



**AGENDA  
CHANHASSEN CITY COUNCIL  
MONDAY, SEPTEMBER 13, 2021  
CITY COUNCIL CHAMBERS, 7700 MARKET BOULEVARD**

**A. 5:30 P.M. - WORK SESSION**

**Note: Work sessions are open to the public.** If the City Council does not complete the work session items in the time allotted, the remaining items will be considered after the regular agenda.

**A.1** American Rescue Plan Act Discussion

**A.2** Roundtable

**A.3** Future Work Session Schedule

**B. 7:00 P.M. - CALL TO ORDER (Pledge of Allegiance)**

**C. PUBLIC ANNOUNCEMENTS**

**C.1** Proclamation - Chanhasen Red Birds - 2021 State Amateur Baseball Class "B" Champions

**D. CONSENT AGENDA**

All items listed under the Consent Agenda are considered to be routine by the city council and will be considered as one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately. City council action is based on the staff recommendation for each item. Refer to the council packet for each staff report.

**D.1** Approve City Council Minutes dated August 23, 2021

**D.2** Receive Planning Commission Minutes dated August 17, 2021

**D.3** Receive Park and Recreation Commission Minutes dated July 27, 2021

**D.4** Receive Senior Commission Minutes dated July 16, 2021

**D.5** Receive Environmental Commission Minutes dated July 14, 2021

**D.6** Approve Claims Paid 09-13-2021

**D.7** Approve Amendment to Tree Preservation Easement in the Bluffs at Lake Lucy Addition

**D.8** Approve Fireworks Display at St. Hubert Catholic Community, September 25, 2021

**D.9** Resolution 2021-XX: Approve No Parking on Takoma Trail

**D.10** Resolution 2021-XX: Appoint Deputy City Clerk

**E. VISITOR PRESENTATIONS**

Visitor Presentations requesting a response or action from the City Council must complete and submit the Citizen Action Request Form (see VISITOR GUIDELINES at the end of this agenda).

**F. PUBLIC HEARINGS**

**G. GENERAL BUSINESS**

**G.1** Resolution 2021-XX: Approve Contract with Granicus for City Website Redesign and Services

**H. COUNCIL PRESENTATIONS**

**I. ADMINISTRATIVE PRESENTATIONS**

**J. CORRESPONDENCE DISCUSSION**

**J.1** 2021 Building Permit Activity August Year To Date

**K. ADJOURNMENT**

***GUIDELINES FOR VISITOR PRESENTATIONS***

Welcome to the Chanhassen City Council Meeting. In the interest of open communications, the Chanhassen City Council wishes to provide an opportunity for the public to address the City Council. That opportunity is provided at every regular City Council meeting during Visitor Presentations.

- Anyone seeking a response or action from the City Council following their presentation is required to complete and submit a Citizen Action Request Form. An online form is available at <https://www.ci.chanhassen.mn.us/action> or paper forms are available in the city council chambers prior to the meeting.
- Anyone indicating a desire to speak during Visitor Presentations will be acknowledged by the Mayor. When called upon to speak, state your name, address, and topic. All remarks shall be addressed to the City Council as a whole, not to any specific member(s) or to any person who is not a member of the City Council.
- If there are a number of individuals present to speak on the same topic, please designate a

spokesperson that can summarize the issue.

- Limit your comments to five minutes. Additional time may be granted at the discretion of the Mayor. If you have written comments, provide a copy to the Council.
- During Visitor Presentations, the Council and staff listen to comments and will not engage in discussion. Council members or the City Manager may ask questions of you in order to gain a thorough understanding of your concern, suggestion or request.
- Please be aware that disrespectful comments or comments of a personal nature, directed at an individual either by name or inference, will not be allowed. Personnel concerns should be directed to the City Manager.

Members of the City Council and some staff members may gather at Houlihan's, 530 Pond Promenade in Chanhassen immediately after the meeting for a purely social event. All members of the public are welcome.

# City Council Item

September 13, 2021



<b>Item</b>	American Rescue Plan Act Discussion	
<b>File No.</b>		<b>Item No:</b> A.1
<b>Agenda Section</b>	5:30 P.M. - WORK SESSION	
<b>Prepared By</b>	Kelly Strey, Finance Director	
<b>Reviewed By</b>	Laurie Hokkanen	

<b><u>SUGGESTED ACTION</u></b>	
None	
<b>Motion Type</b>	N/A
<b>Strategic Priority</b>	Financial Sustainability

## **SUMMARY**

## **BACKGROUND**

The City of Chanhassen has been allocated \$2,792,405.38 in federal grant aid through the American Rescue Plan Act (ARPA) of 2021. Half of the funds (\$1,396,202.69 ) were delivered in August 2021 and half will be delivered in 2022. The City has until the end of 2024 to complete the spending of the ARPA funds.

There are seven broad federal government priorities for which the funds can be used:

1. Supporting the public health response

2. Addressing the negative economic impacts caused by the public health emergency
3. Serving the hardest-hit communities and families
4. ~~Replacing lost public sector revenue.~~ As result of the timing of the implementation of the franchise fee, the City of Chanhassen did not experience qualifying lost revenue in 2020. The implementation of the franchise fee was unrelated to the pandemic and along with other financial planning moves has resulted in a fully funded street reconstruction program. While the city filed comments seeking modification to the rules, it is unlikely that relief on this item will be granted.
5. Providing premium pay for essential workers
6. Investing in water and sewer infrastructure
7. Investing in broadband infrastructure

There are two broad categories that are ineligible uses of the ARPA funds:

1. Direct or indirect tax reductions, rebates, credits
2. Deposits into pension funds

There is specific guidance on spending questions available from the US Department of Treasury. This guidance is dynamic. City staff track the guidance to make sure that our ARPA spending plans are compliant with the ARPA.

## **DISCUSSION**

The attached overview of the American Rescue Plan from the US Department of Treasury can guide conversation with the City Council and staff about potential uses of the ARPA funds for Chanhassen.

The FAQs are attached as a more detailed resource, but the City Council is not expected to familiarize themselves with the entirety of the FAQs.

## **BUDGET**

## **RECOMMENDATION**

## **ATTACHMENTS**

[UST Quick Reference Guide](#)

[July 2021 ARPA FAQ](#)

[ARPA Conversation Guide September 2021](#)



# Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

### Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

### Eligible Jurisdictions & Allocations

#### Direct Recipients

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

#### Indirect Recipients

- Non-entitlement units (\$19.5 billion)



#### Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



#### Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



#### Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



#### Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



#### Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



#### Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



- For More Information:** Please visit [www.treasury.gov/SLFRP](http://www.treasury.gov/SLFRP)
- For Media Inquiries:** Please contact the U.S. Treasury Press Office at (202) 622-2960
- For General Inquiries:** Please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov) for additional information



# Example Uses of Funds

## Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

## Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

## Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

## Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

## Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor’s benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

## Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker’s wages

## Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund

## Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.

## **Coronavirus State and Local Fiscal Recovery Funds**

### **Frequently Asked Questions**

**AS OF JULY 19, 2021**

This document contains answers to frequently asked questions regarding the Coronavirus State and Local Fiscal Recovery Funds (CSFRF / CLFRF, or Fiscal Recovery Funds). Treasury will be updating this document periodically in response to questions received from stakeholders. Recipients and stakeholders should consult the [Interim Final Rule](#) for additional information.

- For overall information about the program, including information on requesting funding, please see <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments>
- For general questions about CSFRF / CLFRF, please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov)
- Treasury is seeking comment on all aspects of the Interim Final Rule. Stakeholders are encouraged to submit comments electronically through the Federal eRulemaking Portal (<https://www.regulations.gov/document/TREAS-DO-2021-0008-0002>) on or before July 16, 2021. Please be advised that comments received will be part of the public record and subject to public disclosure. Do not disclose any information in your comment or supporting materials that you consider confidential or inappropriate for public disclosure.

Questions added 5/27/21: 1.5, 1.6, 2.13, 2.14, 2.15, 3.9, 4.5, 4.6, 10.3, 10.4 (noted with “[5/27]”)

Questions added 6/8/21: 2.16, 3.10, 3.11, 3.12, 4.7, 6.7, 8.2, 9.4, 9.5, 10.5 (noted with “[6/8]”)

Questions added 6/17/21: 6.8, 6.9, 6.10, 6.11 (noted with “[6/17]”)

Questions added 6/23/21: 1.7, 2.17, 2.18, 2.19, 2.20, 3.1 (appendix), 3.13, 4.8, 6.12 (noted with “[6/23]”)

Question added 6/24/21: 2.21 (noted with “[6/24]”)

Questions added 7/14/21: 1.8, 3.14, 3.15, 4.9, 4.10, 4.11, 4.12, 6.13, 6.14, 6.15, 6.16, 6.17, 10.3 updated (noted with “[7/14]”)

Answers to frequently asked questions on distribution of funds to non-entitlement units of local government (NEUs) can be found in this [FAQ supplement](#), which is regularly updated.

## **1. Eligibility and Allocations**

### **1.1. Which governments are eligible for funds?**

The following governments are eligible:

- States and the District of Columbia
- Territories
- Tribal governments
- Counties
- Metropolitan cities
- Non-entitlement units, or smaller local governments

**1.2. Which governments receive funds directly from Treasury?**

Treasury will distribute funds directly to each eligible state, territory, metropolitan city, county, or Tribal government. Smaller local governments that are classified as non-entitlement units will receive funds through their applicable state government.

**1.3. Are special-purpose units of government eligible to receive funds?**

Special-purpose units of local government will not receive funding allocations; however, a state, territory, local, or Tribal government may transfer funds to a special-purpose unit of government. Special-purpose districts perform specific functions in the community, such as fire, water, sewer or mosquito abatement districts.

**1.4. How are funds being allocated to Tribal governments, and how will Tribal governments find out their allocation amounts?<sup>1</sup>**

\$20 billion of Fiscal Recovery Funds was reserved for Tribal governments. The American Rescue Plan Act specifies that \$1 billion will be allocated evenly to all eligible Tribal governments. The remaining \$19 billion will be distributed using an allocation methodology based on enrollment and employment.

There will be two payments to Tribal governments. Each Tribal government's first payment will include (i) an amount in respect of the \$1 billion allocation that is to be divided equally among eligible Tribal governments and (ii) each Tribal government's pro rata share of the Enrollment Allocation. Tribal governments will be notified of their allocation amount and delivery of payment 4-5 days after completing request for funds in the Treasury Submission Portal. The deadline to make the initial request for funds is June 21, 2021.

The second payment will include a Tribal government's pro rata share of the Employment Allocation. There is a \$1,000,000 minimum employment allocation for Tribal governments. In late-June, Tribal governments will receive an email notification to re-enter the Treasury Submission Portal to confirm or amend their 2019 employment numbers that were submitted to the Department of the Treasury for the CARES Act's Coronavirus Relief Fund. To receive an Employment Allocation, including the minimum employment allocation, Tribal governments must confirm employment numbers by July

---

<sup>1</sup> The answer to this question was updated on July 19, 2021.

23, 2021. Treasury will calculate employment allocations for those Tribal governments that confirmed or submitted amended employment numbers by the deadline. In August, Treasury will communicate to Tribal governments the amount of their portion of the Employment Allocation and the anticipated date for the second payment.

**1.5. My county is a unit of general local government with population under 50,000. Will my county receive funds directly from Treasury? [5/27]**

Yes. All counties that are units of general local government will receive funds directly from Treasury and should apply via the [online portal](#). The list of county allocations is available [here](#).

**1.6. My local government expected to be classified as a non-entitlement unit. Instead, it was classified as a metropolitan city. Why? [5/27]**

The American Rescue Plan Act defines, for purposes of the Coronavirus Local Fiscal Recovery Fund (CLFRF), metropolitan cities to include those that are currently metropolitan cities under the Community Development Block Grant (CDBG) program but also those cities that relinquish or defer their status as a metropolitan city for purposes of the CDBG program. This would include, by way of example, cities that are principal cities of their metropolitan statistical area, even if their population is less than 50,000. In other words, a city that is eligible to be a metropolitan city under the CDBG program is eligible as a metropolitan city under the CLFRF, regardless of how that city has elected to participate in the CDBG program.

Unofficial allocation estimates produced by other organizations may have classified certain local governments as non-entitlement units of local government. However, based on the statutory definitions, some of these local governments should have been classified as metropolitan cities.

**1.7. In order to receive and use Fiscal Recovery Funds, must a recipient government maintain a declaration of emergency relating to COVID-19? [6/23]**

No. Neither the statute establishing the CSFRF/CLFRF nor the Interim Final Rule requires recipients to maintain a local declaration of emergency relating to COVID-19.

**1.8. Can non-profit or private organizations receive funds? If so, how? [7/14]**

Yes. Under section 602(c)(3) of the Social Security Act, a State, territory, or Tribal government may transfer funds to a “private nonprofit organization . . . , a Tribal organization . . . , a public benefit corporation involved in the transportation of passengers or cargo, or a special-purpose unit of State or local government.” Similarly, section 603(c)(3) authorizes a local government to transfer funds to the same entities (other than Tribal organizations). The Interim Final Rule clarifies that the lists of transferees in sections 602(c)(3) and 603(c)(3) are not exclusive, and recipients may transfer funds to constituent units of government or private entities beyond those

specified in the statute. A transferee receiving a transfer from a recipient under sections 602(c)(3) and 603(c)(3) will be considered to be a subrecipient and will be expected to comply with all subrecipient reporting requirements.

The ARPA does not authorize Treasury to provide CSFRF/CLFRF funds directly to non-profit or private organizations. Thus, non-profit or private organizations should seek funds from CSFRF/CLFRF recipient(s) in their jurisdiction (e.g., a State, local, territorial, or Tribal government).

## **2. Eligible Uses – Responding to the Public Health Emergency / Negative Economic Impacts**

### **2.1. What types of COVID-19 response, mitigation, and prevention activities are eligible?**

A broad range of services are needed to contain COVID-19 and are eligible uses, including vaccination programs; medical care; testing; contact tracing; support for isolation or quarantine; supports for vulnerable populations to access medical or public health services; public health surveillance (e.g., monitoring case trends, genomic sequencing for variants); enforcement of public health orders; public communication efforts; enhancement to health care capacity, including through alternative care facilities; purchases of personal protective equipment; support for prevention, mitigation, or other services in congregate living facilities (e.g., nursing homes, incarceration settings, homeless shelters, group living facilities) and other key settings like schools; ventilation improvements in congregate settings, health care settings, or other key locations; enhancement of public health data systems; and other public health responses. Capital investments in public facilities to meet pandemic operational needs are also eligible, such as physical plant improvements to public hospitals and health clinics or adaptations to public buildings to implement COVID-19 mitigation tactics.

### **2.2. If a use of funds was allowable under the Coronavirus Relief Fund (CRF) to respond to the public health emergency, may recipients presume it is also allowable under CSFRF/CLFRF?**

Generally, funding uses eligible under CRF as a response to the direct public health impacts of COVID-19 will continue to be eligible under CSFRF/CLFRF, with the following two exceptions: (1) the standard for eligibility of public health and safety payrolls has been updated; and (2) expenses related to the issuance of tax-anticipation notes are not an eligible funding use.

### **2.3. If a use of funds is not explicitly permitted in the Interim Final Rule as a response to the public health emergency and its negative economic impacts, does that mean it is prohibited?**

The Interim Final Rule contains a non-exclusive list of programs or services that may be funded as responding to COVID-19 or the negative economic impacts of the COVID-19 public health emergency, along with considerations for evaluating other potential uses of Fiscal Recovery Funds not explicitly listed. The Interim Final Rule also provides flexibility for recipients to use Fiscal Recovery Funds for programs or services that are not identified on these non-exclusive lists but which meet the objectives of section 602(c)(1)(A) or 603(c)(1)(A) by responding to the COVID-19 public health emergency with respect to COVID-19 or its negative economic impacts.

**2.4. May recipients use funds to respond to the public health emergency and its negative economic impacts by replenishing state unemployment funds?**

Consistent with the approach taken in the CRF, recipients may make deposits into the state account of the Unemployment Trust Fund up to the level needed to restore the pre-pandemic balances of such account as of January 27, 2020, or to pay back advances received for the payment of benefits between January 27, 2020 and the date when the Interim Final Rule is published in the Federal Register.

**2.5. What types of services are eligible as responses to the negative economic impacts of the pandemic?**

Eligible uses in this category include assistance to households; small businesses and non-profits; and aid to impacted industries.

Assistance to households includes, but is not limited to: food assistance; rent, mortgage, or utility assistance; counseling and legal aid to prevent eviction or homelessness; cash assistance; emergency assistance for burials, home repairs, weatherization, or other needs; internet access or digital literacy assistance; or job training to address negative economic or public health impacts experienced due to a worker's occupation or level of training.

Assistance to small business and non-profits includes, but is not limited to:

- loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;
- Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and
- Technical assistance, counseling, or other services to assist with business planning needs

**2.6. May recipients use funds to respond to the public health emergency and its negative economic impacts by providing direct cash transfers to households?**

Yes, provided the recipient considers whether, and the extent to which, the household has experienced a negative economic impact from the pandemic. Additionally, cash transfers must be reasonably proportional to the negative economic impact they are intended to address. Cash transfers grossly in excess of the amount needed to address the negative economic impact identified by the recipient would not be considered to be a response to the COVID-19 public health emergency or its negative impacts. In particular, when considering appropriate size of permissible cash transfers made in response to the COVID-19 public health emergency, state, local, territorial, and Tribal governments may consider and take guidance from the per person amounts previously provided by the federal government in response to the COVID crisis.

**2.7. May funds be used to reimburse recipients for costs incurred by state and local governments in responding to the public health emergency and its negative economic impacts prior to passage of the American Rescue Plan?**

Use of Fiscal Recovery Funds is generally forward looking. The Interim Final Rule permits funds to be used to cover costs incurred beginning on March 3, 2021.

**2.8. May recipients use funds for general economic development or workforce development?**

Generally, not. Recipients must demonstrate that funding uses directly address a negative economic impact of the COVID-19 public health emergency, including funds used for economic or workforce development. For example, job training for unemployed workers may be used to address negative economic impacts of the public health emergency and be eligible.

**2.9. How can recipients use funds to assist the travel, tourism, and hospitality industries?**

Aid provided to tourism, travel, and hospitality industries should respond to the negative economic impacts of the pandemic. For example, a recipient may provide aid to support safe reopening of businesses in the tourism, travel and hospitality industries and to districts that were closed during the COVID-19 public health emergency, as well as aid a planned expansion or upgrade of tourism, travel and hospitality facilities delayed due to the pandemic.

Tribal development districts are considered the commercial centers for tribal hospitality, gaming, tourism and entertainment industries.

**2.10. May recipients use funds to assist impacted industries other than travel, tourism, and hospitality?**

Yes, provided that recipients consider the extent of the impact in such industries as compared to tourism, travel, and hospitality, the industries enumerated in the statute. For example, nationwide the leisure and hospitality industry has experienced an

approximately 17 percent decline in employment and 24 percent decline in revenue, on net, due to the COVID-19 public health emergency. Recipients should also consider whether impacts were due to the COVID-19 pandemic, as opposed to longer-term economic or industrial trends unrelated to the pandemic.

Recipients should maintain records to support their assessment of how businesses or business districts receiving assistance were affected by the negative economic impacts of the pandemic and how the aid provided responds to these impacts.

**2.11. How does the Interim Final Rule help address the disparate impact of COVID-19 on certain populations and geographies?**

In recognition of the disproportionate impacts of the COVID-19 virus on health and economic outcomes in low-income and Native American communities, the Interim Final Rule identifies a broader range of services and programs that are considered to be in response to the public health emergency when provided in these communities. Specifically, Treasury will presume that certain types of services are eligible uses when provided in a Qualified Census Tract (QCT), to families living in QCTs, or when these services are provided by Tribal governments.

Recipients may also provide these services to other populations, households, or geographic areas disproportionately impacted by the pandemic. In identifying these disproportionately-impacted communities, recipients should be able to support their determination for how the pandemic disproportionately impacted the populations, households, or geographic areas to be served.

Eligible services include:

- Addressing health disparities and the social determinants of health, including: community health workers, public benefits navigators, remediation of lead paint or other lead hazards, and community violence intervention programs;
- Building stronger neighborhoods and communities, including: supportive housing and other services for individuals experiencing homelessness, development of affordable housing, and housing vouchers and assistance relocating to neighborhoods with higher levels of economic opportunity;
- Addressing educational disparities exacerbated by COVID-19, including: early learning services, increasing resources for high-poverty school districts, educational services like tutoring or afterschool programs, and supports for students' social, emotional, and mental health needs; and
- Promoting healthy childhood environments, including: child care, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

**2.12. May recipients use funds to pay for vaccine incentive programs (e.g., cash or in-kind transfers, lottery programs, or other incentives for individuals who get vaccinated)?**

Yes. Under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds to respond to the COVID-19 public health emergency, including expenses related to COVID-19 vaccination programs. See 31 CFR 35.6(b)(1)(i). Programs that provide incentives reasonably expected to increase the number of people who choose to get vaccinated, or that motivate people to get vaccinated sooner than they otherwise would have, are an allowable use of funds so long as such costs are reasonably proportional to the expected public health benefit.

**2.13. May recipients use funds to pay “back to work incentives” (e.g., cash payments for newly employed workers after a certain period of time on the job)? [5/27]**

Yes. Under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to unemployed workers. See 31 CFR 35.6(b)(4). This assistance can include job training or other efforts to accelerate rehiring and thus reduce unemployment, such as childcare assistance, assistance with transportation to and from a jobsite or interview, and incentives for newly employed workers.

**2.14. The Coronavirus Relief Fund (CRF) included as an eligible use: "Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency." What has changed in CSFRF/CLFRF, and what type of documentation is required under CSFRF/CLFRF? [5/27]**

Many of the expenses authorized under the Coronavirus Relief Fund are also eligible uses under the CSFRF/CLFRF. However, in the case of payroll expenses for public safety, public health, health care, human services, and similar employees (hereafter, public health and safety staff), the CSFRF/CLFRF does differ from the CRF. This change reflects the differences between the ARPA and CARES Act and recognizes that the response to the COVID-19 public health emergency has changed and will continue to change over time. In particular, funds may be used for payroll and covered benefits expenses for public safety, public health, health care, human services, and similar employees, including first responders, to the extent that the employee's time that is dedicated to responding to the COVID-19 public health emergency.

For administrative convenience, the recipient may consider a public health and safety employee to be entirely devoted to mitigating or responding to the COVID-19 public health emergency, and therefore fully covered, if the employee, or his or her operating unit or division, is primarily dedicated (e.g., more than half of the employee's time is dedicated) to responding to the COVID-19 public health emergency.

Recipients may use presumptions for assessing whether an employee, division, or operating unit is primarily dedicated to COVID-19 response. The recipient should

maintain records to support its assessment, such as payroll records, attestations from supervisors or staff, or regular work product or correspondence demonstrating work on the COVID-19 response. Recipients need not routinely track staff hours. Recipients should periodically reassess their determinations.

**2.15. What staff are included in “public safety, public health, health care, human services, and similar employees”? Would this include, for example, 911 operators, morgue staff, medical examiner staff, or EMS staff? [5/27]**

As discussed in the Interim Final Rule, funds may be used for payroll and covered benefits expenses for public safety, public health, health care, human services, and similar employees, for the portion of the employee’s time that is dedicated to responding to the COVID-19 public health emergency.

Public safety employees would include police officers (including state police officers), sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel. Public health employees would include employees involved in providing medical and other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other support services essential for patient care (e.g., laboratory technicians, medical examiner or morgue staff) as well as employees of public health departments directly engaged in matters related to public health and related supervisory personnel. Human services staff include employees providing or administering social services; public benefits; child welfare services; and child, elder, or family care, as well as others.

**2.16. May recipients use funds to establish a public jobs program? [6/8]**

Yes. The Interim Final Rule permits a broad range of services to unemployed or underemployed workers and other individuals that suffered negative economic impacts from the pandemic. That can include public jobs programs, subsidized employment, combined education and on-the-job training programs, or job training to accelerate rehiring or address negative economic or public health impacts experienced due to a worker’s occupation or level of training. The broad range of permitted services can also include other employment supports, such as childcare assistance or assistance with transportation to and from a jobsite or interview.

The Interim Final Rule includes as an eligible use re-hiring public sector staff up to the government’s level of pre-pandemic employment. “Public sector staff” would not include individuals participating in a job training or subsidized employment program administered by the recipient.

**2.17. The Interim Final Rule states that “assistance or aid to individuals or businesses that did not experience a negative economic impact from the public health emergency would not be an eligible use under this category.” Are recipients**

**required to demonstrate that each individual or business experienced a negative economic impact for that individual or business to receive assistance? [6/23]**

Not necessarily. The Interim Final Rule allows recipients to demonstrate a negative economic impact on a population or group and to provide assistance to households or businesses that fall within that population or group. In such cases, the recipient need only demonstrate that the household or business is within the population or group that experienced a negative economic impact.

For assistance to households, the Interim Final Rule states, “In assessing whether a household or population experienced economic harm as a result of the pandemic, a recipient may presume that a household or population that experienced unemployment or increased food or housing insecurity or is low- or moderate-income experienced negative economic impacts resulting from the pandemic.” This would allow, for example, an internet access assistance program for all low- or moderate-income households, but would not require the recipient to demonstrate or document that each individual low- or moderate income household experienced a negative economic impact from the COVID-19 public health emergency apart from being low- or moderate income.

For assistance to small businesses, the Interim Final Rule states that assistance may be provided to small businesses, including loans, grants, in-kind assistance, technical assistance or other services, to respond to the negative economic impacts of the COVID-19 public health emergency. In providing assistance to small businesses, recipients must design a program that responds to the negative economic impacts of the COVID-19 public health emergency, including by identifying how the program addresses the identified need or impact faced by small businesses. This can include assistance to adopt safer operating procedures, weather periods of closure, or mitigate financial hardship resulting from the COVID-19 public health emergency.

As part of program design and to ensure that the program responds to the identified need, recipients may consider additional criteria to target assistance to businesses in need, including to small businesses. Assistance may be targeted to businesses facing financial insecurity, with substantial declines in gross receipts (e.g., comparable to measures used to assess eligibility for the Paycheck Protection Program), or facing other economic harm due to the pandemic, as well as businesses with less capacity to weather financial hardship, such as the smallest businesses, those with less access to credit, or those serving disadvantaged communities. For example, a recipient could find based on local data or research that the smallest businesses faced sharply increased risk of bankruptcy and develop a program to respond; such a program would only need to document a population or group-level negative economic impact, and eligibility criteria to limit access to the program to that population or group (in this case, the smallest businesses).

In addition, recognizing the disproportionate impact of the pandemic on disadvantaged communities, the Interim Final Rule also identifies a set of services that are presumptively eligible when provided in a Qualified Census Tract (QCT); to families and individuals living in QCTs; to other populations, households, or geographic areas

identified by the recipient as disproportionately impacted by the pandemic; or when these services are provided by Tribal governments. For more information on the set of presumptively eligible services, see the Interim Final Rule section on *Building Stronger Communities through Investments in Housing and Neighborhoods* and FAQ 2.11.

**2.18. Would investments in improving outdoor spaces (e.g. parks) be an eligible use of funds as a response to the public health emergency and/or its negative economic impacts? [6/23]**

There are multiple ways that investments in improving outdoor spaces could qualify as eligible uses; several are highlighted below, though there may be other ways that a specific investment in outdoor spaces would meet eligible use criteria.

First, in recognition of the disproportionate negative economic impacts on certain communities and populations, the Interim Final Rule identifies certain types of services that are eligible uses when provided in a Qualified Census Tract (QCT), to families and individuals living in QCTs, or when these services are provided by Tribal governments. Recipients may also provide these services to other populations, households, or geographic areas disproportionately impacted by the pandemic.

These programs and services include services designed to build stronger neighborhoods and communities and to address health disparities and the social determinants of health. The Interim Final Rule provides a non-exhaustive list of eligible services to respond to the needs of communities disproportionately impacted by the pandemic, and recipients may identify other uses of funds that do so, consistent with the Rule’s framework. For example, investments in parks, public plazas, and other public outdoor recreation spaces may be responsive to the needs of disproportionately impacted communities by promoting healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19.

Second, recipients may provide assistance to small businesses in all communities. Assistance to small businesses could include support to enhance outdoor spaces for COVID-19 mitigation (e.g., restaurant patios) or to improve the built environment of the neighborhood (e.g., façade improvements).

Third, many governments saw significantly increased use of parks during the pandemic that resulted in damage or increased maintenance needs. The Interim Final Rule recognizes that “decrease[s to] a state or local government’s ability to effectively administer services” can constitute a negative economic impact of the pandemic.

**2.19. Would expenses to address a COVID-related backlog in court cases be an eligible use of funds as a response to the public health emergency? [6/23]**

The Interim Final Rule recognizes that “decrease[s to] a state or local government’s ability to effectively administer services,” such as cuts to public sector staffing levels, can constitute a negative economic impact of the pandemic. During the COVID-19 public

health emergency, many courts were unable to operate safely during the pandemic and, as a result, now face significant backlogs. Court backlogs resulting from inability of courts to safely operate during the COVID-19 pandemic decreased the government's ability to administer services. Therefore, steps to reduce these backlogs, such as implementing COVID-19 safety measures to facilitate court operations, hiring additional court staff or attorneys to increase speed of case resolution, and other expenses to expedite case resolution are eligible uses.

**2.20. Can funds be used to assist small business startups as a response to the negative economic impact of COVID-19? [6/23]**

As discussed in the Interim Final Rule, recipients may provide assistance to small businesses that responds to the negative economic impacts of COVID-19. The Interim Final Rule provides a non-exclusive list of potential assistance mechanisms, as well as considerations for ensuring that such assistance is responsive to the negative economic impacts of COVID-19.

