARTS PW; OPERATING SUPPLIES 101-43100-50210	12/21/2023 CHOYT PW; OPERATING SUPPLIES	01/09/2024	9.49 9.49	9.49	Open	N 12/21/2023
328641 40350	NAPA AUTO PARTS PW; OPERATING SUPPLIES 101-43100-50210	12/21/2023 CHOYT PW; OPERATING SUPPLIES	01/09/2024	134.04 134.04	134.04	Open	N 12/21/2023
12/21/2023 40380	REIMBURSE NATHAN MATHIS PW; UNIFORM ALLOWANCE REIMBURSEMENT 101-43100-50217	12/27/2023 CHOYT PW; UNIFORM ALLOWANCE REIMBURSEMENT	01/09/2024	320.50 320.50	320.50	Open	N 12/27/2023
11-02-2023 40277	PAYMENTECH NOV 2023 FEES 101-41500-50309 101-41500-50309	11/02/2023 DBRUNETTE NOV 2023 FEES NOV 2023 FEES	11/02/2023	4,630.85 267.06 4,363.79	0.00	Paid	Y 11/02/2023
12/18/2023 40351	RELEASE RACHEL STEVENS DAC RENTAL DEPOSIT REFUND; EVENT 12- 101-00000-21716	12/21/2023 CHOYT DAC RENTAL DEPOSIT REFUND; 12/16/2023	01/09/2024	300.00 300.00	300.00	Open	N 12/21/2023
27060 40397	ROGERS TRUE VALUE PW; MAINT/REPAIR 601-49400-50220	12/29/2023 CHOYT PW; MAINT/REPAIR	01/09/2024	78.21 78.21	78.21	Open	N 12/29/2023

01/03/2024 04:22 PM

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## INVOICE REGISTER REPORT FOR CITY OF DAYTON MN

Page: 10/13

EXP CHECK RUN DATES 01/09/2024 - 01/09/2024

BOTH JOURNALIZED AND UNJOURNALIZED

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
26667 40391	RPM GRAPHICS, INC PW; PLOW DECALS (NITE TRAIN) 101-43100-50210	12/28/2023 CHOYT PW; PLOW DECALS	01/09/2024	20.00 20.00	20.00	Open	N 12/28/2023
3491 40308	SIPE BROTHERS MARATHON PW; OPERATING SUPPLIES 101-43100-50210	12/20/2023 CHOYT PW; OPERATING SUPPLIES	01/09/2024	28.00 28.00	28.00	Open	N 12/20/2023
M28773 40301	TIMESAVER OFF SITE SECRETARIAL. INC MINUTES;11/21 EDA, 11/28 CC, 12/5 101-41420-50300 101-41420-50300	12/20/2023 CHOYT MINUTES;11/21 EDA,11/28 CC MINUTES;12/5 PARKS,12/7 PC	01/09/2024	900.25 469.00 431.25	900.25	Open	N 12/20/2023
10995 40352	TOTAL CONTROL SYSTEMS, INC PW; REPAIRS/MAINT PUMPS 602-49400-50404	12/21/2023 CHOYT PW; REPAIRS/MAINT PUMPS	01/09/2024	3,394.54 3,394.54	3,394.54	Open	N 12/21/2023
JANUARY 2024 40392	UNUM LIFE INSURANCE COMPANY JANUARY 2024/0471540-001 101-00000-21705	12/28/2023 CHOYT JANUARY 2024/0471540-001	01/09/2024	1,546.08 1,546.08	1,546.08	Open	N 01/09/2024
9951539882 40315	VERIZON WIRELESS PW;CELL SERVICE;MCM SEWER NOV-DEC 602-49400-50321	12/20/2023 CHOYT PW;CELL SERVICE;MCM SEWER NOV-DEC	01/09/2024	150.14 150.14	150.14	Open	N 12/20/2023
12/17/2023 REIMBURSE 40323	VICTOR MARTINEZ PW; UNIFORM-WORK BOOTS V.MARTINEZ 101-43100-50217	12/20/2023 CHOYT PW; UNIFORM-WORK BOOTS V.MARTINEZ	01/09/2024	220.99 220.99	220.99	Open	N 12/20/2023
855520389 40313	XCEL ENERGY 51-6111142-2 ST LGT; NOV 2023 101-43100-50230	12/20/2023 CHOYT 51-6111142-2 ST LGT; NOV 2023	01/09/2024	932.96 932.96	932.96	Open	N 12/20/2023
855535420 40314	XCEL ENERGY 51-8556975-3 TERR ST LGT; NOV 2023 101-43100-50230	12/20/2023 CHOYT 51-8556975-3 TERR ST LGT; NOV 2023	01/09/2024	565.93 565.93	565.93	Open	N 12/20/2023
856622344 40368	XCEL ENERGY 51-0014444656-9; CHESHIRE CT 101-43100-50230	12/27/2023 CHOYT 51-0014444656-9; CHESHIRE CT S.LIGHTS	01/09/2024	26.93 26.93	26.93	Open	N 12/27/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
856646732 40369	XCEL ENERGY 51-0014444653-6; 146TH AVE S.LIGHTS 101-43100-50230	12/27/2023 CHOYT 51-0014444653-6; 146TH AVE S.LIGHTS	01/09/2024	26.83 26.83	26.83	Open	N 12/27/2023
856648909 40370	XCEL ENERGY 51-0013985527-8; CHESHIRE LGT NOV- 101-43100-50230	12/27/2023 CHOYT 51-0013985527-8; CHESHIRE LGT	01/09/2024	38.94 38.94	38.94	Open	N 12/27/2023
856620170 40371	XCEL ENERGY 51-0013923150-3; HOLLY LN NOV-DEC 101-43100-50230	12/27/2023 CHOYT 51-0013923150-3; HOLLY LN	01/09/2024	49.43 49.43	49.43	Open	N 12/27/2023
856621831 40372	XCEL ENERGY 51-0013565432-4 WELLHOUSE 601-49400-50381	12/27/2023 CHOYT 51-0013565432-4 WELLHOUSE	01/09/2024	1,819.00 1,819.00	1,819.00	Open	N 12/27/2023
856625863 40373	XCEL ENERGY 51-0013433451-8; BROCKTON LGT NOV- 101-43100-50230	12/27/2023 CHOYT 51-0013433451-8; BROCKTON LGT	01/09/2024	88.27 88.27	88.27	Open	N 12/27/2023
856629432 40374	XCEL ENERGY 51-0014423188-8; 146TH AVE ST LGT NOV 101-43100-50230	12/27/2023 CHOYT 51-0014423188-8; 146TH AVE ST LGT	01/09/2024	24.74 24.74	24.74	Open	N 12/27/2023
856662774 40375	XCEL ENERGY 51-0014423188-8; 146TH AVE ST LGT 101-43100-50230	12/27/2023 CHOYT 51-0014423188-8; 146TH AVE ST LGT	01/09/2024	42.55 42.55	42.55	Open	N 12/27/2023
857393841 40376	XCEL ENERGY 51-0013348079-5; STEPHENS NOV-DEC 101-45200-50381	12/27/2023 CHOYT 51-0013348079-5; STEPHENS	01/09/2024	0.50 0.50	0.50	Open	N 12/27/2023
856594502 40377	XCEL ENERGY 51-0011857801-8; PD/PW BLDG; NOV-DEC 101-42120-50381 101-43100-50381	12/27/2023 CHOYT 51-0011857801-8; PD/PW BLDG; 51-0011857801-8; PD/PW BLDG	01/09/2024	3,451.08 1,725.54 1,725.54	3,451.08	Open	N 12/27/2023
856569471 40378	XCEL ENERGY 51-0011913119-1; LIFT CLOQUET NOV-DEC 602-49400-50381	12/27/2023 CHOYT 51-0011913119-1; LIFT CLOQUET	01/09/2024	118.01 118.01	118.01	Open	N 12/27/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
857807869 40382	XCEL ENERGY 51-0012400696-3;RUSH CR NOV-DEC 2023 CHOYT 101-45200-50381	12/27/2023 51-0012400696-3;RUSH CR	01/09/2024	27.39 27.39	27.39	Open	N 12/27/2023
858294637 40383	XCEL ENERGY 51-4585810-2 LAWNSDALE/S DIA LK; NOV- CHOYT 101-43100-50381 602-49400-50381 602-49400-50381	12/27/2023 51-4585810-2 S DIA LK 51-4585810-2 LAWNSDALE 51-4585810-2 PRO LGT	01/09/2024	194.16 61.67 122.01 10.48	194.16	Open	N 12/27/2023
857442759 40384	XCEL ENERGY 51-0012750836-4;LIFT FR LK 602-49400-50381	12/27/2023 CHOYT 51-0012750836-4;LIFT FR LK	01/09/2024	79.16 79.16	79.16	Open	N 12/27/2023
857511826 40385	XCEL ENERGY 51-5815803-3 F SIREN 101-42130-50381	12/27/2023 CHOYT 51-5815803-3 F SIREN	01/09/2024	4.30 4.30	4.30	Open	N 12/27/2023
# of Invoices:	112	# Due:	107	Totals:	2,100,243.91	2,084,865.91	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					2,100,243.91	2,084,865.91	



Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
101 -	GENERAL FUND			62,398.95	57,543.60		
226 -	CABLE			225.00	225.00		
342 -	2014A & 2015A NE UTILITIES			1,412,043.75	1,412,043.75		
355 -	2016A PW/PD FACILITY			183,381.25	183,381.25		
378 -	2020A DAYTON PARKWAY INTERCH			203,325.00	203,325.00		
379 -	2023A CRG TIF BOND			166,239.72	166,239.72		
411 -	DEVELOPER ESCROWS			8,904.95	0.00		
420 -	LANDSCAPE ESCROWS			12,000.00	12,000.00		
601 -	WATER FUND			4,395.23	3,586.39		
602 -	SEWER FUND			47,330.06	46,521.20		
--- TOTALS BY DEPT/ACTIVITY ---							
00000 -				23,124.81	14,207.86		
41110 -	Council			4,621.00	4,621.00		
41420 -	City Clerk			900.25	900.25		
41500 -	Finance			4,730.85	0.00		
41610 -	Assessing Services			96.00	96.00		
41640 -	Legal Services			2,000.00	2,000.00		
41660 -	Inspection Service			21,904.50	21,792.00		
41710 -	Plannning & Economic Dev			700.00	700.00		
41820 -	Information Technology			3,004.99	3,004.99		
41900 -	General Govt			1,412,268.75	1,412,268.75		
41910 -	Activity Center			667.90	667.90		
42120 -	Patrol and Investigate			3,686.19	3,686.19		
42130 -	Emergency Mgmt			42.80	42.80		
42140 -	Animal Control			194.00	194.00		
42260 -	Fire Suppression			100.00	100.00		
43100 -	Public Works			16,868.63	16,868.63		
45200 -	Parks			661.98	661.98		
47000 -	Debt Service (GENERAL)			552,945.97	552,945.97		
49400 -	Utilities			51,725.29	50,107.59		

**ITEM:**

Resolution 01-2024; Official Depositories, Newspaper and Bank Signatories

**PREPARED BY:**

Amy Benting, City Clerk

**POLICY DECISION / ACTION TO BE CONSIDERED:**

Approval of Resolution 01-2024; Official Depositories, Newspaper and Bank Signatories

**BACKGROUND:**

At the first meeting of each year the City Council sets official depositories and official bank signatures. All the items are filled in from the previous year. Please select any changes that are wanted.

**CRITICAL ISSUES:**

There are no outstanding issues.

**RELATIONSHIP TO COUNCIL GOALS:**

This action is not related to a specific goal but part of typical Council action

**RECOMMENDATION:**

Approval of Resolution 01-2024

**ATTACHMENT(S):**

Resolution 01-2024

**CITY OF DAYTON  
COUNTIES OF HENNEPIN AND WRIGHT  
RESOLUTION NO. 01-2024**

**RESOLUTION SETTING OFFICIAL DEPOSITORIES, NEWSPAPER AND BANK  
SIGNATORIES FOR 2024**

**WHEREAS**, the City Council of the City of Dayton ordains the following official designations and appointments for the year 2024

**OFFICIAL DEPOSITORY:**        21<sup>st</sup> Century Bank

**OFFICIAL DEPOSITORY:**        Moreton Capital Markets; UBS

**OFFICIAL DEPOSITORY:**        US Bank

**OFFICIAL NEWSPAPER:**        Champlin-Dayton Press

Statutory cities designate official newspaper. If the city chooses to use their website as an alternative place to advertise transportation projects, it must be designated at the same meeting.

**ALTERNATE OFFICIAL NEWSPAPER:** Minneapolis Star Tribune

**OFFICIAL BANK SIGNATURES:** Mayor Fisher  
   Councilmember David Fashant  
   ACA/City Clerk Amy Benting

Passed this 09<sup>th</sup> day of January, 2024 by the City Council of the City of Dayton

Motion was made by Councilmember \*\*\*, seconded by Councilmember \*\*\*, to approve Resolution 01-2024

\_\_\_\_\_  
Mayor Dennis Fisher

ATTEST:

\_\_\_\_\_  
ACA/Clerk- Amy Benting

**CITY OF DAYTON  
COUNTIES OF HENNEPIN AND WRIGHT  
RESOLUTION NO. 03-2024  
CITY OF DAYTON  
DESIGNATING POLLING PLACE**

WHEREAS, Minnesota Statute § 204B.16 Subd. 1 was amended by the Minnesota State Legislature during its 2017 regular session to require all municipalities to annually designate a polling place by December 31 of each year for the following calendar year; and

WHEREAS, the City of Dayton designates the Public Works/Police building 13700 Zanzibar Lane N as the polling place for precinct 1 and the Activity center 18461 Dayton Street as the polling place for precinct 2 and Dayton Elementary school 12000 South Diamond Lake Rd. as the polling place for precinct 3; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dayton, Minnesota does hereby designate the Public Works/Police facility, the Activity Center and the Dayton Elementary School as the polling place for precinct 1, 2 and 3 for the 2023 calendar year.

Adopted this 09th day of January, 2024, by the City of Dayton.

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Mayor – Dennis Fisher

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City Clerk Amy Benting

*Motion by \*\*\* Second by \*\*\*.*

*MOTION CARRIED UNANIMOUSLY*

**PRESENTER:**

Jason Quisberg

**ITEM:**

Riverwalk 2<sup>nd</sup> Addition Letter of Credit (LOC) Reduction

**PREPARED BY:**

Jason Quisberg, Engineering  
Lauren Pierce, Engineering

**POLICY DECISION / ACTION TO BE CONSIDERED:**

Reduction in the LOC for street and utility improvements for the Riverwalk 2<sup>nd</sup> Addition

**BACKGROUND:**

Sanitary sewer, watermain, and storm sewer work has been completed in the 2<sup>nd</sup> Addition of the Riverwalk development. A portion of the streets work in this addition of the development has been completed, including curb and gutter and base course paving. Construction of sidewalks, pedestrian ramps, and wear course pavement, work on to be determined punch list items, and completion of record plans remain throughout the 2<sup>nd</sup> addition of the development. A reduction of the letter of credit in place for Riverwalk 2<sup>nd</sup> Addition has been requested.

The remaining work in the 2<sup>nd</sup> Addition of the development is valued at approximately \$238,206.15. We recommend retaining 120% of the value of remaining work (\$285,847.38) as a surety for the completion of remaining work. The existing letter of credit in place for the development is \$1,620,729.00. Therefore, we recommend a reduction of \$1,334,881.62.

**CRITICAL ISSUES:**

There are no outstanding critical issues.

**COMMISSION REVIEW / ACTION (IF APPLICABLE):**

**60/120-DAY RULE (IF APPLICABLE):**

**RELATIONSHIP TO COUNCIL GOALS:**

**BUDGET IMPACT:**

None

**RECOMMENDATION:**

We recommend reducing the LOC for street and utility work for the 2<sup>nd</sup> Addition of the Riverwalk development as described.

**ATTACHMENT(S):**

Riverwalk 2<sup>nd</sup> Addition - Street & Utilities Payment Application

**PROJECT : RIVERWALK 2ND ADDITION**

LOCATION : DAYTON, MINNESOTA

PREPARED FOR : RGW DAYTON DEVELOPMENT, LLC.

PREPARED BY : SATHRE-BERGQUIST, INC.

<u>Description</u>	<u>Unit</u>	<u>Contract Quantity</u>	<u>PR#4 12/8/2023</u>	<u>Completed To Date</u>	<u>Unit Price</u>	<u>Amount This Estimate</u>	<u>Total Amount Complete</u>	<u>Contract Amount</u>
<b>Sanitary Sewer</b>								
Mobilization - Utility	LS	1.0	0.0	1.0	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00
Permits & Bonds	LS	1.0	0.0	0.0	\$0.01	\$0.00	\$0.00	\$0.01
8" PVC SDR 35	LF	800.0	0.0	800.0	\$65.00	\$0.00	\$52,000.00	\$52,000.00
8" PVC SDR 26	LF	0.0	0.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00
8" DIP	LF	0.0	0.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00
12" PVC C900	LF	676.0	0.0	655.0	\$230.00	\$0.00	\$150,650.00	\$155,480.00
Manhole 0-8'	EA	9.0	0.0	9.0	\$4,034.00	\$0.00	\$36,306.00	\$36,306.00
Manhole Extra Depth	LF	144.2	0.0	146.9	\$277.00	\$0.00	\$40,691.30	\$39,943.40
Manhole Outside Drop (w/DIP piping)	LF	0.0	0.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00
Drop MH Lining	LF	0.0	0.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00
Furnish & Install Castings	EA	9.0	0.0	9.0	\$678.00	\$0.00	\$6,102.00	\$6,102.00
8" x 4" Wyes SDR 26	EA	22.0	0.0	22.0	\$191.00	\$0.00	\$4,202.00	\$4,202.00
12" x 4" DIP TEE (401 coating)	EA	17.0	0.0	17.0	\$2,502.00	\$0.00	\$42,534.00	\$42,534.00
4" PVC Risers SDR 26	LF	0.0	0.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00
4" DIP Risers	LF	609.0	0.0	430.0	\$68.00	\$0.00	\$29,240.00	\$41,412.00
4" PVC Service SDR 26	EA	39.0	0.0	39.0	\$772.00	\$0.00	\$30,108.00	\$30,108.00
Tracer Wire, Anode & Snake Pit (for services - per detail SER-01B)	EACH	39.0	0.0	39.0	\$198.00	\$0.00	\$7,722.00	\$7,722.00
8" Plug	EA	0.0	0.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00
12" Plug	EA	1.0	0.0	1.0	\$843.00	\$0.00	\$843.00	\$843.00
Trench Rock	TN	406.0	0.0	0.0	\$0.01	\$0.00	\$0.00	\$4.06
Connect to Existing 8" Stub	EA	1.0	0.0	1.0	\$1,200.00	\$0.00	\$1,200.00	\$1,200.00
Connecto to Existing 12" Stub	EA	1.0	0.0	1.0	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00
Televise	LF	1,476.0	0.0	1,455.0	\$2.50	\$0.00	\$3,637.50	\$3,690.00
Insulate (-4x8x2 Sheets, 2sheets)	LS	0.0	0.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00
Exterior Manhole Joint Wrap	EA	9.0	0.0	9.0	\$1,200.00	\$0.00	\$10,800.00	\$10,800.00
<b>Sanitary Sewer Total:</b>						<b>\$0.00</b>	<b>\$424,535.80</b>	<b>\$440,846.47</b>

PROJECT : RIVERWALK 2ND ADDITION  
LOCATION : DAYTON, MINNESOTA

PREPARED FOR : RGW DAYTON DEVELOPMENT, LLC.  
PREPARED BY : SATHRE-BERGQUIST, INC.