Treasury acknowledges a range of potential circumstances in which assisting small business startups could be responsive to the negative economic impacts of COVID-19, including for small businesses and individuals seeking to start small businesses after the start of the COVID-19 public health emergency. For example:

- A recipient could assist small business startups with additional costs associated with COVID-19 mitigation tactics (e.g., barriers or partitions; enhanced cleaning; or physical plant changes to enable greater use of outdoor space).
- A recipient could identify and respond to a negative economic impact of COVID-19 on new small business startups; for example, if it could be shown that small business startups in a locality were facing greater difficulty accessing credit than prior to the pandemic, faced increased costs to starting the business due to the pandemic, or that the small business had lost expected startup capital due to the pandemic.
- The Interim Final Rule also discusses eligible uses that provide support for individuals who have experienced a negative economic impact from the COVID-19 public health emergency, including uses that provide job training for unemployed individuals. These initiatives also may support small business startups and individuals seeking to start small businesses.

**2.21. Can funds be used for eviction prevention efforts or housing stability services? [6/24]**

Yes. Responses to the negative economic impacts of the pandemic include “rent, mortgage, or utility assistance [and] counseling and legal aid to prevent eviction or homelessness.” This includes housing stability services that enable eligible households to maintain or obtain housing, such as housing counseling, fair housing counseling, case management related to housing stability, outreach to households at risk of eviction or promotion of housing support programs, housing related services for survivors of

domestic abuse or human trafficking, and specialized services for individuals with disabilities or seniors that supports their ability to access or maintain housing.

This also includes legal aid such as legal services or attorney's fees related to eviction proceedings and maintaining housing stability, court-based eviction prevention or eviction diversion programs, and other legal services that help households maintain or obtain housing.

Recipients may transfer funds to, or execute grants or contracts with, court systems, non-profits, and a wide range of other organizations to implement these strategies.

### **3. Eligible Uses – Revenue Loss**

#### **3.1. How is revenue defined for the purpose of this provision? [appendix added 6/23]**

The Interim Final Rule adopts a definition of “General Revenue” that is based on, but not identical, to the Census Bureau’s concept of “General Revenue from Own Sources” in the Annual Survey of State and Local Government Finances.

General Revenue includes revenue from taxes, current charges, and miscellaneous general revenue. It excludes refunds and other correcting transactions, proceeds from issuance of debt or the sale of investments, agency or private trust transactions, and revenue generated by utilities and insurance trusts. General revenue also includes intergovernmental transfers between state and local governments, but excludes intergovernmental transfers from the Federal government, including Federal transfers made via a state to a locality pursuant to the CRF or the Fiscal Recovery Funds.

Tribal governments may include all revenue from Tribal enterprises and gaming operations in the definition of General Revenue.

Please see the appendix for a diagram of the Interim Final Rule’s definition of General Revenue within the Census Bureau’s revenue classification structure.

#### **3.2. Will revenue be calculated on an entity-wide basis or on a source-by-source basis (e.g. property tax, income tax, sales tax, etc.)?**

Recipients should calculate revenue on an entity-wide basis. This approach minimizes the administrative burden for recipients, provides for greater consistency across recipients, and presents a more accurate representation of the net impact of the COVID-19 public health emergency on a recipient’s revenue, rather than relying on financial reporting prepared by each recipient, which vary in methodology used and which generally aggregates revenue by purpose rather than by source.

#### **3.3. Does the definition of revenue include outside concessions that contract with a state or local government?**

Recipients should classify revenue sources as they would if responding to the U.S. Census Bureau’s Annual Survey of State and Local Government Finances. According to the Census Bureau’s [Government Finance and Employment Classification manual](#), the following is an example of current charges that would be included in a state or local government’s general revenue from own sources: “Gross revenue of facilities operated by a government (swimming pools, recreational marinas and piers, golf courses, skating rinks, museums, zoos, etc.); auxiliary facilities in public recreation areas (camping areas, refreshment stands, gift shops, etc.); lease or use fees from stadiums, auditoriums, and community and convention centers; and rentals from concessions at such facilities.”

**3.4. What is the time period for estimating revenue loss? Will revenue losses experienced prior to the passage of the Act be considered?**

Recipients are permitted to calculate the extent of reduction in revenue as of four points in time: December 31, 2020; December 31, 2021; December 31, 2022; and December 31, 2023. This approach recognizes that some recipients may experience lagged effects of the pandemic on revenues.

Upon receiving Fiscal Recovery Fund payments, recipients may immediately calculate revenue loss for the period ending December 31, 2020.

**3.5. What is the formula for calculating the reduction in revenue?**

A reduction in a recipient’s General Revenue equals:

$$\text{Max} \{ [\text{Base Year Revenue} * (1 + \text{Growth Adjustment})^{\left(\frac{n_t}{12}\right)}] - \text{Actual General Revenue}_t ; 0 \}$$

Where:

*Base Year Revenue* is General Revenue collected in the most recent full fiscal year prior to the COVID-19 public health emergency.

*Growth Adjustment* is equal to the greater of 4.1 percent (or 0.041) and the recipient’s average annual revenue growth over the three full fiscal years prior to the COVID-19 public health emergency.

*n* equals the number of months elapsed from the end of the base year to the calculation date.

*Actual General Revenue* is a recipient’s actual general revenue collected during 12-month period ending on each calculation date.

Subscript *t* denotes the calculation date.

**3.6. Are recipients expected to demonstrate that reduction in revenue is due to the COVID-19 public health emergency?**

In the Interim Final Rule, any diminution in actual revenue calculated using the formula above would be presumed to have been “due to” the COVID-19 public health emergency. This presumption is made for administrative ease and in recognition of the broad-based economic damage that the pandemic has wrought.

**3.7. May recipients use pre-pandemic projections as a basis to estimate the reduction in revenue?**

No. Treasury is disallowing the use of projections to ensure consistency and comparability across recipients and to streamline verification. However, in estimating the revenue shortfall using the formula above, recipients may incorporate their average annual revenue growth rate in the three full fiscal years prior to the public health emergency.

**3.8. Once a recipient has identified a reduction in revenue, are there any restrictions on how recipients use funds up to the amount of the reduction?**

The Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. Government services can include, but are not limited to, maintenance of infrastructure or pay-go spending for building new infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.

However, paying interest or principal on outstanding debt, replenishing rainy day or other reserve funds, or paying settlements or judgments would not be considered provision of a government service, since these uses of funds do not entail direct provision of services to citizens. This restriction on paying interest or principal on any outstanding debt instrument, includes, for example, short-term revenue or tax anticipation notes, or paying fees or issuance costs associated with the issuance of new debt. In addition, the overarching restrictions on all program funds (e.g., restriction on pension deposits, restriction on using funds for non-federal match where barred by regulation or statute) would apply.

**3.9. How do I know if a certain type of revenue should be counted for the purpose of computing revenue loss? [5/27]**

As discussed in FAQ #3.1, the Interim Final Rule adopts a definition of “General Revenue” that is based on, but not identical, to the Census Bureau’s concept of “General Revenue from Own Sources” in the Annual Survey of State and Local Government Finances.

Recipients should refer to the definition of “General Revenue” included in the Interim Final Rule. See 31 CFR 35.3. If a recipient is unsure whether a particular revenue source is included in the Interim Final Rule’s definition of “General Revenue,” the recipient may consider the classification and instructions used to complete the Census Bureau’s Annual Survey.

For example, parking fees would be classified as a Current Charge for the purpose of the Census Bureau’s Annual Survey, and the Interim Final Rule’s concept of “General Revenue” includes all Current Charges. Therefore, parking fees would be included in the Interim Final Rule’s concept of “General Revenue.”

The Census Bureau’s Government Finance and Employment Classification manual is available [here](#).

**3.10. In calculating revenue loss, are recipients required to use audited financials? [6/8]**

Where audited data is not available, recipients are not required to obtain audited data. Treasury expects all information submitted to be complete and accurate. See 31 CFR 35.4(c).

**3.11. In calculating revenue loss, should recipients use their own data, or Census data? [6/8]**

Recipients should use their own data sources to calculate general revenue, and do not need to rely on published revenue data from the Census Bureau. Treasury acknowledges that due to differences in timing, data sources, and definitions, recipients’ self-reported general revenue figures may differ somewhat from those published by the Census Bureau.

**3.12. Should recipients calculate revenue loss on a cash basis or an accrual basis? [6/8]**

Recipients may provide data on a cash, accrual, or modified accrual basis, provided that recipients are consistent in their choice of methodology throughout the covered period and until reporting is no longer required.

**3.13. In identifying intergovernmental revenue for the purpose of calculating General Revenue, should recipients exclude all federal funding, or just federal funding related to the COVID-19 response? How should local governments treat federal funds that are passed through states or other entities, or federal funds that are intermingled with other funds? [6/23]**

In calculating General Revenue, recipients should exclude all intergovernmental transfers from the federal government. This includes, but is not limited to, federal transfers made via a state to a locality pursuant to the Coronavirus Relief Fund or Fiscal Recovery Funds. To the extent federal funds are passed through states or other entities or intermingled with other funds, recipients should attempt to identify and exclude the

federal portion of those funds from the calculation of General Revenue on a best-efforts basis.

**3.14. What entities constitute a government for the purpose of calculating revenue loss? [7/14]**

In determining whether a particular entity is part of a recipient's government for purposes of measuring a recipient's government revenue, recipients should identify all the entities included in their government and the general revenue attributable to these entities on a best-efforts basis. Recipients are encouraged to consider how their administrative structure is organized under state and local statutes. In cases in which the autonomy of certain authorities, commissions, boards, districts, or other entities is not readily distinguishable from the recipient's government, recipients may adopt the Census Bureau's criteria for judging whether an entity is independent from, or a constituent of, a given government. For an entity to be independent, it generally meets all four of the following conditions:

- The entity is an organized entity and possesses corporate powers, such as perpetual succession, the right to sue and be sued, having a name, the ability to make contracts, and the ability to acquire and dispose of property.
- The entity has governmental character, meaning that it provides public services, or wields authority through a popularly elected governing body or officers appointed by public officials. A high degree of responsibility to the public, demonstrated by public reporting requirements or by accessibility of records for public inspection, also evidences governmental character.
- The entity has substantial fiscal independence, meaning it can determine its budget without review and modification by other governments. For instance, the entity can determine its own taxes, charges, and debt issuance without another government's supervision.
- The entity has substantial administrative independence, meaning it has a popularly elected governing body, or has a governing body representing two or more governments, or, in the event its governing body is appointed by another government, the entity performs functions that are essentially different from those of, and are not subject to specification by, its creating government.

If an entity does not meet all four of these conditions, a recipient may classify the entity as part of the recipient's government and assign the portion of General Revenue that corresponds to the entity.

To further assist recipients in applying the forgoing criteria, recipients may refer to the Census Bureau's [\*Individual State Descriptions: 2017 Census of Governments\*](#) publication, which lists specific entities and classes of entities classified as either independent (defined by Census as "special purpose governments") or constituent (defined by Census as "dependent agencies") on a state-by-state basis. Recipients should note that the Census Bureau's lists are not exhaustive and that Census classifications are based on an analysis of state and local statutes as of 2017 and subject to the Census Bureau's judgement. Though not included in the Census Bureau's publication, state

colleges and universities are generally classified as dependent agencies of state governments by the Census Bureau.

If an entity is determined to be part of the recipient's government, the recipient must also determine whether the entity's revenue is covered by the Interim Final Rule's definition of "general revenue." For example, some cash flows may be outside the definition of "general revenue." In addition, note that the definition of general revenue includes Tribal enterprises in the case of Tribal governments. Refer to FAQ 3.1 (and the Appendix) for the components included in General Revenue.

**3.15. The Interim Final Rule's definition of General Revenue excludes revenue generated by utilities. Can you please clarify the definition of utility revenue? [7/14]**

As noted in FAQs 3.1 and 3.9, the Interim Final Rule adopts a definition of "general revenue" that is based on, but not identical to, the Census Bureau's concept of "General Revenue from Own Sources" in the Annual Survey of State and Local Government Finances. Recipients should refer to the definition of "general revenue" included in the Interim Final Rule. See 31 CFR 35.3. If a recipient is unsure whether a particular revenue source is included in the Interim Final Rule's definition of "general revenue," the recipient may consider the classification and instructions used to complete the Census Bureau's Annual Survey.

According to the Census Bureau's [Government Finance and Employment Classification manual](#), utility revenue is defined as "[g]ross receipts from sale of utility commodities or services to the public or other governments by publicly-owned and controlled utilities." This includes revenue from operations of publicly-owned and controlled water supply systems, electric power systems, gas supply systems, and public mass transit systems (see pages 4-45 and 4-46 of the manual for more detail).

Except for these four types of utilities, revenues from all commercial-type activities of a recipient's government (e.g., airports, educational institutions, lotteries, public hospitals, public housing, parking facilities, port facilities, sewer or solid waste systems, and toll roads and bridges) are covered by the Interim Final Rule's definition of "general revenue." If a recipient is unsure whether a particular entity performing one of these commercial-type activities can be considered part of the recipient's government, please see FAQ 3.14.

## **4. Eligible Uses – General**

**4.1. May recipients use funds to replenish a budget stabilization fund, rainy day fund, or similar reserve account?**

No. Funds made available to respond to the public health emergency and its negative economic impacts are intended to help meet pandemic response needs and provide immediate stabilization for households and businesses. Contributions to rainy day funds

and similar reserves funds would not address these needs or respond to the COVID-19 public health emergency, but would rather be savings for future spending needs. Similarly, funds made available for the provision of governmental services (to the extent of reduction in revenue) are intended to support direct provision of services to citizens. Contributions to rainy day funds are not considered provision of government services, since such expenses do not directly relate to the provision of government services.

**4.2. May recipients use funds to invest in infrastructure other than water, sewer, and broadband projects (e.g. roads, public facilities)?**

Under 602(c)(1)(C) or 603(c)(1)(C), recipients may use funds for maintenance of infrastructure or pay-go spending for building of new infrastructure as part of the general provision of government services, to the extent of the estimated reduction in revenue due to the public health emergency.

Under 602(c)(1)(A) or 603(c)(1)(A), a general infrastructure project typically would not be considered a response to the public health emergency and its negative economic impacts unless the project responds to a specific pandemic-related public health need (e.g., investments in facilities for the delivery of vaccines) or a specific negative economic impact of the pandemic (e.g., affordable housing in a Qualified Census Tract).

**4.3. May recipients use funds to pay interest or principal on outstanding debt?**

No. Expenses related to financing, including servicing or redeeming notes, would not address the needs of pandemic response or its negative economic impacts. Such expenses would also not be considered provision of government services, as these financing expenses do not directly provide services or aid to citizens.

This applies to paying interest or principal on any outstanding debt instrument, including, for example, short-term revenue or tax anticipation notes, or paying fees or issuance costs associated with the issuance of new debt.

**4.4. May recipients use funds to satisfy nonfederal matching requirements under the Stafford Act? May recipients use funds to satisfy nonfederal matching requirements generally?**

Fiscal Recovery Funds are subject to pre-existing limitations in other federal statutes and regulations and may not be used as non-federal match for other Federal programs whose statute or regulations bar the use of Federal funds to meet matching requirements. For example, expenses for the state share of Medicaid are not an eligible use. For information on FEMA programs, please [see here](#).

**4.5. Are governments required to submit proposed expenditures to Treasury for approval? [5/27]**

No. Recipients are not required to submit planned expenditures for prior approval by Treasury. Recipients are subject to the requirements and guidelines for eligible uses contained in the Interim Final Rule.

#### **4.6. How do I know if a specific use is eligible? [5/27]**

Fiscal Recovery Funds must be used in one of the four eligible use categories specified in the American Rescue Plan Act and implemented in the Interim Final Rule:

- a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- c) For the provision of government services to the extent of the reduction in revenue due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- d) To make necessary investments in water, sewer, or broadband infrastructure.

Recipients should consult Section II of the Interim Final Rule for additional information on eligible uses. For recipients evaluating potential uses under (a), the Interim Final Rule contains a non-exclusive list of programs or services that may be funded as responding to COVID-19 or the negative economic impacts of the COVID-19 public health emergency, along with considerations for evaluating other potential uses of Fiscal Recovery Funds not explicitly listed. See Section II of the Interim Final Rule for additional discussion.

For recipients evaluating potential uses under (c), the Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. See FAQ #3.8 for additional discussion.

For recipients evaluating potential uses under (b) and (d), see Sections 5 and 6.

#### **4.7. Do restrictions on using Coronavirus State and Local Fiscal Recovery Funds to cover costs incurred beginning on March 3, 2021 apply to costs incurred by the recipient (e.g., a State, local, territorial, or Tribal government) or to costs incurred by households, businesses, and individuals benefiting from assistance provided using Coronavirus State and Local Fiscal Recovery Funds? [6/8]**

The Interim Final Rule permits funds to be used to cover costs incurred beginning on March 3, 2021. This limitation applies to costs incurred by the recipient (i.e., the state, local, territorial, or Tribal government receiving funds). However, recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to households, businesses, and individuals within the eligible use categories described in the Interim

Final Rule for economic harms experienced by those households, businesses, and individuals prior to March 3, 2021. For example,

- Public Health/Negative Economic Impacts – Recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to households – such as rent, mortgage, or utility assistance – for economic harms experienced or costs incurred by the household prior to March 3, 2021 (e.g., rental arrears from preceding months), provided that the cost of providing assistance to the household was not incurred by the recipient prior to March 3, 2021.
- Premium Pay – Recipients may provide premium pay retrospectively for work performed at any time since the start of the COVID-19 public health emergency. Such premium pay must be “in addition to” wages and remuneration already received and the obligation to provide such pay must not have been incurred by the recipient prior to March 3, 2021.
- Revenue Loss – The Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. The calculation of lost revenue begins with the recipient’s revenue in the last full fiscal year prior to the COVID-19 public health emergency and includes the 12-month period ending December 31, 2020. However, use of funds for government services must be forward looking for costs incurred by the recipient after March 3, 2021.
- Investments in Water, Sewer, and Broadband – Recipients may use Coronavirus State and Local Fiscal Recovery Funds to make necessary investments in water, sewer, and broadband. See FAQ Section 6. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to cover costs incurred for eligible projects planned or started prior to March 3, 2021, provided that the project costs covered by the Coronavirus State and Local Fiscal Recovery Funds were incurred after March 3, 2021.

**4.8. How can I use CSFRF/CLFRF funds to prevent and respond to crime, and support public safety in my community? [6/23]**

Under Treasury’s Interim Final Rule, there are many ways in which the State and Local Fiscal Recovery Funds (“Funds”) under the American Rescue Plan Act can support communities working to reduce and respond to increased violence due to the pandemic. Among the eligible uses of the Funds are restoring of public sector staff to their pre-pandemic levels and responses to the public health crisis and negative economic impacts resulting from the pandemic. The Interim Final Rule provides several ways for recipients to “respond to” this pandemic-related gun violence, ranging from community violence intervention programs to mental health services to hiring of public safety personnel.

Below are some examples of how Fiscal Recovery Funds can be used to address public safety:

- In all communities, recipients may use resources to rehire police officers and other public servants to restore law enforcement and courts to their pre-pandemic levels.

Additionally, Funds can be used for expenses to address COVID-related court backlogs, including hiring above pre-pandemic levels, as a response to the public health emergency. See FAQ 2.19.

- In communities where an increase in violence or increased difficulty in accessing or providing services to respond to or mitigate the effects of violence, is a result of the pandemic they may use funds to address that harm. This spending may include:
  - Hiring law enforcement officials – even above pre-pandemic levels – or paying overtime where the funds are directly focused on advancing community policing strategies in those communities experiencing an increase in gun violence associated with the pandemic
  - Community Violence Intervention (CVI) programs, including capacity building efforts at CVI programs like funding and training additional intervention workers
  - Additional enforcement efforts to reduce gun violence exacerbated by the pandemic, including prosecuting gun traffickers, dealers, and other parties contributing to the supply of crime guns, as well as collaborative federal, state, and local efforts to identify and address gun trafficking channels
  - Investing in technology and equipment to allow law enforcement to more efficiently and effectively respond to the rise in gun violence resulting from the pandemic

As discussed in the Interim Final Rule, uses of CSFRF/CLFRF funds that respond to an identified harm must be related and reasonably proportional to the extent and type of harm experienced; uses that bear no relation or are grossly disproportionate to the type or extent of harm experienced would not be eligible uses.

- Recipients may also use funds up to the level of revenue loss for government services, including those outlined above.

Recognizing that the pandemic exacerbated mental health and substance use disorder needs in many communities, eligible public health services include mental health and other behavioral health services, which are a critical component of a holistic public safety approach. This could include:

- Mental health services and substance use disorder services, including for individuals experiencing trauma exacerbated by the pandemic, such as:
  - Community-based mental health and substance use disorder programs that deliver evidence-based psychotherapy, crisis support services, medications for opioid use disorder, and/or recovery support
  - School-based social-emotional support and other mental health services
- Referrals to trauma recovery services for crime victims.

Recipients also may use Funds to respond to the negative economic impacts of the public health emergency, including:

- Assistance programs to households or populations facing negative economic impacts of the public health emergency, including:

- Assistance to support economic security, including for the victims of crime;
  - Housing assistance, including rent, utilities, and relocation assistance;
  - Assistance with food, including Summer EBT and nutrition programs; and
  - Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training.
- Assistance to unemployed workers, including:
    - Subsidized jobs, including for young people. Summer youth employment programs directly address the negative economic impacts of the pandemic on young people and their families and communities;
    - Programs that provide paid training and/or work experience targeted primarily to (1) formerly incarcerated individuals, and/or (2) communities experiencing high levels of violence exacerbated by the pandemic;
    - Programs that provide workforce readiness training, apprenticeship or pre-apprenticeship opportunities, skills development, placement services, and/or coaching and mentoring; and
    - Associated wraparound services, including for housing, health care, and food.

Recognizing the disproportionate impact of the pandemic on certain communities, a broader range of services are eligible in those communities than would otherwise be available in communities not experiencing a pandemic-related increase in crime or gun violence. These eligible uses aim to address the pandemic's exacerbation of public health and economic disparities and include services to address health and educational disparities, support neighborhoods and affordable housing, and promote healthy childhood environments. The Interim Final Rule provides a non-exhaustive list of eligible services in these categories.

These services automatically qualify as eligible uses when provided in Qualified Census Tracts (QCTs), low-income areas designated by HUD; to families in QCTs; or by Tribal governments. Outside of these areas, recipient governments can also identify and serve households, populations, and geographic areas disproportionately impacted by the pandemic.

Services under this category could include:

- Programs or services that address or mitigate the impacts of the COVID-19 public health emergency on education, childhood health and welfare, including:
  - Summer education and enrichment programs in these communities, which include many communities currently struggling with high levels of violence;
  - Programs that address learning loss and keep students productively engaged;
  - Enhanced services for foster youths and home visiting programs; and
  - Summer camps and recreation.
- Programs or services that provide or facilitate access to health and social services and address health disparities exacerbated by the pandemic. This includes Community Violence Intervention (CVI) programs, such as:
  - Evidence-based practices like focused deterrence, street outreach, violence interrupters, and hospital-based violence intervention models, complete with

- wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance; and,
- Capacity-building efforts at CVI programs like funding more intervention workers; increasing their pay; providing training and professional development for intervention workers; and hiring and training workers to administer the programs.

Please refer to Treasury’s Interim Final Rule for additional information.

**4.9. May recipients pool funds for regional projects? [7/14]**

Yes, provided that the project is itself an eligible use of funds and that recipients can track the use of funds in line with the reporting and compliance requirements of the CSFRF/CLFRF. In general, when pooling funds for regional projects, recipients may expend funds directly on the project or transfer funds to another government that is undertaking the project on behalf of multiple recipients. To the extent recipients undertake regional projects via transfer to another government, recipients would need to comply with the rules on transfers specified in the Interim Final Rule, Section V. A recipient may transfer funds to a government outside its boundaries (e.g., county transfers to a neighboring county), provided that the recipient can document that its jurisdiction receives a benefit proportionate to the amount contributed.

**4.10. May recipients fund a project with both ARP funds and other sources of funding (e.g., blending, braiding, or other pairing funding sources), including in conjunction with financing provided through a debt issuance? [7/14]**

Cost sharing or matching funds are not required under CSFRF/CLFRF. Funds may be used in conjunction with other funding sources, provided that the costs are eligible costs under each source program and are compliant with all other related statutory and regulatory requirements and policies. The recipient must comply with applicable reporting requirements for all sources of funds supporting the CSFRF/CLFRF projects, and with any requirements and restrictions on the use of funds from the supplemental funding sources and the CSFRF/CLFRF program. Specifically,

- All funds provided under the CSFRF/CLFRF program must be used for projects, investments, or services that are eligible under the CSFRF/CLFRF statute, Treasury’s Interim Final Rule, and guidance. See 31 CFR 35.6-8; FAQ 4.6. CSFRF/CLFRF funds may not be used to fund an activity that is not, in its entirety, an eligible use under the CSFRF/CLFRF statute, Treasury’s Interim Final Rule, and guidance. For example,
  - CSFRF/CLFRF funds may be used in conjunction with other sources of funds to make an investment in water infrastructure, which is eligible under the CSLFRF statute, and Treasury’s Interim Final Rule.
  - CSFRF/CLFRF funds could not be used to fund the entirety of a water infrastructure project that was partially, although not entirely, an eligible use under Treasury’s Interim Final Rule. However, the recipient could use CSFRF/CLFRF funds only for a smaller component project that does

constitute an eligible use, while using other funds for the remaining portions of the larger planned water infrastructure project that do not constitute an eligible use. In this case, the “project” under this program would be only the eligible use component of the larger project.

- In addition, because CSFRF/CLFRF funds must be obligated by December 31, 2024, and expended by December 31, 2026, recipients must be able to, at a minimum, determine and report to Treasury on the amount of CSFRF/CLFRF funds obligated and expended and when such funds were obligated and expended.

**4.11. May Coronavirus State and Local Fiscal Recovery Funds be used to make loans or other extensions of credit (“loans”), including loans to small businesses and loans to finance necessary investments in water, sewer, and broadband infrastructure? [7/14]**

Yes. Coronavirus State and Local Fiscal Recovery Funds (“Funds”) may be used to make loans, provided that the loan is an eligible use and the cost of the loan is tracked and reported in accordance with the points below. See 31 CFR 35.6. For example, a recipient may use Coronavirus State and Local Fiscal Recovery Funds to make loans to small businesses. See 31 CFR 35.6(b)(6). In addition, a recipient may use Funds to finance a necessary investment in water, sewer or broadband, as described in the Interim Final Rule. See 31 CFR 35.6(e).

Funds must be used to cover “costs incurred” by the recipient between March 3, 2021, and December 31, 2024, and Funds must be expended by December 31, 2026. See Section III.D of the Interim Final Rule; 31 CFR 35.5. Accordingly, recipients must be able to determine the amount of Funds used to make a loan.

- For loans that mature or are forgiven on or before December 31, 2026, the recipient must account for the use of funds on a cash flow basis, consistent with the approach to loans taken in the Coronavirus Relief Fund.
  - Recipients may use Fiscal Recovery Funds to fund the principal of the loan and in that case must track repayment of principal and interest (i.e., “program income,” as defined under 2 CFR 200).
  - When the loan is made, recipients must report the principal of the loan as an expense.
  - Repayment of principal may be re-used only for eligible uses, and subject to restrictions on timing of use of funds. Interest payments received prior to the end of the period of performance will be considered an addition to the total award and may be used for any purpose that is an eligible use of funds under the statute and IFR. Recipients are not subject to restrictions under 2 CFR 200.307(e)(1) with respect to such payments.
- For loans with maturities longer than December 31, 2026, the recipient may use Fiscal Recovery Funds for only the projected cost of the loan. Recipients may estimate the subsidy cost of the loan, which equals the expected cash flows associated

with the loan discounted at the recipient’s cost of funding. A recipient’s cost of funding can be determined based on the interest rates of securities with a similar maturity to the cash flow being discounted that were either (i) recently issued by the recipient or (ii) recently issued by a unit of state, local, or Tribal government similar to the recipient. Recipients that have adopted the Current Expected Credit Loss (CECL) standard may also treat the cost of the loan as equal to the CECL-based expected credit losses over the life of the loan. Recipients may measure projected losses either once, at the time the loan is extended, or annually over the covered period.

Under either approach for measuring the amount of funds used to make loans with maturities longer than December 31, 2026, recipients would not be subject to restrictions under 2 CFR 200.307(e)(1) and need not separately track repayment of principal or interest.

Any contribution of Fiscal Recovery Funds to a revolving loan fund must follow the approach described above for loans with maturities longer than December 31, 2026. In other words, a recipient could contribute Fiscal Recovery Funds to a revolving loan fund, provided that the revolving loan fund makes loans that are eligible uses and the Fiscal Recovery Funds contributed represent the projected cost of loans made over the life of the revolving loan fund.

**4.12. May funds be used for outreach to increase uptake of federal assistance like the Child Tax Credit or federal programs like SNAP? [7/14]**

Yes. Eligible uses to address negative economic impacts include work “to improve efficacy of programs addressing negative economic impacts, including through use of data analysis, targeted consumer outreach, improvements to data or technology infrastructure, and impact evaluations.” See 31 CFR 35.6(b)(10). Of note, per the CSFRF/CLFRF [Reporting Guidance](#), allowable use of funds for evaluations may also include other types of program evaluations focused on program improvement and evidence building. In addition, recipients may use funds to facilitate access to health and social services in populations and communities disproportionately impacted by the COVID-19 pandemic, including benefits navigators or marketing efforts to increase consumer uptake of federal tax credits, benefits, or assistance programs that respond to negative economic impacts of the pandemic. See 31 CFR 35.6(b)(12).

**5. Eligible Uses – Premium Pay**

**5.1. What criteria should recipients use in identifying essential workers to receive premium pay?**

Essential workers are those in critical infrastructure sectors who regularly perform in-person work, interact with others at work, or physically handle items handled by others.

Critical infrastructure sectors include healthcare, education and childcare, transportation, sanitation, grocery and food production, and public health and safety, among others, as provided in the Interim Final Rule. Governments receiving Fiscal Recovery Funds have the discretion to add additional sectors to this list, so long as the sectors are considered critical to protect the health and well-being of residents.

The Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

**5.2. What criteria should recipients use in identifying third-party employers to receive grants for the purpose of providing premium pay to essential workers?**

Any third-party employers of essential workers are eligible. Third-party contractors who employ essential workers in eligible sectors are also eligible for grants to provide premium pay. Selection of third-party employers and contractors who receive grants is at the discretion of recipients.

To ensure any grants respond to the needs of essential workers and are made in a fair and transparent manner, the rule imposes some additional reporting requirements for grants to third-party employers, including the public disclosure of grants provided.

**5.3. May recipients provide premium pay retroactively for work already performed?**

Yes. Treasury encourages recipients to consider providing premium pay retroactively for work performed during the pandemic, recognizing that many essential workers have not yet received additional compensation for their service during the pandemic.

## **6. Eligible Uses – Water, Sewer, and Broadband Infrastructure**

**6.1. What types of water and sewer projects are eligible uses of funds?**

The Interim Final Rule generally aligns eligible uses of the Funds with the wide range of types or categories of projects that would be eligible to receive financial assistance through the Environmental Protection Agency's Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF).

Under the DWSRF, categories of [eligible projects](#) include: treatment, transmission and distribution (including lead service line replacement), source rehabilitation and decontamination, storage, consolidation, and new systems development.

Under the CWSRF, categories of [eligible projects](#) include: construction of publicly-owned treatment works, nonpoint source pollution management, national estuary program projects, decentralized wastewater treatment systems, stormwater systems, water

conservation, efficiency, and reuse measures, watershed pilot projects, energy efficiency measures for publicly-owned treatment works, water reuse projects, security measures at publicly-owned treatment works, and technical assistance to ensure compliance with the Clean Water Act.

As mentioned in the Interim Final Rule, eligible projects under the DWSRF and CWSRF support efforts to address climate change, as well as to meet cybersecurity needs to protect water and sewer infrastructure. Given the lifelong impacts of lead exposure for children, and the widespread nature of lead service lines, Treasury also encourages recipients to consider projects to replace lead service lines.

**6.2. May construction on eligible water, sewer, or broadband infrastructure projects continue past December 31, 2024, assuming funds have been obligated prior to that date?**

Yes. Treasury is interpreting the requirement that costs be incurred by December 31, 2024 to only require that recipients have obligated the funds by such date. The period of performance will run until December 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with Fiscal Recovery Funds.

**6.3. May recipients use funds as a non-federal match for the Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF)?**

Recipients may not use funds as a state match for the CWSRF and DWSRF due to prohibitions in utilizing federal funds as a state match in the authorizing statutes and regulations of the CWSRF and DWSRF.

**6.4. Does the National Environmental Policy Act (NEPA) apply to eligible infrastructure projects?**

NEPA does not apply to Treasury's administration of the Funds. Projects supported with payments from the Funds may still be subject to NEPA review if they are also funded by other federal financial assistance programs.

**6.5. What types of broadband projects are eligible?**

The Interim Final Rule requires eligible projects to reliably deliver minimum speeds of 100 Mbps download and 100 Mbps upload. In cases where it is impracticable due to geography, topography, or financial cost to meet those standards, projects must reliably deliver at least 100 Mbps download speed, at least 20 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed.

Projects must also be designed to serve unserved or underserved households and businesses, defined as those that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed.

**6.6. For broadband investments, may recipients use funds for related programs such as cybersecurity or digital literacy training?**

Yes. Recipients may use funds to provide assistance to households facing negative economic impacts due to Covid-19, including digital literacy training and other programs that promote access to the Internet. Recipients may also use funds for modernization of cybersecurity, including hardware, software, and protection of critical infrastructure, as part of provision of government services up to the amount of revenue lost due to the public health emergency.

**6.7. How do I know if a water, sewer, or broadband project is an eligible use of funds? Do I need pre-approval? [6/8]**

Recipients do not need approval from Treasury to determine whether an investment in a water, sewer, or broadband project is eligible under CSFRF/CLFRF. Each recipient should review the Interim Final Rule (IFR), along with the preamble to the Interim Final Rule, in order to make its own assessment of whether its intended project meets the eligibility criteria in the IFR. A recipient that makes its own determination that a project meets the eligibility criteria as outlined in the IFR may pursue the project as a CSFRF/CLFRF project without pre-approval from Treasury. Local government recipients similarly do not need state approval to determine that a project is eligible under CSFRF/CLFRF. However, recipients should be cognizant of other federal or state laws or regulations that may apply to construction projects independent of CSFRF/CLFRF funding conditions and that may require pre-approval.

For water and sewer projects, the IFR refers to the EPA [Drinking Water](#) and [Clean Water](#) State Revolving Funds (SRFs) for the categories of projects and activities that are eligible for funding. Recipients should look at the relevant federal statutes, regulations, and guidance issued by the EPA to determine whether a water or sewer project is eligible. Of note, the IFR does not incorporate any other requirements contained in the federal statutes governing the SRFs or any conditions or requirements that individual states may place on their use of SRFs.

**6.8. For broadband infrastructure investments, what does the requirement that infrastructure “be designed to” provide service to unserved or underserved households and businesses mean? [6/17]**

Designing infrastructure investments to provide service to unserved or underserved households or businesses means prioritizing deployment of infrastructure that will bring service to households or businesses that are not currently serviced by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed. To meet this requirement, states and localities should use funds to deploy broadband infrastructure projects whose objective is to provide service to unserved or underserved households or businesses. These unserved or underserved households or businesses do not need to be the only ones in the service area funded by the project.

**6.9. For broadband infrastructure to provide service to “unserved or underserved households or businesses,” must every house or business in the service area be unserved or underserved? [6/17]**

No. It suffices that an objective of the project is to provide service to unserved or underserved households or businesses. Doing so may involve a holistic approach that provides service to a wider area in order, for example, to make the ongoing service of unserved or underserved households or businesses within the service area economical. Unserved or underserved households or businesses need not be the *only* households or businesses in the service area receiving funds.

**6.10. May recipients use payments from the Funds for “middle mile” broadband projects? [6/17]**

Yes. Under the Interim Final Rule, recipients may use payments from the Funds for “middle-mile projects,” but Treasury encourages recipients to focus on projects that will achieve last-mile connections—whether by focusing on funding last-mile projects or by ensuring that funded middle-mile projects have potential or partnered last-mile networks that could or would leverage the middle-mile network.

**6.11. For broadband infrastructure investments, what does the requirement to “reliably” meet or exceed a broadband speed threshold mean? [6/17]**

In the Interim Final Rule, the term “reliably” is used in two places: to identify areas that are eligible to be the subject of broadband infrastructure investments and to identify expectations for acceptable service levels for broadband investments funded by the Coronavirus State and Local Fiscal Recovery Funds. In particular:

- The IFR defines “unserved or underserved households or businesses” to mean one or more households or businesses that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speeds and 3 Mbps of upload speeds.
- The IFR provides that a recipient may use Coronavirus State and Local Fiscal Recovery Funds to make investments in broadband infrastructure that are designed to provide service to unserved or underserved households or businesses and that are designed to, upon completion: (i) reliably meet or exceed symmetrical 100 Mbps download speed and upload speeds; or (ii) in limited cases, reliably meet or exceed 100 Mbps download speed and between 20 Mbps and 100 Mbps upload speed and be scalable to a minimum of 100 Mbps download and upload speeds.

The use of “reliably” in the IFR provides recipients with significant discretion to assess whether the households and businesses in the area to be served by a project have access to wireline broadband service that can actually and consistently meet the specified thresholds of at least 25Mbps/3Mbps—i.e., to consider the actual experience of current

wireline broadband customers that subscribe to services at or above the 25 Mbps/3 Mbps threshold. Whether there is a provider serving the area that advertises or otherwise claims to offer speeds that meet the 25 Mbps download and 3 Mbps upload speed thresholds is not dispositive.

When making these assessments, recipients may choose to consider any available data, including but not limited to documentation of existing service performance, federal and/or state-collected broadband data, user speed test results, interviews with residents and business owners, and any other information they deem relevant. In evaluating such data, recipients may take into account a variety of factors, including whether users actually receive service at or above the speed thresholds at all hours of the day, whether factors other than speed such as latency or jitter, or deterioration of the existing connections make the user experience unreliable, and whether the existing service is being delivered by legacy technologies, such as copper telephone lines (typically using Digital Subscriber Line technology) or early versions of cable system technology (DOCSIS 2.0 or earlier).

The IFR also provides recipients with significant discretion as to how they will assess whether the project itself has been designed to provide households and businesses with broadband services that meet, or even exceed, the speed thresholds provided in the rule.

**6.12. May recipients use Funds for pre-project development for eligible water, sewer, and broadband projects? [6/23]**

Yes. To determine whether Funds can be used on pre-project development for an eligible water or sewer project, recipients should consult whether the pre-project development use or cost is eligible under the Drinking Water and Clean Water State Revolving Funds (CWSRF and DWSRF, respectively). Generally, the CWSRF and DWSRF often allow for pre-project development costs that are tied to an eligible project, as well as those that are reasonably expected to lead to a project. For example, the DWSRF [allows](#) for planning and evaluations uses, as well as numerous pre-project development costs, including costs associated with obtaining project authorization, planning and design, and project start-up like training and warranty for equipment. Likewise, the CWSRF [allows](#) for broad pre-project development, including planning and assessment activities, such as cost and effectiveness analyses, water/energy audits and conservation plans, and capital improvement plans.

Similarly, pre-project development uses and costs for broadband projects should be tied to an eligible broadband project or reasonably expected to lead to such a project. For example, pre-project costs associated with planning and engineering for an eligible broadband infrastructure build-out is considered an eligible use of funds, as well as technical assistance and evaluations that would reasonably be expected to lead to commencement of an eligible project (e.g., broadband mapping for the purposes of finding an eligible area for investment).

All funds must be obligated within the statutory period between March 3, 2021 and December 31, 2024, and expended to cover such obligations by December 31, 2026.

**6.13. May State and Local Fiscal Recovery Funds be used to support energy or electrification infrastructure that would be used to power new water treatment plants and wastewater systems? [7/14]**

The EPA’s [Overview of Clean Water State Revolving Fund Eligibilities](#) describes eligible energy-related projects. This includes a “[p]ro rata share of capital costs of offsite clean energy facilities that provide power to a treatment works.” Thus, State and Local Fiscal Recovery Funds may be used to finance the generation and delivery of clean power to a wastewater system or a water treatment plant on a pro-rata basis. If the wastewater system or water treatment plant is the sole user of the clean energy, the full cost would be considered an eligible use of funds. If the clean energy provider provides power to other entities, only the proportionate share used by the water treatment plant or wastewater system would be an eligible use of State and Local Fiscal Recovery Funds.

**6.14. How should states and local governments assess whether a stormwater management project, such as a culvert replacement, is an eligible project for State and Local Fiscal Recovery Funds? [7/14]**

FAQ 6.7 describes the overall approach that recipients may take to evaluate the eligibility of water or sewer projects. For stormwater management projects specifically, as noted in the EPA’s [Overview of Clean Water State Revolving Fund Eligibilities](#), “Stormwater projects must have a water quality benefit.” Thus, to be eligible under CSFRF/CLFRF, stormwater management projects should be designed to incorporate water quality benefits consistent with the goals of the Clean Water Act. [Summary of the Clean Water Act.](#)

**6.15. May recipients use Funds for road repairs and upgrades that occur in connection with an eligible water or sewer project? [7/14]**

Yes, recipients may use State and Local Fiscal Recovery Funds for road repairs and upgrades directly related to an eligible water or sewer project. For example, a recipient could use Funds to repair or re-pave a road following eligible sewer repair work beneath it. However, use of Funds for general infrastructure projects is subject to the limitations described in FAQ 4.2. Water and sewer infrastructure projects are often a single component of a broader transportation infrastructure project, for example, the implementation of stormwater infrastructure to meet Clean Water Act established water quality standards. In this example, the components of the infrastructure project that interact directly with the stormwater infrastructure project may be funded by Fiscal Recovery Funds.

**6.16. May Funds be used to build or upgrade broadband connections to schools or libraries? [7/14]**

As outlined in the IFR, recipients may use Fiscal Recovery Funds to invest in broadband infrastructure that, wherever it is practicable to do so, is designed to deliver service that reliably meets or exceeds symmetrical upload and download speeds of 100 Mbps to households or businesses that are not currently serviced by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed. Treasury interprets “businesses” in this context broadly to include non-residential users of broadband, including private businesses and institutions that serve the public, such as schools, libraries, healthcare facilities, and public safety organizations.

**6.17. Are eligible infrastructure projects subject to the Davis-Bacon Act? [7/14]**

The Davis-Bacon Act requirements (prevailing wage rates) do not apply to projects funded solely with award funds from the CSFRF/CLFRF program, except for CSFRF/CLFRF-funded construction projects undertaken by the District of Columbia. The Davis-Bacon Act specifically applies to the District of Columbia when it uses federal funds (CSFRF/CLFRF funds or otherwise) to enter into contracts over \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Recipients may be otherwise subject to the requirements of the Davis-Bacon Act, when CSFRF/CLFRF award funds are used on a construction project in conjunction with funds from another federal program that requires enforcement of the Davis-Bacon Act. Additionally, corollary state prevailing-wage-in-construction laws (commonly known as “baby Davis-Bacon Acts”) may apply to projects. Please refer to FAQ 4.10 concerning projects funded with both CSFRF/CLFRF funds and other sources of funding.

Treasury has indicated in its Interim Final Rule that it is important that necessary investments in water, sewer, or broadband infrastructure be carried out in ways that produce high-quality infrastructure, avert disruptive and costly delays, and promote efficiency. Treasury encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions, not only to promote effective and efficient delivery of high-quality infrastructure projects, but also to support the economic recovery through strong employment opportunities for workers. Using these practices in construction projects may help to ensure a reliable supply of skilled labor that would minimize disruptions, such as those associated with labor disputes or workplace injuries.

Treasury has also indicated in its reporting guidance that recipients will need to provide documentation of wages and labor standards for infrastructure projects over \$10 million, and that these requirements can be met with certifications that the project is in compliance with the Davis-Bacon Act (or related state laws, commonly known as “baby Davis-Bacon Acts”) and subject to a project labor agreement. Please refer to the Reporting and Compliance Guidance, page 21, for more detailed information on the reporting requirement.

## 7. Non-Entitlement Units (NEUs)

Answers to frequently asked questions on distribution of funds to NEUs can be found in this [FAQ supplement](#), which is regularly updated.

## 8. Ineligible Uses

### 8.1. What is meant by a pension “deposit”? Can governments use funds for routine pension contributions for employees whose payroll and covered benefits are eligible expenses?

Treasury interprets “deposit” in this context to refer to an extraordinary payment into a pension fund for the purpose of reducing an accrued, unfunded liability. More specifically, the interim final rule does not permit this assistance to be used to make a payment into a pension fund if both: (1) the payment reduces a liability incurred prior to the start of the COVID-19 public health emergency, and (2) the payment occurs outside the recipient’s regular timing for making such payments.

Under this interpretation, a “deposit” is distinct from a “payroll contribution,” which occurs when employers make payments into pension funds on regular intervals, with contribution amounts based on a pre-determined percentage of employees’ wages and salaries. In general, if an employee’s wages and salaries are an eligible use of Fiscal Recovery Funds, recipients may treat the employee’s covered benefits as an eligible use of Fiscal Recovery Funds.

### 8.2. May recipients use Fiscal Recovery Funds to fund Other Post-Employment Benefits (OPEB)? [6/8]

OPEB refers to benefits other than pensions (see, e.g., [Governmental Accounting Standards Board, “Other Post-Employment Benefits”](#)). Treasury has determined that Sections 602(c)(2)(B) and 603(c)(2), which refer only to pensions, do not prohibit CSFRF/CLFRF recipients from funding OPEB. Recipients of either the CSFRF/CLFRF may use funds for eligible uses, and a recipient seeking to use CSFRF/CLFRF funds for OPEB contributions would need to justify those contributions under one of the four eligible use categories.

## 9. Reporting

On June 17, 2021, Treasury released [Guidance on Recipient Compliance and Reporting Responsibilities for the Coronavirus State and Local Fiscal Recovery Funds](#). Recipients should consult this guidance for additional detail and clarification on recipients’ compliance and reporting responsibilities. A users’ guide will be provided with additional information on how and where to submit required reports.

**9.1. What records must be kept by governments receiving funds?**

Financial records and supporting documents related to the award must be retained for a period of five years after all funds have been expended or returned to Treasury, whichever is later. This includes those which demonstrate the award funds were used for eligible purposes in accordance with the ARPA, Treasury's regulations implementing those sections, and Treasury's guidance on eligible uses of funds.

**9.2. What reporting will be required, and when will the first report be due?**

Recipients will be required to submit an interim report, quarterly project and expenditure reports, and annual Recovery Plan Performance Reports as specified below, regarding their utilization of Coronavirus State and Local Fiscal Recovery Funds.

Interim reports: States (defined to include the District of Columbia), territories, metropolitan cities, counties, and Tribal governments will be required to submit one interim report. The interim report will include a recipient's expenditures by category at the summary level and for states, information related to distributions to non-entitlement units of local government must also be included in the interim report. The interim report will cover activity from the date of award to July 31, 2021 and must be submitted to Treasury by August 31, 2021. Non-entitlement units of local government are not required to submit an interim report.

Quarterly Project and Expenditure reports: State (defined to include the District of Columbia), territorial, metropolitan city, county, and Tribal governments will be required to submit quarterly project and expenditure reports. This report will include financial data, information on contracts and subawards over \$50,000, types of projects funded, and other information regarding a recipient's utilization of award funds. Reports will be required quarterly with the exception of non-entitlement units, which will report annually. An interim report is due on August 31, 2021. The reports will include the same general data as those submitted by recipients of the Coronavirus Relief Fund, with some modifications to expenditure categories and the addition of data elements related to specific eligible uses. The initial quarterly Project and Expenditure report will cover two calendar quarters from the date of award to September 30, 2021 and must be submitted to Treasury by October 31, 2021. The subsequent quarterly reports will cover one calendar quarter and must be submitted to Treasury within 30 days after the end of each calendar quarter.

Non-entitlement units of local government will be required to submit the project and expenditure report annually. The initial annual Project and Expenditure report for non-entitlement units of local government will cover activity from the date of award to September 30, 2021 and must be submitted to Treasury by October 31, 2021. The subsequent annual reports must be submitted to Treasury by October 31 each year.

Recovery Plan Performance Reports: States (defined to include the District of Columbia), territories, metropolitan cities, and counties with a population that exceeds 250,000

residents will also be required to submit an annual Recovery Plan Performance Report to Treasury. This report will include descriptions of the projects funded and information on the performance indicators and objectives of each award, helping local residents understand how their governments are using the substantial resources provided by Coronavirus State and Local Fiscal Recovery Funds program. The initial Recovery Plan Performance Report will cover activity from date of award to July 31, 2021 and must be submitted to Treasury by August 31, 2021. Thereafter, the Recovery Plan Performance Reports will cover a 12-month period and recipients will be required to submit the report to Treasury within 30 days after the end of the 12-month period. The second Recovery Plan Performance Report will cover the period from July 1, 2021 to June 30, 2022 and must be submitted to Treasury by July 31, 2022. Each annual Recovery Plan Performance Report must be posted on the public-facing website of the recipient. Local governments with fewer than 250,000 residents, Tribal governments, and non-entitlement units of local government are not required to develop a Recovery Plan Performance Report.

Please see the [Guidance on Recipient Compliance and Reporting Responsibilities](#) for more information.

**9.3. What provisions of the Uniform Guidance for grants apply to these funds? Will the Single Audit requirements apply?**

Most of the provisions of the Uniform Guidance (2 CFR Part 200) apply to this program, including the Cost Principles and Single Audit Act requirements. Recipients should refer to the Assistance Listing for detail on the specific provisions of the Uniform Guidance that do not apply to this program. The Assistance Listing will be available on beta.SAM.gov.

**9.4. Once a recipient has identified a reduction in revenue, how will Treasury track use of funds for the provision of government services? [6/8]**

The ARPA establishes four categories of eligible uses and further restrictions on the use of funds to ensure that Fiscal Recovery Funds are used within the four eligible use categories. The Interim Final Rule implements these restrictions, including the scope of the eligible use categories and further restrictions on tax cuts and deposits into pensions. Reporting requirements will align with this structure.

Consistent with the broad latitude provided to recipients to use funds for government services to the extent of the reduction in revenue, recipients will be required to submit a description of services provided. As discussed in IFR, these services can include a broad range of services but may not be used directly for pension deposits, contributions to reserve funds, or debt service. Recipients may use sources of funding other than Fiscal Recovery Funds to make deposits to pension funds, contribute to reserve funds, and pay debt service, including during the period of performance for the Fiscal Recovery Fund award.

For recipients using Fiscal Recovery Funds to provide government services to the extent of reduction in revenue, the description of government services reported to Treasury may be narrative or in another form, and recipients are encouraged to report based on their existing budget processes and to minimize administrative burden. For example, a recipient with \$100 in revenue replacement funds available could indicate that \$50 were used for personnel costs and \$50 were used for pay-go building of sidewalk infrastructure.

In addition to describing the government services provided to the extent of reduction in revenue, all recipients will also be required to indicate that Fiscal Recovery Funds are not used directly to make a deposit in a pension fund. Further, recipients subject to the tax offset provision will be required to provide information necessary to implement the Interim Final Rule, as described in the Interim Final Rule. Treasury does not anticipate requiring other types of reporting or recordkeeping on spending in pensions, debt service, or contributions to reserve funds.

These requirements are further detailed in the guidance on reporting requirements for the Fiscal Recovery Funds available [here](#).

**9.5. What is the Assistance Listing and Catalog of Federal Domestic Assistance (CFDA) number for the program? [6/8]**

The [Assistance Listing](#) for the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) was published May 28, 2021 on SAM.gov. This includes the final CFDA Number for the program, 21.027.

The assistance listing includes helpful information including program purpose, statutory authority, eligibility requirements, and compliance requirements for recipients. The CFDA number is the unique 5-digit code for each type of federal assistance, and can be used to search for program information, including funding opportunities, spending on usaspending.gov, or audit results through the Federal Audit Clearinghouse.

To expedite payments and meet statutory timelines, Treasury issued initial payments under an existing CFDA number. If you have already received funds or captured the initial CFDA number in your records, please update your systems and reporting to reflect the final CFDA number 21.027. **Recipients must use the final CFDA number for all financial accounting, audits, subawards, and associated program reporting requirements.**

To ensure public trust, Treasury expects all recipients to serve as strong stewards of these funds. This includes ensuring funds are used for intended purposes and recipients have in place effective financial management, internal controls, and reporting for transparency and accountability.

Please see [Treasury's Interim Final Rule](#) and the [Guidance on Recipient Compliance and Reporting Responsibilities](#) for more information.

## 10. Miscellaneous

### 10.1. May governments retain assets purchased with Fiscal Recovery Funds? If so, what rules apply to the proceeds of disposition or sale of such assets?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds. If such assets are disposed of prior to December 31, 2024, the proceeds would be subject to the restrictions on the eligible use of payments.

### 10.2. Can recipients use funds for administrative purposes?

Recipients may use funds to cover the portion of payroll and benefits of employees corresponding to time spent on administrative work necessary due to the COVID-19 public health emergency and its negative economic impacts. This includes, but is not limited to, costs related to disbursing payments of Fiscal Recovery Funds and managing new grant programs established using Fiscal Recovery Funds.

### 10.3. Are recipients required to remit interest earned on CSFRF/CLFRF payments made by Treasury? [5/27, updated 7/14]

No. CSFRF/CLFRF payments made by Treasury to states, territories, and the District of Columbia are not subject to the requirement of the Cash Management Improvement Act and Treasury's implementing regulations at 31 CFR part 205 to remit interest to Treasury. CSFRF/CLFRF payments made by Treasury to local governments and Tribes are not subject to the requirement of 2 CFR 200.305(b)(8)-(9) to maintain balances in an interest-bearing account and remit payments to Treasury. Moreover, interest earned on CSFRF/CLFRF payments is not subject to program restrictions. Finally, States may retain interest on payments made by Treasury to the State for distribution to NEUs that is earned before funds are distributed to NEUs, provided that the State adheres to the statutory requirements and Treasury's guidance regarding the distribution of funds to NEUs. Such interest is also not subject to program restrictions.

Among other things, States and other recipients may use earned income to defray the administrative expenses of the program, including with respect to NEUs.

### 10.4. Is there a deadline to apply for funds? [5/27]

The Interim Final Rule requires that costs be incurred by December 31, 2024. Direct recipients are encouraged to apply as soon as possible. For direct recipients other than Tribal governments, there is not a specific application deadline.

Tribal governments do have deadlines to complete the application process and should visit [www.treasury.gov/SLFRPTribal](http://www.treasury.gov/SLFRPTribal) for guidance on applicable deadlines.

Non-entitlement units of local government should contact their state government for information on applicable deadlines.

**10.5. May recipients use funds to cover the costs of consultants to assist with managing and administering the funds? [6/8]**

Yes. Recipients may use funds for administering the CSFRF/CLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements.

## **11. Operations**

**11.1. How do I know if my entity is eligible?**

The Coronavirus State and Local Fiscal Recovery Funds American Rescue Plan Act of 2021 set forth the jurisdictions eligible to receive funds under the program, which are:

- States and the District of Columbia
- Territories
- Tribal governments
- Counties
- Metropolitan cities (typically, but not always, those with populations over 50,000)
- Non-entitlement units of local government, or smaller local governments (typically, but not always, those with populations under 50,000)

**11.2. How does an eligible entity request payment?**

Eligible entities (other than non-entitlement units) must submit their information to the [Treasury Submission Portal](#). Please visit the [Coronavirus State and Local Fiscal Recovery Fund website](#) for more information on the submission process.

**11.3. I cannot log into the Treasury Submission Portal or am having trouble navigating it. Who can help me?**

If you have questions about the Treasury Submission Portal or for technical support, please email [covidreliefitsupport@treasury.gov](mailto:covidreliefitsupport@treasury.gov).

**11.4. What do I need to do to receive my payment?**

All eligible payees are required to have a DUNS Number previously issued by Dun & Bradstreet (<https://www.dnb.com/>).

All eligible payees are also required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>).

And eligible payees must have a bank account enabled for Automated Clearing House (ACH) direct deposit. Payees with a Wire account are encouraged to provide that information as well.

More information on these and all program pre-submission requirements can be found on the [Coronavirus State and Local Fiscal Recovery Fund website](#).

**11.5. Why is Treasury employing id.me for the Treasury Submission Portal?**

ID.me is a trusted technology partner to multiple government agencies and healthcare providers. It provides secure digital identity verification to those government agencies and healthcare providers to make sure you're you – and not someone pretending to be you – when you request access to online services. All personally identifiable information provided to ID.me is encrypted and disclosed only with the express consent of the user. Please refer to ID.me Contact Support for assistance with your ID.me account. Their support website is <https://help.id.me>.

**11.6. Why is an entity not on the list of eligible entities in Treasury Submission Portal?**

The ARPA statute lays out which governments are eligible for payments. The list of entities within the Treasury Submission Portal includes entities eligible to receive a direct payment of funds from Treasury, which include states (defined to include the District of Columbia), territories, Tribal governments, counties, and metropolitan cities.

Eligible non-entitlement units of local government will receive a distribution of funds from their respective state government and should not submit information to the Treasury Submission Portal.

If you believe an entity has been mistakenly left off the eligible entity list, please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov).

**11.7. What is an Authorized Representative?**

An Authorized Representative is an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity). An Authorized Representative must sign the Acceptance of Award terms for it to be valid.

**11.8. How does a Tribal government determine their allocation?**

Tribal governments will receive information about their allocation when the submission to the Treasury Submission Portal is confirmed to be complete and accurate.

**11.9. How do I know the status of my request for funds (submission)?**

Entities can check the status of their submission at any time by logging into [Treasury Submission Portal](#).

**11.10. My Treasury Submission Portal submission requires additional information/correction. What is the process for that?**

If your Authorized Representative has not yet signed the award terms, you can edit your submission with in the into [Treasury Submission Portal](#). If your Authorized Representative has signed the award terms, please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov) to request assistance with updating your information.

**11.11. My request for funds was denied. How do I find out why it was denied or appeal the decision?**

Please check to ensure that no one else from your entity has applied, causing a duplicate submission. Please also review the list of all eligible entities on the [Coronavirus State and Local Fiscal Recovery Fund website](#).

If you still have questions regarding your submission, please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov).