Description	Unit	Contract Quantity	PR#4 12/8/2023	Completed To Date	Unit Price	Amount This Estimate	Total Amount Complete	Contract Amount
Watermain -								
Watermain 6" DIP	LF	70.0	0.0	70.0	\$42.00	\$0.00	\$2,940.00	\$2,940.00
Watermain 8" C-900 PVC	LF	1,521.0	0.0	1,521.0	\$44.00	\$0.00	\$66,924.00	\$66,924.00
Watermain Lowering (includes 4 - 45 degree bends) 8 inch	EA	1.0	0.0	1.0	\$3,250.00	\$0.00	\$3,250.00	\$3,250.00
Connect to Existing 8"	EA	2.0	0.0	2.0	\$1,100.00	\$0.00	\$2,200.00	\$2,200.00
Connect to Existing 12"	EA	0.0	0.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00
6" Valves	EA	6.0	0.0	6.0	\$1,869.00	\$0.00	\$11,214.00	\$11,214.00
8" Valves	EA	2.0	0.0	2.0	\$2,564.00	\$0.00	\$5,128.00	\$5,128.00
Valve Box Apaptor II #6 Base - By Adaptor Inc. (On All 6"-12" GV's)	EA	8.0	0.0	8.0	\$170.00	\$0.00	\$1,360.00	\$1,360.00
8"x6" Reducer	EA	1.0	0.0	1.0	\$534.00	\$0.00	\$534.00	\$534.00
8" x 6" Tee	EA	5.0	0.0	5.0	\$849.00	\$0.00	\$4,245.00	\$4,245.00
8" x 8" Tee	EA	0.0	0.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00
8" Bends	EA	8.0	0.0	8.0	\$661.00	\$0.00	\$5,288.00	\$5,288.00
8" Plug w/ Tail	EA	1.0	0.0	1.0	\$856.00	\$0.00	\$856.00	\$856.00
Hydrants (WB-67-250)	EA	6.0	0.0	6.0	\$5,300.00	\$0.00	\$31,800.00	\$31,800.00
0.5' Hydrant Extension	EA	2.0	0.0	0.0	\$951.00	\$0.00	\$0.00	\$1,902.00
1" Services	EA	39.0	0.0	39.0	\$973.00	\$0.00	\$37,947.00	\$37,947.00
2" Irr Service	EA	0.0	0.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00
Tracer Wire, Anode & Snake Pit (for services - per detail SER-01B)	EACH	39.0	0.0	39.0	\$202.00	\$0.00	\$7,878.00	\$7,878.00
Insulate WM Lowering (-4x8x2 Sheets, 2sheets)	EACH	1.0	0.0	1.0	\$464.00	\$0.00	\$464.00	\$464.00
Improved Pipe Fndtn	LF	1,591.0	0.0	0.0	\$0.01	\$0.00	\$0.00	\$15.91
Watermain Total:						\$0.00	\$182,028.00	\$183,945.91



**PROJECT : RIVERWALK 2ND ADDITION**

LOCATION : DAYTON, MINNESOTA

PREPARED FOR : RGW DAYTON DEVELOPMENT, LLC.

PREPARED BY : SATHRE-BERGQUIST, INC.

<u>Description</u>	<u>Unit</u>	<u>Contract Quantity</u>	<u>PR#4 12/8/2023</u>	<u>Completed To Date</u>	<u>Unit Price</u>	<u>Amount This Estimate</u>	<u>Total Amount Complete</u>	<u>Contract Amount</u>
<b>Storm Sewer -</b>								
12" RCP - CI 5	LF	254.0	0.0	254.0	\$64.00	\$0.00	\$16,256.00	\$16,256.00
15" RCP - CI 5	LF	945.0	0.0	945.0	\$70.00	\$0.00	\$66,150.00	\$66,150.00
18" RCP - CI 5	LF	206.0	0.0	206.0	\$76.00	\$0.00	\$15,656.00	\$15,656.00
21" RCP - CL 4	LF	278.0	0.0	278.0	\$85.00	\$0.00	\$23,630.00	\$23,630.00
24" RCP - CI 4	LF	27.0	0.0	27.0	\$106.00	\$0.00	\$2,862.00	\$2,862.00
24" RCP APRON	EA	1.0	0.0	1.0	\$2,912.00	\$0.00	\$2,912.00	\$2,912.00
Catchbasin (27" Dia)	EA	2.0	0.0	2.0	\$1,593.00	\$0.00	\$3,186.00	\$3,186.00
Catchbasin(2'x3')	EA	5.0	0.0	5.0	\$2,049.00	\$0.00	\$10,245.00	\$10,245.00
Catchbasin/Manhole (4' Dia)	EA	10.0	0.0	10.0	\$3,264.00	\$0.00	\$32,640.00	\$32,640.00
Catchbasin/Manhole (5' Dia)	EA	2.0	0.0	2.0	\$6,542.00	\$0.00	\$13,084.00	\$13,084.00
Catchbasin/Manhole (6' Dia)	EA	1.0	0.0	1.0	\$6,719.00	\$0.00	\$6,719.00	\$6,719.00
Storm Manhole (4' Dia)	EA	1.0	0.0	1.0	\$2,805.00	\$0.00	\$2,805.00	\$2,805.00
Manhole Extra Depth (4' Dia)	LF	1.8	0.0	1.8	\$264.00	\$0.00	\$475.20	\$475.20
Manhole Extra Depth (5' Dia)	LF	7.5	0.0	7.5	\$439.00	\$0.00	\$3,292.50	\$3,292.50
Furnish & Install Castings	EA	21.0	0.0	21.0	\$812.00	\$0.00	\$17,052.00	\$17,052.00
Rear Yard Drantile (4" service line)	LF	120.0	0.0	192.0	\$10.00	\$0.00	\$1,920.00	\$1,200.00
Rear Yard Drantile (6" perf with rock bedding)	LF	280.0	0.0	280.0	\$30.00	\$0.00	\$8,400.00	\$8,400.00
Rear Yard Drantile Wyes (6"x4')	EA	10.0	0.0	10.0	\$189.00	\$0.00	\$1,890.00	\$1,890.00
Rear Yard Drantile Cleanouts (4") (per detail STO-18)	EA	14.0	0.0	16.0	\$199.00	\$0.00	\$3,184.00	\$2,786.00
Rear Yard Drantile Cleanouts (6") (per detail STO-18)	EA	3.0	0.0	3.0	\$420.00	\$0.00	\$1,260.00	\$1,260.00
Storm Sewer Inlet Protection (wimco's)	EA	20.0	0.0	20.0	\$363.00	\$0.00	\$7,260.00	\$7,260.00
Improved Pipe Fndtn	LF	1,710.0	0.0	0.0	\$0.01	\$0.00	\$0.00	\$17.10
Rip Rap	CY	13.0	0.0	13.0	\$225.00	\$0.00	\$2,925.00	\$2,925.00
R&D Bulkhead & Connect to Existing	EA	2.0	0.0	2.0	\$48.00	\$0.00	\$96.00	\$96.00
<b>Storm Sewer Total:</b>						<b>\$0.00</b>	\$243,899.70	<b>\$242,798.80</b>

**PROJECT : RIVERWALK 2ND ADDITION**

LOCATION : DAYTON, MINNESOTA

PREPARED FOR : RGW DAYTON DEVELOPMENT, LLC.

PREPARED BY : SATHRE-BERGQUIST, INC.

<u>Description</u>	<u>Unit</u>	<u>Contract Quantity</u>	<u>PR#4 12/8/2023</u>	<u>Completed To Date</u>	<u>Unit Price</u>	<u>Amount This Estimate</u>	<u>Total Amount Complete</u>	<u>Contract Amount</u>
<b>Street Construction</b>								
Mobilization - All Street Work	LS	1.0	0.0	1.0	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00
Permits & Bonds - All Street Work	LS	1.0	0.0	0.0	\$0.01	\$0.00	\$0.00	\$0.01
Subgrade Preparation	SY	6,465.0	0.0	6,465.0	\$1.50	\$0.00	\$9,697.50	\$9,697.50
Street Subcut	CY	100.0	0.0	0.0	\$5.75	\$0.00	\$0.00	\$575.00
Street Import Select Granular	CY	130.0	0.0	0.0	\$18.00	\$0.00	\$0.00	\$2,340.00
Streets - Disc & Dry Subgrade	HRS.	16.0	0.0	0.0	\$118.00	\$0.00	\$0.00	\$1,888.00
Install Temporary Cul-De-Sac (8" CL5/2" Bit.)	EA	2.0	1.5	2.0	\$15,108.00	\$22,662.00	\$30,216.00	\$30,216.00
Curb & Gutter Surmountable (28")	LF	3,225.0	0.0	3,202.0	\$17.65	\$0.00	\$56,515.30	\$56,921.25
Backfill Curb & Gutter	LF	3,225.0	0.0	3,202.0	\$1.25	\$0.00	\$4,002.50	\$4,031.25
Concrete Curb Ribbon	LF	0.0	0.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00
5' Wide - 6" Concrete Walk	LF	1,540.0	0.0	0.0	\$42.10	\$0.00	\$0.00	\$64,834.00
Geotextile Fabric (non-woven)	SY	6,465.0	0.0	6,465.0	\$2.05	\$0.00	\$13,253.25	\$13,253.25
12" Select Granular	TN	4,910.0	0.0	4,415.0	\$9.00	\$0.00	\$39,735.00	\$44,190.00
8" Class 5 Base	TN	3,085.0	0.0	2,845.0	\$19.20	\$0.00	\$54,624.00	\$59,232.00
2.0" Bit Base Coarse	TN	630.0	0.0	585.0	\$90.00	\$0.00	\$52,647.30	\$56,700.00
Leveling Course	TN	100.0	0.0	0.0	\$98.00	\$0.00	\$0.00	\$9,800.00
1.5" Bit Wear Course	TN	475.0	0.0	0.0	\$107.00	\$0.00	\$0.00	\$50,825.00
Tack Coat	GALS	315.0	0.0	45.0	\$3.00	\$0.00	\$135.00	\$945.00
Regrade Boulevards after Small Utilities	LF	3,225.0	3,225.0	3,225.0	\$1.25	\$4,031.25	\$4,031.25	\$4,031.25
Restoration	LS	1.00	1.0	1.0	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
Blvd Sod & Silt Fence	LF	3,225.0	0.0	0.0	\$4.00	\$0.00	\$0.00	\$12,900.00
Adjust Castings-Base Course	EA	9.0	0.0	9.0	\$248.00	\$0.00	\$2,232.00	\$2,232.00
Adjust Castings - Wear Course	EA	9.0	0.0	0.0	\$248.00	\$0.00	\$0.00	\$2,232.00
Adjust Gate Valves - Base Course	EA	2.0	0.0	2.0	\$177.00	\$0.00	\$354.00	\$354.00
Adjust Gate Valves - Wear Course	EA	2.0	0.0	0.0	\$177.00	\$0.00	\$0.00	\$354.00
Street Name Signs (per blade)	EA	2.0	0.0	0.0	\$650.00	\$0.00	\$0.00	\$1,300.00
Street Stop Signs - R1-1	EA	0.0	0.0	0.0	\$0.00	\$0.00	\$0.00	\$0.00

Curb replacement amount = 25% of contract curb amount  
= 0.25\*\$56,921.25

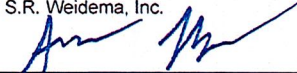
Curb replacement amount = \$14,230.31

PROJECT : RIVERWALK 2ND ADDITION  
LOCATION : DAYTON, MINNESOTA

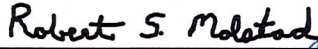
PREPARED FOR : RGW DAYTON DEVELOPMENT, LLC.  
PREPARED BY : SATHRE-BERGQUIST, INC.

Description	Unit	Contract Quantity	PR#4 12/8/2023	Completed To Date	Unit Price	Amount This Estimate	Total Amount Complete	Contract Amount
Standard Barricades - (Sets of 2)	SET	2.0	0.0	0.0	\$750.00	\$0.00	\$0.00	\$1,500.00
Street - Drain tile w/wrap	LF	2,015.0	0.0	2,126.0	\$17.00	\$0.00	\$36,142.00	\$34,255.00
Cleanout (w/ tracer wire & cap per detail STO-18)	EACH	20.0	0.0	18.0	\$237.00	\$0.00	\$4,266.00	\$4,740.00
Core Drill Drain tile Connections (if necessary)	EA	1.0	0.0	0.0	\$175.00	\$0.00	\$0.00	\$175.00
6" Irr Conduit (2 Pipes, Install bends and plug 18" above fg)	EA	1.0	0.0	0.0	\$285.00	\$0.00	\$0.00	\$285.00
Conduit Crossings (estimated)	EA	6.0	0.0	10.0	\$285.00	\$0.00	\$2,850.00	\$1,710.00
Street Construction Total:						\$34,193.25	\$322,201.10	\$483,016.51
Extra Work -								
Invoice 3104-01 (Regrade Building Pads)	LS	0.0	1.0	1.0	\$3,967.25	\$3,967.25	\$3,967.25	\$0.00
Extra Work Total:						\$3,967.25	\$3,967.25	\$0.00

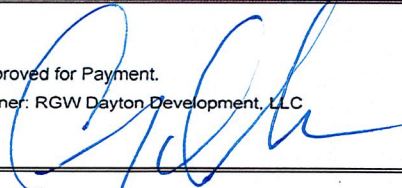
Payment Requested for work that has been completed  
in coformance with the plans and specifications.  
Contractor: S.R. Weidema, Inc.

  
Date: 12-8-23

Recommended for Payment.  
Engineer: Sathre-Bergquist, Inc.

  
Date: 12-08-23

Approved for Payment.  
Owner: RGW Dayton Development, LLC

  
Date: 12/11/23

SUMMARY :			
Sanitary Sewer Total:	\$0.00	\$424,535.80	\$440,846.47
Watermain Total:	\$0.00	\$182,028.00	\$183,945.91
Storm Sewer Total:	\$0.00	\$243,899.70	\$242,798.80
Street Construction Total:	\$34,193.25	\$322,201.10	\$483,016.51
Extra Work:	\$3,967.25	\$3,967.25	\$0.00
Total:	\$38,160.50	\$1,176,631.85	\$1,350,607.69

Subtotal:	\$1,176,631.85
Less 5% Retainage:	(\$58,831.59)
Less PR#1:	(\$916,580.47)
Less PR#2:	(\$139,515.39)
Less PR#3:	(\$25,451.92)
Payment Due:	\$36,252.48

Punch list amount = \$25,000.00  
Record plans amount = \$25,000.00

$$\begin{aligned}
 \text{Total Amount Remaining} &= \text{Total Contract Amount} + \text{Curb replacement amount} + \text{Punch list amount} + \text{Record plans amount} \\
 &= \$1,350,607.69 + \$14,230.31 + \$25,000.00 + \$25,000.00 \\
 &= \$1,414,838.00
 \end{aligned}$$

$$\begin{aligned}
 \text{Work Remaining} &= \text{Total amount remaining} - \text{Total Amount Complete} \\
 &= \$1,414,838.00 - \$1,176,631.85
 \end{aligned}$$

$$\text{Work Remaining} = \$238,206.15$$

$$\begin{aligned}
 \text{Letter of Credit amount} &= 120\% \text{ of } \text{Work Remaining} = 1.2 * \$173,975.84 \\
 \text{Letter of Credit amount} &= \$208,771.01
 \end{aligned}$$

**PRESENTER:**

Jason Quisberg

**ITEM:**

Letter of Credit (LOC) Release for Pineview Meadows

**PREPARED BY:**

Jason Quisberg, Engineering  
Lauren Pierce, Engineering

**POLICY DECISION / ACTION TO BE CONSIDERED:**

Pineview Meadows LOC Release

**BACKGROUND:**

Grading, utility, and street work including wear course paving has been completed in the Pineview Meadows development. A release of the letter of credit in place has been requested.

Work required by the City on the development has been completed (including record plans and punch list items). Therefore, we recommend a release in full of the letter of credit in place for the Pineview Meadows development.

**CRITICAL ISSUES:**

There are no outstanding critical issues.

**COMMISSION REVIEW / ACTION (IF APPLICABLE):**

**60/120-DAY RULE (IF APPLICABLE):**

**RELATIONSHIP TO COUNCIL GOALS:**

**BUDGET IMPACT:**

None

**RECOMMENDATION:**

We recommend releasing the LOC held for the Pineview Meadows development in full as described.

**ATTACHMENT(S):**

**ITEM:**

Resolution 02-2024; Official Appointments/Designations

**PREPARED BY:**

Amy Benting, City Clerk

**POLICY DECISION / ACTION TO BE CONSIDERED:**

Approval of Resolution 02-2024; adopting Official Appointment/Designations

**BACKGROUND:**

At the first meeting of each year the City Council discusses official designations and appointments. Attached is a resolution with blanks that will be filled in during the meeting based on City Council discussion and direction. For the commission liaisons staff suggests choosing an alternate for each so that in the event there is an absence staff can call on the alternate.

Staff also recommends changing what you are a liaison for from year to year.