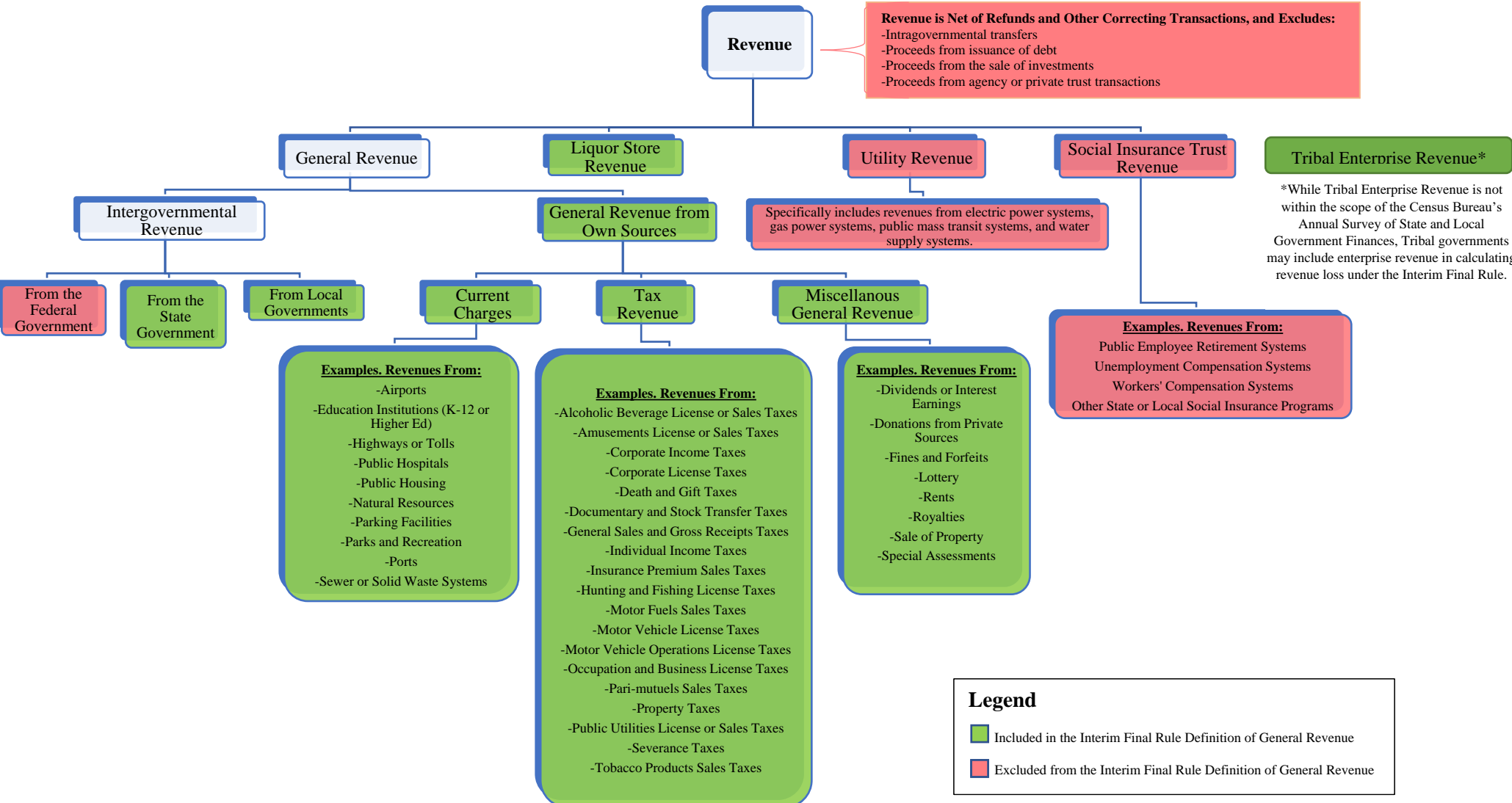
**11.12. When will entities get their money?**

Before Treasury is able to execute a payment, a representative of an eligible government must submit the government's information for verification through the [Treasury Submission Portal](#). The verification process takes approximately four business days. If any errors are identified, the designated point of contact for the government will be contacted via email to correct the information before the payment can proceed. Once verification is complete, the designated point of contact of the eligible government will receive an email notifying them that their submission has been verified. Payments are generally scheduled for the next business day after this verification email, though funds may not be available immediately due to processing time of their financial institution.

**11.13. How does a local government entity provide Treasury with a notice of transfer of funds to its State?**

For more information on how to provide Treasury with notice of transfer to a state, please email [SLRedirectFunds@treasury.gov](mailto:SLRedirectFunds@treasury.gov).

**Appendix: Interim Final Rule Definition of General Revenue Within the Census Bureau Classification Structure of Revenue**



Source: [U.S. Bureau of the Census Government Finance and Employment Classification Manual, 2006](#); [Annual Survey of State and Local Government Finances](#)

Prepared by: Laurie Hokkanen, City Manager  
Kelly Strey, Finance Manager

The City of Chanhassen has been allocated \$2,792,405.38 in federal grant aid through the American Rescue Plan Act (ARPA) of 2021.

### Eligible Uses

#### 1. Supporting the public health response

Sample eligible services include: vaccination programs; medical care; testing; contact tracing; support for isolation or quarantine; supports for vulnerable populations to access medical or public. Capital investments in public facilities to meet pandemic operational needs are also eligible, such as adaptations to public buildings to implement COVID-19 mitigation tactics.

#### 2. Addressing the negative economic impacts caused by the public health emergency

Sample eligible activities include: affordable housing, job training and workforce services, crisis intervention programs, food/rent/mortgage/utility assistance, internet access, assistance to small businesses.

#### 3. Serving the hardest-hit communities and families

- Mental health services and substance use disorder services
- School based social-emotional support programs
- Subsidized jobs for young people
- Programs that provide workforce training or apprenticeship

Some other eligible uses limited to services provided in a Qualified Census Tract (QCT), to families and individuals living in QCTs. The City of Chanhassen does not have qualified QCT's.

#### 4. ~~Replacing lost public sector revenue~~

As result of the timing of the implementation of the franchise fee, the City of Chanhassen did not experience qualifying lost revenue in 2020. The implementation of the franchise fee was unrelated to the pandemic and along with other financial planning moves has resulted in a fully funded street reconstruction program. While the city filed comments seeking modification to the rules, it is unlikely that relief on this item will be granted.

#### 5. Providing premium pay for essential workers

Critical infrastructure sectors include healthcare, education and childcare, transportation, sanitation, grocery and food production, and public health and safety. Must emphasize premium pay for lower income workers. Limits apply.

#### 6. Investing in water and sewer infrastructure

Several projects planned in the City's 5-year utility fund budgets and the capital improvement plan would qualify under this category and would have a positive impact on the water and sewer fund's financial position by reducing planned debt issuance and use of fund balance. Reduced debt issuance decreases interest costs and moves the City in a positive direction towards ability to fund annual projects on a pay-go basis. The improved financial position for the utility funds would allow the utilities funds to cover administrative and operational overhead currently being subsidized from property taxes in the General Fund without impacting utility rates for all residents and businesses within the City of Chanhassen.

Some projects which would likely qualify under this category would be:

- Meter replacement project which was approved earlier this year to use fund balance.
- Monthly billing implementation which was approved and supports water conservation efforts as well as assists residents in identifying and controlling water usage as well as provides a more budget friendly monthly bill payment.
- Infrastructure replacement related to street improvement projects.
- Treatment plant capital maintenance projects.
- Storm water management projects.

#### 7. Investing in broadband infrastructure

Requires projects to deliver minimum speeds of 100 Mbps download and upload. Projects must be designed to serve unserved or underserved households and businesses, defined as those that are not currently served by a wireline connection that reliably delivers 25 Mbps download and 3 Mbps of upload speed.

#### Ineligible Uses

1. Direct or indirect tax reductions, rebates, credits
2. Deposits into pension funds

#### Follow-up on earlier ARPA Discussions

Initial review of the spending options earlier this spring identified high priority initiatives related to technology and workflow efficiencies to continue to build on improvements and efficiencies started with CARES funding.

These types of expenditures would have qualified under the most flexible spending options which come under category #4 above to the extent the City has lost public sector revenue. Since the calculation is an aggregate calculation of all revenues excluding a few revenue sources, mainly CARES funding and utility revenue. While the City of Chanhassen experienced lost public sector revenue in some areas such as recreation revenue, the City's total 2020 revenue was higher than 2019. This was due to two main factors, permit revenue and the franchise fee for street improvements which went into effect in 2020. Therefore, the city is not eligible for spending in category 4 of ARPA.

The City Council has instead designated \$400,000 in 2020 fund balance for the implementation of technology projects and implementation is underway.

# City Council Item

September 13, 2021



<b>Item</b>	Roundtable	
<b>File No.</b>		<b>Item No:</b> A.2
<b>Agenda Section</b>	5:30 P.M. - WORK SESSION	
<b>Prepared By</b>	Laurie Hokkanen, City Manager	
<b>Reviewed By</b>		

<b><u>SUGGESTED ACTION</u></b>	
None	
<b>Motion Type</b>	N/A
<b>Strategic Priority</b>	N/A

## **SUMMARY**

The quarterly roundtable is time for the City Council to discuss items of interest, propose new items for review, and ask general questions of staff/each other. Items with interest from at least two Councilmembers may be scheduled for research by staff, future work sessions, or other action as appropriate.

## **BACKGROUND**

## **DISCUSSION**

Items submitted for possible discussion. The City Council can choose to discuss some or all items.

- Affordable Housing (CM Rehm)
- Sustainability / environmental issues
  - Limiting single use plastic
  - Encouraging biking/walking
  - Recognizing local businesses that are committed to environmental sustainability
  - Planning for more green spaces
- Franchise Fee Communications to residents (CM Schubert)
- Short-term rental regulations (CM Schubert)
- Garbage Collection Zones (staff seeking direction)

Also attached is a summary of the Citizen Action Request Forms received in 2021.

Items should generally have the support of at least two councilmembers to continue discussion and/or have staff research.

### **BUDGET**

### **RECOMMENDATION**

### **ATTACHMENTS**

[Citizen Action Requests through 08-31-2021](#)

Select the date of the City Council meeting you plan to attend to make your visitor presentation.	First Name	Last Name	Address1	City	State	Zip	Phone Number	Email	Council Action Requested	Summary of Information	City Council Work Session Discussion Date	Action	City Council Meeting Date	Action
2/8/2021	Richard	Berland	6900 Minnewashta Parkway	Excelsior	MN	55331-9662	612-240-3016	rberland@me.com	Please vote against the Arb Transportation Plan	Minnewashta Parkway and adjoining streets are a prime residential neighborhood. The parkway is already very busy and it will be unsafe and unpleasant to add the Arb traffic. We believe the projected increase in traffic is dramatically understated. The Arb is a great facility to have in Chanhasen. However it should not solve its' entrance needs by despoiling our neighborhood. A Parkway is just that, not an entrance ramp. Please separate the Arb entrance from the Parkway improvements and do not place the additional traffic on the Parkway.. Thank you.			2/8/2021	Mayor Ryan explained the item was on the agenda and comments could be taken at that time.
2/22/2021	Kelly	Birkenholz	481 Bighorn Dr	chanhasen	mn	55317	19522390797	kellybirkenholz@gmail.com	None	Informing the council about the work of "Team 112" and inviting them to join our future events that will be held to support the Eastern Carver County School (ECCS) district.  Team 112 is a group of parents, teachers, and community members connected to ECCS that either live, work, or have children that attend school in the district.  The mission of Team 112 is to improve communication and connection between the ECCS district administrators, teachers, parents, and community members. Our goal is to supplement the great work of the district and the PTO's to ensure that all stakeholders are informed and connected in order to best support and advocate for our school district.			2/22/2021	No action required
3/8/2021	Keri	Colvin	825 Flying Cloud DR	Chaska	MN	55318	952-454-1798	golfzone24@gmail.com	Asking city council to allow Golf Zone to apply for a full beer and wine license	Golf Zone was approved for a 3.2% liquor license in February 2021. We have since found out that Minnesota is one of the last states to have 3.2 beer. Since our state starting selling beer on Sundays the beer companies have stopped making 3.2 beer because the liquor stores are open and available 7 days a week. Anheuser-Busch who makes Bud, Bud Light and Michgolden have recently stopped making 3.2 beer and it is no longer available for purchase. Currently due to the ceased making of 3.2 beer, Golf Zone is only able to get a few flavored seltzers for our selection of beer. I am asking City Council to allow Golf Zone to have a full beer and wine license. We would like to support our local community by having local craft brewery beers available in our facility.  Thank you Keri and Brian Colvin Golf Zone			5/10/2021	Public Hearing held and Beer and Wine licensed approved
3/22/2021	Kelly	Davidson	21 basswood circle	Chanhasen	MN	55317	218-269-4262	kellydavidson33@gmail.com	Wanted to revisit or get more educated on the chicken ordinance and if it would be open to review in the future.	My name is Kelly Davidson and I moved to Chanhasen in 2019 with my family. We previously lived in Duluth and South Carolina.  I wanted to reach out to you regarding the Chanhasen Chicken ordinance. I see the ordinance was put in place in 2019 and that it doesn't allow chickens on property less than 1 acre.  When we lived in Duluth we had chickens. We did live on a larger plot of land but the city did allow them with a permit on smaller properties. I feel there were a lot of great benefits to keeping them and in Duluth it was very neighbor friendly.  Knowing that the ordinance is very new I am wondering if there would be an opportunity to talk more on the subject or what would be the process to talk more about this.  I don't want to say challenge the ordinance because that is not what I am suggesting. But I am looking at a more robust ordinance that would allow more people to allow small chickens flocks in the future.  I look forward to hearing from you.  Kelly Davidson 218-269-4262	4/26/2021	Discussion item	5/24/2021	Adopted Ordinance 671 concerning minimum lot size for chickens
3/22/2021	Ann	Miller	6561 Fox Path	Chanhasen	MN	55317	952 474 3516	ann@downsizeup.com	The property owned by the city bordering Silver Lake and Pleasantview Rd is to be improved for drainage into Silver Lake: I propose that the public be allowed Silver Lake access at this site for non motorized watercraft as it is a designated lake(has identical attributes of Lake Lucy in Chanhasen)	1)Pleasant View Rd is to be improved with eligible monies from the state. 2)This area is approximately 10 acres. 3) There is a sharp curve in the road at this site. 4)The elevation from the edge of road to ravine is steep, so I propose two collection runoff catches on either side next to private properties, with mid section filled for access to lake. 5) The major runoff into Silver Lake is from driveways on Ridge Rd(most in Hennepin County). 6)I strongly suggest Tamarack trees (bare root can be ordered from Swedberg Nursery in Battle Lake, MN) along the private property lines-they grow tall, deer resistant, allow wind to easily pass, as evaporation of water important in this area also. 7)Wild rice can be harvested by citizens in this lake. I imagine the indigenous peoples camped along Ridge Rd and would there be artifacts of their activities at this site? 8)As this is my neighborhood, it is full of deer, wild turkey, red and gray fox, coyote, a mountain lion once sited, a badger(once in my tree-I've lived here 30 yrs).9) I am willing to keep this area "clean" and tend to the tamara.cks 9)Allow the view to continue to be pleasant and, access to a designated lake. Thanks for listening.			22-Mar	Mayor Ryan requested Charlie Howley follow up with Ms. Miller

Select the date of the City Council meeting you plan to attend to make your visitor presentation.	First Name	Last Name	Address1	City	State	Zip	Phone Number	Email	Council Action Requested	Summary of Information	City Council Work Session Discussion Date	Action	City Council Meeting Date	Action
4/12/2021	Laura	Rosati	1798 Marigold Ct	Chanhassen	MN	55317	9524841483	laura.rosati@minnetonkaschools	We would like to have food Trucks at Chanhassen Brewery more than 17 days of the year.	Food Trucks are reaching out to us (Chanhassen Brewery) daily and we are unable to fill their requests because the City of Chanhassen only allows Food Trucks around 17 days a year. We would love to be able to support local businesses and have Food trucks more often. How can we add additional days so we can keep the "mom and pop" businesses a float? Thank you! Laura and Matt Rosati Founders of Chanhassen Brewery			6/14/2021	Adopted Ordinance 672 concerning Mobile Food Vending (Food Trucks)
5/10/2021	Todd	Degler	9111 Audubon Road	Chanhassen	MN	55317	952-221-2819	todddegler@gmail.com	I would like to present an idea for an "agritainment" use on the family farm on Audubon Road south of Lyman Boulevard. This is a use that is currently not allowed in the community and is not addressed by City Code.	I would work with city staff to apply for an amendment to city code.  Objective: • create a new definition in the city code - "Agritainment" • create criteria for what defines and is allowed in an Agritainment permit. • Amend city code to include Agritainment as a New Interim Use for the A-2 District.			8/9/2021	Adopted Ordinance 674 concerning Agritourism and approved IUP for Agritourism use on property located at 9111 Audubon Road
5/24/2021	Brian- Golf Zone	Colvin	825 Flying Cloud Dr.	Chaska	MN	55318	9524451500	golfzone24@gmail.com	Golf Zone is asking to amend the request of netting at the back of its driving range and operate as they have for the last 60 days.	The netting is asked to be put up at 230 yards to stop balls from entering the wetlands which are over 400 yards away. We have had over 6000 golfers hit over 156000 balls in the last 60 days and 100% have not exceeded over 300 yards, therefore proving there is no legitimate need for nets. Furthermore, balls are 100% picked on a daily basis.			7/12/2021	Amended IUP 2021-02 relieving Condition 9 (netting requirement)
6/28/2021	perttu	Joseph	681	Chanhassen	MN	55317	6126709013	joseph.per2@gmail.com	Addressing the issue of NO PARKING boats (RV, etc...) on the driveway.	I missed the last meeting that discussed this. I am sorry but I feel like this issue is not over. I don't think this topic has been thoroughly discussed to offer alternatives to the ordinance. There are financial hardships for some folks if they haven't budgeted for or to find and pay for alternative storage. I personally don't have the room to store my average sized boat on the side of my garage. I have lived in Chanhassen for 25 yrs and this is the first I have heard of not being able to store a boat in the driveway. I have a three stall driveway constructed with storing the boat on the pad on purpose.  Prior addresses are 790 Santa Vera, 1000 lake Susan Hills Drive, and now 681 Sierra trail. I keep my properties in excellent condition and have ALWAYS stored my boat during the summer on my driveway. I move it to indoor storage during the fall and winter months.  Is this a situation that only takes the side of an obscure and outdated ordinance. I am interested in the names of the council members that aren't protecting my property rights.			6/28/2021	Mayor Ryan thanked Mr. Perttu and said these request forms go back to City Staff who will reach out to City Council to see if it is an item that they want to bring back for further discussion. She noted they voted on the item in May, it was initially brought forward the previous August and they have heard from a lot of people.
8/23/2021	Brynn	Smithson	7389 Moccasin Trail	Chanhassen	MN	55317	9529139726	smithsonbrynn@gmail.com	I work for the non-profit, The Borgen Project. They work to make global poverty a focus of U.S. foreign policy and have asked me to speak at my City Council. I would like to gain support for the Covax initiative and further foreign funding in any subsequent COVID-19 relief packages in order to combat the pandemic globally and to get the City Council to share their support of it with Sen. Amy Kloubuchar, Sen. Tina Smith and Rep. Dean Phillips.	This issues impacts our entire world and with the help of the U.S. government we may be able to reduce the global impacts of COVID and help the U.S. return back to normal as well as improve the country economically. My specific ask requires minimal time and zero cost. This would only require letters to our senators and representative showing support of this initiative.			8/23/2021	Brynn Smithson did not attend the meeting; Laurie Hokkanen responded to the request via email.

# City Council Item

September 13, 2021



<b>Item</b>	Future Work Session Schedule	
<b>File No.</b>		<b>Item No:</b> A.3
<b>Agenda Section</b>	5:30 P.M. - WORK SESSION	
<b>Prepared By</b>	Kim Meuwissen, City Clerk	
<b>Reviewed By</b>		

<b><u>SUGGESTED ACTION</u></b>	
None.	
<b>Motion Type</b>	N/A
<b>Strategic Priority</b>	N/A

## **SUMMARY**

The City Council is tentatively scheduled to hold the following work sessions:

### **September 27**

1. Review Classification and Compensation Study
2. Budget Discussion

### **October 11**

**October 25**

1. Discuss Census Results

**November 8**

1. General Fund & Property Tax Supported Funds Discussion

**November 22**

1. Enterprise and CIP Discussion

**BACKGROUND**

Staff or the City Council may suggest topics for work sessions. Dates are tentative until the meeting agenda is published. Work sessions are typically held at 5:30 pm on the second and fourth Monday of each month in conjunction with the regular City Council meeting, but may be scheduled for other times as needed.

**DISCUSSION**

**BUDGET**

**RECOMMENDATION**

**ATTACHMENTS**

# City Council Item

September 13, 2021



<b>Item</b>	Proclamation - Chanhassen Red Birds - 2021 State Amateur Baseball Class "B" Champions	
<b>File No.</b>		<b>Item No:</b> C.1
<b>Agenda Section</b>	<b><u>PUBLIC ANNOUNCEMENTS</u></b>	
<b>Prepared By</b>	Jerry Ruegemer, Park and Recreation Director	
<b>Reviewed By</b>	Laurie Hokkanen	

<b><u>SUGGESTED ACTION</u></b>	
None.	
<b>Motion Type</b>	N/A
<b>Strategic Priority</b>	N/A

## **SUMMARY**

On Sunday, September 5th, the Chanhassen Red Birds baseball team won their 4th consecutive Class B State Amateur Title with a 9-2 win over the Miesville Mudhens. The Red Birds finished the 2021 season with a 33 and 2 record on their way to the 4-Peat. The Red Birds are the second team in 98 years of Minnesota baseball history to win a 4th consecutive state championship. Albert Lea was the other team and their 4-year run was between 1944-1948.

In 2008 the Chanhassen City Council entered into a partnership with the Eastern Carver County School District concerning the athletic fields at the new Chanhassen High School. This partnership gave second position of priority scheduling to the City of Chanhassen right behind the school district. The agreement also included the City of Chanhassen contributing \$600,000 to the district to improve the athletic

facilities. The \$600,000 contribution has been a huge win for our community athletic organizations having first-class facilities to host games and participate with their teammates. This investment also gave the opportunity for the Chanhassen Red Birds Baseball team to be resurrected. The forward thinking and investment planted the seed for this community asset and the reason we're celebrating their 4th consecutive Class B State title. The Council should have an immense amount of community pride as we celebrate tonight.

Congratulations to the Chanhassen Red Birds on a Chantastic Season!

**BACKGROUND**

**DISCUSSION**

**BUDGET**

**RECOMMENDATION**

**ATTACHMENTS**

[Chanhassen Red Birds Proclamation](#)



# Proclamation

RECOGNIZING THE

## 2021 STATE AMATEUR BASEBALL CLASS "B" CHAMPIONS

**WHEREAS**, the Chanhassen Red Birds town baseball team became the Minnesota Amateur Baseball Class "B" State Champions on Sunday, September 5th, 2021 during the playing of the 98th Annual Minnesota Baseball Association tournament, and

**WHEREAS**, the team had a season record of 33 wins and only 2 losses, and

**WHEREAS**, the team defeated the Miesville Mudhens in the state tournament by the score of 9 to 2, and

**WHEREAS**, the team was coached by Brandon Arnold, and

**WHEREAS**, the players on the team are: Brandon Arnold, Noah Drusch IV, Brandt Thompson, Michael Jurgella, Aaron Pfaff, Aaron Kloepfner, Mitch Cummins, Logan Spitzack, Justin Arnold, Tyler Valiton, Joe Jersak, Thomas Thompson, Zach Unterseher, Riley Johnson, Jared Cook, Jacob Mrosko, John Straka, John Eischens, Miles Nablo, Nathan Rosenberg, Zack Hartford, Ben Livorsi, Zach Hoffmann, Kody Dalen, Justin Anderson, Chris Choles, Jack Nemetz, Andrew Mahlke, and Blake Tritch, and

**NOW BE IT RESOLVED**, that the Honorable Mayor Elise Ryan and the members of the City Council of the City of Chanhassen, on behalf of all citizens, do hereby recognize the Chanhassen Red Birds for being the 2021 Minnesota Amateur Baseball Class "B" State Champions and for being the pride of Chanhassen and do hereby declare September 13, 2021 Chanhassen Red Birds day in Chanhassen, Minnesota.

**SEPTEMBER 13, 2021  
RED BIRDS DAY IN CHANHASSEN**

\_\_\_\_\_  
Mayor Elise Ryan



# City Council Item

September 13, 2021



<b>Item</b>	Approve City Council Minutes dated August 23, 2021	
<b>File No.</b>		<b>Item No: D.1</b>
<b>Agenda Section</b>	CONSENT AGENDA	
<b>Prepared By</b>	Kim Meuwissen, City Clerk	
<b>Reviewed By</b>	Kim Meuwissen	

<b><u>SUGGESTED ACTION</u></b>	
"The Chanhassen City Council approves the City Council Minutes dated August 23, 2021."	
<b>Motion Type</b>	Simple Majority Vote of members present
<b>Strategic Priority</b>	N/A

**SUMMARY**

**BACKGROUND**

**DISCUSSION**

**BUDGET**

**RECOMMENDATION**

**ATTACHMENTS**

Work Session Minutes

Regular Meeting Summary Minutes

**CHANHASSEN CITY COUNCIL  
WORK SESSION  
MINUTES  
AUGUST 23, 2021**

**Mayor Ryan called the work session to order at 5:30 p.m.**

**COUNCIL MEMBERS PRESENT:** Mayor Ryan, Councilwoman Rehm, Councilwoman Schubert, Councilman McDonald, and Councilman Campion.

**COUNCIL MEMBERS ABSENT:** None.

**STAFF PRESENT:** Laurie Hokkanen, City Manager; Charlie Howley, Public Works Director/City Engineer; Kate Aanenson, Community Development Director; Ari Lyksett, Communications Manager; Jake Foster, Assistant City Manager; and Jerry Ruegemer, Park & Recreation Director.

**PUBLIC PRESENT:**

Lisa Sayles-Adams	Eastern Carver County School District 112
Celi Haga	Eastern Carver County School District 112
Ron Meyer	Eastern Carver County School District 112
Beth Holm	Eastern Carver County School District 112

**EASTERN CARVER COUNTY SCHOOL DISTRICT 112 REFERENDUM  
PRESENTATION**

- Superintendent Sayles-Adams and Finance Director Ron Meyer walked through a PowerPoint Presentation.
- Eastern Carver County School District 112's (ECCS) goal is raise awareness on referendum and ensure that City Council has accurate information.
- ECCS has strong graduation rate, 92%, which is significantly higher than state average. Chanhassen High School, 95%.
- Previous referendums strengthened community partnerships, including the Chanhassen High School baseball stadium and Chanhassen Red Birds.
- Shared April 2021 community survey data, 89% rate the quality of ECCS as good or excellent, 91% trust the school board and administration to do what it right for students, and 94% agree that community receives a good value for its investment in local schools.
- Overview of how ECCS spends revenue: 82 cents of every dollar goes to students. Have cut \$10M in costs prior to 2019 referendum that didn't pass.
- 70% of school district funding comes from State of Minnesota. State funding has not kept up with rate of inflation. If it had, ECCS District 112 would have received \$7,070 per pupil vs. actual \$6,567.
- Cited additional challenges that informed decision to go for referendum: COVID-19 impacts, failure of 2019 referendum, and unexpected decrease in enrollment.
- Received one-time federal dollars that had specific uses. Also, dollars were allocated based on demographics and 112 was on the low end of dollars received in Minnesota.

- Unexpected loss of 300 students during the pandemic has large financial impact.
- School Board approved one question for the November 2, 2021 Referendum. 10-year levy to increase general education revenue by \$550 per pupil. Tax impact on \$375,000 home would be \$20 per month.
- Cited four categories if referendum approved: Restore, Sustain, Protect, and Invest. Lower class sizes at elementary schools by 1.5 students, additional elective options, keep 5th grade band, maintain school bus walk zones (currently offer transportation to students within two miles of school), maintain gifted and talented services.
- Current funding is \$980 per student, referendum would increase to \$1,530.
- Shared tax impact chart and invited any interested parties to visit 112 website to use tax calculator for their specific property's impacts.
- Shared info on how and where to vote. Provided link to [www.eccsvote.org](http://www.eccsvote.org).
- Sayles-Adams shared her personal outlook – we want to invest in our schools so that our kids have the best options available to them. And also, we want our kids to come back to Eastern Carver County and raise their kids in our communities and our schools.
- Mayor Ryan thanked the district for the presentation and the overall partnership between the city and schools.
- Councilmember Schubert asked if the revenue will fluctuate based on enrollment. Meyer: Yes, it will. It will also increase by inflation for the first time. This is common in other districts.
- Mayor Ryan reiterated thanks for great communication around the referendum, knows community appreciates getting information.

### **UNMANNED AERIAL VEHICLES (UAV) POLICY DISCUSSION**

- Chief Johnson provided an overview to the policy.
- Chief Johnson noted that our policy is narrower and easier to define because we are not using UAV's for law enforcement purposes.
- Chanhassen has benefited from use of Mdewakanton Sioux UAV's but sees value in having technology in house for quicker responses.
- "Pilots" / operators will be required to have FAA part 107 license.
- UAVs provide safer alternative to current practices – i.e. finding hot spots on roof during a house fire rather than putting person on a ladder.
- Mayor Ryan inquired about where the drones would be stored. Chief Johnson responded that one will be on a Fire Department engine and one will be stored at City Hall, assuming we are able to acquire multiple. Mayor Ryan clarified she was asking where the data would be stored. Chief Johnson responded that the unit has an SD card and the MN Data Practices Act applies.
- Councilmember Campion asked Chief Johnson to review the attached quote and what is being proposed.
- Councilmember Rehm asked if we would have savings by having the technology in house. Chief Johnson responded that we don't pay for mutual aid, but would have greater speed of deployment.
- Mayor Ryan noted that the policy is on the consent agenda for adoption.

**DISCUSS CITY WEBSITE UPDATES/OVERHAUL**

- Mayor Ryan provided an intro, noting that City Council has talked at multiple points about their dissatisfaction with the current website
- Ari Lyksett stated three goals for a web project: complete redesign, simplification and improved resident experience, and ADA accessibility.
- Councilmember Schubert said she noticed how many places use actual photos of their city and she really likes that. She also liked the simple drop-down navigations. Be cognizant of background colors and make it easy to read.
- Councilmember Rehm inquired why CivicPlus has such a backlog, and Granicus can fit us in.
- Councilmember Schubert inquired about staff time that would be required and whether it would impact other priorities. Lyksett replied that either way, the website needs to be her number one priority. A refresh feels like a better investment of time because we will get the outcome we are looking for in a shorter amount of time.
- Councilmember McDonald said he had reviewed the sample websites, but thought aside from the pictures, the websites are mostly the same. What kind of user interface technology would a new site bring? If we are going to something new, it should offer more. Current site does get a little busy. How can we help people navigate to where they need to be, quickly?
- Lyksett said that if Granicus is selected, they provide insights into most visited pages and that becomes the top navigation buttons, specific to your community.
- Councilmember Champion inquired about whether websites come with apps and encouraged staff to look at an app and being able to push out more information and notifications.
- Mayor Ryan shared that one aspect of the website being clunky is the amount of outdated information that is produced from the search function.
- Mayor Ryan polled the council as to interest in a complete redesign and found consensus to proceed with getting quotes and making a recommendation at a future Council meeting.
- Councilmember Rehm liked the examples that were sent and thinks it would be fun to have a hipper, more innovative website.
- Staff will come to back to City Council in next month with quotes and a timeline. Staff will also seek additional input regarding likes/dislikes, and design preferences of the City Council.

**FUTURE WORK SESSION SCHEDULE**

**The meeting adjourned at 6:40 pm.**

Submitted by Laurie Hokkanen  
City Manager

Prepared by Kim Meuwissen  
City Clerk

**CHANHASSEN CITY COUNCIL  
REGULAR MEETING  
MINUTES  
AUGUST 23, 2021**

Mayor Ryan called the meeting to order at 7:00 p.m. The meeting was opened with the Pledge of Allegiance.

**COUNCIL MEMBERS PRESENT:** Mayor Ryan, Councilman Campion, Councilwoman Rehm, Councilwoman Schubert, and Councilman McDonald.

**COUNCIL MEMBERS ABSENT:** None.

**STAFF PRESENT:** Laurie Hokkanen, City Manager; Kate Aanenson, Community Development Director; Charlie Howley, Director of Public Works/City Engineer; Don Johnson, Fire Chief; Lance Pearce, Police Lieutenant

**PUBLIC PRESENT:**

Summer Teen Volunteers and their Families  
Tom Furlong, 1405 Knob Hill Lane  
Brian Grogan, Attorney, Moss & Barnett

Mayor Ryan asked the City Council if there were any modifications or additions to the agenda. After the roll call vote there were no changes to the published agenda.

**PUBLIC ANNOUNCEMENTS:**

**Recognition of 2021 Teen Volunteers**

Mayor Ryan asked the Teen Volunteers to join her up front and said on behalf of the City Council and the Park and Recreation Commission she would like to recognize them. She stated these 13-16 year-olds were selected to serve as volunteers for City-sponsored recreation programs from June-August and together they compiled over 830 hours of service to the City. She noted they are all so proud of these teens and thanked them for their service.

**CONSENT AGENDA:**

Councilwoman Rehm asked to pull item 6 from the Consent Agenda and be considered separately.

Mayor Ryan noted they would add item 6 under New Business.

**Councilman McDonald moved, Councilman Campion seconded that the City Council approve the following consent agenda items pursuant to the City Manager’s recommendations:**

1. Approve City Council Minutes dated August 9, 2021
2. Receive Planning Commission Minutes dated July 20, 2021
3. Receive Senior Commission Minutes dated June 18, 2021
4. Approve Claims Paid 08-23-2021
5. Authorize Execution of Operations and Maintenance Agreement for Deer Haven Development
6. **Ordinance XXX:** Approve Amendment to City Code Concerning Noise  
*This item was removed from the Consent Agenda and moved to New Business.*
7. **Ordinance 677:** Amend City Code Chapter 2-Administration Concerning Environmental Commission Membership
8. **Resolution 2021-45:** Authorize LED Lighting Replacements at Fire Station #1 and East Water Treatment Plant
9. **Resolution 2021-46:** Adopt City Policy for the Use of Unmanned Aerial Vehicles (UAV) for Approved City Purposes
10. Approve Temporary On-Sale Liquor License Request; St. Hubert Catholic Community; Harvest Festival on September 25, 2021

**All voted in favor and the motion carried unanimously with a vote of 5 to 0.**

### **VISITOR PRESENTATIONS.**

#### **1. Chanhassen Rotary Car Show Parade: Tom Furlong**

Mr. Furlong, Rotary Club President, invited the public to a new event planned for Labor Day which is a car show and parade. They are working with Staff on the special event permit and expect to have about 200 vehicles as part of the parade. The car parade will start along West 78<sup>th</sup> Street at 11:30 a.m. and end at the Chanhassen Dinner Theatre parking lot. He noted the Rotary Club is talking to local restaurants and encouraging them to have a Labor Day Special; there will also be food, beverages, and a beer tent at the event. Mr. Furlong stated if participants would like to register a car, they may go to [www.chanhassenrotary.org](http://www.chanhassenrotary.org). He thanked the businesses that are sponsoring the event.

#### **2. Brynn Smithson Citizen Action Request**

Ms. Smithson was not present. Mayor Ryan noted Ms. Hokkanen responded to the request via email so perhaps Ms. Smithson felt the question was answered.

### **FIRE DEPARTMENT/LAW ENFORCEMENT UPDATE**

#### **1. Law Enforcement Update**

Lieutenant Pearce noted in July they responded to 853 calls for service, many attributed to theft, theft of motor vehicle, burglary, and disorderly conduct. They also saw significant increases in medical calls, suspicious activity, and mental health calls. As of now, the thefts were all crimes of opportunity with unlocked vehicles overnight, unlocked doors to a garage, or the use of a stolen garage door opener; in three of the instances people were home at the time. Lieutenant Pearce stated they have almost all of the property located and have found all stolen vehicles. During the 4<sup>th</sup> of July Celebration, he noted it was a success for the department with a few minor medical calls but no criminal events. The department was able to make it to all of the registered Night to Unite events. The past week deputies participated in seven hours of mobile field force training hosted by the State Patrol and tactics for response to civil unrest. September training will be “train the trainer” for the body cameras that will be deployed in October.

Sergeant Nate Mueller introduced his canine K-9 Ringo, and gave a presentation including history on these dogs and their working characteristics. He shared that when Ringo came to the United States from Slovakia, they spent two weeks in bonding time, four weeks of narcotics detection school, and twelve weeks of patrol school (obedience, tracking, suspect search, apprehensions, and evidence search). Sergeant Mueller explained the narcotics and patrol certifications they go through once per year and showed pictures on screen.

## **2. Fire Department Update**

Fire Chief Johnson noted July was a busy month with 120 calls for service which included 73 EMS rescue calls and 5 fires. The department is currently having their annual health and wellness physicals, and they are continuing to plan for the August 27 Open House.

**OLD BUSINESS** - None.

## **PUBLIC HEARING:**

### **1. Resolution 2021-47 and Resolution 2021-48: Adopt Resolution Vacating Public Right-of-Way of a Portion of Ruby Lane**

Mr. Howley noted 1861 and 1877 Topaz Drive have requested the vacation; he showed an aerial view of the properties on screen and noted the City still retains public utilities and would retain the easements to cover those.

Mayor Ryan opened the public hearing. There were no public comments.

Mayor Ryan closed the public hearing.

**Councilwoman Schubert moved, Councilman Campion seconded to adopt resolutions approving the vacation of portions of the public right-of-way legally described as Ruby Lane between Block 1 Lot 4, and Block 3 Lot 2, Ashling Meadows 2<sup>nd</sup> Addition, according to the**

**recorded plat thereof, Carver County, Minnesota. All voted in favor and the motion carried unanimously with a vote of 5 to 0.**

**NEW BUSINESS**

**1. Ordinance 678: Approve Franchise Ordinance for Cable Franchise Agreement with CMN-RUS (dba MetroNet)**

Ms. Hokkanen stated the City Council is considering entering in to a franchise agreement with MetroNet and cable is the only utility allowed in the public-right-of-way that is not governed by the public utilities commission. Through a franchise agreement the City outlines requirements and how the provider will work in the right-of-way. The City currently has a non-exclusive franchise agreement with Mediacom.

Attorney Grogan, Moss and Barnett, is here representing the City this evening. He noted the Federal Cable Act has a stated purpose to “promote competition in cable communications and minimize unnecessary regulation that would impose an undue economic burden on cable systems.” The standard tonight is that the City not unreasonably refuse to award a second or competitive cable franchise. Attorney Grogan gave a presentation on screen regarding history and franchise negotiations. He noted the franchise terms include a 10-year term, 5% franchise fee, performance bond of \$50,000, and strong customer service standards, three public/education/government (PEG) channels, free service to public buildings and schools, and PEG transport. He walked the Council through additional agreements and noted the recommendation is approval of the franchise agreement with MetroNet and the fiber agreement.

Councilman McDonald noted in the packet there was a letter from Mediacom where they made a number of accusations about what the City was or was not doing. He asked if those are addressed as part of this recommendation.

Attorney Grogan believes the letter came after the City held a public hearing to consider the qualifications. He said they did carefully review Mediacom’s concerns and tried to address each of those within the franchise. Staff is quite confident they have met those concerns.

Mayor Ryan asked how the cable companies are held accountable to the strong customer service standards.

Attorney Grogan replied the standards are based on FCC model standards; the City Council stands in the position to enforce them. These standards include answering the phone within the first 30 seconds, transferring to a live operator within 30 seconds, meeting an installation standard, and a host of other standards. If the City Council or Staff receives complaints from residents that the company was failing to meet those standards, the City Council would then have the ability to impose liquidated damages or to hold them in default of the contract and impose other remedies.

Mayor Ryan asked about damage to private property.

Attorney Grogan replied most of the contract speaks to public property; on private property, the company needs authority from the homeowner. He noted the City has a robust ordinance and they should not have any homeowners experiencing any change of course from what they are accustomed to.

**Councilman McDonald moved, Councilwoman Schubert seconded that the City Council approve the MetroNet Cable Franchise Ordinance and approve the Fiber Agreement between the City of Chanhassen and MetroNet. All voted in favor and the motion carried unanimously with a vote of 5 to 0.**

**2. Ordinance 679:** Approve Amendment to City Code Concerning Noise

Ms. Aanenson stated this was brought to the City as a request from the Chanhassen Brewing Company to allow them to have outdoor music past 10:00 p.m. Right now the nuisance ordinance regulates hours of noise between 10:00 p.m. and 7:00 a.m. Staff recommended 11:30 p.m. and the rationale is there is no neighboring property within 500 feet.

Councilwoman Rehm noted the City is known for being a quiet and peaceful community and she is a bit concerned about making the jump from 10:00 p.m. to 11:30 p.m. She noted three other cities that responded are limited to 11:00 p.m. so Chanhassen would be an outlier in allowing 11:30 p.m. She would prefer the Planning Commission take a look at this, although it is not required.

Ms. Aanenson noted because this is the Nuisance chapter it is a City Council jurisdiction. She recommended if the Council wanted to go to the Planning Commission, they could put a notice in the paper to give a 10-day notice for the next meeting and would allow for public comment. Based on the feedback, the City Council can make an informed decision.

The City Council discussed their opinions regarding the noise ordinance, including the younger demographic coming into the City and having more options for them downtown rather than going to other cities. Councilman Campion, Councilman McDonald, Councilwoman Schubert, and Mayor Ryan are in favor of the ordinance as it stands.

Mayor Ryan stated the City is still making sure the distance is there and that residents do have the opportunity to complain.

**Councilman Campion moved, Councilwoman Schubert seconded that the City Council adopts the proposed Ordinance amending Chapter 13 concerning prohibited noises. All voted in favor and the motion carried with a vote of 4 to 1. Councilwoman Rehm voted Nay.**

**COUNCIL PRESENTATIONS.** None.

**ADMINISTRATIVE PRESENTATIONS.**

Mr. Howley noted there is currently a drought which is exceptional and severe for a majority of the state. The DNR sent a letter to Chanhasen noting the City is within the Mississippi Watershed and asked the City to enact water conservation measures. Mr. Howley said the City has a normal code restriction for odd/even watering and for additional conservation they cut out all watering from 10:00 a.m. to 5:00 p.m. They enacted the conservation on July 26, 2021 which resulted in about a 9% decrease in water usage. Mr. Howley clarified the City's water supply is in good shape as it comes from deep aquifer wells.

**CORRESPONDENCE DISCUSSION.**

- 1. 2020 Census Counts Letter from Metropolitan Council 8/17/2021**
- 2. Letter from Kennedy & Graven 08-17-2021: 2021 Second Half Suburban Rate Authority Assessment**

**Councilman McDonald moved, Councilwoman Rehm seconded to adjourn the meeting. All voted in favor and the motion carried unanimously with a vote of 5 to 0. The City Council meeting was adjourned at 8:37 p.m.**

Submitted by Laurie Hokkanen  
City Manager

Prepared by Kim Meuwissen  
City Clerk

# City Council Item

September 13, 2021



<b>Item</b>	Receive Planning Commission Minutes dated August 17, 2021	
<b>File No.</b>		<b>Item No:</b> D.2
<b>Agenda Section</b>	CONSENT AGENDA	
<b>Prepared By</b>	Jean Steckling, Sr. Admin Support Specialist	
<b>Reviewed By</b>	Kim Meuwissen	

<b><u>SUGGESTED ACTION</u></b>	
"The Chanhassen City Council Receives the Planning Commission Minutes dated August 17, 2021."	
<b>Motion Type</b>	Simple Majority Vote of members present
<b>Strategic Priority</b>	N/A

**SUMMARY**

**BACKGROUND**

**DISCUSSION**

**BUDGET**

**RECOMMENDATION**

**ATTACHMENTS**

Summary Minutes

**CHANHASSEN PLANNING COMMISSION  
REGULAR MEETING  
MINUTES  
AUGUST 17, 2021**

**CALL TO ORDER:**

Noyes called the meeting to order at 7:00 p.m. and noted the Chair and Vice Chair were absent so the Commission needed to nominate someone to be Chair Pro-Tempore.

**Alto nominated Noyes to be Chair Pro-Tempore for the meeting. Johnson seconded. All voted in favor and the motion carried unanimously with a vote of 4 to 0.**

**MEMBERS PRESENT:** Eric Noyes, Erik Johnson, Doug Reeder, and Kelsey Alto.

**MEMBERS ABSENT:** Steven Weick, Laura Skistad, Mark von Oven.

**STAFF PRESENT:** MacKenzie Young-Walters, Associate Planner; Josh Storms, Community Development Intern.

**PUBLIC PRESENT:**

Merle Steinkraus	1800 Lake Lucy Road
Diane Steinkraus	1800 Lake Lucy Road
Tim Johnson	6287 Chaska Road

Chair Pro-Tempore Noyes reviewed guidelines for conducting the Planning Commission meeting.

**PUBLIC HEARING:**

**PLANNING CASE 2021-16: APPROVE A REQUEST FOR A VARIANCE TO ALLOW CONSTRUCTION OF AN ACCESSORY DWELLING UNIT (ADU) WITHIN AN EXISTING SINGLE-FAMILY RESIDENCE ON PROPERTY LOCATED AT 1800 LAKE LUCY ROAD**

Associate Planner Young-Walters presented a summary packet of information. The property at 1800 Lake Lucy Road is zoned rural residential (RR) and has a minimum lot size of 2.5 acres. The lot is 2.57 acres, has about 14.82% lot cover, and the home and accessory structures meet all setback requirements of the RR district. The Applicant is requesting a variance as part of an already approved building permit; they bumped out the garage and received permission to add a mudroom, washer/dryer, master bathroom, and bedroom. However, because they want to add a kitchen, it technically qualifies as a second dwelling unit. City Code allows the granting of a variance to allow a one-family dwelling as a two-family dwelling assuming it meets certain criteria. The Applicant has stated they would like to use it as an accessory dwelling unit so they can live with their children; the father has developed a heart condition which has made this arrangement desirable. Section 20-59 allows the use of single-family as two-family if they meet four conditions: demonstrated need based upon disability, age, or financial hardship; the dwelling has the exterior appearance of a single-family dwelling; separate utility services may not be established; and the variance will not be injurious to or adversely affect the neighborhood or surrounding residents. Staff believes the Applicant meets all four criteria and recommends that

the variance be approved, subject to conditions preventing the future use as a rental property; it may not be rented, must be occupied by a relative, must have unobstructed access between levels, and no separate utilities.

Reeder asked, when the next family moves in, how does the City become aware that the utilities are not separate?

Mr. Young-Walters noted separate utilities are easy because they must go to the City for a separate water meter. How does the City guarantee that it does not become a rental property? Much of it is honor system; if the City were to receive complaints from neighbors or see a listing for a rental property (because it is recorded against the deed), the City has more leverage to come in and clean it up. He clarified that the Applicant could still rent the entire house out as they have property rights, however, they cannot rent it as two units.

Merle Steinkraus, Applicant, built the home 32 years ago and recently sold it to his son and daughter-in-law who have two small children. He noted it is a wonderful opportunity for the Steinkraus family to stay in the house and grow old. He clarified the intent is to keep it as a single-family home.

Chair Pro-Tempore Noyes opened the public hearing.

Chair Pro-Tempore Noyes closed the public hearing.

**Commissioner Johnson moved, Commissioner Alto seconded that the Chanhassen Planning Commission recommend the variance request for the use of a single-family dwelling as a two-family dwelling be approved, subject to the conditions of approval and adoption of the attached Findings of Fact and Decision Recommendations.**

**All voted in favor and the motion carried unanimously with a vote of 4 to 0.**

**PUBLIC HEARING:**

**APPROVE A REQUEST FOR A VARIANCE FOR LOT COVER AND SETBACK VARIANCES TO CONSTRUCT A PORCH AND DECK ON PROPERTY LOCATED AT 6287 CHASKA ROAD**

Community Development Intern Josh Storms presented a summary packet of information. The lot is zoned Single-Family Residential and the property has a lot size of 21,205 feet with a lot cover percentage of 26.8%. The house has a non-conforming rear-yard setback of 17.4 feet and a non-conforming west side yard setback of 9.7 feet. The patio behind the garage is non-conforming at six feet and the patio at the southeast corner has a non-conforming setback of seven feet. The existing deck has a non-conforming rear yard setback of 20 feet and the property has a non-conforming retaining wall and stone path that crosses the west property line. The Applicant is proposing to replace the existing deck with a 3-season porch and replace the attached patio with a new deck, and are also proposing to remove the southeast attached patio, two sections of driveway, and the stone pathway. The Applicant has stated that they do not have the ability to construct a 3-season porch and deck meeting the 30-foot setback and have stated the porch will not extend any closer to the rear lot line than the existing deck and the existing attached patio will be replaced with a new deck with a setback of 17 feet. With the removal of both patios, two sections of driveway, existing deck, and stone pathway, the property will be just under 25% lot coverage. The City received four phone calls from neighbors of which three had

no concerns and were just curious; one neighbor asked if these changes would have any major effects on the rear yard's visibility. The existing yard is already screened by vegetation and fencing, and the Applicant is proposing additional landscaping for a visual barrier. Staff believes these changes to the property will not have a visual impact on neighbors and the variance is a result of practical difficulties caused by the home's location. The decrease and removal of existing non-conformities will bring the property closer to conforming with the City Code.

Commissioner Reeder asked why it was built at the back of the lot; was it low up front?

Mr. Storms said staff is not entirely sure but they know the home was constructed in 1987 and the original plans intended for the house to be much closer to the street.

Commissioner Alto asked if the Applicant needs the neighbor's permission to remove the walkway since it crosses the property line.

Mr. Young-Walters replied, yes, technically they would, although he assumes the neighbors are not objecting to things being removed from their property but the Applicant can speak to that.

Tim Johnson, LIVIT Site + Structure, is representing the client and has a family that is excited about the space and recently purchased the home unaware of some of these challenges. The clients are excited for the improvements and said it is a tough lot, and they do not know why the house was pushed back that far. The site is non-conforming and the Applicant has done everything they can to push or keep the porch in the existing deck location that is there today. They need to pull out the retaining walls as they are taking on water in the basement of the home; part of the project is to rebuild the retaining walls, increase the privacy, and landscape to get the hardscape to conform.

Chair Pro-Tempore Noyes asked if the diverted water will stay on the property, will it absorb, or move off of the property.

Mr. Johnson thinks it will slow the water down so it can stay in the planting beds and garden beds by elevating the retaining walls higher than they are today. Right now it is a negative grade right to the house so by building the walls high enough in the middle, it allows the water to go to the lot lines and drainage utility easements and run north.

Chair Pro-Tempore Noyes opened the public hearing.

Chair Pro-Tempore Noyes closed the public hearing.

Commissioner Reeder clarified the Applicant would have to submit a drainage plan that would need to be approved.

Mr. Young-Walters replied in the affirmative.

**Commissioner Alto moved, Commissioner Reeder seconded that the Chanhassen Planning Commission recommends that the 8.3 foot rear yard setback variance to construct a 3-season porch and a 13-foot rear yard setback variance to construct a deck be approved, subject to the Conditions of Approval, and adopts of Findings of Fact and Decision.**

**All voted in favor and the motion carried unanimously with a vote of 4 to 0.**

**APPROVAL OF MINUTES:**

**APPROVAL OF PLANNING COMMISSION MINUTES DATED JULY 20, 2021**

**Commissioner Alto noted the summary Minutes of the Planning Commission meeting dated July 20, 2021 as presented.**

**CITY COUNCIL ACTION UPDATE**

Mr. Young-Walters noted the Commissioners attended the ULI meeting and they will be discussing that more at the next meeting. He reminded them to please fill out the survey that was sent and they will do a summary of that with take-home points. He stated Agritourism was approved with a few modifications, the 21 lot subdivision south of Fox Wood was approved, and the 2-lot split off Eagle Ridge Road was approved.

**ADJOURNMENT:**

**Commissioner Reeder moved to adjourn the meeting. All voted in favor and the motion carried unanimously with a vote of 4 to 0. The Planning Commission meeting was adjourned at 7:27 p.m.**

Submitted by Kate Aanenson  
Community Development Director

Prepared by Jean Steckling  
Sr. Admin Support Specialist

# City Council Item

September 13, 2021



<b>Item</b>	Receive Park and Recreation Commission Minutes dated July 27, 2021	
<b>File No.</b>		<b>Item No:</b> D.3
<b>Agenda Section</b>	CONSENT AGENDA	
<b>Prepared By</b>	Kim Meuwissen, City Clerk	
<b>Reviewed By</b>		

## **SUGGESTED ACTION**

"The Chanhassen City Council receives the Park and Recreation Commission Minutes dated July 27, 2021."

<b>Motion Type</b>	Simple Majority Vote of members present
<b>Strategic Priority</b>	N/A

## **SUMMARY**

## **BACKGROUND**

## **DISCUSSION**

## **BUDGET**

**RECOMMENDATION**

**ATTACHMENTS**

[Summary Minutes](#)

**CHANHASSEN PARK AND  
RECREATION COMMISSION  
REGULAR MEETING  
MINUTES  
JULY 27, 2021**

**Chairman Tsuchiya called the meeting to order at 7:01 p.m.**

**MEMBERS PRESENT:** Karl Tsuchiya, Matt Kutz, Jim Peck, Heather Markert, Don Vasatka, and Scott Fischer. Sandy Sweetser was present via Zoom.

**MEMBERS ABSENT:** Chaehyun Lee, Youth Commissioner

**STAFF PRESENT:** Jerry Ruegemer, Park and Recreation Director; Priya Tandon, Recreation Coordinator.

**PUBLIC PRESENT:** None.

**APPROVAL OF AGENDA.**

Chair Tsuchiya asked to hear about Avienda during Old Business.

Mr. Ruegemer will share an update.

**Commissioner Peck moved, Commissioner Kutz seconded to approve the agenda as presented. All voted in favor and the motion carried unanimously with a vote of 7 to 0.**

**PUBLIC ANNOUNCEMENTS.** None.

**VISITOR PRESENTATIONS.** None.

**APPROVAL OF MINUTES.**

**APPROVE PARK & RECREATION MINUTES DATED JUNE 22, 2021**

**Commissioner Kutz moved, Commissioner Markert seconded to approve the Minutes of the Park and Recreation Commission Meeting dated June 22, 2021 as presented. All voted in favor and the motion carried unanimously with a vote of 7 to 0.**

**NEW BUSINESS.**

**DISCUSS CONCEPT OF PARK AND RECREATION REFERENDUM**

Park and Recreation Director Jerry Ruegemer said at the June City Council work session meeting they had a discussion on a park referendum. It was also mentioned during the strategic plan presentation by Mayor Ryan and City Manager Hokkanen. He noted they are trying to listen to elected officials and residents and looking at how they can plan for the future in a responsible

way. He noted the Lake Ann Feasibility Study completed in 2019 and the Park Recreation System Plan in 2017, which are the guiding documents leading the City through the area of a potential referendum. Mr. Ruegemer gave a presentation on screen and noted action is not needed tonight but rather he is starting the dialogue. The objective of the referendum is the betterment and enhancement of the park system within Chanhassen. Referendum priorities may include a Lake Ann Park Expansion (trail network, bridges, boardwalk, nature feature), facility improvements such as the Rec Center or a new Community Center, an aquatic feature (splash pad, water playground), or athletic facility improvements (sport courts, ballfield, lighting, modern bathrooms).

Mr. Ruegemer walked through historical park improvement funding sources which include Park Dedication Fees: for any new development building permits that come in are assessed a fee which funds different improvements within the parks. Currently, with the Arboretum Trail project, the current fund balance is much lower than normal; however, with Avienda coming up and Erhart Farm, they will collect some additional funding to replenish the fund a bit. The Park Equipment Fund was started 4-5 years ago with excess funds from the General Fund of \$250,000 annually. The Pavement Management Fund dedicates about \$70,000 annually to trail/park and parking improvements. In 2019, there was a community survey and about 8 in 10 residents strongly or somewhat supported a permanent tax levy of \$250,000 annually to fund the repair and refurbishment of existing City parks equipment, structures, and playgrounds at about \$22/year per household. Other questions included a ballot question that would approve a property tax increase of approximately \$5 per month on a home valued at \$430,000 (he believes it has been brought down to \$400,000) for general improvements to a number of community parks. Again, 78% of people somewhat or strongly supported that which is a good indicator that there is an appetite for park improvements.

Mr. Ruegemer gave history of referendums within the City of Chanhassen from 1969 until today and spoke about municipal special election timing. Mr. Ruegemer noted the next steps would be that the City Council will appoint a task force of typically 12 appointed members who will define the mission and goals, identify projects based on community desires, and make recommendations. Later this fall they may bring the item back before the Park and Recreation Commission to begin the process of moving it forward.

The Commission discussed taking tours of various parks and trail systems and progress within the city.

Commissioner Markert spoke about water parks and splash pads nearby and noted she takes her children to other cities and spends money within those communities.

Mr. Kutz replied that is the point of the referendum, to find opportunities to be unique, so they are not like other communities, and then they can also bring people into Chanhassen.

Mr. Ruegemer noted they hear about these different opportunities from residents, people desire it, and they would love to have those types of amenities within the city. He believes it is important for the business community to bring people in, and it would be a source of pride for the City.

Commissioner Sweetser asked if in past referendums have there been discussions about projects and the potential revenue, for example, if there was a new rec center with volleyball courts. Is that revenue taken into account when a project is being considered? She thinks there could be some wonderful additions and perhaps there could be some revenue opportunities for the City.

Mr. Ruegemer replied it really depends on what amenities are included within a referendum. If it was something they could charge admission for that would definitely be looked at. Perhaps if there are ways to offset the expenditures with revenue collected the City Council would be all for that.

### **OLD BUSINESS.**

#### **AVIENDA UPDATE**

Mr. Ruegemer updated the Commissioners on Avienda, which is a partnership with the owner of Lifetime Fitness on the corner of Powers Boulevard and Lyman Boulevard. The development will be mixed-use of retail, hospitality, medical, lifestyle, some housing; somewhat of a community upon community. He noted there was talk about an Arbor Lakes shopping/retail destination and since the pandemic hit they have backed off that a bit. The grading process has started and the developer is in the process of securing tenants for the development.

### **REPORTS.**

#### **2021 4TH OF JULY CELEBRATION EVALUATION**

Priya Tandon, Recreation Coordinator, highlighted the 38<sup>th</sup> annual 4<sup>th</sup> of July celebration. Attendance was slightly down from previous years but all things considered they had similar attendance to previous years. Activities included Family Night, water wars, carnival, business expo, vaudeville performance, kiddie games and kiddie parade, the Chalk It Up contest, skateboard competition. Ms. Tandon stated they also had a first aid tent and there were no big incidents but a few heat-related incidents occurred and were taken care of. They also had a nursing and baby-changing tent to make it as family-friendly as possible. Taste of Chanhassen and the Beer Garden were presented by the Rotary Club. There were also bands with live music and dancing. On July 4<sup>th</sup> they had a fishing contest, face painting, classic car show, parade, historic plane flyover, and a 21-minute fireworks display.