As a point of reference only, below are the appointments that were set for 2023:

**Acting Mayor-** David Fashant

**Planning Commission-** Dennis Fisher / Alternate- Scott Salonek-

***Meets the 1<sup>st</sup> Thursday of the month***

**Park Commission-** Matt Trost / Alternate- Travis Henderson-

***Meets the 1<sup>st</sup> Tuesday of the month***

**Elm Creek Watershed-** Doug Bains/ Alternate- Travis Henderson

**League of Minnesota Cities-** Zach Doud /Alternate- Amy Benting

**N/W Hennepin League of Municipalities-** Dennis Fisher /

Alternate- David Fashant

***Meets the 2<sup>nd</sup> Thursday of the month***

**I-94 Corridor Commission-** Zach Doud / Alternate- Marty Farrell

**I-94 Chamber-** Dennis Fisher / Alternate David Fashant

**EDA/HRA-** Scott Salonek and David Fashant/ Alternate- Matt Trost

***Meets the 3<sup>rd</sup> Tuesday of the month***

**Fire Relief Association Rep-** Matt Trost / Alternate- NA Staff: Amy Benting

***Meets the 4<sup>th</sup> Tuesday?***

**Assistant Weed Inspector-** Hunter Dotseth, CSO

**Metro Cities-** Scott Salonek

**North Metro Mayors-** Dennis Fisher/ Alternate David Fashant

***Meets the 3<sup>rd</sup> Wednesday of the month***

**CRITICAL ISSUES:**

There are not outstanding issues.

**RELATIONSHIP TO COUNCIL GOALS:**

This action is not related to a specific goal but part of a typical Council action.

**RECOMMENDATION:**

Staff recommends adoption of Resolution 02-2024 based on decisions made for each designating made at the meeting.

**ATTACHMENT(S):**

Resolution 02-202

## RESOLUTION SETTING OFFICIAL DESIGNATIONS AND APPOINTMENTS FOR 2024

**DEPUTY MAYOR:**  
***COUNCIL LIAISON TO COMMISSIONS:***



**ITEM:**

Personnel Policy Update

**PREPARED BY:**

Zach Doud, City Administrator

**POLICY DECISION / ACTION TO BE CONSIDERED:**

Consider Approval of Personnel Policy Update

**BACKGROUND:**

The last Personnel Policy update was completed in November 2020. This update to the personnel policy has updates for Earned Safe and Sick Time (ESST) along with an update to the Military Leave that was requested by the Council at the December 22<sup>nd</sup> council meeting. The handbook is consistent with union contracts. The handbook covers all the basics including communication, compensation, work attendance, benefits, leaves (sick, vacation and extended), harassment prevention, hiring practices, etc.

**CRITICAL ISSUES:**

There are not outstanding issues.

**RECOMMENDATION:**

Staff recommends approval of drafted 2024 Personnel Policy.

**ATTACHMENT(S):**

Personnel Policy Update



# PERSONNEL POLICY HANDBOOK

**Effective January 2024**

12260 South Diamond Lake Road  
Dayton, MN 55327  
Phone: (763) 427-4589  
Fax: (763) 427-3708



## TABLE OF CONTENTS

*Below you will find a Table of Contents to help navigate through the City of Dayton personnel policy. Simply hold the Ctrl button on your keyboard and click on the heading with your mouse to bring you directly to the specific section.*

<b>INTRODUCTION</b>	<b>6</b>
Mission & Purpose	6
At Will Employment	6
Scope	7
EEO Policy Statement	7
<b>GENERAL COMMUNICATIONS</b>	<b>8</b>
Conduct as a City Employee	8
Employee Personnel Record	8
Notice of Employee Rights with Regard to Personnel Record	8
Media Requests	9
Personal Communications and Use of Personal Social Media	10
Internal Communication	11
Performance Reviews	11
<b>COMPENSATION, ATTENDANCE &amp; SCHEDULING</b>	<b>12</b>
Rate of Pay	12
Direct Deposit	12
Time Reporting	12
Overtime & Compensatory (Comp) Time	12
Assigning & Scheduling Work	13
Core Work Hours	13
Meal Breaks & Rest Periods	13
Adverse Weather Conditions	13
Non-Exempt (Overtime-Eligible) Employees	14
Exempt (Non-Overtime-Eligible) Employees	14
Leave Policy for Exempt Employees	15
Attendance & Absence	16
<b>BENEFITS</b>	<b>17</b>
Health, Dental, Vision & Life Insurance	17
Health Savings Account (HSA)	17

## *City of Dayton Personnel Policy Handbook*

Flexible Spending Account .....	17
Retirement/PERA .....	17
COBRA .....	17
Expense Reimbursements .....	18
Holidays .....	18
Vacation Leave .....	19
Eligibility .....	19
Accrual Rate .....	19
Earnings & Use .....	19
Sick Leave .....	20
Eligibility & Accrual Rate .....	20
Earnings & Use .....	20
Earned Sick and Safe Time (ESST) .....	22
Sick Leave Donation .....	22
Funeral Leave .....	22
Employee Education & Training .....	23
Memberships & Dues .....	23
 LEAVES OF ABSENCE .....	 23
Unpaid Medical Leave .....	23
Military Leave .....	23
Jury Duty .....	24
Court Appearances .....	24
Victim or Witness Leave .....	24
Job Related Injury or Illness .....	24
Pregnancy & Parenting Leave .....	25
Administrative Leave .....	25
Adoptive Parents .....	25
School Conference & Activities Leave .....	25
Bone Marrow Donation Leave .....	26
Election & Voting Leave .....	26
Extended Leave Without Pay .....	26
 EMPLOYEE ACCOMMODATIONS .....	 28
Reasonable Accommodation .....	28
Reasonable Unpaid Work Time for Nursing Mothers .....	28
Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy .....	29

# *City of Dayton Personnel Policy Handbook*

<b>GENERAL EMPLOYMENT POLICIES .....</b>	<b>30</b>
City Property & Equipment .....	30
Access to and Use of City Property .....	30
City Vehicles .....	30
Personal Appearance .....	32
Conflict of Interest .....	32
Acceptance of Gratuities .....	33
Falsification of Records .....	33
Family Employment Relationships .....	33
Political Activity .....	34
Candidates for Public Office .....	34
Solicitation .....	34
Outside Employment .....	34
Drug Free Workplace .....	35
Smoking .....	35
Safety .....	36
Reporting Accidents & Illnesses .....	36
Safety Equipment/Gear .....	36
Unsafe Behavior .....	36
<b>HARASSMENT PREVENTION .....</b>	<b>37</b>
General .....	37
Definitions .....	37
Expectations .....	37
Retaliation .....	38
<b>RESPECTFUL WORKPLACE POLICY .....</b>	<b>38</b>
Scope .....	39
Abusive Customer Behavior .....	39
Types of Disrespectful Behavior .....	39
Violent behavior .....	39
Discriminatory behavior .....	39
Offensive behavior .....	39
Employee Response to Disrespectful Workplace Behavior .....	39
Supervisor's Response to Allegations of Disrespectful Workplace Behavior .....	40
Special Reporting Requirements .....	41
Confidentiality .....	41

# *City of Dayton Personnel Policy Handbook*

Retaliation.....	41
<b>DISCIPLINE &amp; GREIVANCES.....</b>	<b>42</b>
General Policy .....	42
No Contract Language Established .....	42
Process .....	42
Oral Reprimand.....	42
Written Reprimand .....	42
Suspension With or Without Pay. ....	44
Demotion and/or Transfer .....	44
Dismissal .....	44
Grievance Procedure .....	43
Waiver .....	44
<b>ENDING EMPLOYMENT.....</b>	<b>45</b>
Voluntary Resignations.....	45
Layoff .....	45
Severance Pay .....	45
<b>APPENDIX.....</b>	<b>46</b>
<b>DEFINITIONS .....</b>	<b>47</b>
<b>INFORMATION AND TECHNOLOGY USE/MONITORING POLICY .....</b>	<b>50</b>
<b>RECRUITING &amp; HIRING PRACTICES.....</b>	<b>52</b>
Selection Process.....	52
Recruitment Authorization .....	53
Features of the Recruitment System .....	53
Open Application Procedures .....	53
Initial Applicant Evaluation .....	54
Final Applicant Evaluation .....	54
Pre-Employment Medical Exams.....	54
Background Checks.....	55
Selection & Notification.....	55

## **INTRODUCTION**

### **Mission & Purpose**

The City of Dayton's mission is to promote a thriving community and to provide residents with a safe and pleasant place to live while preserving our rural character, creating connections to our natural resources, and providing customer service that is efficient, fiscally responsible, and responsive. Your employment with the City of Dayton is an opportunity to help live out this mission and to build a rewarding and service focused career. We're so glad that you are here!

This handbook provides important information to you about certain terms and conditions of your employment. The goal of all City policies is to establish a fair and equitable system of personnel administration for all employees of Dayton. The primary objectives of these policies include:

1. Promote an increase of economy, efficiency, and transparency within City government and employment;
2. Provide fair and equal opportunity to all qualified persons to enter City employment on the basis of demonstrated merit and fitness, and to interact and engage with employees in a consistent manner;
3. Develop employee programs and operational policies that attract highly qualified applicants and promote employee engagement, development, and advancement; and
4. Promote a positive work environment and culture for all employees.

This handbook summarizes major policies and programs related to your employment and additional information about many of these policies and programs is available from the City's Administration office. Please take advantage of these resources to ensure that you are fully aware of your rights and responsibilities as an employee of the City of Dayton.

### **At Will Employment**

Employment at the city is employment "at will", meaning that either you or the city can end the relationship at any time-with or without cause and with or without prior notice. This handbook is intended as an informational guide only providing a general overview of city employment policies and practices. It is not intended to be, nor should it be construed as a contract.

No manager, supervisor, department head, or representative of the city other than the city council has authority to enter into any agreement to the contrary. No such agreement may be made, nor is valid unless formally approved by the city council. This handbook does not modify or limit the employment-at-will relationship.

The City reserves the sole right to add, change, withdraw or revoke any or all policies or practices at any time for any reason, with or without advance notice. Any such modification will not alter the employment-at-will relationship.

Any deviation from the policies and/or practices stated in this handbook is within the sole discretion of the City and shall not be construed to constitute precedent that would affect, limit or restrict any future action, nor shall any such deviation alter the employment-at-will relationship. Should any applicable local, state or federal law or judicial decision render any of the City's policies or practices invalid or inoperative, it shall not invalidate any other of the City's personnel policies or practices. The policies and practices



# *City of Dayton Personnel Policy Handbook*

described in this handbook are designed to be in compliance with applicable law. If any such policy or practice is not in compliance, then it is the policy of the City to comply with applicable law.

## **Scope**

These policies apply to all employees of the City.

Except where specifically noted, these policies do not apply to:

1. Elected officials
2. City attorney
3. Members of City boards, commissions, and committees
4. Consultants and contractors
5. Volunteers, except as specifically noted for paid-per-call firefighters.

If any specific provisions of the personnel policies conflict with any current union agreement, past practice or civil service rules, the union agreement, past practice 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.

Generally speaking, the City Administrator is the chief personnel officer of the City and is responsible for enforcement of all rules and regulations governing personnel. In some cases, different procedures and lines of authority may apply and, in such cases, the responsible Council or City representative shall consult with and keep the City Administrator fully advised of all personnel matters.

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. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

## **EEO Policy Statement**

The City of Dayton is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Dayton will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

If you believe there has been a violation of this policy, please immediately report the violation by following the reporting procedures outlined in the Harassment Prevention policy within this handbook.

## **GENERAL COMMUNICATIONS**

### **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. Your primary responsibility as an employee is to serve the residents of Dayton. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, all employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements and expectations for every employee and position within the City of Dayton:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by your supervisor.

### **Employee Personnel Record**

It is very important that employees keep all information provided to the city at the time of their hire up to date. This information is essential for many purposes, including benefit administration, insurance notices, mailing information to the employee's home and contacting friends or family in case of emergency.

The city should be promptly notified of any changes in:

- (1) Address and telephone number;
- (2) Marital status (including legal separation);
- (3) Legal change in employee's name;
- (4) Dependents;
- (5) Changes in beneficiaries; and
- (6) Person to notify in case of emergency.

### **Notice of Employee Rights with Regard to Personnel Record**

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

Unless otherwise regulated by the Data Practices Law, any current employee has a right to request a review of his or her personnel record. Requests to review your personnel record must be made, in writing, to the City Administrator or other designated officer. Upon receipt of a written request to review a personnel record, the City will make the record available to you for review and the City may require that the record review be conducted under the supervision of a City representative. After reviewing the personnel record, you may submit a written request and a copy will be provided at no cost to you.

# *City of Dayton Personnel Policy Handbook*

Unless otherwise regulated by the Data Practices Law, any former employee of the City has the right to review a copy of his or her personnel record once per year for so long as the personnel record is maintained by the City. Requests for a copy of a former employee's personnel record must be made by the former employee, in writing. Upon receipt of a written request for a copy of a personnel record by a former employee, the City will provide the former employee with a copy of his or her personnel record within seven working days of receipt of the written request at no cost to the former employee.

If an employee disputes specific information contained in the employee's personnel record, the City and the employee may agree to remove or revise the disputed information; and if an agreement is not reached, the employee may submit a written statement specifically identifying the disputed information and explaining the employee's position. The position statement will be included along with the disputed information as long as that information is maintained in the employee's personnel record. A copy of the position statement will also be provided to any other person who receives a copy of the disputed information from the city after the position statement is submitted.

## **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, appropriate Department Head 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 or appropriate Department Head. No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator, Department Head or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator or appropriate Department Head 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 or appropriate Department Head.

When/if the City Administrator or Department Head authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:

# *City of Dayton Personnel Policy Handbook*

- Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: “The City finished street cleaning on 16 streets in the northwest corner of the city this past week” instead of “The City is doing a great job with street cleaning this year!” Corrections must be issued when needed.
- Generally, employees should not include personal opinions in official City statements. One exception is communications related to promoting a city service. For example, an employee could post the following on the City’s Facebook page: “My family visited Hill Park this weekend and really enjoyed the new band shelter.” Employees who have been approved to use social media sites on behalf of the city should seek assistance from the City Administrator on this topic.
- Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for City business. Employees should be aware that the data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

## **Personal Communications and Use of Personal Social Media**

It is important for City employees to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on City business. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Remember that what you write, or post is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers.
- The City of Dayton expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Avoid using statements, photographs, video or audio that are reasonably viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local commission.
- If you publish something related to City business, identify yourself and use a disclaimer such as, “I am an employee of the City of Dayton. However, these are my own opinions and do not represent those of the City of Dayton.”
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the City’s logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account names or email names should not be tied to the city (e.g., City name Cop).

# *City of Dayton Personnel Policy Handbook*

## **Internal Communication**

The City believes that effective communication is essential to our continued success and that open lines of communication are important to the creation of productive operations. In general, any questions, concerns, and suggestions for improving operations should first be discussed with your supervisor.

The city realizes, however, that there may be occasions when the nature of the communication is such that the supervisor is personally involved; you believe that you cannot openly or effectively discuss the matter with your supervisor, or you are not satisfied with your supervisor's response. In these situations, you are free to bring their concerns and ideas directly to the next level of supervision or management without notifying your immediate supervisor.

In order to be effectively addressed, problems should be presented at the time they arise. Depending on the nature of the matter, you may be asked to summarize the matter in writing.

## **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 employees. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the City's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee with the opportunity to discuss what is expected, what is going well and not so well.

Signing of the performance review document by the employee acknowledges 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.

## **COMPENSATION, ATTENDANCE & SCHEDULING**

### **Rate of Pay**

Full-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.

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

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

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

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

### **Direct Deposit**

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the City Administrator of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

### **Time Reporting**

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

### **Overtime & Compensatory (Comp) Time**

The City of Dayton 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

# *City of Dayton Personnel Policy Handbook*

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.

## **Assigning & Scheduling Work**

Assignment of work duties and scheduling work is the responsibility of the supervisor and/or the Department Head.

## **Core Work Hours**

To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the hours of 7:30 am to 5:00 pm Monday through Thursday and 8:00 am to 12:00 pm on Fridays, unless away from the work site for a work-related activity, on approved leave, or otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments. Public Works hours are 7:00 am to 4:30 pm Monday through Thursday and 7:00 am to 11:00 am on Fridays. Police Department hours/shifts are determined by the department.

## **Meal Breaks & Rest Periods**

A paid fifteen (15) minute break is allowed for each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted (unless approved by a supervisor) 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.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor 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 long as they use accrued vacation time or compensatory time, or with supervisors' approval, may modify the work schedule, work from home or make reasonable schedule adjustments.

At times, emergencies such as severe weather, power failures, fires or acts of God, may disrupt City operations. In extreme cases, these circumstances may require the city to temporarily close. It is the employee's responsibility to call the office or their supervisor to inquire about working conditions. When a decision to close is made AFTER the workday has begun, employees will receive official notification from their supervisor. In these situations, up to four hours of time off from scheduled work will be paid. When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid, however, with supervisor approval, employees may use available paid time off, such as unused vacation benefits. In cases where an emergency closing is not authorized, employees who fail to report or work may not be paid for the time off.

# *City of Dayton Personnel Policy Handbook*

Employees in essential operations, such as police officers, may be asked to work on a day when City operations are officially closed. In these circumstances, employees who work will receive regular pay.

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

## **Non-Exempt (Overtime-Eligible) Employees**

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. Vacation, sick leave, and paid holidays count toward “hours worked”, unless otherwise specified by a union contract. Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked.

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

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 banked time accumulation for any employee is 60 hours per year. Once an employee has earned 60 hours of compensatory time banked, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests. All compensatory time banked shall be used by December 31<sup>st</sup> each year or paid out?

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

## **Exempt (Non-Overtime-Eligible) Employees**

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



# *City of Dayton Personnel Policy Handbook*

- 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 medical leave.
- The City of Dayton 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 Dayton 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.

## ***Leave Policy for Exempt Employees***

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for exempt staff are Monday through Thursday 7:30 a.m. to 5:00 p.m. and Friday 8 a.m. to 12:00 p.m., plus evening meetings as necessary. Public Works hours are Monday through Thursday 7:00 am to 4:30 pm and Friday 7:00 am to 11:00 am. Police hours are based on shifts as determined by the department.

Exempt employees are required to use paid leave in an amount that meets the 40-hour workweek expectation. For example, if an exempt employee were to work 5 7-hour days in a given week (35 total hours), he or she would be required to use 5 hours of paid leave for that week to meet the 40-hour minimum. On the other hand, should an exempt employee work 4 10-hour days (40 hours) in a given week and take one workday off, he or she would NOT be required to use paid leave for that week since they have already met the 40-hour minimum.

# *City of Dayton Personnel Policy Handbook*

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 normal business hours. Exempt employees must communicate their absence to the Supervisor.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

## **Attendance & Absence**

The operations and standards of service in the City of Dayton require that employees be at work unless valid reasons warrant absence, or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees must fully understand the goals that have been set for them and the time that is required to be on the job. Understanding attendance requirements is an essential function of every City position.

Some employees may also be required to be available for Stand-By or Call-Back duty as follows:

**Stand-By Duty:** Employee who are on-call (Stand-by duty) must be readily available. Normally, these employees will be provided with two-way radios, pagers or cellphones. Appropriate response time or area requirements may be placed on employees on stand-by duty.