Ms. Tandon noted many people and organizations presented the celebration, the Parks and Recreation Department, the Rotary Club, the Southwest Metro Chamber of Commerce, Chanhassen Fire, Carver County Sheriff, Carver County Parks, the Parks Maintenance Department, and many different sponsors, all on very short notice. She noted they are very appreciative and pleased with how everything came together. They received a lot of positive feedback and excitement that they were able to have the celebration this year. Looking ahead to

2022, they want to bring back the 2019 event components that they were not able to include in 2021 such as bingo, t-shirt sales, promotional magazine, pony-rides, and other things, as well as recruiting more local Chanhassen restaurants to participate in the Taste of Chanhassen. Ms. Tandon noted she attached an expense report which is not fully accurate as there are still numbers coming in, but it gives a good picture of what the event and budget looks like.

Commissioner Markert suggested having an event map at entrances describing where bathrooms, ticket sales, etc., are located. She noted it was a great event.

Ms. Tandon also noted they put a short survey up on their Facebook page after the event and received great constructive feedback. It is nice to see the subtle things that City staff may not notice but having other people suggest improvements for future years.

Commissioner Sweetser missed draft beer sales.

Mr. Ruegemer noted the Rotary feels it is a lot easier to do cans, and noted seltzer was extremely popular this year.

Commissioner Fischer heard from some neighbors that getting out of the fireworks was pretty terrible and took some an hour to get out and get home. He said if there are efficiencies there they can work on, although one does not have a choice in where to park as they may be directed to a spot all the way to the back.

Ms. Tandon stated that is something they are looking at to improve for next year.

Commissioner Markert went over to the park development and suggested letting people know of other popular spots to watch the fireworks.

Mr. Ruegemer noted they usually let people figure it out themselves.

Commissioner Fischer suggested having the baseball lights on for people to get settled and then turn them off when fireworks begin.

Ms. Tandon noted they can look into that for the next year.

**COMMISSION MEMBER COMMITTEE REPORTS.** None.

**COMMISSION MEMBER PRESENTATIONS.**

Commissioner Kutz asked if they can start incorporating the associations into their meetings again if they are available. He enjoys hearing from baseball, soccer, and other associations. It is always good to hear their input on the park systems.

Chair Tsuchiya asked if anything has happened with the mountain biking group.

Mr. Ruegemer noted it is right along the Highway 212 right-of-way in Chaska. It is all built and dedicated and is pretty active. Chanhassen has not been approached as of now.

**ADMINISTRATIVE PRESENTATIONS.** None.

**ADJOURNMENT.**

**Commissioner Markert moved, Commissioner Vasatka seconded to adjourn the meeting. All voted in favor and the motion carried unanimously with a vote of 7 to 0. The Park and Recreation Commission meeting was adjourned at 8:17 p.m.**

Submitted by Jerry Ruegemer  
Park and Recreation Director

Prepared by Jean Steckling

# City Council Item

September 13, 2021



<b>Item</b>	Receive Senior Commission Minutes dated July 16, 2021	
<b>File No.</b>		<b>Item No:</b> D.4
<b>Agenda Section</b>	CONSENT AGENDA	
<b>Prepared By</b>	Kim Meuwissen, City Clerk	
<b>Reviewed By</b>	Kim Meuwissen	

<b><u>SUGGESTED ACTION</u></b>	
"The Chanhassen City Council Receives the Senior Commission Minutes dated July 16, 2021."	
<b>Motion Type</b>	Simple Majority Vote of members present
<b>Strategic Priority</b>	N/A

**SUMMARY**

**BACKGROUND**

**DISCUSSION**

**BUDGET**

**RECOMMENDATION**

**ATTACHMENTS**

Summary Minutes

**CHANHASSEN SENIOR COMMISSION MINUTES**  
**July 16, 2021**

**MEMBERS PRESENT:** Jerry Cerchia, Bhakti Modi, Ruth Lunde, Lisa Lyon, Linda Haight, Jim Camarata.

**MEMBERS ABSENT:** Dorina Tipton, Susan Kibler.

**STAFF PRESENT:** Sharmeen Al-Jaff, Senior Planner; and Mary Blazanin, Senior Center Coordinator.

**GUESTS PRESENT:** Mayor Elise Ryan, City Manager Laurie Hokkanen, Assistant City Manager Jake Foster, and Dawn Plumer, Carver County Public Health.

**APPROVAL OF AGENDA:** Commissioner Lunde moved to approve the Agenda. Commissioner Camarata seconded the motion. All voted in favor and the motion carried.

**SENIOR COMMISSION MINUTES DATED JUNE 18, 2021:** Commissioner Lyon moved to approve the minutes. Commissioner Lunde seconded the motion. All voted in favor and the motion carried.

**CITY OF CHANHASSEN STRATEGIC PLAN:** Elise, Laurie and Jake shared the new strategic plan for the city with the commission. They have been visiting with all of the commissions to present the plan which is the first strategic plan completed for the city in many years. The reason the city did it was to get the Council, commissions and staff all on the same page and confirm long-term goals for the city. The council did a strengths, weaknesses, opportunities and threats (SWOT) analysis with a consultant firm during a two-day workshop in February. The consultant worked with the council and department heads to develop the plan. The plan can be found on the city's website. There were two things that Laurie wanted to highlight for the commission – the Vision, Mission and Values section and the Strategic Priorities section. Within the Vision section it was important to the council and staff to include that Chanhassen is a 'community for life,' meaning that residents of all ages and stages should be able to call Chanhassen home. Part of the Mission is to make sure all staff knows the 'why' of what we do to serve the community and that sustainability is critical to all aspects of the city's work and responsibilities. Engagement is also a part of the Values and being sure that all members of the community can feel engaged. The city will be using 'FlashVote' more to gauge community values on different subjects. There are five strategic priorities with the council and staff taking part in bringing them to fruition. The city will be implementing Envisio software to provide benchmark and progress information. The Senior Commission addressed Aging in Place and educating the community on the concept as a goal that will fit in with Community for Life.

**JULY 3RD BUSINESS EXPO-ACT ON ALZHEIMER'S UPDATE:** Commissioners Modi and Lyon staffed the table. There were many interested individuals that had questions regarding services and support groups.

**REVIEW OF THE OCTOBER “AGING IN PLACE” MONTH CALENDAR - MARY BLAZANIN:** Mary Blazanin, Chanhassen Senior Center Coordinator, is working with the Twin Cities Chapter.

Starting in October, the Senior Center will offer the following classes:

***Age in Place Month, October 2021***

- **Tuesday, October 5, 3:30-4:30pm, “Basic Tech 101: How Technology Helps You Stay Safe and Independent”**
  - *Description:* Geek Squad experts share their knowledge of technology currently on the market along with new ideas on the horizon, which are designed to keep you both independent and safe in your own home for longer than ever before. Whether you are new to retirement, or working your way there, this class explores simplified and interactive technology to help make aging well at home a stronger reality.

*Class held in lower level of Chanhassen City Hall*

- **Wednesdays, October 6, 13 and 20, “Aging with Gusto: Learning to Age Well Independently”**
  - *Description:* Expand your positive view of aging and explore the values and key contributors you want to emphasize which help you lead a meaningful and satisfying life. This class is held in partnership with Chaska Lodge and Carver County SHIP programs.

*Class will be held at the Chaska Lodge*

- **Tuesday, October 12, 4-6:00pm. “Act III: Your Personal Plan for Aging in Place” (Speaker + Light Meal)**
  - *Description:* Everyone ages, if they’re lucky! In order to successfully age and live where you want to live (“age in place”), we strongly recommend some planning. This class walks you through the essential concerns to sustain a safe and secure lifestyle in your home. It includes a self-evaluation of key areas, such as housing , health, finance, education, personal activity goals and more. You will leave with a plan for Aging in Place, including your action steps going forward. You will also leave with the booklet “The Cost of Aging” to help you continue your action plan.

*Class taught by experts from the Minneapolis Chapter of the National Aging in Place Council. Class held in Lower Level of City Hall. A light meal will be served following the presentation*

- **Tuesday, October 19, 6-8:00pm. “Meet Trellis: Your 1-Stop Shop for Financial & Aging Well Resources.”**
  - Description: Once you have your aging plan in place, you may be wondering how to find the resources to make it happen. Trellis is your one stop shop for all things related to Medicare, Health Care, Financial Options, Referrals and so much more. A branch of the MN Board on Aging, Trellis offers free, expert advice and information to help you age well.

*A light meal will be served at 6pm prior to the presentation. Class held in the Lower level of Chanhassen City Hall*

- **Tuesday, October 26, 10:30am-noon, “Home Fit”**
  - *Description:* The AARP HomeFit Guide was created to help people stay in the homes they love by turning where they live into a “lifelong home,” suitable for themselves and anyone in their household. This presentation offers solutions that range from simple do-it-yourself fixes to more involved projects. Presenter Gene Nicolelli is an award-winning architect and a Certified Aging-in-Place Specialist with over 40 years expertise in universal design.

*Class will be held in the lower level of Chanhassen City Hall. A light lunch will be served following the session. Sponsored by Merlin’s Ace Hardware (?)*

In addition to these programs, the Senior Center will offer upcoming programs in November, January and February on the topic of organization and empty nest planning.

**ADJOURNMENT:**

Chairman Cerchia called for meeting adjournment. Commissioner Camarata moved to adjourn; Commissioner Modi seconded the motion. All voted in favor and the motion carried.

Prepared and submitted by Sharmeen Al-Jaff

# City Council Item

September 13, 2021



<b>Item</b>	Receive Environmental Commission Minutes dated July 14, 2021	
<b>File No.</b>		<b>Item No:</b> D.5
<b>Agenda Section</b>	CONSENT AGENDA	
<b>Prepared By</b>	Kim Meuwissen, City Clerk	
<b>Reviewed By</b>	Kim Meuwissen	

<b><u>SUGGESTED ACTION</u></b>	
"The Chanhassen City Council Receives the Environmental Commission Minutes dated July 14, 2021."	
<b>Motion Type</b>	Simple Majority Vote of members present
<b>Strategic Priority</b>	N/A

**SUMMARY**

**BACKGROUND**

**DISCUSSION**

**BUDGET**

**RECOMMENDATION**

**ATTACHMENTS**

[Summary Minutes](#)

**CHANHASSEN ENVIRONMENTAL COMMISSION  
REGULAR MEETING**

**6:00 PM**

**JULY 14, 2021**

**Members Present:** Markus Fischer, Kristin Fulkerson (zoom), Jeff Harken, Greg Hawks, Scot Lacek, Leslie Elhadi, Bill Chappell.

**Members Absent:** None.

**Staff Present:** Jill Sinclair, Environmental Resources Specialist.

**Minutes:** June minutes were approved.

**July 3 Business Expo:** Event went well. It seemed there were not as many vendors and overall maybe less attendance by the public. Commissioners thought they could have used more signage for table/display. For the recycling game, the big stumper was the egg carton. Most thought it was recyclable. The commission got lots of plastics questions and some composting questions/comments. People either seemed to know a lot or a little about recycling, not too many in the middle. Only one person got all of the items in the proper bins – trash, recycling or organics.

**Plastics Free July:** Commission didn't have time to promote event. Discussion had about what's considered a single use plastic. The commission challenged themselves to try it for one day and decided to do it on Saturday, July 31. Jill will send out email reminder with link to Plastic Free July website. Commission will report back how it went, what worked, what didn't.

**2021 Recycling Education – DemCon Trailer at Bluff Creek Open House:** Bluff Creek Elementary invited the city to host the trailer at the school's open house on August 30 and 31. The school plans to have food trucks there as well. The trailer is scheduled for August 30, 2-4pm, and August 31, 3-5pm. Some commissioners will attend to answer questions and have resources available. Jill will send an email to the Environmental Commission with dates and times. Commission can have copies of the Connection newsletter with Jeff's article along with handouts for the Carver County Environmental Center. Maybe also have a drawing for a reusable lunch container set. Could have a display of single-use plastic containers versus reusable. Good signage will be needed.

**Forever Ware update:** Kristin and Jill attended a meeting with a representative from Forever Ware as well as representatives with Carver County and MN Chamber of Commerce/Waste Wise to hear more about the program and look into ways to start a reusable takeout container program in Chanhassen. Carver County offered to work with Forever Ware to start a project in Carver County, specifically Chanhassen. Jill and Kristin said the commission is able to help promote the program to vendors and the public when the time comes.

**GreenStep Cities Update:** Jill reviewed the program with the commission and shared that not many new projects/improvements were started in 2020. The commission thought that the GreenStep best management practices fit well with the city's new strategic plan. The commission would like to add GreenStep updates to every other agenda in order to work on finding practices to promote or incorporate into the city's plan. For the September agenda the commission could work on how to promote Buy Local and find a project to partner with the watershed district. Jeff volunteered to present with the Economic Development commission when needed.

## **Environmental Commission Minutes – July 14, 2021**

### **City updates:**

- The Avienda development has started grading. There are no site plans or building permits submitted at this time. The extension of Bluff Creek Drive will be completed.

### **General Discussion:**

- Add to the September agenda on work plan: GreenStep and Plastic Free updates.
- Add to the October agenda on work plan: Master Water Steward presentation
- Jeff shared he submitted an article for the city newsletter on the recycling symbols 1-7, myths of recycling and how to recycle right.
- Watershed update: Christian Brother's Automotive was approved, Pioneer Trail wetlands received money from Met Council for restoration project; Riley Creek in Bear Path golf course was approved for a water quality project; Plans were reviewed for the Rice Marsh Lake project in Chanhassen; still looking for a director.

Meeting adjourned at 7:30 pm

Minutes submitted and prepared by Jill Sinclair

# City Council Item

September 13, 2021



<b>Item</b>	Approve Claims Paid 09-13-2021	
<b>File No.</b>		<b>Item No:</b> D.6
<b>Agenda Section</b>	CONSENT AGENDA	
<b>Prepared By</b>	Danielle Washburn, Assistant Finance Director	
<b>Reviewed By</b>	Kelly Strey	

<b><u>SUGGESTED ACTION</u></b>	
Approve claims paid.	
<b>Motion Type</b>	Simple Majority Vote of members present
<b>Strategic Priority</b>	N/A

**SUMMARY**

**BACKGROUND**

**DISCUSSION**

The following claims are submitted for review and approval on September 13, 2021:

Check Numbers	Amounts
---------------	---------

175967 - 176073	\$1,281,253.72
ACH Payments	1,411,006.85
Total All Claims	\$2,692,260.57

**BUDGET**

**RECOMMENDATION**

**ATTACHMENTS**

- [Check Summary](#)
- [Check Summary ACH](#)
- [Check Detail](#)
- [Check Detail ACH](#)

# Accounts Payable

## Checks by Date - Summary by Check Number

User: dwashburn  
 Printed: 9/3/2021 9:34 AM



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
175967	APAGRO	APACHE GROUP	08/19/2021	0.00	366.28
175968	BCATRA	BCA	08/19/2021	0.00	75.00
175969	BORSTA	BORDER STATES ELECTRIC SUPPLY	08/19/2021	0.00	386.61
175970	CENENE	CENTERPOINT ENERGY MINNEGASCO	08/19/2021	0.00	190.67
175971	DeaPro	Dean's Professional Plumbing	08/19/2021	0.00	2.85
175972	EngAli	Alice English	08/19/2021	0.00	100.00
175973	FLUINT	Fluid Interiors LLC	08/19/2021	0.00	378.12
175974	HeaPar	HealthPartners, Inc.	08/19/2021	0.00	65,824.16
175975	HENCOU	HENNEPIN COUNTY	08/19/2021	0.00	2,000.00
175976	IndSig	Indigo Signs	08/19/2021	0.00	394.00
175977	LamSon	Lametti & Sons Inc	08/19/2021	0.00	468,407.64
175978	Lennar	Lennar	08/19/2021	0.00	1,594.35
175979	MINPLA	MINNESOTA WISCONSIN PLAYGROUPT	08/19/2021	0.00	20,982.71
175980	MinuPre	Minuteman Press	08/19/2021	0.00	160.00
175981	MNHEAL	MN DEPT OF HEALTH	08/19/2021	0.00	20,693.00
175982	NahaShel	Shelly Nahan	08/19/2021	0.00	1,117.00
175983	NatSurr	Natural Surroundings, Inc	08/19/2021	0.00	500.00
175984	NovTodd	Todd Novaczyk	08/19/2021	0.00	250.00
175985	NOVSOL	NOVEL SOLAR THREE, LLC	08/19/2021	0.00	13,100.40
175986	PauBun	Paul Bunyon Plumbing	08/19/2021	0.00	55.90
175987	PioMan	Pioneer Manufacturing Co., Inc.	08/19/2021	0.00	999.00
175988	PulEle	Pulse Electric	08/19/2021	0.00	207.00
175989	QUAFIR	Quality First Janitorial & Maintenance Inc	08/19/2021	0.00	750.00
175990	REARES	REACH FOR RESOURCES	08/19/2021	0.00	59.42
175991	RMBENV	RMB Environmental Laboratories Inc	08/19/2021	0.00	208.00
175992	SHEWIL	SHERWIN WILLIAMS	08/19/2021	0.00	53.06
175993	SOFHOU	SOFTWARE HOUSE INTERNATIONAL	08/19/2021	0.00	4,778.88
175994	Trellis	Trellis/Metropolitan Area Agency on Aging	08/19/2021	0.00	1,250.00
175995	WastMana	Waste Management of Minnesota, Inc	08/19/2021	0.00	2,990.77
175996	ALLSTAR	All Star Construction	08/26/2021	0.00	122.61
175997	APWAMN	APWA-MN Chapter	08/26/2021	0.00	495.00
175998	BITROA	BITUMINOUS ROADWAYS INC	08/26/2021	0.00	32,509.00
175999	CenLin	CenturyLink	08/26/2021	0.00	60.73
176000	ChaRes	Chanhassen Residential Development Partn	08/26/2021	0.00	10,000.00
176001	CTRCON	CONTROL CONCEPTS	08/26/2021	0.00	4,692.00
176002	CookJef	Jeffrey & Kristen Cook	08/26/2021	0.00	24.00
176003	CoyMoon	Coyote Moon Grille	08/26/2021	0.00	864.00
176004	CroCast	Crown Castle	08/26/2021	0.00	9.86
176005	DELTOO	DELEGARD TOOL COMPANY	08/26/2021	0.00	21.14
176006	DEMCON	DEM-CON LANDFILL	08/26/2021	0.00	332.97
176007	DIVEPLUM	Diversified Plumbing and Heating Inc	08/26/2021	0.00	413.39
176008	ferwat	Ferguson Waterworks #2518	08/26/2021	0.00	840.36
176009	GOGYMN	Go Gymnastics	08/26/2021	0.00	1,577.80
176010	GreDuc	Grey Duck Outdoor	08/26/2021	0.00	2,745.00
176011	IndSig	Indigo Signs	08/26/2021	0.00	66.50
176012	LakBuil	Laketown Builders	08/26/2021	0.00	5,800.00
176013	LanReb	Rebecca Lange	08/26/2021	0.00	600.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
176014	MINROA	Minnesota Roadways Co	08/26/2021	0.00	271.30
176015	MNMEc	MN Mechanical Solution, Inc	08/26/2021	0.00	1,200.00
176016	PinPes	Pinnacle Pest Control	08/26/2021	0.00	480.24
176017	PremLL	Premier Lawn & Landscape LLC	08/26/2021	0.00	950.27
176018	RicRoo	Rick's Roofing & Siding Inc	08/26/2021	0.00	314.62
176019	schcom	Schwickert Company	08/26/2021	0.00	5,674.00
176020	SHEWIL	SHERWIN WILLIAMS	08/26/2021	0.00	57.33
176021	SMHEN	SM HENTGES & SONS	08/26/2021	0.00	524,509.45
176022	SOFHOU	SOFTWARE HOUSE INTERNATIONAL	08/26/2021	0.00	2,580.00
176023	SOULOC	SOUTHWEST LOCK & KEY	08/26/2021	0.00	1,187.50
176024	StanCons	Stantec Consulting Services, Inc.	08/26/2021	0.00	8,789.42
176025	StePeg	Peggy Stevenson	08/26/2021	0.00	150.00
176026	StoKri	Kristi Stoa	08/26/2021	0.00	72.00
176027	SUBRAT	SUBURBAN RATE AUTHORITY	08/26/2021	0.00	1,383.00
176028	TayEle	Taylor Electric Company, LLC	08/26/2021	0.00	7,790.00
176029	TimSav	TimeSaver Off Site Secretarial, Inc	08/26/2021	0.00	187.00
176030	triedeaa	DeeAnn Triethart	08/26/2021	0.00	40.18
176031	VALRIC	VALLEY-RICH CO INC	08/26/2021	0.00	4,132.50
176032	WastMana	Waste Management of Minnesota, Inc	08/26/2021	0.00	538.29
176033	WorHar	Harold Worrell	08/26/2021	0.00	750.00
176034	Zehnder	Zehnder Home Inc	08/26/2021	0.00	5,800.00
176035	POST	POSTMASTER	08/31/2021	0.00	656.03
176036	ALLEPRIN	Allegra Print & Imaging	09/02/2021	0.00	710.00
176037	AlmHom	Alma Homes, LLC	09/02/2021	0.00	2,500.00
176038	AmePle	American Pleasure Products, Inc	09/02/2021	0.00	152.52
176039	ARAMAR	ARAMARK Refreshment Services, LLC	09/02/2021	0.00	206.50
176040	BCATRA	BCA	09/02/2021	0.00	45.00
176041	BOYBUI	BOYER BUILDING CORPORATION	09/02/2021	0.00	750.00
176042	CEMPRO	CEMSTONE PRODUCTS CO	09/02/2021	0.00	619.50
176043	EmbMinn	CENTURYLINK	09/02/2021	0.00	713.13
176044	CSRINC	CS & R INC	09/02/2021	0.00	250.00
176045	CustHom	Custom Home Builders Title, LLC	09/02/2021	0.00	2,000.00
176046	EGACOM	EGAN COMPANY	09/02/2021	0.00	512.00
176047	ferwat	Ferguson Waterworks #2518	09/02/2021	0.00	751.65
176048	FreJak	Jake Freeland	09/02/2021	0.00	375.00
176049	HOLTOU	Holt Tour and Charter Inc	09/02/2021	0.00	770.00
176050	HomXce	Home of Xcellence	09/02/2021	0.00	500.00
176051	HufCor	Hufcor, Inc	09/02/2021	0.00	3,240.00
176052	KleJef	Jeffrey Kleiner	09/02/2021	0.00	500.00
176053	LakBuil	Laketown Builders	09/02/2021	0.00	3,350.00
176054	LEAINS	LEAGUE OF MN CITIES INS TRUST	09/02/2021	0.00	5,000.00
176055	MinuPre	Minuteman Press	09/02/2021	0.00	131.00
176056	MNTRAN	MN DEPT OF TRANSPORTATION	09/02/2021	0.00	1,285.98
176057	IyeSri	Sriram Natarajan Iyer	09/02/2021	0.00	100.00
176058	PinPes	Pinnacle Pest Control	09/02/2021	0.00	480.24
176059	Pollar	Pollard Water	09/02/2021	0.00	196.89
176060	FisFre	Fredrick Preston Fisher	09/02/2021	0.00	500.00
176061	QUAFIR	Quality First Janitorial & Maintenance Inc	09/02/2021	0.00	750.00
176062	RobHal	Robert Half International, Inc.	09/02/2021	0.00	204.68
176063	ROOLAN	ROOTS LANDSCAPING	09/02/2021	0.00	500.00
176064	SavLiv	Savoie Living Trust	09/02/2021	0.00	250.00
176065	SOUSUB	Southwest Suburban Publishing	09/02/2021	0.00	987.50
176066	STAINV	Staffmark Investment LLC	09/02/2021	0.00	112.25
176067	StePlum	Steinkraus Plumbing	09/02/2021	0.00	281.90
176068	PARFUN	The Parable Fund	09/02/2021	0.00	242.92
176069	TWOTEA	TWO TEACHER CONSTRUCTION	09/02/2021	0.00	250.00
176070	VALRIC	VALLEY-RICH CO INC	09/02/2021	0.00	5,695.75



# Accounts Payable

## Checks by Date - Summary by Check

User: dwashburn  
 Printed: 9/3/2021 9:35 AM



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH z-AbIHo		Able Hose & Rubber	06/16/2021	0.00	111.29
ACH Z-AIRSYS		Air Systems International	06/16/2021	0.00	276.51
ACH z-altec		Altec Industries	06/16/2021	0.00	3.06
ACH Z-AMAZON		Amazon	06/16/2021	0.00	3,875.67
ACH z-apple		Apple.com	06/16/2021	0.00	129.83
ACH z-batplu		Batteries Plus	06/16/2021	0.00	478.80
ACH z-compti		Comptia	06/16/2021	0.00	699.00
ACH z-corfee		Corporate Card Annual Fee	06/16/2021	0.00	48.00
ACH z-costco		Costco Wholesale	06/16/2021	0.00	22.78
ACH z-croawa		Crown Awards	06/16/2021	0.00	101.93
ACH z-cubfoo		Cub Foods	06/16/2021	0.00	17.05
ACH z-davann		Davanni's	06/16/2021	0.00	108.43
ACH z-deptna		Department of Natural Resources	06/16/2021	0.00	204.80
ACH z-deppho		Depositphotos Inc.	06/16/2021	0.00	321.05
ACH z-epieve		Epic Event Rental	06/16/2021	0.00	606.38
ACH z-fedex		FedEx Office	06/16/2021	0.00	153.44
ACH z-FinCom		Finance & Commerce	06/16/2021	0.00	329.00
ACH z-godad		GoDaddy.com LLC	06/16/2021	0.00	293.26
ACH Z-GFOA		Government Finance Officers Association	06/16/2021	0.00	535.00
ACH z-grain		Grainger	06/16/2021	0.00	497.53
ACH z-holo		Hologram	06/16/2021	0.00	100.00
ACH z-homdep		Home Depot	06/16/2021	0.00	307.59
ACH Z-HydPow		Hydra Power Hydraulics Inc	06/16/2021	0.00	129.90
ACH Z-INNTIT		Inner-Tite Corp	06/16/2021	0.00	689.97
ACH z-jamsof		Jamf Software, LLC	06/16/2021	0.00	52.00
ACH z-jimjoh		Jimmy Johns	06/16/2021	0.00	25.82
ACH z-kaisus		Kai's Sushi & Grill	06/16/2021	0.00	39.57
ACH Z-KWITRI		Kwik Trip	06/16/2021	0.00	41.57
ACH z-logme		LogMeIn Inc	06/16/2021	0.00	257.57
ACH z-medall		Med Alliance Group Inc	06/16/2021	0.00	541.40
ACH Z-MENARD		Menards	06/16/2021	0.00	91.53
ACH z-mage		MN Association of Government Communicators	06/16/2021	0.00	240.00
ACH Z-MNGFOA		MN Government Finance Officers Association	06/16/2021	0.00	70.00
ACH z-mntop		MNTOP	06/16/2021	0.00	700.00
ACH z-mcfoa		Municipal Clerk and Finance Officers	06/16/2021	0.00	46.00
ACH z-mybind		MyBinding.com	06/16/2021	0.00	72.28
ACH z-newhor		New Horizons Minnesota	06/16/2021	0.00	354.00
ACH z-OSHA		Occupational Safety and Health Administration	06/16/2021	0.00	53.95
ACH Z-OFFMAX		Office Max/Office Depot	06/16/2021	0.00	203.02
ACH z-olsen		Olsen Chain and Cable	06/16/2021	0.00	65.10
ACH z-otcbra		OTC Brands Inc	06/16/2021	0.00	321.80
ACH z-panbre		Panera Bread	06/16/2021	0.00	160.12
ACH z-paypal		PayPal	06/16/2021	0.00	175.02
ACH z-poolwe		PoolWeb	06/16/2021	0.00	532.02
ACH z-post		Postmaster	06/16/2021	0.00	99.45
ACH z-potbel		Potbelly Sandwich Shop	06/16/2021	0.00	148.89
ACH z-prosel		Promotion Select	06/16/2021	0.00	282.50
ACH z-pubsur		Public Surplus	06/16/2021	0.00	28.00
ACH z-samclu		Sam's Club	06/16/2021	0.00	66.50