**Call Back:** Any employees subject to call-back must report immediately or, in the case of serious weather or other reasonable limiting factors, as soon as practical. Employees and supervisors providing essential services should attempt to keep each other informed as to their general off-duty whereabouts so as to assure adequate response time in case of an emergency.

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 an unexpected absence, employees should call their supervisor before the scheduled starting time and keep in mind the following procedures:

- 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 the established reporting process may be grounds for disciplinary action.
- 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 their absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing.
- The City may waive this rule if extenuating circumstances warranted such behavior.

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

For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home without prior approval from their supervisor and must, at all times, record all hours worked.

## **BENEFITS**

### **Health, Dental, Vision & Life Insurance**

The City will contribute a monthly amount toward group health, dental, vision, and/or life insurance benefits for each eligible employee (employees must be year-round employees work 32 or more hours per week on a regular basis) and his/her dependents and spouse, if any.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Administrator.

### **Health Savings Account (HSA)**

The City offers a voluntary pre-tax salary reduction program which permits eligible employees to set aside funds to pay for eligible health expenses.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Administrator.

### **Flexible Spending Account**

The City offers a voluntary pre-tax salary reduction program which permits eligible employees to set aside funds to pay for daycare expenses.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Administrator.

### **Retirement/PERA**

The City participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The city and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck 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 Administrator.

The city also offers additional retirement plan options should employees wish to participate. Please contact the City Administrator for more information related to these plans.

### **COBRA**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees covered by the City's group health insurance and their qualified beneficiaries the opportunity to continue health insurance coverage when a "qualifying event" would normally result in the loss of health insurance. Some common "qualifying events" are resignation or termination of employment, death of the covered employee, a reduction in an employee's hours, certain leaves of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

# *City of Dayton Personnel Policy Handbook*

Under COBRA, the employee or beneficiary pays the full cost of continuing the insurance coverage at the City's group rates plus an administration fee. The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about the employees' rights and obligations. COBRA information is also provided when the city is informed of a qualifying event.

## **Expense Reimbursements**

Reimbursement to eligible employees for eligible and legitimate business expenses, as defined by the City's expense reimbursement policy, will be made via a city check. Please submit all corresponding receipts to your supervisor, along with the completed City expense report to receive reimbursement on a timely basis. Reimbursement documentation must be submitted within 30 days after the expense was incurred.

## **Holidays**

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

New Year's Day	Veteran's Day
Martin Luther King, Jr. Day	Thanksgiving Day
Presidents Day	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	Floating Holiday (2) (Employee's Choice)
Labor Day	

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. This applies only to those City operations/facilities that are closed on holidays. In the event Christmas Eve falls on a Sunday and Christmas Day on a Monday the "observed" holiday is Monday and Tuesday. In the event Christmas eve falls on Friday and Christmas Day on a Saturday the "observed" holiday is Thursday and Friday.

The city is closed the day after Thanksgiving but not a paid holiday. Employees must use accrued vacation, floating holidays or take unpaid.

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter unless otherwise specified.

Full-time employees will receive pay for official holidays at their normal regular rates and part-time employees will receive prorated holiday pay based on the number of hours normally scheduled if the holiday falls on a regular scheduled day.

To be eligible for holiday pay, employees must work their last regularly scheduled workday before the holiday and their first regularly scheduled workday after the holiday or receive approval for other paid from their supervisor. If a holiday occurs during an employee's vacation or on a regular day off, the employee will be paid for the holiday in addition to the regular vacation or day off or given an extra day off, but not both. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.

# City of Dayton Personnel Policy Handbook

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.

## **Vacation Leave**

Vacation leave is intended for rest and relaxation and to contribute to the general welfare of each employee. As such, employees are encouraged to use most, if not all, of their available vacation leave each year.

### ***Eligibility***

Full-time employees will earn vacation leave after the first 30-days of employment in accordance with the below accrual rate schedule.

Part-time employees who work at least 32 hours per week on a regular basis will accrue vacation leave on a prorated basis of the below full-time employee accrual rate schedule.

Part-time employees who work less than 32 hours per week on a regular basis and temporary or 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.

Employees who are represented by a collective bargaining agreement should refer to their specific union contract for vacation eligibility and accrual details.

New accrual rates take effect in the first month following the anniversary of the employee's hire date.

<b>Length of Service</b>	<b>Accrual Rate (per month)</b>	<b>Total Annual Vacation Available</b>
0-5 years	6.67 hours	80.00 hours
5-10 years	10.00 hours	120.00 hours
10-15 years	12.00 hours	144.00 hours
16-20 years	14.00 hours	168.00 hours
20+years	16.00	192 hours

### ***Earnings and Use***

An employee will not earn any vacation leave for any pay period unless he/she is employed by the city on the last scheduled workday of the pay period. 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. Vacation can be requested in increments as small as one hour up to

# *City of Dayton Personnel Policy Handbook*

the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

Employees are not allowed to borrow against Vacation leave that has not yet been accrued unless prior supervisor approval is obtained.

Employees may accrue vacation leave up to a maximum of two times the employee's annual accrual rate. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council.

Any employee ending employment with the city in good standing and after providing at least two weeks' written notice will be paid for all earned but unused Vacation Leave hours.

## **Sick Leave**

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time employees. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below.

### ***Eligibility and Accrual Rate***

- Full-time employees will accumulate sick leave at a rate of one (1) day per month or 8 hours, up to a maximum sick leave balance of 1,056 hours.
- Part-time employees regularly scheduled to work at least 32 hours per week will accrue sick leave on a pro-rated basis of the full-time employee schedule.
- Part-time employees regularly scheduled to work fewer than 32 hours per week will not earn or accrue sick leave.
- Temporary and seasonal employees will not earn or accrue sick leave.
- Sick leave does not accrue during an unpaid leave of absence.
- 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.

### ***Earnings and Use***

Sick leave may be used under the following circumstances:

- When an employee is unable to perform work duties due to a personal illness or disability (including pregnancy)
- For personal 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 workplace 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(s)
- To care for an ill spouse, domestic partner, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother
- For personal or family safety leave. Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling,

## *City of Dayton Personnel Policy Handbook*

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.

- Extended bereavement leave.

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, domestic partner, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

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 workday, for each and every day absent, unless otherwise approved;
- 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 workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it is required by the city.

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

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

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

Sick leave cannot be transferred from one employee to another unless the transfer qualifies as a pre-approved sick leave donation.

# *City of Dayton Personnel Policy Handbook*

Employees with more than five (5) years of continuous service who terminate their employment in good standing will be paid up to a maximum of 1/3 of their accumulated sick leave (or as otherwise stipulated in union agreement in which an employee is a member.)

## **Earned Safe and Sick Time (ESST)**

All employees are eligible for ESST, however the above sick leave designation for full-time employees is in excess of ESST and will therefore not be applicable for the remaining items related to ESST. Full-time employees should reference the previous section as it relates to this time.

Earned Safe and Sick Time is available for temporary, seasonal, and part-time employees of the City of Dayton. ESST can be used for certain reason, including when an employee is sick, to care for a sick family member, or to seek assistance is an employee or their family member has experiences domestic abuse, sexual assault, or stalking.

### **Eligibility and Accrual Rate**

- Temporary, Seasonal, and Part-Time employees will earn 1 hour of safe and sick time (ESST) for every 30 hours worked and can earn a maximum of 48 hours each year.
- Hours will be held and accrued as long as the employee is employed with the city. (Ex. Seasonal employees will be terminated following their employment timeframe so hours will be accrued until that timeframe has been completed and will then forfeit those hours).
- Maximum of 80 hours of ESST can be held by any employee.
- Full-time employees are eligible to use ESST however it will be counted toward your sick leave banked balance and not a separate leave bank. Full-time employees will not earn the additional 1 hour of sick leave for every 30 hours worked because this is already covered under the sick leave balance in the above section.

ESST is guided by MN Dept of Labor and if you need more information, please contact your supervisor and/or the City Administrator.

## **Sick Leave Donation**

In the course of employment, it is possible that circumstances can occur where an employee is unable to work due to a personal illness or crisis. Paid leave, including sick and vacation leave, provided by the city is standardly used in these situations. In cases where the need to be away from work for medical reasons is more extensive and the employee has exhausted all accrued vacation and sick leave, another employee may offer a portion of his/her accrued sick leave to the affected employee. See the City Administrator for more details and donation request approvals.

## **Funeral Leave**

The purpose of funeral leave is to provide employees with time to attend the funeral of a member of the family and where necessary to handle personal affairs without disrupting income.

A regular, full-time employee may be granted up to a three-day leave (three scheduled workdays) with pay in the event of the death of one of the following: Spouse, domestic partner, child (including a stepchild), father, mother, sister, brother, grandparent, mother or father-in-law, grandchild, son or daughter-in-law. The actual number of paid days off will be determined by the supervisor. Additional unpaid days may be granted, if necessary, at the discretion of the supervisor.



# *City of Dayton Personnel Policy Handbook*

For non-exempt employees, the funeral allowance is paid only for scheduled work time lost and will not be counted in computing overtime.

Vacation and/or Sick leave should be requested to attend the funeral of other friends and family.

## **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.

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 and meets all applicable approved training criteria.

## ***Memberships & 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 Supervisor or 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.

## **LEAVES OF ABSENCE**

In some cases, an employee may require an extended leave of absence, even once all vacation and/or sick time has been exhausted. 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.

### **Unpaid Medical Leave**

Unpaid medical leave may be granted where an employee's medical condition requires an absence from work for more time than the amount of available sick and vacation leave. The City may grant such leave in its sole discretion and in accordance with applicable law. The city will review requests for unpaid medical leave on a case-by-case basis and will require information to support the need for the leave. Such information may include a request or requirement for authorization to obtain information from or speak with the employee's treating physician. The City also reserves the right to request a second opinion from a city-chosen physician on any medical leave of absence.

### **Military Leave**

State and federal laws provide protection 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.

All employees who are on an approved military leave beyond fifteen (15) days will receive the full City contribution for benefits throughout the time they are on the approved leave. Additionally, if the employee is paid less by the military than their current hourly rate with the city, the city will cover that difference in hourly rate as if the employee were working full-time hours at the city. If the rate of pay received by the employee in the military is higher, then no concession will be made to the employee during the unpaid military leave.

# *City of Dayton Personnel Policy Handbook*

## **Jury Duty**

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their 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 the pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

## **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 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. Paid sick time may be applicable in some cases.

## **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.

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

# *City of Dayton Personnel Policy Handbook*

## **Pregnancy and Parenting Leave**

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees may request leave for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions, as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child. Employees may be eligible for up to 12 weeks of unpaid pregnancy and parenting leave, which must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employees should provide reasonable notice, which is at least 60 days, whenever possible. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

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

## **Administrative Leave**

Under special circumstances, an employee may be placed on 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 & Activities Leave**

Any employee who has worked half-time or more may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to 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.

# *City of Dayton Personnel Policy Handbook*

## **Bone Marrow Donation Leave**

Employees working an average of 32 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 & Voting Leave**

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off for purposes of serving as an election judge, provided that the employee gives the City at least ten (10) days written notice. Employees will be paid the difference in wages from election pay.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

## **Extended Leave Without Pay**

The City Administrator may authorize leave without pay for up to thirty (30) days (unless otherwise stipulated in the union contract) for any employee need for time off not specified in a specific policy. Leave without pay for greater periods may be granted by the City Council up to a maximum of one (1) year.

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

If an employee is on regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, 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.

# *City of Dayton Personnel Policy Handbook*

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.

## **EMPLOYEE ACCOMMODATIONS**

### **Reasonable Accommodation**

The city may provide reasonable accommodations to known physical and mental limitations of an otherwise qualified disabled employee or applicant. Reasonable accommodation may be, depending on all the circumstances, modifications or adjustments to a job, the work environment, or the way things are usually done that enables an employee with a disability to perform the essential functions of a job, and to enjoy equal benefits and privileges of employment. Please recognize, however, that we cannot promise to provide any and all accommodations. We must consider each accommodation on a case-by-case basis to determine whether it would cause an undue hardship to the city. Certain accommodation can or may also be made for pregnant employees. If you are pregnant and need an accommodation, please follow the request procedure below.

The city may also provide reasonable accommodation for employees' religious observances and requirements when employees bring such matters to the City's attention and a reasonable accommodation can be identified. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs or practices and the employee's job requirements, without causing undue hardship to the city or coworkers. The city has developed a process to assist employees, management and human resources. Through this process, the City has established a system of open communication between employees and the City to specifically discuss and take action to reasonably accommodate employees' needs. The intent of this process is to ensure a consistent approach when addressing all requests for accommodation. Any employee who perceives a conflict between job requirements and religious belief or practice should follow the accommodation request process below.

Requests for reasonable accommodation must be made in writing and forwarded to your supervisor or the City Administrator. The city will review requests for accommodation on a case-by-case basis and may require information to support the need for the accommodation. Such information may include a request or requirement for authorization to obtain information from or speak with the employee's treating physician. The City also reserves the right to request a second opinion from a city-chosen physician on any request for accommodation.

### **Reasonable Unpaid Work Time for Nursing Mothers**

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her 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.

# *City of Dayton Personnel Policy Handbook*

## **Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy**

The City will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food, and water breaks;
- Seated work;
- Limits on lifting over 20 pounds; and/or
- Temporary transfer to a less strenuous or hazardous position, should one be available.

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

## **GENERAL EMPLOYMENT POLICIES**

### **City Property & Equipment**

The residents of the City of Dayton have invested substantial dollars to provide and maintain high quality working materials, equipment and facilities. As such, the City of Dayton reasonably expects each employee to do everything within his/her power to use the equipment and supplies carefully and economically and to treat all City equipment, vehicles, facilities, and other property with care and respect. By doing so, all will be more comfortable, efficient, and proud of the appearance of the city as well as of the City's progress and accomplishments.

Any employee involved in an incident or accident that results in damage to City property must submit a report of the incident to his/her supervisor and City Clerk within twenty-four (24) hours of occurrence. Accidents involving a city vehicle must also submit a copy of the Minnesota Motor Vehicle Accident Report.

### **Access to and Use of City Property**

Any employee who has authorized possession of keys, tools, cell phones, computers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor.

All such equipment must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the city is prohibited unless authorized by the City Administrator. Any employee found to have an unauthorized duplicate key will be subject to disciplinary action.

City machinery, equipment and property are procured and maintained for the sole and exclusive use of the City. No employee may use any City machinery, equipment, or property for personal purposes without reasonable payment promptly made to the City as in the case of rentals, leases, or sales to other City residents or customers.

The City shall have the right to access any city equipment and property, including but not limited to, desks, credenzas, file cabinets, computers, computer files, e-mail, and voice mail of any employee to ensure compliance with City policies and applicable laws.

Employees provided City uniforms, either by direct City purchase or through reimbursement, shall only wear such uniforms while on duty. Employees may wear their uniforms while traveling to and from work and may conduct personal business incidental to such trips. In no event shall employees wear City uniforms while engaging in outside employment or when off duty in any licensed liquor establishment.

### **City Vehicles**

Vehicles owned by the city are to be used for City operations only. These vehicles are intended to transport employees to and from work-related sites and are not for personal use.



# *City of Dayton Personnel Policy Handbook*

Each employee assigned to use a city vehicle is solely responsible for ensuring the proper care and maintenance of the vehicles that they drive, including but not limited to, oil changes at the proper intervals, ensuring appropriate fluid levels, and inspecting tire wear and tire pressure.

The city will be responsible for paying gas, repairs, and maintenance related to the business vehicles.

Each field employee who drives a vehicle for City business use is required to have a current, valid driver's license and may be periodically asked to show proof of that license. Such employees must also be capable of being insured under the City's insurance policies. Loss of or suspension of a driver's license will be cause for immediate reclassification or dismissal of any employee who has regularly assigned driving duties. Employees are under an affirmative obligation to report any loss or suspension of their driver's license to the city within 24 hours of such an event.

All tickets for parking and traffic violations involving a city vehicle is the responsibility of the employee. The employee must pay all fines promptly. Violation of parking or traffic laws or other violations of this policy may result in disciplinary action up to and including termination.

Employees must immediately report all "moving" traffic violations to the city, when the violation involves a city vehicle.

City employees who drive City owned or leased vehicles or personal vehicles on City business are expected to exercise safe and defensive driving skills at all times and obey all applicable motor vehicle laws and regulations.

Each driver must:

1. Possess and provide proof of a valid driver's license (any other applicable licensing requirements) for the state of residency and the type of motor vehicle driven and have an acceptable driving record as determined by the city. The City reserves the right to investigate the driving records of any employees who will be operating motor vehicles for City business purposes, including but not limited to determining insurability;
2. Be in a fit condition while driving, including compliance with any applicable medical testing requirements;
3. Use, and require all occupants to use, seat belts and harnesses, air bags and other safety equipment provided with the vehicle.
4. Comply with any applicable City drug and alcohol policy and never drive while under the influence of drugs or alcohol. Any driver convicted of driving while under the influence may be subject to disciplinary action, up to and including termination;
5. Never transport unauthorized passengers while on City business;
6. Limit and use safe precautions if eating or drinking in City vehicles while driving;
7. Observe and obey all parking ordinances, speed limits, traffic signals and other laws governing the operation of motor vehicles; and
8. Maintain City owned or leased vehicles in clean and safe working order and in compliance with applicable laws and regulations.

# *City of Dayton Personnel Policy Handbook*

9. Inspect City owned or leased vehicles for apparent defects and according to City requirements. City drivers who drive a city owned or leased vehicle must perform a motor vehicle inspection at the start of the work shift and must complete a motor vehicle inspection report.)
10. Meet insurability standards set by the City's insurance carrier. Drivers who use their personal vehicles for City business must maintain adequate insurance coverage as established by the City and are required to carry proof of insurance. The city does not insure employees against claims for damages resulting from the use of their personal vehicles in the course of employment. Any claims for damages resulting from the operation of the employee's personal vehicle in the course of employment should be submitted to his or her own automobile insurance carrier.
11. Never leave their keys in a city owned or leased vehicle while it is unattended. Drivers must ensure that when leaving a vehicle unattended, the vehicle is properly secured and locked. Neglecting the security of the vehicle could result in theft, and therefore, drivers may be disciplined for a violation of this policy;
12. Use safe precautions, pulling to the side of the road, if necessary, if an employee determines the need to talk on a cell phone while driving.

## **Personal Appearance**

All employees shall be neat, clean, and dressed in a manner which fosters both employee and public confidence. Regardless of work location, clothing must be appropriate for the work environment, promote employee safety, and present a positive image to the public. Due to unique conditions and requirements, individual departments may set specific personal appearance and hygiene standards, which shall be detailed in writing and available for employee review.

Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the City. City staff shall not enforce the City's dress code more strictly against transgender and gender diverse employees than other employees.

## **Conflict of Interest**

The City has an excellent reputation for conducting its activities with integrity and in accordance with the highest ethical standards and, therefore, expects all employees to uphold that reputation at all times.

No employee may engage in any activity that presents a conflict-of-interest, real or apparent. A conflict of interest can include, but is not limited to:

- Entering into any situation where the employee may obtain personal benefit or potential personal benefit and that may harm the city, either monetarily or to its public image, by using information or personal contacts not usually available except through employment with the city.
- Personally, engaging in or holding direct financial interest in any contract with the City where the employee or official has authority or input related to the establishment of a sale or contract terms or is otherwise financially interested in any manner pertaining to the sale of land, materials, supplies, or services to the City, unless prior disclosure, review, and City Council approval has been granted.

# *City of Dayton Personnel Policy Handbook*

- Engaging in any outside activity which may interfere with the operations of the city or that reflects negatively on the employee's loyalty to the city.

Employees who are in doubt as to whether an activity violates this policy must discuss the matter in advance with their supervisor.

## **Acceptance of Gratuities**

Pursuant to state law, no City employee or official shall accept a gift from any interested party. Interested parties include all citizens/taxpayers of Dayton, other people or businesses the City provides goods or services to or receives goods or services from. Any gift left or delivered to a City employee(s) shall be either immediately returned or turned over to the Council Administrator for donation to a local charitable cause.

A gift means money, property, services, loan, forgiveness of debt, or promise of employment that is given and received without consideration of equal or greater value given in return. It is not a gift to receive items from close friends or immediate family members or for other purposes when it is totally unrelated (including the relationship) to City employment/office.

## **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.

## **Family Employment Relationships**

The city welcomes the opportunity to hire and retain qualified employees who are related to one another by blood or marriage. However, since such relationships sometimes can create problems in the workplace, including suspicions of favoritism if the related employees are in a supervisor-subordinate relationship, it is the policy of the City that:

- Any employee of the City who has or acquires a familial relationship (as defined below) with another employee shall not have any direct or indirect administrative or operational authority over the other person. This prohibition means not only that a person cannot supervise a family member but also that the family member cannot be in that person's chain of command; for example, a family member cannot work in a department in which a family member is the Department Head. This policy, however, may be waived for temporary and/or seasonal employees with management approval.
- An employee of the City cannot use his/her authority or position with Dayton to benefit or to disadvantage another employee in a familial relationship. Although all such potential misuses of authority cannot be listed here, examples include an employee signing an evaluation for a family member or signing/approving a check payable to a family member.
- Employees are required to notify the City Administrator or relevant Department Head of (a) any existing familial relationships; (b) any familial relationships that are created among employees (for example, by the marriage of two employees); and (c) the potential employment by the city of a family member.
- The City will refuse to hire a job applicant who is in a familial relationship with a current employee if the applicant would be in a supervisory or subordinate position to the existing employee. Employees who marry one another during their employment will be allowed to

# *City of Dayton Personnel Policy Handbook*

remain with the city unless they are in a superior-subordinate relationship and there is no open position to which one of them may be moved.

- “Familial relationship” within the meaning of this policy means two employees (or an employee and a job applicant) in the relationship of husband, wife, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson or granddaughter, or any of those relationships arising as a result of marriage (for example, brother-in-law).

## **Political Activity**

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

Private political discussions are allowed but must not disturb work time or negatively affect the work environment in any way. Employees shall not use their official titles and/or positions for political purposes or to endorse or imply any City endorsement. In no event will City property or employee work time be used to advance or oppose such political cause when not directly related to and authorized by the City.

## **Candidates for Public Office**

Any City employee choosing to become a candidate for any elected public office of the City of Dayton shall automatically be given a leave of absence without pay and/or employer benefit contributions until they are no longer a candidate, or they are elected to such office. Vacation leave, if available, may be used during this leave of absence. If any employee is elected to a public office within the City of Dayton, that employee shall resign from employment upon taking public office.

## **Solicitation**

Personal decisions regarding the purchase of goods or services, charitable contributions, or membership in an organization should not create negative feelings or detract from an employee's effectiveness at work. Consequently, solicitation or distribution of literature of any kind by any employee during the actual working time of the employee soliciting or the employee being solicited is prohibited. This does not apply to rest or meal periods. Literature may not be distributed in working areas at any time.

## **Outside Employment**

The potential for conflicts of interest is lessened when individuals employed by the City of Dayton 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.

# *City of Dayton Personnel Policy Handbook*

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

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources or staff in the course of 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 Free Workplace**

In accordance with federal law, the City of Dayton 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 manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- 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.

## **Smoking**

The City of Dayton 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

# *City of Dayton Personnel Policy Handbook*

form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a city facility or vehicle.

## **Safety**

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the city. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

### ***Reporting Accidents & Illnesses***

Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor and City Clerk. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

### ***Safety Equipment/Gear***

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

### ***Unsafe Behavior***

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

## HARASSMENT PREVENTION

### General

The City of Dayton is committed to creating and maintaining a workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the City's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

### Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- 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.

Examples of sexual harassment include, 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.

### Expectations

The City of Dayton recognizes the need to educate its employees on the subject of sexual harassment and stands committed to providing information and training.

# *City of Dayton Personnel Policy Handbook*

All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate supervisor;
2. City Administrator;
3. Mayor or City councilmember.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps:

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation.
2. Document the occurrences of harassment.
3. Submit the documented complaints to your supervisor, City Administrator, mayor, or any member of the City Council. Employees are strongly encouraged to put the complaint in writing.
4. Document any further harassment or reprisals that occur after the initial complaint is made.

The city urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The City is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The city will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

## **Retaliation**

The City of Dayton will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

## **RESPECTFUL WORKPLACE POLICY**

### **(includes sexual harassment prevention)**

The intent of this policy is to provide general guidelines about 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.



# *City of Dayton Personnel Policy Handbook*

## **Scope**

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

## **Abusive Customer Behavior**

While the City has a strong commitment to customer/resident 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, bullying or intimidation.

**Discriminatory behavior:** includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.

**Offensive behavior:** may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and 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.

## **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:

# City of Dayton Personnel Policy Handbook

- Politely, but firmly, tell whoever is engaging in 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.
- 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.
- 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.
- 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:

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.
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:
  - a. Corroborating evidence
  - b. A list of witnesses
  - c. Identification of the offender
3. The supervisor must notify the City Administrator about the allegations.
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.
5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.
6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

# *City of Dayton Personnel Policy Handbook*

## **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.

## **DISCIPLINE & GREIVANCES**

### **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 Dayton. 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, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

### **Oral Reprimand**

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

### **Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious

# *City of Dayton Personnel Policy Handbook*

infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

## **Suspension With or Without Pay**

The City Administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

## **Demotion and/or Transfer**

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

## **Dismissal**

The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

## **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:

# *City of Dayton Personnel Policy Handbook*

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 twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.
2. If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the City Administrator within seven (7) days after the supervisor's response is due. The City Administrator or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the City Administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

## ***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 for each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

The following actions, while not intended to be all inclusive or exhaustive, are not grievable:

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

## **ENDING EMPLOYMENT**

### **Voluntary 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 prior to their resignation date. The written resignation must state the effective date of the employee's resignation.

Unauthorized absences from work for a period of three (3) consecutive workdays, without notice or contact, may be considered as resignation without proper notice.

Failure to provide adequate notice of voluntary resignation will result in forfeiture of available vacation and severance pay amounts and may prohibit any future employment with the city.

### **Layoff**

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the city before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator in consultation with Department Heads/Supervisors and subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

The City Administrator will make decisions about layoffs based on the City's needs and on the performance, knowledge, skills, and abilities of employees first, and seniority will be used as a secondary consideration. The City Administrator will submit a list of employees to be laid off to the City Council for final approval.

### **Severance Pay**

Regular employees working full-time with a minimum of five (5) years of continuous service shall be entitled to severance pay in an amount equal to 1/3 of accumulated sick leave (or as stipulated in the union the employee is a part of). Payment of severance pay shall be made within thirty (30) days of termination of employment with the City, whether voluntary or involuntary. No severance pay, however, shall be made to any employee whose employment is terminated for misconduct or as a result of that employee committing a crime against the City.

Misconduct shall be defined as intentional conduct that demonstrates a disregard for (1) the employer's interest, (2) reasonable standards of behavior, or (3) employee duties and obligations to the City. Crime against the city shall be defined, per Minn. Stat. 609.02, as any unlawful activity, for which the employee is convicted, that (1) is directed against the City or (2) results in exposing the City to liability.

## **APPENDIX**



# *City of Dayton Personnel Policy Handbook*

## **DEFINITIONS**

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

### **Authorized Hours**

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

### **Benefits**

Privileges granted to qualified employees in addition to salary and wages, typically in the form of paid leave, pension/retirement funds, and/or insurance coverages.

### **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 32 hours per week on a regular basis.

### **City Administrator**

The City's chief administration officer who has general supervisory and administrative authority over all City Departments, Department Heads, and employees. The City Administrator is responsible for the implementation and administration of all general personnel rules, as approved by the City Council.

### **Collective Bargaining Unit or Union**

A group of employees who have been determined, under the provisions of the Public Employment Labor Relations Act, to have a common interest in the collective bargaining process and whose common interest has been agreed to by the employee group and the City.

### **Compensatory Time**

Time off from work for overtime hours worked by employee not exempt from the provisions of the Federal Fair Labor Standards Act. Compensatory Time (Comp Time) shall be computed at one- and one-half times the number of overtime hours worked.

### **Core Hours**

The core hours that all employees (exempt and non-exempt) are expected to work are 7:30 am to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Fridays. Public Works core hours are 7:00 a.m. -4:30 Monday through Thursday and 7:00 a.m. -11:00 a.m. Police, fire, and employees do not have core hours and work the on duty and on call schedules established by their supervisor.

### **Demotion**

The downward 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.

### **Department Head**

The administrative head of a city operational department who has the authority over departmental functions, including the supervision of employees within his/her department.

# *City of Dayton Personnel Policy Handbook*

**Discipline**

A corrective action taken/implemented as the result of employee misconduct.

**Employee**

An individual who is employed by the City of Dayton

**Employer**

The City of Dayton

**Exempt Position**

City positions which are not covered by the overtime provisions of the federal or state Fair Labor Standards Act (FLSA) and are, therefore, not eligible for overtime compensation. A salaried position.

**Fiscal Year**

The period from Jan. 1 to Dec. 31.

**Full-Time Employee**

Employees who are required to work forty (40) or more hours per week, year-round on an ongoing basis.

**Grievance**

A dispute or disagreement between an employee and the City, or a representative of the City, related to the interpretation, application, claim of breach, or violation of employment policy or terms.

**Hours of Operation**

The City's regular hours of operation are 7:30 am to 5:00 pm Monday through Thursday and 8:00 am to 12:00 pm on Fridays.

**Immediate Family Member**

Spouse, domestic partner, child(ren), foster child(ren), siblings, stepsiblings, parents, stepparents, grandparents, aunts, uncles, nephews, nieces, or grandchildren of an employee or an employee's spouse.

**Non-Exempt Employee**

Employees who are covered by the federal or state Fair Labor Standards Act (FLSA). 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. An hourly position.

**Part-Time Employee**

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position. Part-time employees may be eligible for certain retirement and holiday pay benefits. A holiday benefit will be prorated if a holiday falls on scheduled working shift.

In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance to comply with federal health care reform laws and regulations.

# *City of Dayton Personnel Policy Handbook*

## **Pay and Classification Plan**

A compensation plan containing position grade level classifications and pay ranges, based upon steps by which City positions are paid.

## **Pay Period**

A fourteen (14) day period beginning at 12 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.

## **Performance Review**

A systematic review of an employee's job performance and establishment of future performance goals and/or requirements.

## **Posting**

Actual physical display of a document or notice on a departmental or City bulletin board for purposes of public communication.

## **Promotion**

Movement of an employee upward 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.

## **Reclassify**

Movement, upward or downward, of a specific position from one grade classification to another grade classification because of a significant change in the position's impact, duties, and/or responsibilities.

## **Regular Employee**

An employee who has completed the minimum twelve (12) months of initial employment, received a satisfactory initial performance review, and has officially been granted regular employee status. Satisfactory completion of the probationary employment period does not alter the employment-at-will relationship. Regular employees must continue to perform satisfactorily even after the probationary employment period is completed.

## **Seasonal/Temporary Employee**

Employees who work up to 40 hours per week on a short-term and/or seasonal basis. These positions usually have approximate ending dates and only last for the duration of a specific season, project, or similar engagement. Seasonal/Temporary employees are not entitled to any City benefits, except those required by law.

## **Training/Probationary Period**

A twelve-month period beginning at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the City's selection process and is used by supervisors for closely observing an employee's work. An employee serving his/her initial probationary period may be disciplined at the sole discretion of the City, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

# *City of Dayton Personnel Policy Handbook*

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Training begins on your first day of employment with an orientation process in which you will learn about City policies and procedures, take a tour of the City, and meet co-workers. Then you will begin to learn your job by training with your supervisor or a co-worker. In the first few months, you will meet with your supervisor frequently to discuss your progress and at six months, you will have a formal review.

## **Transfer**

A horizontal change in employee status/job classification from one position to another of identical pay grade, not normally involving an increase or decrease in the maximum salary range.

## **Volunteer**

A person who provides services to the City of Dayton, voluntarily, without expectation of compensation. Volunteers are not eligible for any City paid benefits.

## **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 most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, park and recreation department).

## **Information and Technology Use/Monitoring Policy**

The City's Information Technology ("IT") includes but is not limited to, computer hardware and software, facsimiles, printers, e-mail, voice mail, access to and use of Internet services, and all other associated computer, communications, network facilities, pagers, telephones, copiers, equipment, and related services. All employees having access, either direct or remote, to the City's IT must abide by the following:

### **No Personal Right to Privacy**

All IT and information received, sent or stored is the property of the City. Employees are specifically advised that they do not have a personal privacy right in any matter created, received or sent via the City's IT. In addition to intentional monitoring by the city discussed below, privacy of IT communications may be unintentionally compromised due to:

# *City of Dayton Personnel Policy Handbook*

- accidental or intentional transmission to a third party; or
- access by technical staff when trouble-shooting hardware or software.

## Monitoring

IT is subject to monitoring by the City at any time, with or without notice, to verify that the City's property is being used in a manner consistent with this policy. Acceptable reasons for monitoring may include, but are not limited to:

- monitoring employee performance or productivity;
- monitoring work quality;
- preventing an anticipated adverse impact on the City, its employees, clients, vendors or suppliers, such as sexual harassment; or
- investigating compliance with City policy
- preventing the unauthorized disclosure of confidential information, misuse of the City's resources, or a violation of policy or law.

An employee's use of e-mail, voice mail and other IT is considered consent to such monitoring. The City reserves the right to override personal passwords and/or codes for IT. Employees are expected to provide these upon request to facilitate access.

## IT Business Use

IT is intended for City-related purposes. Employees are not permitted to use the City's IT for purposes unrelated to the city. Personal correspondence should be completed on an employee's own time and on the employee's personal IT equipment. The city may not be used as a personal mailing address. Employees are not permitted to install personally owned software, including screen savers or game software, on the City's computers.

Prohibited IT use includes, but is not limited to:

- Sending or forwarding jokes, chain letters, and other like communications. If unsolicited messages of this type are received, the receiver must direct the sender to cease sending further messages of this sort.
- Allowing anyone other than the City's employees to use the City's IT resources.
- Accessing or attempting to access the e-mail or voice mail systems of other City IT users, without the specific permission of that individual, except in the case of authorized personnel who are charged with maintaining and/or monitoring the usage of such systems, investigating possible misconduct, or fulfilling discovery under the rules of any local, state, or federal court.
- Sending confidential information to external parties not authorized to receive such information, or to City employees who have no authorized business reason for receiving such information. Confidential information shall not be stored on employee-owned computers.
- Copying or improperly using certain data and materials on the Internet that may be copyrighted or downloading and/or distributing such data or materials. Where copyright status is unclear, the employee should seek advice from management.
- Using the Internet for non-business-related purposes.
- Posting any statements on an Internet bulletin board, in a forum, or on any other publicly available Internet site that in any manner refers to the City or its services, or which might be interpreted as stating a city position or policy unless approved by management.
- Using e-mail or the Internet to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

# *City of Dayton Personnel Policy Handbook*

- Copying City-owned or licensed software programs to another computer without prior approval. All users must adhere to the license agreement and copyright statement for each software package.
- Using the City's IT to attempt to enter (break into) or to actually enter other computing systems or electronic resources to which the employee does not have authorized access.
- Using the City's IT to damage, disrupt, or interfere with business operations or other computers or communications equipment.
- Using the City's IT to commit a crime, to stalk, abuse, harass, or threaten another individual.
- Using IT in a manner that is wasteful of any technology resource and/or intentionally distributing a computer virus or other deceptive procedure is prohibited.
- Using the City's IT to access, download or transmission of pornographic, obscene or sexually explicit or offensive materials is prohibited. This provision prohibits accessing or transmitting any language or graphic material that violates any City policy.

## Security

The City's IT must be maintained in a safe and secure manner. This includes:

- Maintaining virus protection software installed on all hardware and devices.
- Assigning boot-up passwords on microcomputers in non-secure areas that contain or provide access to confidential/client information.
- Using locks to protect IT that is located in non-secure locations.
- Assigning or selecting unique passwords and data access rights for each user. (Sharing usernames and passwords with other individuals to allow access to City databases or other electronic products is not allowed.)
- Maintaining notebook and laptop computers in a secure manner.
- Performing virus scans on email attachments, external storage devices, and Internet files before opening or downloading. Making file back-ups as appropriate.

## Enforcement

Employees are expected to immediately report any known or suspected violations of this policy or breaches in IT security to their supervisor or to City management. Any examples noted above are intended as a guide and are not all inclusive. Alleged violations of this policy may result in criminal and/or civil legal action as well as disciplinary action up to and including termination of employment.

## **RECRUITING & HIRING PRACTICES**

### **Selection Process**

The selection process will be a cooperative effort between the City Administrator or designee and the Department Head, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each position hire, not necessarily individual candidates, subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

# *City of Dayton Personnel Policy Handbook*

The City has the right to make the final hiring decision based on qualifications, abilities, experience and City of Dayton needs.