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH z-senlan		Sensible Land Use Coalition	06/16/2021	0.00	15.00
ACH z-shafil		ShareFile	06/16/2021	0.00	43.14
ACH z-soumet		Southwest Metro Chamber of Commerce	06/16/2021	0.00	200.00
ACH z-strat		Stratoguard, LLC	06/16/2021	0.00	176.00
ACH z-suphou		SupplyHouse.com	06/16/2021	0.00	226.15
ACH z-target		Target	06/16/2021	0.00	10.78
ACH z-thebus		The Business Journal	06/16/2021	0.00	150.00
ACH z-weissm		WEISSMAN	06/16/2021	0.00	87.09
ACH z-zoom		Zoom	06/16/2021	0.00	85.90
ACH ADAPES		ADAM'S PEST CONTROL INC	08/19/2021	0.00	401.25
ACH LANZBOB		BOB LANZI	08/19/2021	0.00	714.00
ACH CAMKNU		CAMPBELL KNUTSON	08/19/2021	0.00	97,056.95
ACH carcou		Carver County	08/19/2021	0.00	808,639.14
ACH PedrChri		Christine Lea Pedretti	08/19/2021	0.00	56.00
ACH COMINT		COMPUTER INTEGRATION TECHN.	08/19/2021	0.00	14,738.80
ACH engwat		Engel Water Testing Inc	08/19/2021	0.00	500.00
ACH FASCOM		FASTENAL COMPANY	08/19/2021	0.00	487.51
ACH HANTHO		HANSEN THORP PELLINEN OLSON	08/19/2021	0.00	5,635.00
ACH InnOff		Innovative Office Solutions LLC	08/19/2021	0.00	38.39
ACH AIHiJuli		Juli Al-Hilwani	08/19/2021	0.00	75.00
ACH KIMHOR		KIMLEY HORN AND ASSOCIATES INC	08/19/2021	0.00	13,142.50
ACH MACEQU		MACQUEEN EQUIPMENT	08/19/2021	0.00	1,753.84
ACH Marco		Marco Inc	08/19/2021	0.00	1,275.67
ACH METCO		Metropolitan Council, Env Svcs	08/19/2021	0.00	302,598.45
ACH MNLABO		MN DEPT OF LABOR AND INDUSTRY	08/19/2021	0.00	8,733.42
ACH MVEC		MN VALLEY ELECTRIC COOP	08/19/2021	0.00	204.56
ACH MOSBAR		MOSS & BARNETT	08/19/2021	0.00	4,319.00
ACH PIORIM		PIONEER RIM & WHEEL CO.	08/19/2021	0.00	455.48
ACH qualcon		Quality Control & Integration, Inc.	08/19/2021	VOID	610.00
ACH SPRPCS		SPRINT PCS	08/19/2021	0.00	107.88
ACH Uhlcom		UHL Company Inc	08/19/2021	0.00	4,824.00
ACH WMMUE		WM MUELLER & SONS INC	08/19/2021	0.00	1,272.55
ACH WSB		WSB & ASSOCIATES INC	08/19/2021	0.00	5,405.75
ACH XCEL		XCEL ENERGY INC	08/19/2021	0.00	4,501.47
ACH AdvEng		Advanced Engineering & Environmental Services, LLC	08/26/2021	0.00	1,584.00
ACH ANCTEC		ANCOM COMMUNICATIONS	08/26/2021	0.00	1,857.00
ACH BOYTRU		Boyer Ford Trucks	08/26/2021	0.00	186.41
ACH CCPNIM		CCP NI MASTER TENANT 4 LLC	08/26/2021	0.00	6,652.18
ACH DelDen		Delta Dental	08/26/2021	0.00	2,805.80
ACH DIAVOG		Diamond Vogel, Inc.	08/26/2021	0.00	1,972.00
ACH ELEPUM		ELECTRIC PUMP INC	08/26/2021	0.00	598.50
ACH FASCOM		FASTENAL COMPANY	08/26/2021	0.00	445.80
ACH Avesis		Fidelity Security Life	08/26/2021	0.00	275.95
ACH IMPPOR		IMPERIAL PORTA PALACE	08/26/2021	0.00	4,953.80
ACH InnOff		Innovative Office Solutions LLC	08/26/2021	0.00	193.04
ACH KATFUE		KATH FUEL OIL SERVICE	08/26/2021	0.00	17,097.37
ACH MausKerr		Kerry Maus	08/26/2021	0.00	420.00
ACH LOCSUP		LOCATORS AND SUPPLIES INC	08/26/2021	0.00	209.84
ACH MACEQU		MACQUEEN EQUIPMENT	08/26/2021	0.00	46.39
ACH MatTri		Matheson Tri-Gas, Inc.	08/26/2021	0.00	22.12
ACH HaMeli		Melissa Haman	08/26/2021	0.00	19.86
ACH MINGER		MINGER CONSTRUCTION	08/26/2021	0.00	3,500.00
ACH MVEC		MN VALLEY ELECTRIC COOP	08/26/2021	0.00	100.07
ACH NAPA		NAPA AUTO & TRUCK PARTS	08/26/2021	0.00	8.52
ACH POMTIR		POMP'S TIRE SERVICE INC	08/26/2021	0.00	862.56
ACH QUAFLO		Quality Flow Systems Inc	08/26/2021	0.00	610.00
ACH VIKIND		VIKING INDUSTRIAL CENTER	08/26/2021	0.00	68.74
ACH WatCon		Water Conservation Services, Inc.	08/26/2021	0.00	324.80
ACH WMMUE		WM MUELLER & SONS INC	08/26/2021	0.00	957.51

<b>Check No</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Check Date</b>	<b>Void Checks</b>	<b>Check Amount</b>
ACH XCEL		XCEL ENERGY INC	08/26/2021	0.00	25,645.71
ACH AMEENG		AMERICAN ENGINEERING TESTING	09/02/2021	0.00	2,088.00
ACH AFLAC		American Family Life Assurance Company of Columbus	09/02/2021	0.00	39.78
ACH BROAWA		BROADWAY AWARDS	09/02/2021	0.00	30.50
ACH carcou		Carver County	09/02/2021	0.00	1,150.00
ACH ColLif		Colonial Life & Accident Insurance Co	09/02/2021	0.00	67.80
ACH COMINT		COMPUTER INTEGRATION TECHN.	09/02/2021	0.00	192.00
ACH CRYINF		Crystal Infosystems LLC	09/02/2021	0.00	1,974.20
ACH InnOff		Innovative Office Solutions LLC	09/02/2021	0.00	1,010.77
ACH LAKPRO		LAKESIDE PROMOTIONS LLC	09/02/2021	0.00	138.25
ACH MVEC		MN VALLEY ELECTRIC COOP	09/02/2021	0.00	153.37
ACH NAPA		NAPA AUTO & TRUCK PARTS	09/02/2021	0.00	71.32
ACH PRARES		PRAIRIE RESTORATIONS INC	09/02/2021	0.00	200.00
ACH QUAFLO		Quality Flow Systems Inc	09/02/2021	0.00	9,691.00
ACH MINCON		SUMMIT COMPANIES	09/02/2021	0.00	2,560.00
ACH WMMUE		WM MUELLER & SONS INC	09/02/2021	0.00	441.09
ACH XCEL		XCEL ENERGY INC	09/02/2021	0.00	27,141.75
Report Total:				610.00	1,411,006.85

# Accounts Payable

## Check Detail-Checks



User: dwashburn  
 Printed: 09/03/2021 - 9:53 AM

Name	Check D	Account	Description	Amount
All Star Construction	08/26/2021	101-0000-203	Duplicate Payment - Permit P2020-04734 - 1115 Holly Ln	122.61
All Star Construction				122.61
Allegra Print & Imaging	09/02/2021	101-1170-4110	Postcard	710.00
Allegra Print & Imaging				710.00
Alma Homes, LLC	09/02/2021	101-0000-207	Erosion Control - Permit 2021-00331 - 9243 Lake Riley Blvd	2,500.00
Alma Homes, LLC				2,500.00
American Pleasure Products, Inc	09/02/2021	101-1550-4120	Supplies	152.52
American Pleasure Products, Inc				152.52
APACHE GROUP	08/19/2021	101-1170-4110	Supplies	366.28
APACHE GROUP				366.28
APWA-MN Chapter	08/26/2021	101-1310-4370	Matthew Petite - Inspector School	495.00
APWA-MN Chapter				495.00
ARAMARK Refreshment Services, LLC	09/02/2021	101-1170-4110	Water Filter	206.50
ARAMARK Refreshment Services, LLC				206.50
BCA	08/19/2021	101-1120-4300	Criminal Background Investigation	75.00
BCA	09/02/2021	101-1120-4300	Background Investigation	45.00
BCA				120.00
BITUMINOUS ROADWAYS INC	08/26/2021	401-0000-4700	Lake Susan BB Court	32,509.00
BITUMINOUS ROADWAYS INC				32,509.00
BORDER STATES ELECTRIC SUPPLY	08/19/2021	701-0000-455	Materials	386.61
BORDER STATES ELECTRIC SUPPLY				386.61
BOYER BUILDING CORPORATION	09/02/2021	101-0000-207	Landscape Escrow - 330 Pleasant View	750.00
BOYER BUILDING CORPORATION				750.00
CEMSTONE PRODUCTS CO	09/02/2021	720-7207-4150	Materials	619.50

Name	Check D	Account	Description	Amount
CEMSTONE PRODUCTS CO				619.50
CENTERPOINT ENERGY MINNEGASCO	08/19/2021	605-6502-4300	Monthly Service	14.50
CENTERPOINT ENERGY MINNEGASCO	08/19/2021	101-1220-4320	Monthly Service	84.16
CENTERPOINT ENERGY MINNEGASCO	08/19/2021	101-1530-4320	Monthly Service	72.01
CENTERPOINT ENERGY MINNEGASCO	08/19/2021	101-1171-4320	Monthly Service	20.00
CENTERPOINT ENERGY MINNEGASCO				190.67
CenturyLink	08/26/2021	700-7043-4310	Monthly Service	60.73
CENTURYLINK	09/02/2021	101-1540-4310	Monthly Service	95.40
CENTURYLINK	09/02/2021	101-1190-4310	Monthly Service	127.20
CENTURYLINK	09/02/2021	700-0000-4310	Monthly Service	15.13
CENTURYLINK	09/02/2021	700-7019-4310	Monthly Service	210.27
CENTURYLINK	09/02/2021	701-0000-4310	Monthly Service	15.13
CENTURYLINK	09/02/2021	101-1160-4320	Monthly Service	250.00
CENTURYLINK				773.86
Chanhassen Residential Development Partners	08/26/2021	101-0000-2070	Security Escrow - Preserve at Bluff Creek 6th Addition	10,000.00
Chanhassen Residential Development Partners				10,000.00
CONTROL CONCEPTS	08/26/2021	101-0000-2070	Security Escrow - 18760 Lake Drive East	4,692.00
CONTROL CONCEPTS				4,692.00
Cook Jeffrey & Kristen	08/26/2021	101-1250-3300	Permit refund - Permit P2021-03033	24.00
Cook Jeffrey & Kristen				24.00
Coyote Moon Grille	08/26/2021	101-1560-4300	Tour Bus Lunch	864.00
Coyote Moon Grille				864.00
Crown Castle	08/26/2021	101-0000-2030	Technology Fee Refund - Permit 2021-04384	9.86
Crown Castle				9.86
CS & R INC	09/02/2021	101-0000-2070	Erosion Control - Permit 2021-02454- 4170 Lake Ridge Rd	250.00
CS & R INC				250.00
Custom Home Builders Title, LLC	09/02/2021	101-0000-2070	Erosion Control Escrow - Permit 2020-01912 - 7525 Fawn Hill Rd	2,000.00
Custom Home Builders Title, LLC				2,000.00
Dean's Professional Plumbing	08/19/2021	101-0000-2030	Plan Review Fee Refund - Permit P2021-04499 - 711 Bighorn Dr	2.85
Dean's Professional Plumbing				2.85
DELEGARD TOOL COMPANY	08/26/2021	101-1370-4260	Tools	21.14
DELEGARD TOOL COMPANY				21.14
DEM-CON LANDFILL	08/26/2021	420-0000-4150	Street Sweepings	332.97

Name	Check D	Account	Description	Amount
DEM-CON LANDFILL				332.97
Diversified Plumbing and Heating Inc	08/26/2021	700-0000-202	Permit Refund - P2021-01957 - 8301 Galpin Blvd	28.39
Diversified Plumbing and Heating Inc	08/26/2021	700-0000-366	Permit Refund - P2021-01957 - 8301 Galpin Blvd	385.00
Diversified Plumbing and Heating Inc				413.39
EGAN COMPANY	09/02/2021	700-7019-453	Service Work	512.00
EGAN COMPANY				512.00
English Alice	08/19/2021	720-7204-490	Waterwise Rebate	100.00
English Alice				100.00
Ferguson Waterworks #2518	08/26/2021	700-0000-455	Materials	840.36
Ferguson Waterworks #2518	09/02/2021	700-0000-425	Supplies	67.76
Ferguson Waterworks #2518	09/02/2021	700-0000-425	Supplies	683.89
Ferguson Waterworks #2518				1,592.01
Fluid Interiors LLC	08/19/2021	101-1320-412	Supplies	126.04
Fluid Interiors LLC	08/19/2021	700-0000-412	Supplies	126.04
Fluid Interiors LLC	08/19/2021	701-0000-412	Supplies	126.04
Fluid Interiors LLC				378.12
Freeland Jake	09/02/2021	101-1560-430	Speaker Fee - Make Your Phone Your Friend	375.00
Freeland Jake				375.00
Go Gymnastics	08/26/2021	101-1538-430	Classes	392.00
Go Gymnastics	08/26/2021	101-1537-430	Classes	1,185.80
Go Gymnastics				1,577.80
Grey Duck Outdoor	08/26/2021	101-1540-363	Paddleboard Rental Revenue	2,745.00
Grey Duck Outdoor				2,745.00
HealthPartners, Inc.	08/19/2021	101-0000-201	September Insurance	27,512.65
HealthPartners, Inc.	08/19/2021	210-0000-201	September Insurance	395.53
HealthPartners, Inc.	08/19/2021	700-0000-201	September Insurance	3,955.28
HealthPartners, Inc.	08/19/2021	701-0000-201	September Insurance	3,955.28
HealthPartners, Inc.	08/19/2021	720-0000-201	September Insurance	2,151.66
HealthPartners, Inc.	08/19/2021	101-0000-201	September Insurance	19,909.13
HealthPartners, Inc.	08/19/2021	101-0000-201	September Insurance	1,899.12
HealthPartners, Inc.	08/19/2021	700-0000-201	September Insurance	2,896.15
HealthPartners, Inc.	08/19/2021	701-0000-201	September Insurance	1,630.07
HealthPartners, Inc.	08/19/2021	720-0000-201	September Insurance	1,519.29
HealthPartners, Inc.				65,824.16
HENNEPIN COUNTY	08/19/2021	101-1150-430	Assessment Fees	2,000.00

Name	Check D	Account	Description	Amount
HENNEPIN COUNTY				2,000.00
Holt Tour and Charter Inc	09/02/2021	101-1560-4300	Charter Bus	770.00
Holt Tour and Charter Inc				770.00
Home of Xcellence	09/02/2021	101-0000-2070	Erosion Control - Permit 2021-03352 - 7320 Hillsdale Court	250.00
Home of Xcellence	09/02/2021	101-0000-2070	Erosion Control - Permit 2021-02942- 8280 W Lake Court	250.00
Home of Xcellence				500.00
Hufcor, Inc	09/02/2021	400-0000-4700	Rec Center Painting	3,240.00
Hufcor, Inc				3,240.00
Indigo Signs	08/19/2021	101-1220-4120	Graphics for helmets	316.00
Indigo Signs	08/19/2021	101-1170-4110	Interior Name Plates	78.00
Indigo Signs	08/26/2021	101-1550-4300	Signs	66.50
Indigo Signs				460.50
Kleiner Jeffrey	09/02/2021	101-0000-2070	Erosion Control - Permit 2017-02110 - 655 Carver Beach Road	500.00
Kleiner Jeffrey				500.00
Laketown Builders	08/26/2021	410-4000-3300	Park Dedication Refund - Permit P2021-00309 - 3878 Agustin Trl	5,800.00
Laketown Builders	09/02/2021	101-0000-2070	Erosion Control - Permit 2021-00309 - 3878 Agustin Trail	3,350.00
Laketown Builders				9,150.00
Lametti & Sons Inc	08/19/2021	601-6043-4750	Minnewashta Parkway Rehab	468,407.64
Lametti & Sons Inc				468,407.64
Lange Rebecca	08/26/2021	601-6043-4300	Plumbing Work	600.00
Lange Rebecca				600.00
LEAGUE OF MN CITIES INS TRUST	09/02/2021	101-1170-4480	Claim	5,000.00
LEAGUE OF MN CITIES INS TRUST				5,000.00
Lennar	08/19/2021	101-1250-3300	Permit Refund - P2021-03906 - Master Plan	1,594.35
Lennar				1,594.35
Minnesota Roadways Co	08/26/2021	420-0000-4150	Materials	271.30
Minnesota Roadways Co				271.30
MINNESOTA WISCONSIN PLAYGROUND	08/19/2021	401-0000-4700	Playground Equipment	20,982.71
MINNESOTA WISCONSIN PLAYGROUND				20,982.71
Minuteman Press	08/19/2021	101-1170-4110	Business Cards	160.00
Minuteman Press	09/02/2021	700-0000-4340	Door Hangers	131.00

Name	Check D	Account	Description	Amount
Minuteman Press				291.00
MN DEPT OF HEALTH	08/19/2021	700-0000-450	Connection Fee	20,693.00
MN DEPT OF HEALTH				20,693.00
MN DEPT OF TRANSPORTATION	09/02/2021	605-6502-475	Material Testing & Inspection	711.31
MN DEPT OF TRANSPORTATION	09/02/2021	601-6043-475	Material Testing & Inspection	574.67
MN DEPT OF TRANSPORTATION				1,285.98
MN Mechanical Solution, Inc	08/26/2021	700-7019-455	Service Work	1,200.00
MN Mechanical Solution, Inc				1,200.00
Nahan Shelly	08/19/2021	101-1538-430	SafeKids Training	420.00
Nahan Shelly	08/19/2021	101-1538-430	Babysitting Training	697.00
Nahan Shelly				1,117.00
Natarajan Iyer Sriram	09/02/2021	720-7204-490	Waterwise Rebate	100.00
Natarajan Iyer Sriram				100.00
Natural Surroundings, Inc	08/19/2021	101-0000-207	Erosion Control - Permit 2021-03012 - 7563 Ridgeview Point	500.00
Natural Surroundings, Inc				500.00
Novaczyk Todd	08/19/2021	101-0000-207	Erosion Control - Permit 2020-02986 - 6371 Pleasant View Curve	250.00
Novaczyk Todd				250.00
NOVEL SOLAR THREE, LLC	08/19/2021	701-0000-432	Monthly Service	4,457.59
NOVEL SOLAR THREE, LLC	08/19/2021	700-0000-432	Monthly Service	8,435.18
NOVEL SOLAR THREE, LLC	08/19/2021	101-1350-432	Monthly Service	207.63
NOVEL SOLAR THREE, LLC				13,100.40
Paul Bunyon Plumbing	08/19/2021	101-0000-203	Overpayment - Surcharge - 6370 Murray Hill Rd	55.90
Paul Bunyon Plumbing				55.90
Pinnacle Pest Control	08/26/2021	700-7019-451	Treatment	160.08
Pinnacle Pest Control	08/26/2021	700-7043-451	Treatment	160.08
Pinnacle Pest Control	08/26/2021	700-0000-451	Treatment	160.08
Pinnacle Pest Control	09/02/2021	701-0000-451	Treatment	70.00
Pinnacle Pest Control	09/02/2021	700-7019-451	Treatment	100.00
Pinnacle Pest Control	09/02/2021	700-7043-451	Treatment	100.00
Pinnacle Pest Control	09/02/2021	700-0000-451	Treatment	210.24
Pinnacle Pest Control				960.48
Pioneer Manufacturing Co., Inc.	08/19/2021	101-1550-415	Materials	999.00
Pioneer Manufacturing Co., Inc.				999.00

Name	Check D	Account	Description	Amount
Pollard Water	09/02/2021	700-0000-4120	Supplies	196.89
Pollard Water				196.89
POSTMASTER	08/31/2021	701-0000-4330	Utility Postage- Permit #14	328.01
POSTMASTER	08/31/2021	700-0000-4330	Utility Postage- Permit #14	328.02
POSTMASTER				656.03
Premier Lawn & Landscape LLC	08/26/2021	700-7019-4510	Lawn Service	225.00
Premier Lawn & Landscape LLC	08/26/2021	700-7043-4510	Lawn Service	125.00
Premier Lawn & Landscape LLC	08/26/2021	700-0000-4510	Lawn Service	600.27
Premier Lawn & Landscape LLC				950.27
Preston Fisher Fredrick	09/02/2021	101-0000-2070	Erosion Control - Permit 2021-01785 - 507 Laredo Lane	500.00
Preston Fisher Fredrick				500.00
Pulse Electric	08/19/2021	101-1170-4510	Service Work	207.00
Pulse Electric				207.00
Quality First Janitorial & Maintenance Inc	08/19/2021	101-1370-4350	Public Works Cleaning	250.00
Quality First Janitorial & Maintenance Inc	08/19/2021	700-0000-4350	Public Works Cleaning	250.00
Quality First Janitorial & Maintenance Inc	08/19/2021	701-0000-4350	Public Works Cleaning	250.00
Quality First Janitorial & Maintenance Inc	09/02/2021	101-1370-4350	Public Works Cleaning	600.00
Quality First Janitorial & Maintenance Inc	09/02/2021	700-0000-4350	Public Works Cleaning	75.00
Quality First Janitorial & Maintenance Inc	09/02/2021	701-0000-4350	Public Works Cleaning	75.00
Quality First Janitorial & Maintenance Inc				1,500.00
REACH FOR RESOURCES	08/19/2021	101-1600-4300	Recreation Contracts - July	59.42
REACH FOR RESOURCES				59.42
Rick's Roofing & Siding Inc	08/26/2021	101-0000-2030	Overpayment - Permit P2021-04907 - 321 Hidden Ln	314.62
Rick's Roofing & Siding Inc				314.62
RMB Environmental Laboratories Inc	08/19/2021	720-0000-4300	Beach Monitoring	104.00
RMB Environmental Laboratories Inc	08/19/2021	720-0000-4300	Beach Monitoring	104.00
RMB Environmental Laboratories Inc				208.00
Robert Half International, Inc.	09/02/2021	101-1120-4300	Professional Service	204.68
Robert Half International, Inc.				204.68
ROOTS LANDSCAPING	09/02/2021	101-0000-2070	Erosion Control - Permit 2020-02495 - 2115 Boulder Road	500.00
ROOTS LANDSCAPING				500.00
Savoie Living Trust	09/02/2021	101-0000-2070	Erosion Control - Permit 2021-03353 - 8756 Stonefield Lane	250.00
Savoie Living Trust				250.00

Name	Check D	Account	Description	Amount
Schwickert Company	08/26/2021	700-0000-4510	Materials	5,674.00
Schwickert Company				5,674.00
SHERWIN WILLIAMS	08/19/2021	700-0000-4550	Materials	53.06
SHERWIN WILLIAMS	08/26/2021	101-1550-4120	Paint	57.33
SHERWIN WILLIAMS				110.39
SM HENTGES & SONS	08/26/2021	605-6502-4750	CSAH 101 from Pioneer Trail to Flying Cloud Drive	524,509.45
SM HENTGES & SONS				524,509.45
SOFTWARE HOUSE INTERNATIONAL	08/19/2021	400-4117-4700	Papercut - Konica Copiers	4,778.88
SOFTWARE HOUSE INTERNATIONAL	08/26/2021	400-4117-4700	Microsoft DataCenter Annual Renewal	2,580.00
SOFTWARE HOUSE INTERNATIONAL				7,358.88
SOUTHWEST LOCK & KEY	08/26/2021	700-0000-4150	Service Work	509.50
SOUTHWEST LOCK & KEY	08/26/2021	700-0000-4150	Service Work	199.00
SOUTHWEST LOCK & KEY	08/26/2021	101-1370-4150	Service Work	479.00
SOUTHWEST LOCK & KEY				1,187.50
Southwest Suburban Publishing	09/02/2021	101-1613-4340	Publishing	375.00
Southwest Suburban Publishing	09/02/2021	101-1120-4340	Publishing	24.75
Southwest Suburban Publishing	09/02/2021	101-1410-4340	Publishing	28.28
Southwest Suburban Publishing	09/02/2021	101-1613-4340	Publishing	464.02
Southwest Suburban Publishing	09/02/2021	101-1410-4340	Publishing	31.82
Southwest Suburban Publishing	09/02/2021	101-1410-4340	Publishing	35.35
Southwest Suburban Publishing	09/02/2021	101-1110-4340	Publishing	28.28
Southwest Suburban Publishing				987.50
Staffmark Investment LLC	09/02/2021	101-1120-4300	Receptionist Support	112.25
Staffmark Investment LLC				112.25
Stantec Consulting Services, Inc.	08/26/2021	720-7025-4300	Cranes Vineyard Design	8,789.42
Stantec Consulting Services, Inc.				8,789.42
Steinkraus Plumbing	09/02/2021	101-1250-3300	Permit Refund - P2021-04968 - 1800 Lake Lucy Rd	267.50
Steinkraus Plumbing	09/02/2021	101-0000-2020	Permit Refund - P2021-04968 - 1800 Lake Lucy Rd	6.00
Steinkraus Plumbing	09/02/2021	400-0000-3610	Permit Refund - P2021-04968 - 1800 Lake Lucy Rd	8.40
Steinkraus Plumbing				281.90
Stevenson Peggy	08/26/2021	720-7204-4900	Waterwise Rebate	100.00
Stevenson Peggy	08/26/2021	720-7204-4900	Waterwise Rebate	50.00
Stevenson Peggy				150.00
Stoa Kristi	08/26/2021	101-1731-3630	Archery Camp Withdraw	72.00
Stoa Kristi				72.00

Name	Check D	Account	Description	Amount
SUBURBAN RATE AUTHORITY	08/26/2021	101-1310-4360	2021 Membership	1,383.00
				<hr/>
SUBURBAN RATE AUTHORITY				1,383.00
Taylor Electric Company, LLC	08/26/2021	701-0000-455	Service Work	2,715.00
Taylor Electric Company, LLC	08/26/2021	101-1350-4560	Service Work	5,075.00
				<hr/>
Taylor Electric Company, LLC				7,790.00
The Parable Fund	09/02/2021	101-1560-4300	Treasures from Teresa	242.92
				<hr/>
The Parable Fund				242.92
TimeSaver Off Site Secretarial, Inc	08/26/2021	210-0000-4300	Park and Rec Commission	187.00
				<hr/>
TimeSaver Off Site Secretarial, Inc				187.00
Trellis/Metropolitan Area Agency on Aging	08/19/2021	101-1560-4300	The Remember Project	1,250.00
				<hr/>
Trellis/Metropolitan Area Agency on Aging				1,250.00
Triethart DeeAnn	08/26/2021	101-1170-4110	Supplies	40.18
				<hr/>
Triethart DeeAnn				40.18
TWO TEACHER CONSTRUCTION	09/02/2021	101-0000-2070	Erosion Control - Permit 2021-01689 - 1311 Stratton Court	250.00
				<hr/>
TWO TEACHER CONSTRUCTION				250.00
VALLEY-RICH CO INC	08/26/2021	700-0000-4550	Service Work	4,132.50
VALLEY-RICH CO INC	09/02/2021	700-0000-4550	Service Work	5,695.75
				<hr/>
VALLEY-RICH CO INC				9,828.25
Vertex Unmanned Solutions, LLC	09/02/2021	201-0000-4700	Equipment	9,027.00
				<hr/>
Vertex Unmanned Solutions, LLC				9,027.00
Waste Management of Minnesota, Inc	08/19/2021	101-1220-4350	Monthly Service	83.74
Waste Management of Minnesota, Inc	08/19/2021	101-1220-4350	Monthly Service	32.63
Waste Management of Minnesota, Inc	08/19/2021	101-1190-4350	Monthly Service	258.38
Waste Management of Minnesota, Inc	08/19/2021	101-1170-4350	Monthly Service	300.88
Waste Management of Minnesota, Inc	08/19/2021	101-1613-4410	4th of July	1,468.70
Waste Management of Minnesota, Inc	08/19/2021	101-1550-4350	Monthly Service	633.36
Waste Management of Minnesota, Inc	08/19/2021	101-1370-4350	Monthly Service	170.46
Waste Management of Minnesota, Inc	08/19/2021	700-0000-4350	Monthly Service	21.31
Waste Management of Minnesota, Inc	08/19/2021	701-0000-4350	Monthly Service	21.31
Waste Management of Minnesota, Inc	08/26/2021	101-1550-4300	Monthly Service	538.29
				<hr/>
Waste Management of Minnesota, Inc				3,529.06
West Timothy & Sara	09/02/2021	101-0000-2070	Erosion Control - Permit 2021-04117 - 6601 Horseshoe Curve	500.00
				<hr/>
West Timothy & Sara				500.00
Wilhelmi David & Sherrie	09/02/2021	101-0000-2070	Erosion Control - Permit 2021-03540 - 7299 Paisley Court	250.00

Name	Check D	Account	Description	Amount
Wilhelmi David & Sherrie				250.00
Worrell Harold	08/26/2021	101-0000-207:	Permit # 2021-00309 - Landscape Escrow	750.00
Worrell Harold				750.00
Zehnder Home Inc	08/26/2021	410-4000-330:	Park Dedication Fee Refund - 3888 Agustin Trl	5,800.00
Zehnder Home Inc				5,800.00
				1,281,253.72