## **Recruitment Authorization**

The Department Head shall request the City Administrator's approval whenever desiring to fill a vacant position. The proper grade/classification shall be identified, the proper method for filling the vacancy approved, and the existence of budgetary authorization documented. In all positions covered by a union contract, the provisions therein shall prevail, and the provisions of this policy shall only apply when consistent with the union contract.

## **Features of the Recruitment System**

The City Administrator or designee will determine how a vacancy will be filled, based on the following options:

1. From an appropriate lay-off list, if such exists.
2. By promoting or transferring a current City employee who meets the minimum qualifications necessary to adequately perform the duties of the position. Unless the position is filled by a direct promotion or transfer, notice of the internal job opportunities will be posted at City Hall and on the city website. The notice will contain the same information as an open posting and employees may respond to the notice by submitting an application to the City Administrator or designee, or by other prescribed application procedures.
  - a. Internal recruitments will be open to any City employee who:
    - i. has successfully completed the initial training/probationary period; and
    - ii. meets the minimum qualifications for the vacant position; and
    - iii. currently is and for the past year has been in good standing with the city.
3. By a provisional appointment when there is no appropriate eligibility list and the immediate need for filling a position exists. The appointment must be authorized by the City Administrator and, when practical, a position filled by a provisional appointment shall be filled as soon as possible by utilizing an open application process.
4. By utilizing a public job announcement and standard recruiting measures to facilitate an open application process.

## **Open Application Procedures**

The Department Head or other supervisor shall prepare a job announcement and position description for approval by the City Administrator. This job announcement shall specify the title, pay range, nature of work, required and preferred qualifications, instructions for submitting an application, and the last date that applications will be accepted. Upon approval, the job announcement shall be posted, minimally at City Hall and on the City website; however, other appropriate means of publicizing job openings may be utilized. The City may continue to solicit applications for open positions for a sufficient period of time to ensure reasonable opportunity for qualified persons to apply and be considered.

Application for employment will generally be made online or by application forms provided by the city. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

# *City of Dayton Personnel Policy Handbook*

The deadline for application may be extended by the City Administrator. Unsolicited applications will not be kept on file.

## **Initial Applicant Evaluation**

All full-time and part-time applicants will be reviewed, scored, and ranked based on initial qualifying criteria and an initial eligibility list will be developed. Appropriate Veteran's Preference identification and scoring criteria will be utilized and documented. The responsible Department Head will request a list of 3 to 10 eligible applicants, from this initial evaluation, for further consideration. For purposes of the Minnesota Data Practices Act, this list, unless otherwise classified, shall be deemed finalists.

## **Final Applicant Evaluation**

All finalists shall be reviewed and evaluated by the responsible Department Head or other appropriate authority. Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or another appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises or samples for positions requiring writing as part of the job duties.
- "In-basket" exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a planning position.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate's decision-making skills (can be role played or multiple-choice questions).
- Physical agility tests or medical examinations to confirm the candidate's ability to safely perform the essential physical requirements of the position.

Any additional evaluation method(s) chosen shall evaluate only those criteria necessary to perform satisfactorily in the position and essential to the job functions.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

If you have any questions about whether your qualifications might meet the established minimums, contact the City Administrator. In many cases the city will consider alternative experience if it is substantially equivalent to the qualification being required.

## **Pre-Employment Medical Exams**

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.



# *City of Dayton Personnel Policy Handbook*

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the city with the cost of the exam paid by the city. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

## **Background Checks**

All finalists for employment with the city will be subject to a criminal background and/or reference check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

## **Selection and Notification**

The final selected candidate shall be notified of the hire/job offer decision in writing. The notification shall include the employment start date and time, salary/wage offered, and a complete listing of eligible benefits. Candidates that have not been selected for hire shall also be notified in writing.

# *City of Dayton Personnel Policy Handbook*

## **EMPLOYEE ACKNOWLEDGEMENT**

I hereby acknowledge that I have received a copy of the City's Personnel Policy Handbook. I understand that the contents of this Handbook are for general information and guidance, and it does not constitute contract. I understand that it replaces and supersedes any previous policies, manual or communications, whether written or oral. I further understand that all contents of this Personnel Policy Handbook are subject to change in accordance with applicable laws, but employees will be advised of any City initiated changes to policies contained.

I understand that certain employees are covered by a collective bargaining agreement. Should there be a difference between the collective bargaining agreement and this handbook, the collective bargaining agreement will prevail.

I have entered into my employment relationship with the City of Dayton voluntarily and acknowledge that there is no specified length of employment. Employees have the right to terminate the employment relationship with the City at any time, with or without notice, for any reason. The City has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. The organization retains sole discretion to add, delete, or change anything contained in this handbook expect employment-at-will.

I understand and agree that no employee or representative of the City of Dayton has the authority, at present or in the future, to promise me any benefit or make any agreement with me, oral or written, which in any way conflicts with this Personnel Policy Handbook or any of these statements, and that no person other than the City of Dayton has the authority to change any policy, benefit, rule or procedure as stated in this Handbook.

I understand it is my responsibility to read and understand the contents of this Personnel Policy Handbook including the Harassment & Respectful Workplace policy. If I do not understand any provision of the Handbook, I shall contact my immediate supervisor or the City Administrator for clarification.

Employee Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Note: Employees will be required to acknowledge receipt of the Personnel Policy Handbook by signing this acknowledgement.**

**-This copy is to remain in the Handbook-**

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# *City of Dayton Personnel Policy Handbook*

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Employee Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Note: Employees will be required to acknowledge receipt of the Personnel Policy Handbook by signing this acknowledgement.**

**-This copy is to be removed and placed in the employee's personnel file-**

**ITEM:**

Jordan & Jaeger Ditch Stabilization Project

**PREPARED BY:**

Jason Quisberg, Engineering

**POLICY DECISION / ACTION TO BE CONSIDERED:**

Approve proposal for engineering services on the Jordan & Jaeger Ditch Stabilization Project

**BACKGROUND:**

Hennepin County previously completed some culvert and stabilization improvements in a ravine located at 16630/16750 Dayton River Road. The City is considering a project that would provide continued stabilization of the ravine, down to the Mississippi River.

The City was recently notified that grant funds, through a previously sought after grant program, became available and have been set aside for use towards these improvements should the City still wish to pursue the project.

It is anticipated that project costs will be funded 100% through a combination of the grant awarded and funding approved through Elm Creek Watershed. It should also be noted that both adjacent property owners are in support of the project.

See the attached proposal for engineering services for additional background and project details.

**RECOMMENDATION:**

Should Council desire to proceed with the project, it is recommended that the attached proposal be accepted and the preparation of plans and specifications be authorized.

**ATTACHMENT(S):**

Stantec Proposal for Engineering Services – Jordan & Jaeger Ditch Stabilization Project



**Stantec Consulting Services Inc.**  
One Carlson Parkway North, Suite 100  
Plymouth MN 55447-4440

January 3, 2024

Project/File: 1030742

**Mr. Martin Farrell**

City of Dayton  
12260 South Diamond Lake Road  
Dayton, MN 55327

Dear Mr. Martin Farrell,

Stantec is pleased to submit this proposal to continue assist the City of Dayton with your efforts in stabilizing the ravine/ditch located between the Jordan and Jaeger properties. Stantec will support the construction of ditch stabilization measures through the design, bidding, and construction processes, as well as provide grant management and reporting.

## Background

This project is the stabilization of an eroding channel conveying stormwater runoff discharging from a culvert under Dayton River Road (CSAH 12) in Dayton to the Mississippi River. This culvert was replaced and lengthened by the County as part of a larger project on CSAH 12. The receiving channel is on private property and runs between two homes at 16630/16750 Dayton River Road. The concern is the existing channel degradation from the intermittently flowing pipe and the expectation that it may get worse as development across Dayton River Road increases runoff to the culvert.

It is estimated this channel erosion is contributing an excess of 2.6 tons sediment and 2.2 lbs TP to the river each year, with those loads expected to increase each year as the channel continues to deteriorate. Excess sediment also accumulates in the near-bank area, which impacts growth of beneficial aquatic and emergent vegetation and limits fish habitat. This erosion is expected to worsen as development occurs in the area and as precipitation frequency and intensity increases due to changing climate.

Site survey and concept plans were developed in late 2022 to determine feasibility and support funding requests. Since that time, funding totaling \$82,000 has been secured from the Elm Creek Watershed Management Commission (ECWMC) and Hennepin County. A site visit was also completed in 2022, attended by the property owners.

This project will repair and stabilize the side slopes, add grade control structures, and restore vegetation to prevent further erosion and damage to property and reduce excess sediment and nutrients to the River.

Reference: Proposal for Jordan & Jager Ditch Stabilization

## Scope of Work

### Task 1 – Project Management

Project management responsibilities include coordination and communication with Dayton through meetings, letters, transmittals, e-mails, memoranda, and other forms of formal and informal communication, as appropriate. This also includes preparation of project correspondence, invoices and internal Stantec coordination.

### Task 2 – Property Owner Coordination

The project site is situated on private property, between the Jordan (16630) and Jaeger (16750) properties along Dayton River Road. No temporary or permanent easements are in place at the site. Written support for the project is being obtained from both landowners, as required by the Hennepin County Grant. Prior to construction, right-of-entry agreement will need to be acquired from each property owner. This task includes drafting of right-of-entry agreements and time to review project plans with landowners to support gaining their consent.

#### Assumptions:

- Right-of-entry permission is sufficient, and easements are not required. Therefore, boundary survey services will not be provided.
- Right-of-entry will be obtained from both landowners.

#### Deliverables:

- Signed right-of-entry documentation from both property owners.

### Task 3 – Site Visit and Supplemental Survey

Preliminary survey, including a tree survey, was conducted at the site in 2022 to inform concept design of the ditch stabilization. Since that time, significant rainfall and snowmelt events have occurred. A site visit will be completed under this scope of work, to provide the design team with an understanding of current site conditions and constraints. If needed, supplemental survey information will be collected to inform the design, construction documents, and opinion of probable cost. Photos will be taken at the site.

A desktop review of above and belowground utilities will be completed in coordination with Gopher State One Call. Contractor will be responsible for verifying utility locations in the field prior to beginning work.

**Reference:** Proposal for Jordan & Jager Ditch Stabilization

**Assumptions:**

- Site conditions will not be substantially different than they were in 2022, and as a result, no more than 2 hours of survey will be required.
- Up to three Stantec staff will visit the site to assess conditions and inform design of stabilization methods.

**Deliverables:**

- No formal deliverables associated with task.

## **Task 4 – Design Channel and Develop Preliminary & Final Plans**

The goals of the project are to stabilize and armour the channel to prevent future erosion caused by flow from the CSAH 12 culvert. Based on a site visit conducted in 2022, it is understood that the landowners do not want the channel to be relocated and prefer minimal tree removal. Therefore, since existing tree canopy limits the potential for bio-stabilization practices, the concept design plans developed in 2022 propose stabilization of the ditch via riprap armoured bank toes and periodic rock grade control structures. Design calculations will be performed to finalize the selection of riprap size to be used for the project. Velocities and shear stresses in the channel will be estimated using a HydroCAD model, hydraulic information generated by Hennepin County to support the CSAH 12 project, and/or calculations quantifying the culvert's capacity under maximum flow conditions.

The concept drawings will be progressed under this scope to preliminary and final plan sets. A copy of the preliminary plan set will be provided to Hennepin County (due to the County's position as a project funder). Comments received during review of the preliminary plan set will be incorporated into the final plan set as appropriate.

A preliminary and final opinion of probable cost will be developed based on recent bid information received for similar projects and engineering judgement.

**Assumptions:**

- Hydraulic information generated by Hennepin County during the CSAH 12 project will be provided by either Hennepin County or ECWMC.
- Third party review of the preliminary plan set will be completed within 2 weeks of delivery to interested parties.

**Deliverables:**

- Preliminary and Final plan sets
- Preliminary and Final opinion of probable cost



**Reference:** Proposal for Jordan & Jager Ditch Stabilization

## Task 5 – Quote Package Specifications

Based on concept design, construction is anticipated to cost approximately \$70,000, which makes the project eligible for contractor solicitation through invitational quotes rather than through the public bidding process. Stantec will prepare a quote package, which will include relevant technical specifications and be accompanied by project plans.

### **Assumptions:**

- Project will be eligible for contractor solicitation through invitational quotes, rather than through the public bidding process. (Contractor selections will be coordinated with Public Works.)
- Technical specifications will not be needed for project components beyond those that are anticipated based on concept design (i.e. no major project changes)

### **Deliverables:**

- Quote package to send to selected contractors

## Task 6 – Quoting Assistance

This task includes services associated with the quote process, including requesting quotes, responding to questions received from contractors, and reviewing quotes to recommend a contractor for selection. To reduce risk and uncertainty associated with site characteristics and site access, a mandatory pre-quote meeting will be held approximately one week after requests for quotes is sent.

### **Assumptions:**

- Once requested, quotes will be digitally accepted for two weeks
- Stantec will lead contract execution in partnership with City Legal Counsel

### **Deliverables:**

- Recommendation of contractor for selection (Recommendation will be coordinated with Public Works.)

## Task 7 – Permitting

This project is anticipated to require review by ECWMC. Stantec will prepare required submittals for the ECWMC. Since Stantec serves as the Engineer for the ECWMC, a third party engineer will review the submittal materials for this project on behalf of ECWMC to avoid any potential conflict of interest.

Additionally, it is anticipated a Mississippi River Corridor Critical Area (MRCCA) Land Alteration Permit will be required. Stantec will coordinate with the City to apply for this permit.

**Reference:** Proposal for Jordan & Jager Ditch Stabilization

The Minnesota Department of Natural Resources (MnDNR) has provided the ordinary high-water mark (OHWM) of the Mississippi River at the project site. The OHWM is 843.0, NGVD29.

**Assumptions:**

- Work will not need to extend below the OHWM of the Mississippi River, and as such, will not require a DNR Work in Public Waters Permit.
- The site is not considered a Water of the United States, and will not require an United States Army Corps of Engineers Section 404 permit.
- The project will not result in substantial floodplain fill and will not require a no-rise certificate or any regulatory approvals associated with floodplain alteration.
- No other permitting besides ECWMC is included within this scope of work.

**Deliverables:**

- Submittal of ECWMC permitting documentation and addressing of comments from ECWMC.
- Should additional permits be required, Stantec will coordinate as necessary. However, it should be noted that costs associated with the permit fees and corresponding coordination efforts are not included in this proposal. City staff will be notified immediately if additional permits are determined to be required.

## **Task 8 – Construction Observation & Administration**

Stantec will provide construction administration services including field construction observation for the duration of the project. Below are the identified tasks for construction observation.

- Construction staking and placement of temporary benchmarks
- Observe construction activities
- Document construction progress through PlanGrid
- Take pictures of construction progress
- Process pay applications
- Review shop drawings (if needed)
- Respond to contractor questions
- Lead and document pre-construction meeting
- Inspect site prior to closeout, and develop punch-list, if applicable

**Reference:** Proposal for Jordan & Jager Ditch Stabilization

### **Assumptions:**

- Implementation of stabilization will be completed in winter and extend over a period of one to three weeks. Restoration activities may occur during spring/summer months.
- Up to two (2) applications for payment will be submitted and reviewed.
- Construction observation will be limited to 40 hours (20 hours per week for 2 weeks).
- Record plans will not be developed.

### **Deliverables:**

- Construction staking.
- Documentation of construction observation records.

## **Task 9 – Grant Administration**

This task includes grant administration and management, reporting/submittals and closeout.

## **Schedule**

It's planned the design will be completed this winter, with quote solicitations going out early spring. Contractor selection and contract award would be early summer with the work taking place during the 2024 construction season.

Flexibility in the completion date is often provided on these projects, to invite more competitive bidding. If there is reason, or desire, to specify a more defined window for construction, that can certainly be done. This can be coordinated prior to quote solicitation.

## **Fee Estimate**

Our estimated fee to complete the identified scope of work is \$32,290. Any anticipated changes to the scope that will affect the project fee will be communicated to the City before additional work is undertaken. We will invoice monthly for actual time and expense incurred. Fees incurred as part of completing these tasks are eligible for use of grant funds as indicated in grant agreement. To execute this contract, please sign below. This work will be completed in accordance with the terms and conditions of our current Master Services Agreement between the City of Dayton and Stantec.

Reference: Proposal for Jordan & Jager Ditch Stabilization

We thank you for this opportunity to present this proposal. Should you have any questions or need clarification of anything in the enclosed proposal, please do not hesitate to contact us.

Regards,

**STANTEC CONSULTING SERVICES INC.**



**Rena Weis**  
Project Manager  
763-252-6889  
rena.weis@stantec.com



**Jason Quisberg**  
Senior Associate  
763-252-6873  
jason.quisberg@stantec.com

Attachment: None

By signing this proposal, the City of Dayton, MN authorizes Stantec to proceed with the services herein described.

This proposal is accepted and agreed on (DATE): \_\_\_\_\_

Per: The City of Dayton, MN

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Signature

**ITEM:**

Ordinance 2024-01 Adopting City fees and escrow schedule for 2024

**PREPARED BY:**

Zach Doud, City Administrator

**POLICY DECISION / ACTION TO BE CONSIDERED:**

Consider Approval of Ordinance 2024-01

**BACKGROUND:**

The Fee Schedule is updated annually and includes all fee categories. The Fee Schedule was last updated September 2023. 2024 changes to the fee schedule are numerous and are all in red in the attached fee schedule. Almost all of the changes are to cover our costs of actual work being done on the said permits instead of subsidizing those costs with tax levy. We haven't updated most of these fees in several years if not longer and we as staff tried to hit the big ones that we saw most prevalent in 2023.

The schedule includes the annual increase to water utility rates (1%) and sewer utility rates (1%) and development fees that vary across the funds.

The Council has discretionary authority to adopt, revise or table the Fee Schedule, determining any level of on-going review and also set the timeframe for approval. The fee schedule is broken up into several different sections including general City fees, building inspections, public safety, planning and development, and utility fees.

**CRITICAL ISSUES:**

There are no outstanding issues.

**RELATIONSHIP TO COUNCIL GOALS:**

This action is not related to a specific goal but part of typical council action.

**RECOMMENDATION:**

Staff recommends adoption of Ordinance 2024-01 adopting fees and escrow schedule for 2024.

**ATTACHMENT(S):**

Ordinance 2024-01 including Exhibit "A" Fee and Escrow Schedule

**ORDINANCE NO. 2024-01**

**CITY OF DAYTON**

**AN ORDINANCE ADOPTING CITY FEES AND ESCROW SCHEDULE FOR 2024**

WHEREAS, the City Code, Zoning and Subdivision Code, provides for fees and escrows to be paid by applicants; and

WHEREAS, the City is required to adopt a fee and escrows schedule.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DAYTON ORDAINS AS FOLLOWS:

1. That all previous fees and escrow schedules adopted by the City Council are hereby repealed in their entirety.
2. That the fees and escrows schedule attached hereto as Exhibit A is hereby adopted.
3. This Ordinance shall be effective January 1, 2024

PASSED this 9<sup>th</sup> day of January, 2024, by the Dayton City Council.

City of Dayton

\_\_\_\_\_  
Dennis Fisher, Mayor

Attest:

\_\_\_\_\_  
Amy Benting, ACA/City Clerk

Published on

**Exhibit “A”  
Fee Schedule**



## FEE SCHEDULE ~~2023~~2024

### SECTION 1: ADMINISTRATIVE

BAD CHECK FEE:	\$40.00
B/W UP TO 8 ½" X 11" 10- 100 COPIES:	\$0.25 + Staff Time
B/W UP TO 8 ½" X 11" 101 COPIES +:	\$0.30 + Staff Time
B/W OVERSIZE – 11" X 17":	\$0.50 + Staff Time
COLOR UP TO 8 ½" X 14":	\$1.00 + Staff Time
COLOR OVERSIZE – 11" X 17":	\$1.20 + Staff Time
COPIES/FAX/MAPS: (PER SHEET):	Actual Cost + Staff Time (if retrieval is > 5 min)
INTEREST CHARGE ON PAST DUE ESCROWS:	10% annually (if not paid within 30 days of bill date)

### CITY PUBLICATIONS IF COPIES REQUESTED

BUDGET:	Actual Cost + Staff Time
AUDIT:	Actual Cost + Staff Time
CAPITAL IMPROVEMENT PLAN (CIP):	Actual Cost + Staff Time
COMPREHENSIVE PLAN:	Actual Cost + Staff Time
ZONING ORDINANCE:	Actual Cost + Staff Time
SUBDIVISION ORDINANCE:	Actual Cost + Staff Time
CITY CODE:	Actual Cost + Staff Time
ENGINEERING DESIGN MANUAL:	Actual Cost + Staff Time
OTHER PUBLICATIONS:	Actual Cost + Staff Time

### SECTION 2: CITY CLERK

CERTIFIED COPIES:	\$10.00 (after first copy)
CERTIFY FOR NON-PAYMENT TO TAXES:	15% of the bill (Utilities/Escrow)
PENALTY FOR NON-PAYMENT ON ACCOUNT <del>OR</del> ESCROW	<del>10</del> 12% of current amount due (assessed 5 days after bill is due)
<b>PUBLIC HEARING NOTICES</b>	
MAILINGS:	Actual Cost
CHAMPLIN-DAYTON PRESS PUBLICATION:	Actual Cost



MAILING LABELS (HENNEPIN/WRIGHT COUNTY):	Actual Cost
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#### RECORDING – HENNEPIN/WRIGHT COUNTY

ABSTRACT & TORRENS PROPERTIES:	Actual Cost + Staff Time
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#### RENTAL HOUSING LICENSE- **VALID FOR 2 YEARS**

APPLICATION –SINGLE FAMILY/TOWNHOME:	<del>\$75.00</del> <u>500.00</u> /per unit (includes initial inspection)
RE-INSPECTIONS REQUIRED PRIOR TO LICENSING - <b>ALL</b> :	<del>\$75.00</del> <u>100.00</u> /per inspection
APPLICATION – APARTMENTS:	<del>\$450.00</del> <u>1,000.00</u> /per building
INSPECTIONS- APARTMENTS:	<del>\$25.00</del> <u>50.00</u> /per unit

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#### ADULT ENTERTAINMENT ESTABLISHMENT

COST PER ESTABLISHMENT:	\$5,000.00
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#### SOLICITOR/PEDDLER/TRANSIENT MERCHANTS

APPLICATION FEE:	\$35.00
WEEKLY FEE:	\$30.00
MONTHLY FEE:	\$65.00
YEARLY FEE:	\$300.00

#### FACILITY RESERVATION FEES

CENTRAL PARK:	\$200.00 per day	
GAZEBO RESERVATION (E.G. CLOQUET OVERLOOK AND SUE MCLEAN PARK)	\$75.00 per day	
MCNEIL PARK:	\$100.00 per day	
MCNEIL PARK WITH LIGHTS:	\$150.00 per day	
REFUNDABLE DEPOSIT (IN ADDITION TO FEE):	\$100.00 per day	
CONCESSION STAND:	\$50.00 per day	
<b>ELSIE STEPHEN'S PARK AMPHITHEATER</b>	Mon - Thurs	Fri - Sun
Rental Hours (10a-Sunset) Resident	\$75.00/Day	\$175.00/day
Rental House (10am – Sunset)	\$100.00/day	\$200.00/day
Non-Resident		
Refundable Deposit	\$200.00	

#### ACTIVITY CENTER RENTAL

<b>DAMAGE DEPOSIT:</b>	\$300.00 (Civic Groups \$150 deposit)	
<b>WEEKDAY RATES (MON-THUR)</b>	Full Day (8a-4p)	Hourly (max of full day rate)
RESIDENT	\$150.00	\$40.00
NON-RESIDENT	\$175.00	\$45.00
NON-PROFIT (MUST SHOW 501 STATUS)	\$100.00	\$25.00
CIVIC GROUP (501C3 OR 501C4 – E.G. SCOUTS OR LIONS)	\$100.00	\$25.00*
<b>WEEKEND RATES (FRI-SUN)</b>	Full Day (8a-4p)	Hourly (max of full day rate)**
RESIDENT	\$250.00	\$65.00
NON-RESIDENT	\$275.00	\$70.00
<b>LINEN RENTAL FEES</b>		
75-100 people (11 tables, double white linen, black linen chair covers, chair sashes, 2 skirted buffet tables, 1 skirted head table)	\$270.00	
50-75 people (8 tables, double white linen, black linen chair covers, chair sashes, 2 skirted buffet tables, 1 skirted head table)	\$200.00	
25 people (4 tables, double white linen, black linen chair covers, chair sashes, 2 skirted buffet tables, 1 skirted head table)	\$125.00	
<b>Ala Carte Rental</b>		
Skirted Buffet Or Head Table With Top Linen	\$10.00 each	
Single White Table Linen	\$3.00 each	
Chair Cover	\$2.00 each	
Chair Sash	\$1.00 each	
<b>TECHNOLOGY RENTAL</b>		
Refundable deposit	\$300.00	
Basic Event Package (includes A/V podium system, HDMI compatible, Blu-ray player, projector, screen, wireless mic)	\$250	
<b>Ala Carte Rental</b>		
Flat Screen TV Cart (HDMI compatible)	\$75.00	
Wireless Mic & Sound System	\$75.00 (\$25.00 for second mic)	

Computer with wireless mouse & keyboard	\$125.00
<b>ACTIVITY CENTER &amp; ELSIE STEPHENS PARK PACKAGE***</b>	
Refundable deposit	\$500.00
Resident	\$375.00
Non-resident	\$425.00
<b>CORPORATE MEETING PACKAGE****</b>	
Rental fee	\$600.00
Refundable deposit	\$500.00
<b>WEDDING RENTAL PACKAGE*****</b>	
Resident Rental	\$800.00
Non-resident Rental	\$875.00
Refundable Deposit	\$800.00

**activity center rental notes:**

\*Civic groups have free rental, with \$150 refundable deposit, Mon -Thur 4:00pm to 9:00pm

\*\* hourly rates Fri-Sun are available no more than 45 days ahead of event date

\*\*\* Activity Center & Elsie Stephens Package includes one day rental (Fri-Sun) at Elsie Stephens Park between 10a-sunset and one day rental (Fri-Sun) activity center rental 10a-midnight. Package is for same-day rental only. Does not include linens, technology package, security, or other additions. City Staff has discretion to temporarily adjust ordinances upon review of the application and event.

\*\*\*\* Corporate Meeting Package includes one day rental of activity center, Mon-Thurs 8a-5p, basic event technology package, and choice of linens package. price does not include any ala carte or additional items.

\*\*\*\*\* Wedding Package includes one day rental for 3 hours (Fri-Sun) at Elsie Stephens Park between 10a-Sunset and one day rental (Fri-Sun) Activity Center Rental 10a-midnight. Park & full day Activity Center is for same-day rental only. The price includes 2 hours of setup time at the Activity Center the night before event, if the building is not previously rented. Package also includes Basic Event Technology Package, and choice of Linens Package. Price does not include any Ala Carte or additional items.

**LARGE ASSEMBLY PERMIT**

200+ PEOPLE:	\$60.00 per event
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**LIQUOR/TOBACCO LICENSING**

ON SALE LIQUOR LICENSE:	\$3,000. <del>00</del> per year (due July 1st)
OFF SALE LIQUOR:	\$100. <del>00</del> per year (due July 1st)
ON SALE SUNDAY LIQUOR:	\$200. <del>00</del> per year (due July 1st)
SET UP LICENSE:	\$125. <del>00</del> per year (due April 1st)
OFF SALE 3.2 LICENSE:	\$15. <del>00</del> per year (due July 1st)
<b><u>FAILED COMPLIANCE CHECK – LIQUOR</u></b>	<b><u>\$300 administrative fine</u></b>

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TEMPORARY ONE DAY 3.2:	\$15. <del>00</del> per day
LICENSE TOBACCO LICENSE:	\$200. <del>00</del> per year (due January 1st)
TEMPORARY INTOXICATING BEVERAGE LICENSE:	\$25. <del>00</del> per day
<b><u>FAILED COMPLIANCE CHECK - TOBACCO</u></b>	<u>\$300 administrative fine</u>

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#### MISCELLANEOUS

NONRESIDENT NOTARY FEE	\$1.00 Per Document
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### SECTION 3: BUILDING

<b>ACCESSORY BUILDINGS OVER 200 SQUARE FEET (RESIDENTIAL)</b>	
200 TO <u>1,250</u> SQUARE FEET (SQ. FT.)	\$300 + \$1 state surcharge
<u>1,251</u> SQ. FT. AND OVER	\$400 + <del>S</del> state <del>S</del> urcharge <sup>3</sup>
ACCESSORY BUILDING OVER 200 SQUARE FEET (NON-RESIDENTIAL)	Based on valuation <sup>1</sup> + <del>p</del> Plan <del>C</del> heck <sup>2</sup> + State Surcharge <sup>3</sup>
NEW CONSTRUCTION HOMES (INCLUDES TOWNHOMES, ROW HOMES, AND SIMILAR)	Based on valuation <sup>1</sup> + Plan Check <sup>2</sup> + State Surcharge <sup>3</sup>
<u>NON-RESIDENTIAL NEW CONSTRUCTION PRINCIPAL STRUCTURE</u>	Based on valuation <sup>1</sup> + Plan Check <sup>2</sup> + State Surcharge <sup>32</sup>
<b>BASEMENT REFINISHING, REMODELS, AND ADDITIONS REQUIRING BUILDING PERMIT:</b>	Based on valuation <sup>1</sup> + Plan Check <sup>2</sup> + State Surcharge <sup>32</sup>
DISCOUNT FOR HOMES 20 YEARS OR OLDER (REMODELS, BASEMENT FINISHES, ADDITIONS)	25% reduction on permit fee and <u>Plan Cecheck fee<sup>2</sup></u> ; State surcharge is still applied based on valuation
LANDSCAPING/SITE REVIEW ESCROWS (IF REQUIRED):	\$3,000.00 (minimum escrow)
ADDITIONAL C/O INSPECTIONS (AFTER 3 INSPECTIONS):	\$100 each
BUILDING RE-INSPECTION FEE (AFTER 2 <sup>ND</sup> INSPECTION):	\$47.00 established under state building code
<b><u>CHANGE IN USE APPLICATION</u></b>	<u>\$75 for each structure</u>
DECK PERMIT:	<u>Based on valuation<sup>1</sup> + State Surcharge<sup>3</sup></u> <del>\$260 + \$1 state surcharge</del>
RETAINING WALL PERMIT OVER 4 FEET IN HEIGHT:	Based on valuation <sup>1</sup> + State Surcharge <sup>32</sup>
FENCE PERMIT, FENCES < 7 FEET:	<del>\$50</del> <u>100</u>

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FENCE PERMIT, FENCES > 7 FEET:	<u>Based on valuation<sup>1</sup> + Plan Check<sup>2</sup> + State Surcharge<sup>3</sup>\$127.00 + \$82.55 plan check fee + \$1 state surcharge</u>
BUILDING MOVING PERMIT:	Based on valuation <sup>1</sup> + State Surcharge <sup>32</sup>
MECHANICAL PERMIT (NON-RESIDENTIAL AND APARTMENT BUILDINGS):	<u>\$61 + \$5 Per Additional + \$1 (State surcharge)</u> <del>Based on valuation<sup>1</sup> + plan check* + State Surcharge<sup>2</sup></del>
MECHANICAL PERMIT (RESIDENTIAL): <u>WITH NEW CONSTRUCTION/ADDITION/ ALTERATION PERMIT</u>	<u>\$61 + \$5 Per Additional + \$1 (State surcharge)</u> <del>Included in Building Permit Fee</del>
MOBILE HOME:	<del>Based on valuation<sup>1</sup> + State Surcharge<sup>3</sup></del> Based on valuation <sup>1</sup> + State Surcharge <sup>2</sup>
MODULAR HOME PLAN REVIEW:	<del>Based on valuation<sup>1</sup> + State Surcharge<sup>3</sup></del> Based on valuation <sup>1</sup> + State Surcharge <sup>2</sup>
PLAN CHECK FEES	Plan Check <sup>2</sup>
PLUMBING PERMIT (NON-RESIDENTIAL):	<del>Based on valuation<sup>1</sup> + State Surcharge<sup>3</sup></del> Based on valuation <sup>1</sup> + State Surcharge <sup>2</sup>
PLUMBING PERMIT (RESIDENTIAL): <u>WITH NEW CONSTRUCTION/ADDITION/ ALTERATION PERMIT</u>	<u>\$61 + \$5 Per Additional + \$1 (State surcharge)</u> <del>Included in Building Permit Fee</del>
PLUMBING PERMIT (RESIDENTIAL): <u>WHEN SEPARATE FROM NEW CONSTRUCTION/ADDITION/ALTERATION PERMIT</u>	\$61.00 + \$5 per fixture + \$1 (state surcharge)
FIREPLACE PERMIT (RESIDENTIAL): <u>WITH NEW CONSTRUCTION/ADDITION/ ALTERATION PERMIT</u>	<u>\$61 + \$5 Per Additional + \$1 (State surcharge)</u> <del>Included in Building Permit Fee</del>
WATER METER (RESIDENTIAL): WITH NEW CONSTRUCTION PERMIT	Actual Cost incurred by City

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\*Any building permit type not mentioned (e.g. residential, commercial, industrial, new construction) fee will be **BASED ON VALUATION<sup>1</sup> + PLAN CHECK<sup>2</sup> + STATE SURCHARGE<sup>3</sup>** (SEE SECTION 10 BELOW). When work requiring a permit has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The minimum investigation fee shall be no greater than the permit fee.

## SECTION 4: OVER THE COUNTER

BURN PERMIT:	\$25.00 (illegal burn fee will double)
CONNECTION CHARGES	
SEWER:	\$75 + \$1 (State surcharge) = \$76.00
WATER:	\$75 + \$1 (State surcharge) = \$76.00 + Actual Cost of Water Meter Incurred by City

<b>DEMOLITION PERMITS</b>	
<i>SINGLE-FAMILY STRUCTURES:</i>	\$100 + \$1 (State surcharge) = \$101.00
<i>GARAGES/BARNS/POOLS/MOBILE HOMES:</i>	\$50 + \$1 (State surcharge) = \$51.00
<i>MULTIPLE FAMILY STRUCTURES</i>	
<i>FIRST TWO UNITS:</i>	\$150 + \$1 (State surcharge) = \$151.00
<i>EACH ADDITIONAL UNIT</i>	\$50.00
<i>COMMERCIAL UNITS</i>	\$200.00 + \$1 (State surcharge) = \$201.00
<i>DRAIN TILING:</i>	\$61 + \$1 (State surcharge) = \$62.00
<i>FIREPLACE PERMIT (RESIDENTIAL): <u>WHEN SEPARATE FROM NEW CONSTRUCTION/ADDITION/ALTERATION PERMIT</u></i>	\$61 + \$5 per additional + \$1 (State surcharge)
<i>MECHANICAL PERMIT (RESIDENTIAL): <u>WHEN SEPARATE FROM NEW CONSTRUCTION/ADDITION/ALTERATION PERMIT; INCLUDES FURNACE, AIR CONDITIONING, AIR TO AIR EXCHANGE WINDOWS/DOOR REPLACEMENT (PER STRUCTURE)</u></i>	\$61 + \$5 Per Additional + \$1 (State surcharge)
<i>RE-ROOFING PERMIT (PER STRUCTURE):</i>	\$61 + \$5 Per Additional Structure + \$1 (State surcharge)
<i>RPZ</i>	\$61 + \$1 (State surcharge) = \$62.00
<i>SEPTIC SYSTEM TANK DEMOLITION:</i>	\$50.00
<i>SEPTIC SYSTEM PERMIT/SITE INSPECTION:</i>	\$400.00
<i>SEPTIC SYSTEM REPAIR:</i>	\$125.00
<i>SIDING PERMIT (PER STRUCTURE):</i>	\$61 + \$5 Per Additional Structure + \$1 (State surcharge)
<i>UTILITY/ROW PERMIT:</i>	\$100.00 + \$3,000 escrow or \$10,000 annually
<i>WATER HEATERS:</i>	\$15 + \$1 (State surcharge) = \$16.00
<i>WATER SOFTENER:</i>	\$15 + \$1 (State surcharge) = \$16.00

\*State surcharges are calculated as shown in Section 10 below.

## SECTION 5: PLANNING

<i>COMMERCIAL KENNEL LICENSE (5 DOGS)</i>	See IUP/CUP in Section 6
<i>RESIDENTIAL KENNEL LICENSE (5 DOGS)</i>	See IUP/CUP in Section 6
<b>PROJECT RECOVERY RATE FACTOR</b>	
<i>ENGINEERING SERVICES:</i>	Actual Cost
<i>LEGAL SERVICES:</i>	Actual Cost
<i>MISCELLANEOUS CONSULTANTS:</i>	Actual Cost

CITY STAFF SERVICES:	\$ <del>65</del> 85.00 (Per Hour)
<b>PUBLIC HEARING NOTICES</b>	
MAILINGS:	Actual Cost
CHAMPLIN-DAYTON PRESS	Actual Cost
PUBLICATION:	
MAILING LABELS	Actual Cost
(HENNEPIN/WRIGHT COUNTY):	
AGRICULTURE PRESERVE APPLICATION	\$50.00 per application (per Statute)
(MIN 40 ACRES):	
ZONING LETTER	\$50.00 per property
<b>SIGN PERMIT</b>	
CHANGE IN SIGN FACE (NO INCREASE IN SIZE):	\$25.00
INCREASE IN SIZE OF EXISTING SIGN:	Based on valuation <sup>1</sup> + State Surcharge <sup>3</sup> (\$75.00 min)
NEW SIGN ON EXISTING SUPPORT:	Based on valuation <sup>1</sup> + State Surcharge <sup>3</sup> (\$75.00 min)
NEW PERMANENT MONUMENT SIGN:	Based on valuation <sup>1</sup> + State Surcharge <sup>3</sup> (\$75.00 min)
NEW PERMANENT POLE MOUNTED SIGN:	Based on valuation <sup>1</sup> + State Surcharge <sup>3</sup> (\$75.00 min)
NEW PERMANENT WALL SIGN:	Based on valuation <sup>1</sup> + State Surcharge <sup>3</sup> (\$75.00 min)
TEMPORARY/EVENT SIGNAGE:	\$25.00
NON-PROFIT TEMP. EVENT SIGNAGE:	No Cost (if documented 501c3)
IRRIGATION SYSTEMS FOR NEW SYSTEMS NOT INSTALLED WITH HOME (CITY SEWER/WATER)	\$99 + \$1 (state surcharge)
SWIMMING POOL PERMIT (IN GROUND POOLS OR ABOVE GROUND POOLS OVER 5,000 GALLONS	Based on valuation <sup>1</sup> + State Surcharge <sup>3</sup>
WORK WITHOUT PERMIT	Double fee/fine

\*Any building permit type not mentioned (e.g. residential, commercial, industrial, new construction) fee will be based on **BASED ON VALUATION<sup>1</sup> + PLAN CHECK<sup>2</sup> + STATE SURCHARGE<sup>3</sup>** (SEE SECTION 10 BELOW) WITH THE MOST SIMILAR CONSTRUCTION TYPE. When work requiring a permit has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The minimum investigation fee shall be no greater than the permit fee.

## SECTION 6: DEVELOPMENT \*\* (SEE NOTE)

ADMINISTRATIVE SUBDIVISION:	\$ <del>300</del> 500.00 Application Fee; <del>\$200.00 Escrow</del>
COMPREHENSIVE PLAN AMENDMENT:	\$300.00 Application Fee; <del>\$2,500</del> 3,500.00 Escrow
<b>CONDITIONAL USE PERMIT (CUP) OR INTERIM USE PERMIT (IUP)</b>	
RESIDENTIAL/ AGRICULTURE DISTRICT:	\$150.00 Application Fee; <del>\$400</del> 800.00 Escrow
ALL OTHER DISTRICTS:	\$300.00 Application Fee; <del>\$1</del> ,800.00 Escrow
ADMINISTRATIVE HOME OCCUPATION:	\$50.00 Application Fee
EXTENDED HOME BUSINESS:	Same as IUP fees and escrow
CONCEPT PLAN REVIEW:	\$300.00 Application fee; \$3,500.00 Escrow
DEVELOPMENT/LAND USE SIGN (FOR PUBLIC HEARINGS):	\$50.00 per sign (as determined by City Staff)
<b>PLANNED UNIT DEVELOPMENT</b>	
PRELIMINARY:	\$300.00 Application Fee; \$5,000.00 Escrow
FINAL:	\$300.00 Application Fee; \$5,000.00 Escrow
AMENDMENT:	\$300.00 Application Fee; \$2,000.00 Escrow
<b>PLAT FEES</b>	
PRELIMINARY PLAT:	\$300.00 Application Fee; \$275.00 per lot, <u>or \$5,000 (whichever is greater)</u> Escrow. <u>Initial escrow shall be capped \$15,000</u>
FINAL PLAT:	\$300.00 Application Fee and <del>\$65</del> ,000 escrow at application AND <i>Initial</i> Escrow of 4% of Construction costs as determined by City Engineer due at pre-construction meeting prior to development work starting
REZONING OR TEXT AMENDMENT:	\$300.00 Application Fee; <del>\$1,500</del> 2,500.00 Escrow
SITE PLAN APPLICATION:	\$300.00 Application Fee; <del>\$500</del> 1,500.00 Escrow
TECNOLOGY/SOFTWARE FEE INCLUDED IN FINAL PLAT, PAID AT TIME OF APPLICATION:	<del>\$1</del> 50.00 per lot fee
<b>VARIANCE</b>	
RESIDENTIAL OR AGRICULTURE DISTRICT:	\$150.00 Application Fee; <del>\$500</del> 1,000.00 Escrow



<i>ALL OTHER DISTRICTS:</i>	\$300.00 Application Fee; <del>\$1,000</del> <u>2,000</u> .00 Escrow
<b>WAIVER OF PLAT:</b>	\$300.00 Application Fee; \$1,500.00 Escrow
<b>GRADING/EXCAVATING PERMIT (CUBIC YARDS)</b>	(when not part of a development application)
50 – 99	\$0
100 – 999	\$100.00 for first 100 cubic yards, plus \$65.00 per each additional 100 cubic yards or fraction thereof
1000 – 9,999	\$350.00 for the first 1,000 cubic yards plus \$60.00 per each additional 1,000 cubic yards or fraction thereof
10,000 – 99,000	\$650.00 for the first 10,000 cubic yards plus \$50.00 per each additional 10,000 cubic yards or fraction thereof
100,000 AND OVER	\$1,200.00 for first 100,000 cubic yards plus \$25.00 per each additional 10,000 cubic yards or fraction thereof.
<b>HAULING FEE WHEN USING CITY STREETS</b>	(materials hauled in or out of site)
LESS THAN 50,000 CUBIC YARDS	\$0
GREATER THAN 50,000 CUBIC YARDS	First 50,000 cubic yards costs \$0 plus \$.55 per additional one cubic yard or fraction thereof
<b>WETLAND APPLICATION</b>	
NO LOSS DETERMINATION:	\$150.00 Application Fee; <del>\$1,500</del> <u>2,000</u> .00 Escrow
EXEMPTION:	\$150.00 Application Fee; \$650.00 Escrow
REPLACEMENT PLAN:	\$150.00 Application Fee; \$1,800.00 Escrow
WETLAND DELINEATION REVIEW:	\$150.00 Application Fee; <del>\$1,500</del> <u>2,000</u> .00 Escrow
WETLAND BANKING APPLICATION:	\$150.00 Application Fee; \$1,250.00 Escrow
LAND DEVELOPMENT WCA REVIEW 1-25 LOTS:	\$300.00 Application Fee; \$2,500.00 Escrow
LAND DEVELOPMENT WCA REVIEW 26-50 LOTS:	\$300.00 Application Fee; \$3,000.00 Escrow
LAND DEVELOPMENT WCA REVIEW EACH LOT OVER 50:	\$300.00 Application Fee; \$25.00 Per Lot Escrow after 50 lots (base \$3,000 Escrow)
INSPECTION OF RESTORATION PLAN	\$250.00
WCA VIOLATION	\$5,000 Escrow
<b><u>EAW, EIS, AUAR APPLICATION</u></b>	<u>\$300.00 Application Fee; \$6,000 Escrow</u>

**\*\* NOTE:** In addition to the above fees, applicants shall be responsible for any and all staff fees/costs, attorney fees/costs, and outside consultant fees/costs incurred by the City for the review of the application and other appurtenant work. The current attorney's fee hourly rate is \$200.00-\$225.00 (subject to change). The applicant shall be required to deposit with the City an escrow in an amount determined by the City sufficient for payment of projected staff, attorney's, and outside consultant fees/costs. If the escrow amount is not deposited with the City, the application shall be deemed incomplete. Additional escrow will be required should the account be depleted or deemed insufficient to cover costs incurred. Any remaining escrow left after the project's close out shall be refunded. For each final plat application, construction cost estimates shall be submitted to the City and will be subject to review and approval of the City Engineer.

## SECTION 7: POLICE, FIRE, & PUBLIC SAFETY

<b>DANGEROUS DOGS</b>	
<i>DANGEROUS DOG LICENSE:</i>	\$490.00 per year + annual license
<i>DANGEROUS DOG SIGN:</i>	\$10.00
<i>DANGEROUS DOG TAGS:</i>	\$5.00
<i>CONTRACT SECURITY</i>	\$ <del>125.00</del> /hour
<i>FASLE ALARM FINE – POLICE:</i>	\$100.00 fee upon receipt of third false alarm notice at an address in one calendar year. Each additional false alarm after the third is \$100.00
<i>FINGER PRINTING:</i>	<del>\$20.15.00</del>
<i>POLICE REPORTS:</i>	\$10.00 <u>each</u>
<u><i>COLOR/DIGITAL PHOTOS</i></u>	<u>\$10.00 each</u>
<u><i>SQUAD VIDEO</i></u>	<u>\$30.00 each</u>
<u><i>BODY WORN CAMERA VIDEO</i></u>	<u>\$30.00 each</u>
<u><i>OTHER VIDEOS</i></u>	<u>\$30.00 each</u>
<u><i>ACCIDENT REPORT</i></u>	<u>\$10.00 each</u>
<i>FIRE SUPPRESSION PERMIT</i>	Based on Valuation <sup>1</sup> + Plan Check <sup>1</sup>
<i>FALSE ALARM FINE – FIRE:</i>	\$100.00 fee upon receipt of third false alarm notice at an address in one calendar year. Each additional false alarm after the third is \$100.00
<i>SPECIAL VEHICLE PERMIT</i>	\$30 for 3 years
<i>FIREWORKS PERMIT</i>	\$100.00
<b>FIRE INSPECTIONS</b>	
<i>FIRST FOLLOW-UP:</i>	Free
<i>SECOND FOLLOW-UP:</i>	\$100.00
<i>THIRD FOLLOW-UP:</i>	\$150.00

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FOURTH FOLLOW-UP: \$200.00

## SECTION 8: PUBLIC WORKS

PERMIT TO EXCEED ROAD RESTRICTIONS:	\$100.00
UTILITY/ROW PERMIT	\$100.00 Permit fee AND \$3,000 escrow per permit OR \$10,000 escrow for the year
SMALL CELL WIRELESS FACILITY COLLOCATION PERMIT	\$500 for collocation of up to five (5) small wireless, 100 per small wireless facility beyond five (5)
SMALL CELL WIRELESS, NEW STRUCTURE PERMIT	\$1,000 per new pole
<b>SEWER AND WATER UTILITY RATES</b>	
WATER BASE:	<del>\$16.44</del> <u>16.60</u> /Bi-Monthly
WATER USAGE: PER 1,000 (GAL) 0-6,000 GAL:	<del>\$3.58</del> <u>3.62</u>
WATER USAGE: PER 1,000 (GAL) 6,001-10,000:	<del>\$3.96</del> <u>4.00</u>
WATER USAGE: PER 1,000 (GAL) 10,001-33,000:	<del>\$4.34</del> <u>4.38</u>
WATER USAGE: PER 1,000 (GAL) OVER 33,001:	<del>\$4.76</del> <u>4.80</u>
<u>HYDRANT WATER METER PER 1,000 (GAL)</u>	<u>\$4.80</u>
WATER AVAILABILITY FEE FOR EXISTING RESIDENCES WITH AVAILABLE WATER SERVICE AND HAVE NOT CONNECTED:	<del>\$16.44</del> <u>16.60</u> /Bi-Monthly
<u>IRRIGATION ACCOUNTS ONLY:</u>	
<u>WATER USAGE: PER 1,000 (GAL) 0-500,000 GAL:</u>	<u>\$3.62</u>
<u>WATER USAGE: PER 1,000 (GAL) 500,001-1,250,000 GAL:</u>	<u>\$4.00</u>
<u>WATER USAGE: PER 1,000 (GAL) 1,250,001-2,500,000 GAL:</u>	<u>\$4.38</u>
<u>WATER USAGE: PER 1,000 (GAL) OVER 2,500,000 GAL:</u>	<u>\$4.80</u>
SEWER BASE:	<del>\$23.12</del> <u>23.36</u> /Bi-Monthly
SEWER USAGE PER 1,000 (GAL)	<del>\$5.04</del> <u>5.09</u>
SEWER ONLY NDL 1,000 (GAL) AND OVER:	<del>\$6.84</del> <u>6.88</u>
MN CONNECT FEE:	\$1.62/Bi-Monthly

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CHAMPLIN FEE PER/ UNIT  
NATURES CROSSING: \$~~12.92~~13.05/Month

~~HYDRANT WATER METER PER~~  
~~1,000 (GAL)~~ \$4.76

**WATER METER USE FEES:**

RESIDENTIAL METER: \$16.~~44~~60

1 INCH WATER (BASE FEE): \$~~48.84~~49.34

1.5 INCH WATER (BASE FEE): \$~~62.80~~63.44

2 INCH WATER (BASE FEE): \$~~101.44~~102.16

3 INCH WATER (BASE FEE): \$~~383.68~~387.52

4 INCH WATER (BASE FEE): \$~~487.56~~492.44

6 INCH WATER (BASE FEE): \$~~732.46~~739.78

10 INCH WATER (BASE FEE): \$~~1,743.95~~1,761.38

**NON-RESPONSE FOR WATER METER** \$~~50.100~~ per billing cycle

**MAINTENANCE (INITIATED BY CITY)**

**WATER SHUT OFF AND RECONNECTION** \$150.00  
**FEE:**

**SECTION 9: DEVELOPMENT TRUNK AND  
CONNECTION FEES**

TRUNK AREA CHARGES	Non-Residential	Residential	High Density (12 units or greater)
STORM WATER	<del>8,6539,086</del> /acre	<del>3,1703,494</del> /unit	<del>460483</del> /unit
SANITARY SEWER	<del>6,6586,751</del> /acre	<del>2,5642,597</del> /unit	<del>350356</del> /unit
SANITARY SEWER LATERAL CHARGE	Credit eligibility calculated as part of development agreement	Credit eligibility calculated as part of development agreement	Credit eligibility calculated as part of development agreement
WATER	<del>9,62710,527</del> /acre	<del>3,7034,049</del> /unit	<del>615673</del> /unit
CONNECTION FEES (A BUILDING PERMIT)	Non-Residential	Residential	High Density
SEWER ACCESS CHARGE (SAC)	\$ <del>3,393406</del> /unit (\$ <del>908921</del> city +\$2,485)	\$ <del>3,393406</del> /unit (\$ <del>908921</del> city +\$2,485)	\$ <del>3,025033</del> /unit (\$ <del>540548</del> city +\$2,485)
WATER ACCESS CHARGE (WAC)	\$ <del>12,80013,408</del> /acre	\$ <del>4,9275,157</del> /unit	\$ <del>760796</del> /unit
MAPLE GROVE WAC (PAID TO MAPLE GROVE IN SOUTH DAYTON)	\$ <del>11,09612,596</del> /acre, \$ <del>5,9986,298</del> /acre (church with no weekday usage)	\$ <del>2,9993,149</del> /unit	\$ <del>2,3992,519</del> /unit
<b>PARK AND TRAIL DEDICATION</b>			

PARK DEDICATION	\$7,5247,900/acre	\$4,2834,497/unit	\$2,9893,129/unit
TRAIL DEDICATION	\$3,214/acre-	\$2,6632,796/unit	\$2,4292,541/unit
*Acre represents development acre defined as: Developable Area = Total Site Area - wetland per NWI Floodplain			
*Per unit residential based on average 3 units per acre density			

NOTES: Connection fees, and building permits are non-transferable. In the event that escrows are depleted, the applicant shall be invoiced or additional escrow may be required.

## **SECTION 10: VALUATION BUILDING PERMIT FEES, STATE SURCHARGE, & PLAN CHECK**

<sup>1</sup> Valuation Based Building Permit Fees see below table

<b><u>TOTAL VALUATION:</u></b>	<b><u>FEE</u></b>
<u>\$1.00 - \$500.00</u>	<u>\$23.50</u>
<u>\$501.00 - \$2,000.00</u>	<u>\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00</u>
<u>\$2,001.00 - \$25,000.00</u>	<u>\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$2,000.00</u>
<u>\$25,001.00 - \$50,000.00</u>	<u>\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00</u>
<u>\$50,001.00 - \$100,000.00</u>	<u>\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00</u>
<u>\$100,001.00 - \$500,000.00</u>	<u>\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00</u>
<u>\$500,001 - \$1,000,000.00</u>	<u>\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00</u>
<u>\$1,000,001.00 AND UP</u>	<u>\$5,608.75 for the first 1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof.</u>

<sup>2</sup> Plan check fee types

<b><u>PLAN CHECK TYPES:</u></b>	<b><u>CHARGE</u></b>
<u>ADDITIONAL CONSULTANT REVIEW (ENGINEER, PLANNER, ETC.):</u>	<u>Actual cost (may be billed separately)</u>

<u>NEW CONSTRUCTION HOMES (INCLUDES TOWNHOMES, ROW HOMES, AND SIMILAR):</u>	25% of Permit Fee
<u>NON-RESIDENTIAL AND APARTMENT BUILDINGS:</u>	25% of Permit Fee
<u>MASTER PLAN DESIGNATED NEW CONSTRUCTION HOMES:</u>	25% of <del>Plan-Check</del> Permit Fee

<sup>3</sup> State Surcharges when based on valuation

<u>TOTAL VALUATION:</u>	<u>STATE SURCHARGE</u>
<u>FIXED PERMIT FEE AMOUNT</u>	<u>\$1 or one-half mill (.0005) of the fee whichever is greater</u>
<u>VALUATION OF \$1,000,000 OR LESS</u>	<u>One-half mill (.0005) of the valuation of the structure, addition, or alteration</u>
<u>VALUATION BETWEEN \$1,000,000 TO \$2,000,000</u>	<u>\$500 plus two-fifths mill (.0004) of the value between \$1,000,000 to \$2,000,000</u>
<u>VALUATION BETWEEN \$2,000,000 TO \$3,000,000</u>	<u>\$900 plus three-tenths mill (.0003) of the value between \$2,000,00 to \$3,000,000</u>
<u>VALUATION BETWEEN \$3,000,000 TO \$4,000,000</u>	<u>\$1,200 plus one-fifth mill (.0002) of the value between \$3,000,000 to \$4,000,000</u>
<u>VALUATION BETWEEN \$4,000,000 TO \$5,000,000</u>	<u>\$1,400 plus one-tenth mill (.0001) of the balue between \$4,000,000 to \$5,000,000</u>
<u>VALUATION GREATER THAN \$5,000,000</u>	<u>\$1,500 plus one-twentieth mill (.00005) of the value greater than \$5,000,000.</u>