# Accounts Payable

## Check Detail-ACH



User: dwashburn  
 Printed: 09/03/2021 - 9:56 AM

Name	Check D	Account	Description	Amount
Able Hose & Rubber	06/16/202	700-0000-415	Materials Return	-102.70
Able Hose & Rubber	06/16/202	700-0000-415	Materials	213.99
				<hr/>
Able Hose & Rubber				111.29
ADAM'S PEST CONTROL INC	08/19/202	101-1170-430	Monthly Service	131.25
ADAM'S PEST CONTROL INC	08/19/202	101-1190-451	Monthly Service	270.00
				<hr/>
ADAM'S PEST CONTROL INC				401.25
Advanced Engineering & Environmental Services, I	08/26/202	700-0000-430	AWIA Compliance	768.00
Advanced Engineering & Environmental Services, I	08/26/202	700-0000-430	SCADA Services	816.00
				<hr/>
Advanced Engineering & Environmental Services, I				1,584.00
Air Systems International	06/16/202	700-0000-412	Air monitor testing & Repair for Hydrant painting	276.51
				<hr/>
Air Systems International				276.51
Al-Hilwani Juli	08/19/202	101-1539-430	Pickleball Lessons	75.00
				<hr/>
Al-Hilwani Juli				75.00
Altec Industries	06/16/202	101-1550-412	Supplies	3.06
				<hr/>
Altec Industries				3.06
Amazon	06/16/202	101-1170-411	Printer ribbon for badge printer in BLDG Dept	89.99
Amazon	06/16/202	400-4126-470	2nd PC monitor for Jake/ Replacement monitor for AV RM	250.00
Amazon	06/16/202	101-1160-453	Replacement keyboards/Mice	209.97
Amazon	06/16/202	101-1160-453	Replacement cell phone screen protector Jerry J	7.85
Amazon	06/16/202	101-1160-453	Replacement mouse pad/wrist rest for sharmeen plus spares	47.88
Amazon	06/16/202	700-0000-415	Steel Probing Rod, Soil Probe	54.27
Amazon	06/16/202	701-0000-431	belt clip for phone	5.88
Amazon	06/16/202	700-0000-431	belt clip for phone	5.87
Amazon	06/16/202	700-0000-414	Torx Screwdriver	70.71
Amazon	06/16/202	700-0000-412	Ratcheting Band Clamp	43.86
Amazon	06/16/202	700-0000-415	Conductor Compact Splicing	24.92
Amazon	06/16/202	101-1160-430	Sewer Televising Access Fee - May	1.23
Amazon	06/16/202	101-1160-453	screen protector kim M phone/ tripod/ phone mounts for tripod	55.56
Amazon	06/16/202	101-1220-412	Security Seal Pull Tie Tags	17.17
Amazon	06/16/202	400-4126-470	spare laptop bags and laptop bags for new positions	207.92
Amazon	06/16/202	400-4126-470	cell phone case Jerry J/ Matt K	31.98
Amazon	06/16/202	101-1160-453	Replacement ipad case	24.99
Amazon	06/16/202	400-4126-470	Surface pen and dock for Comm manager	273.98
Amazon	06/16/202	400-4126-470	surface book for Kate A	1,399.00

Name	Check D	Account	Description	Amount
Amazon	06/16/202	101-1170-411	Office supplies - welcome cards	28.00
Amazon	06/16/202	101-1530-412	stickers for kids programs	19.98
Amazon	06/16/202	101-1530-412	dancer bracelets	27.98
Amazon	06/16/202	101-1170-411	Office supplies - chair mat	71.76
Amazon	06/16/202	101-1170-411	Office supplies - paper plates	79.30
Amazon	06/16/202	101-1170-411	Office supplies -rubber bands	8.69
Amazon	06/16/202	101-1170-411	Office supplies - coffee creamer	31.38
Amazon	06/16/202	101-1170-411	Office supplies - name plates	42.99
Amazon	06/16/202	101-1170-411	Office supplies - tissues	36.51
Amazon	06/16/202	101-1170-411	Office supplies - painters tape soap duct tape	51.38
Amazon	06/16/202	101-1170-411	Office supplies - nameplates	11.79
Amazon	06/16/202	700-7043-451	Chair Mat for Hard floors	75.99
Amazon	06/16/202	700-7043-451	Two Drum Platform	167.00
Amazon	06/16/202	700-7043-415	Selfie Stick Tripod	9.99
Amazon	06/16/202	700-0000-424	Disposable Gloves	194.95
Amazon	06/16/202	701-0000-424	Disposable Gloves	194.95
				<hr/>
Amazon				3,875.67
AMERICAN ENGINEERING TESTING	09/02/202	605-6502-430	CSAH 101	2,088.00
				<hr/>
AMERICAN ENGINEERING TESTING				2,088.00
American Family Life Assurance Company of Colur	09/02/202	101-0000-200	August Payable	39.78
				<hr/>
American Family Life Assurance Company of Colur				39.78
ANCOM COMMUNICATIONS	08/26/202	101-1220-420	Tools	1,857.00
				<hr/>
ANCOM COMMUNICATIONS				1,857.00
Apple.com	06/16/202	700-0000-431	iCloud Storage	0.99
Apple.com	06/16/202	101-1220-430	Business Account for Truck iPads	128.84
				<hr/>
Apple.com				129.83
Batteries Plus	06/16/202	101-1160-453	Replacement batteries for UPS	478.80
				<hr/>
Batteries Plus				478.80
Boyer Ford Trucks	08/26/202	101-1320-412	Supplies	69.84
Boyer Ford Trucks	08/26/202	101-1320-412	Supplies	116.57
				<hr/>
Boyer Ford Trucks				186.41
BROADWAY AWARDS	09/02/202	101-1170-411	Supplies	30.50
				<hr/>
BROADWAY AWARDS				30.50
CAMPBELL KNUTSON	08/19/202	101-1140-430	Legal Services	14,575.78
CAMPBELL KNUTSON	08/19/202	101-1140-430	Legal Services	32,503.09
CAMPBELL KNUTSON	08/19/202	101-1140-430	Legal Services	49,978.08
				<hr/>
CAMPBELL KNUTSON				97,056.95
Carver County	08/19/202	101-1150-430	Tax Charges - TNT Billings	9,675.65

Name	Check D	Account	Description	Amount
Carver County	08/19/202	410-0000-471	TH5 Arboretum Trail	798,563.49
Carver County	08/19/202	480-0000-430	TIF billing	400.00
Carver County	09/02/202	700-7043-432	Carver Fiber	575.00
Carver County	09/02/202	101-1160-432	CarverLink	575.00
				<hr/>
Carver County				809,789.14
CCP NI MASTER TENANT 4 LLC	08/26/202	101-1220-432	July Utilities	112.72
CCP NI MASTER TENANT 4 LLC	08/26/202	101-1350-432	July Utilities	2,955.55
CCP NI MASTER TENANT 4 LLC	08/26/202	101-1540-432	July Utilities	328.31
CCP NI MASTER TENANT 4 LLC	08/26/202	101-1550-432	July Utilities	342.52
CCP NI MASTER TENANT 4 LLC	08/26/202	101-1600-432	July Utilities	26.76
CCP NI MASTER TENANT 4 LLC	08/26/202	700-0000-432	July Utilities	91.44
CCP NI MASTER TENANT 4 LLC	08/26/202	700-7019-432	July Utilities	1,616.96
CCP NI MASTER TENANT 4 LLC	08/26/202	701-0000-432	July Utilities	1,177.92
				<hr/>
CCP NI MASTER TENANT 4 LLC				6,652.18
Colonial Life & Accident Insurance Co	09/02/202	101-0000-200	August 2021	37.20
Colonial Life & Accident Insurance Co	09/02/202	700-0000-200	August 2021	15.30
Colonial Life & Accident Insurance Co	09/02/202	701-0000-200	August 2021	15.30
				<hr/>
Colonial Life & Accident Insurance Co				67.80
Comptia	06/16/202	101-1160-437	Comptia pen test certification voucher Matt k	699.00
				<hr/>
Comptia				699.00
COMPUTER INTEGRATION TECHN.	08/19/202	101-1160-422	Production Host Servers, Dell R740	10,562.00
COMPUTER INTEGRATION TECHN.	08/19/202	101-1160-422	Production Host Servers, Dell R740	54.00
COMPUTER INTEGRATION TECHN.	08/19/202	101-1160-422	Production Host Servers, Dell R740	97.20
COMPUTER INTEGRATION TECHN.	08/19/202	101-1160-422	Production Host Servers, Dell R740	1,760.00
COMPUTER INTEGRATION TECHN.	08/19/202	101-1160-422	Production Host Servers, Dell R740	2,265.60
COMPUTER INTEGRATION TECHN.	09/02/202	101-1160-415	Patch Cables, Production Servers	192.00
				<hr/>
COMPUTER INTEGRATION TECHN.				14,930.80
Corporate Card Annual Fee	06/16/202	101-1130-430	Annual Fee	12.00
Corporate Card Annual Fee	06/16/202	101-1130-430	Annual Fee	12.00
Corporate Card Annual Fee	06/16/202	101-1130-430	Annual Fee - Laurie H	12.00
Corporate Card Annual Fee	06/16/202	101-1130-430	Annual Fee - Kelly Strey	12.00
				<hr/>
Corporate Card Annual Fee				48.00
Costco Wholesale	06/16/202	101-1530-413	Party week snack	22.78
				<hr/>
Costco Wholesale				22.78
Crown Awards	06/16/202	101-1534-413	Dance awards	101.93
				<hr/>
Crown Awards				101.93
Crystal Infosystems LLC	09/02/202	101-1170-411	Rec Center/Parks/Admin HP Toners	1,792.40
Crystal Infosystems LLC	09/02/202	101-1170-411	Toner	181.80

Name	Check D	Account	Description	Amount
Crystal Infosystems LLC				1,974.20
Cub Foods	06/16/202	101-1220-437	bottled water for training/station	10.00
Cub Foods	06/16/202	700-0000-415	beverages for hydrant repair	7.05
Cub Foods				17.05
Davanni's	06/16/202	101-1110-437	City Council Dinner	108.43
Davanni's				108.43
Delta Dental	08/26/202	101-0000-201	Monthly Dental	1,961.91
Delta Dental	08/26/202	101-0000-201	Monthly Dental	30.20
Delta Dental	08/26/202	210-0000-201	Monthly Dental	30.20
Delta Dental	08/26/202	700-0000-201	Monthly Dental	319.76
Delta Dental	08/26/202	701-0000-201	Monthly Dental	259.37
Delta Dental	08/26/202	720-0000-201	Monthly Dental	204.36
Delta Dental				2,805.80
Department of Natural Resources	06/16/202	101-1540-430	Boat registrations	179.20
Department of Natural Resources	06/16/202	101-1540-430	Boat registration	25.60
Department of Natural Resources				204.80
Depositphotos Inc.	06/16/202	101-1120-430	Deposit Photos Annual License	321.05
Depositphotos Inc.				321.05
Diamond Vogel, Inc.	08/26/202	420-0000-415	Materials	1,972.00
Diamond Vogel, Inc.				1,972.00
ELECTRIC PUMP INC	08/26/202	701-0000-453	Materials	598.50
ELECTRIC PUMP INC				598.50
Engel Water Testing Inc	08/19/202	700-0000-430	Water Samples	500.00
Engel Water Testing Inc				500.00
Epic Event Rental	06/16/202	101-1600-413	Memorial Day Ceremony chair rental	302.48
Epic Event Rental	06/16/202	101-1600-413	Memorial day ceremony chair rental	303.90
Epic Event Rental				606.38
FASTENAL COMPANY	08/19/202	101-1550-412	Supplies	71.43
FASTENAL COMPANY	08/19/202	101-1320-415	Materials	14.40
FASTENAL COMPANY	08/19/202	101-1550-412	Supplies - Return	-96.48
FASTENAL COMPANY	08/19/202	101-1550-412	Supplies	103.39
FASTENAL COMPANY	08/19/202	101-1550-412	Supplies	181.07
FASTENAL COMPANY	08/19/202	101-1370-426	Tools	279.90
FASTENAL COMPANY	08/19/202	101-1550-412	Supplies	5.23
FASTENAL COMPANY	08/19/202	101-1550-412	Supplies - Return	-71.43
FASTENAL COMPANY	08/26/202	101-1320-424	Gloves	266.02
FASTENAL COMPANY	08/26/202	101-1320-412	Supplies	25.29

Name	Check D	Account	Description	Amount
FASTENAL COMPANY	08/26/202	101-1320-424	Gloves	154.49
FASTENAL COMPANY				933.31
FedEx Office	06/16/202	700-0000-412	Postage for supplies return	101.38
FedEx Office	06/16/202	101-1700-413	Softball scorecards	52.06
FedEx Office				153.44
Fidelity Security Life	08/26/202	101-0000-200	Vision Insurance	224.92
Fidelity Security Life	08/26/202	700-0000-200	Vision Insurance	23.77
Fidelity Security Life	08/26/202	701-0000-200	Vision Insurance	17.50
Fidelity Security Life	08/26/202	720-0000-200	Vision Insurance	9.76
Fidelity Security Life				275.95
Finance & Commerce	06/16/202	101-1120-436	Subscription	329.00
Finance & Commerce				329.00
GoDaddy.com LLC	06/16/202	101-1160-430	Chanrec net com SSL Certificate Renewals	116.64
GoDaddy.com LLC	06/16/202	101-1160-430	Chanrec org info SSL Certificate Renewals	136.64
GoDaddy.com LLC	06/16/202	101-1160-430	Chanrec us SSL Certificate Renewals	39.98
GoDaddy.com LLC				293.26
Government Finance Officers Association	06/16/202	101-1130-437	Conference	535.00
Government Finance Officers Association				535.00
Grainger	06/16/202	701-0000-426	Equipment	163.22
Grainger	06/16/202	700-0000-426	Equipment	163.21
Grainger	06/16/202	700-7043-415	Materials	171.10
Grainger				497.53
Haman Melissa	08/26/202	101-1160-437	Mileage	19.86
Haman Melissa				19.86
HANSEN THORP PELLINEN OLSON	08/19/202	400-0000-115	Lotus Woods Development	1,666.00
HANSEN THORP PELLINEN OLSON	08/19/202	400-0000-115	Lake Place Apartments	98.00
HANSEN THORP PELLINEN OLSON	08/19/202	720-7025-430	Crane's Vineyard Channel Stabilization	3,871.00
HANSEN THORP PELLINEN OLSON				5,635.00
Hologram	06/16/202	720-0000-436	Cell service receipt/charge for Lake Minnewashta lake level sens	100.00
Hologram				100.00
Home Depot	06/16/202	101-1220-426	Refund - Return of Worklights	-83.72
Home Depot	06/16/202	101-1220-426	Worklights & Ratchet Strap	101.94
Home Depot	06/16/202	101-1220-426	Worklights & Wire Lock Pins	129.87
Home Depot	06/16/202	720-7202-432	Comm garden stakes	36.68
Home Depot	06/16/202	701-0000-415	Bluegrass	25.71
Home Depot	06/16/202	700-0000-455	Electrical Tape, Cable Tie	36.41
Home Depot	06/16/202	700-0000-455	Black Coupling	13.66

Name	Check D	Account	Description	Amount
Home Depot	06/16/202	101-1550-415	Quikrete	47.04
Home Depot				307.59
Hydra Power Hydraulics Inc	06/16/202	101-1320-412	Supplies	129.90
Hydra Power Hydraulics Inc				129.90
IMPERIAL PORTA PALACE	08/26/202	101-1550-440	Portable Restrooms	4,953.80
IMPERIAL PORTA PALACE				4,953.80
Inner-Tite Corp	06/16/202	700-0000-415	Materials	689.97
Inner-Tite Corp				689.97
Innovative Office Solutions LLC	08/19/202	101-1170-411	Supplies	21.19
Innovative Office Solutions LLC	08/19/202	101-1170-411	Supplies	17.20
Innovative Office Solutions LLC	08/26/202	101-1170-411	Supplies	193.04
Innovative Office Solutions LLC	09/02/202	101-1170-411	Office Supplies	58.88
Innovative Office Solutions LLC	09/02/202	101-1170-411	Office Supplies - Return	-56.97
Innovative Office Solutions LLC	09/02/202	101-1170-411	Office Supplies	292.60
Innovative Office Solutions LLC	09/02/202	101-1170-411	Office Supplies	305.68
Innovative Office Solutions LLC	09/02/202	101-1170-411	Office Supplies	35.58
Innovative Office Solutions LLC	09/02/202	400-0000-470	Office Supplies	375.00
Innovative Office Solutions LLC				1,242.20
Jamf Software, LLC	06/16/202	101-1160-430	Monthly MDM charge for ipads	52.00
Jamf Software, LLC				52.00
Jimmy Johns	06/16/202	101-1220-425	Lunch for hose testing crew Ulrich Murphy Thoreson	25.82
Jimmy Johns				25.82
Kai's Sushi & Grill	06/16/202	101-1220-425	Hose Testing - Long Event W Siems and Thoreson	39.57
Kai's Sushi & Grill				39.57
KATH FUEL OIL SERVICE	08/26/202	101-1370-417	Fuel	17,097.37
KATH FUEL OIL SERVICE				17,097.37
KIMLEY HORN AND ASSOCIATES INC	08/19/202	400-0000-115	Field Development	3,818.50
KIMLEY HORN AND ASSOCIATES INC	08/19/202	400-0000-115	Field Development	9,324.00
KIMLEY HORN AND ASSOCIATES INC				13,142.50
Kwik Trip	06/16/202	700-0000-417	Gas for rental mower	37.29
Kwik Trip	06/16/202	700-0000-415	Battery for City Equipment	4.28
Kwik Trip				41.57
LAKESIDE PROMOTIONS LLC	09/02/202	101-1766-413	Supplies	138.25

Name	Check D	Account	Description	Amount
LAKESIDE PROMOTIONS LLC				138.25
LANZI BOB	08/19/202	101-1766-430	Adult Softball Umpire - 28 games	714.00
LANZI BOB				714.00
LOCATORS AND SUPPLIES INC	08/26/202	700-0000-415	Materials	209.84
LOCATORS AND SUPPLIES INC				209.84
LogMeIn Inc	06/16/202	101-1160-430	LogMeIn123 Annual Renewal - Neptune Access	257.57
LogMeIn Inc				257.57
MACQUEEN EQUIPMENT	08/19/202	701-0000-412	Supplies	1,700.17
MACQUEEN EQUIPMENT	08/19/202	701-0000-412	Supplies	53.67
MACQUEEN EQUIPMENT	08/26/202	101-1320-412	Supplies	46.39
MACQUEEN EQUIPMENT				1,800.23
Marco Inc	08/19/202	101-1170-441	Equipment Rental	945.04
Marco Inc	08/19/202	700-0000-441	Equipment Rental	132.25
Marco Inc	08/19/202	701-0000-441	Equipment Rental	132.25
Marco Inc	08/19/202	720-0000-441	Equipment Rental	66.13
Marco Inc				1,275.67
Matheson Tri-Gas, Inc.	08/26/202	101-1370-415	Materials	22.12
Matheson Tri-Gas, Inc.				22.12
Maus Kerry	08/26/202	101-1539-430	Line Dancing	420.00
Maus Kerry				420.00
Med Alliance Group Inc	06/16/202	101-1220-413	EleGARD Disposable Covers	541.40
Med Alliance Group Inc				541.40
Menards	06/16/202	101-1320-415	Materials	54.87
Menards	06/16/202	700-7043-415	Materials	36.66
Menards				91.53
Metropolitan Council, Env Svcs	08/19/202	101-1250-381	July	-3,056.55
Metropolitan Council, Env Svcs	08/19/202	701-0000-202	July	305,655.00
Metropolitan Council, Env Svcs				302,598.45
MINGER CONSTRUCTION	08/26/202	101-0000-207	Meter Refund	3,500.00
MINGER CONSTRUCTION				3,500.00
MN Association of Government Communicators	06/16/202	101-1120-437	Membership	240.00

Name	Check D	Account	Description	Amount
MN Association of Government Communicators				240.00
MN DEPT OF LABOR AND INDUSTRY	08/19/202	101-1250-381	July	-178.23
MN DEPT OF LABOR AND INDUSTRY	08/19/202	101-0000-202	July	8,911.65
MN DEPT OF LABOR AND INDUSTRY				8,733.42
MN Government Finance Officers Association	06/16/202	101-1130-436	MN GFOA Membership	70.00
MN Government Finance Officers Association				70.00
MN VALLEY ELECTRIC COOP	08/19/202	101-1350-432	Monthly Services	204.56
MN VALLEY ELECTRIC COOP	08/26/202	101-1350-432	Monthly Service	100.07
MN VALLEY ELECTRIC COOP	09/02/202	101-1350-432	Monthly Service	117.86
MN VALLEY ELECTRIC COOP	09/02/202	101-1350-432	Monthly Service	35.51
MN VALLEY ELECTRIC COOP				458.00
MNTOP	06/16/202	101-1120-437	Training	700.00
MNTOP				700.00
MOSS & BARNETT	08/19/202	210-0000-119	Professional Services	4,319.00
MOSS & BARNETT				4,319.00
Municipal Clerk and Finance Officers	06/16/202	101-1120-436	MCFOA Annual Dues	46.00
Municipal Clerk and Finance Officers				46.00
MyBinding.com	06/16/202	101-1170-411	Office supplies - laminating pouches	72.28
MyBinding.com				72.28
NAPA AUTO & TRUCK PARTS	08/26/202	101-1250-414	Supplies	8.52
NAPA AUTO & TRUCK PARTS	09/02/202	700-0000-412	Coupling - return	-4.80
NAPA AUTO & TRUCK PARTS	09/02/202	700-0000-412	Supplies	76.12
NAPA AUTO & TRUCK PARTS				79.84
New Horizons Minnesota	06/16/202	101-1120-437	Excel Training	118.00
New Horizons Minnesota	06/16/202	101-1120-437	PowerPoint Training	118.00
New Horizons Minnesota	06/16/202	101-1120-437	PowerPoint Training	118.00
New Horizons Minnesota				354.00
Occupational Safety and Health Administration	06/16/202	700-0000-437	Training	53.95
Occupational Safety and Health Administration				53.95
Office Max/Office Depot	06/16/202	101-1170-411	Office Supplies	38.61
Office Max/Office Depot	06/16/202	700-7043-415	Office Supplies	104.72
Office Max/Office Depot	06/16/202	101-1170-411	Office Supplies	59.69
Office Max/Office Depot				203.02

Name	Check D	Account	Description	Amount
Olsen Chain and Cable	06/16/202	700-0000-414	Supplies	32.55
Olsen Chain and Cable	06/16/202	701-0000-414	Supplies	32.55
Olsen Chain and Cable				65.10
OTC Brands Inc	06/16/202	101-1110-437	Office supplies - Laurie Hokkanen request for Insights training	321.80
OTC Brands Inc				321.80
Panera Bread	06/16/202	101-1220-425	Meals for CFD Captain Interview Panels	160.12
Panera Bread				160.12
PayPal	06/16/202	101-1550-414	Center Caps for City vehicle	70.96
PayPal	06/16/202	101-1120-437	Training	104.06
PayPal				175.02
Pedretti Christine Lea	08/19/202	101-1539-430	Fit for Life Instruction	56.00
Pedretti Christine Lea				56.00
PIONEER RIM & WHEEL CO.	08/19/202	701-0000-412	Supplies	455.48
PIONEER RIM & WHEEL CO.				455.48
POMP'S TIRE SERVICE INC	08/26/202	101-1550-414	Supplies	862.56
POMP'S TIRE SERVICE INC				862.56
PoolWeb	06/16/202	101-1550-412	Replacement swim buoy rope & floats	532.02
PoolWeb				532.02
Postmaster	06/16/202	700-0000-433	Postage	72.75
Postmaster	06/16/202	101-1170-411	Office supplies - postage	4.80
Postmaster	06/16/202	101-1170-411	Office supplies - postage	21.90
Postmaster				99.45
Potbelly Sandwich Shop	06/16/202	101-1110-437	City council dinner	18.46
Potbelly Sandwich Shop	06/16/202	101-1220-425	Crew Dinner for Protest Coverage Olsen Msmith Hfoote Busch	47.22
Potbelly Sandwich Shop	06/16/202	101-1110-437	City council dinner	83.21
Potbelly Sandwich Shop				148.89
PRAIRIE RESTORATIONS INC	09/02/202	720-7202-430	Locust Control	200.00
PRAIRIE RESTORATIONS INC				200.00
Promotion Select	06/16/202	101-1170-411	Supplies	282.50
Promotion Select				282.50
Public Surplus	06/16/202	101-0000-203	Auction fees public surplus	28.00

Name	Check D	Account	Description	Amount
Public Surplus				28.00
Quality Flow Systems Inc	08/26/2021	701-0000-455	Materials	610.00
Quality Flow Systems Inc	09/02/2021	701-0000-455	Materials	9,479.00
Quality Flow Systems Inc	09/02/2021	701-0000-455	Materials	212.00
Quality Flow Systems Inc				10,301.00
Sam's Club	06/16/2021	101-1560-430	Food supplies Earth Day Lunch on 4-20-21	66.50
Sam's Club				66.50
Sensible Land Use Coalition	06/16/2021	101-1420-437	Event	15.00
Sensible Land Use Coalition				15.00
ShareFile	06/16/2021	101-1160-430	Sharefile Q2 Billing - Sales Tax	43.14
ShareFile				43.14
Southwest Metro Chamber of Commerce	06/16/2021	720-7201-430	Env Comm table recycling education	200.00
Southwest Metro Chamber of Commerce				200.00
SPRINT PCS	08/19/2021	700-0000-431	Monthly Service	53.94
SPRINT PCS	08/19/2021	701-0000-431	Monthly Service	53.94
SPRINT PCS				107.88
Stratoguard, LLC	06/16/2021	101-1160-430	Proofpoint Email Filtering Service - May	176.00
Stratoguard, LLC				176.00
SUMMIT COMPANIES	09/02/2021	101-1550-430	Annual Monitoring	240.00
SUMMIT COMPANIES	09/02/2021	101-1550-430	Annual Monitoring	500.00
SUMMIT COMPANIES	09/02/2021	101-1370-430	Annual Monitoring	500.00
SUMMIT COMPANIES	09/02/2021	101-1190-430	Annual Monitoring	500.00
SUMMIT COMPANIES	09/02/2021	101-1220-430	Annual Monitoring	500.00
SUMMIT COMPANIES	09/02/2021	101-1170-430	Annual Monitoring	320.00
SUMMIT COMPANIES				2,560.00
SupplyHouse.com	06/16/2021	700-7019-455	Fan and Blower Motor	226.15
SupplyHouse.com				226.15
Target	06/16/2021	101-1600-415	Pool noodle for COVID divider	2.15
Target	06/16/2021	101-1220-425	Dispatch Appreciation - Food	28.23
Target	06/16/2021	101-1800-415	Bat return	-19.60
Target				10.78
The Business Journal	06/16/2021	101-1120-436	Subscription	150.00
The Business Journal				150.00

Name	Check D	Account	Description	Amount
UHL Company Inc	08/19/202	101-1190-453	Materials	4,824.00
UHL Company Inc				4,824.00
VIKING INDUSTRIAL CENTER	08/26/202	700-0000-415	Materials	68.74
VIKING INDUSTRIAL CENTER				68.74
Water Conservation Services, Inc.	08/26/202	700-0000-455	Leak Locate	324.80
Water Conservation Services, Inc.				324.80
WEISSMAN	06/16/202	101-1535-413	Tights for Dance Costumes	87.09
WEISSMAN				87.09
WM MUELLER & SONS INC	08/19/202	420-0000-415	Materials	436.48
WM MUELLER & SONS INC	08/19/202	700-0000-455	Materials	836.07
WM MUELLER & SONS INC	08/26/202	720-7207-415	Materials	163.20
WM MUELLER & SONS INC	08/26/202	420-0000-415	Materials	442.83
WM MUELLER & SONS INC	08/26/202	420-0000-415	Materials	351.48
WM MUELLER & SONS INC	09/02/202	420-0000-415	Materials	441.09
WM MUELLER & SONS INC				2,671.15
WSB & ASSOCIATES INC	08/19/202	601-6047-430	2021 City Pavement Rehab	5,405.75
WSB & ASSOCIATES INC				5,405.75
XCEL ENERGY INC	08/19/202	700-0000-432	Monthly Service	4,501.47
XCEL ENERGY INC	08/26/202	700-0000-432	Monthly Service	10,333.44
XCEL ENERGY INC	08/26/202	101-1350-432	Monthly Service	25.78
XCEL ENERGY INC	08/26/202	101-1350-432	Monthly Service	25.78
XCEL ENERGY INC	08/26/202	700-0000-432	Monthly Service	11,692.13
XCEL ENERGY INC	08/26/202	101-1350-432	Monthly Service	8.15
XCEL ENERGY INC	08/26/202	101-1350-432	Monthly Service	15.92
XCEL ENERGY INC	08/26/202	101-1600-432	Monthly Service	25.78
XCEL ENERGY INC	08/26/202	101-1350-432	Monthly Service	57.46
XCEL ENERGY INC	08/26/202	101-1170-432	Monthly Service	-1,035.95
XCEL ENERGY INC	08/26/202	101-1190-432	Monthly Service	561.87
XCEL ENERGY INC	08/26/202	101-1220-432	Monthly Service	1,465.04
XCEL ENERGY INC	08/26/202	101-1370-432	Monthly Service	1,953.90
XCEL ENERGY INC	08/26/202	101-1171-432	Monthly Service	27.93
XCEL ENERGY INC	08/26/202	700-0000-432	Monthly Service	244.24
XCEL ENERGY INC	08/26/202	701-0000-432	Monthly Service	244.24
XCEL ENERGY INC	09/02/202	101-1350-432	Monthly Service - Acct 51-0010665417-4	5.97
XCEL ENERGY INC	09/02/202	101-1600-432	Monthly Service - Acct 51-0677038-7	10.54
XCEL ENERGY INC	09/02/202	700-0000-432	Monthly Service - Acct 51-0881494-2	25.75
XCEL ENERGY INC	09/02/202	101-1600-432	Monthly Service - Acct 51-6285959-6	51.56
XCEL ENERGY INC	09/02/202	101-1540-432	Monthly Service - Acct 51-6285960-9	1,127.02
XCEL ENERGY INC	09/02/202	101-1600-432	Monthly Service - Acct 51-6285960-9	93.42
XCEL ENERGY INC	09/02/202	101-1550-432	Monthly Service - Acct 51-6285960-9	-147.97
XCEL ENERGY INC	09/02/202	700-7019-432	Monthly Service - Acct 51-6689354-1	5,309.46
XCEL ENERGY INC	09/02/202	101-1350-432	Monthly Service - Acct 51-5195542-1	17,846.10
XCEL ENERGY INC	09/02/202	700-0000-432	Monthly Service - Acct 51-4346591-0	1,454.24
XCEL ENERGY INC	09/02/202	701-0000-432	Monthly Service - Acct 51-4346591-0	1,365.66

Name	Check D	Account	Description	Amount
XCEL ENERGY INC				57,288.93
Zoom	06/16/2021	101-1160-430	Monthly Zoom Webinar charge Rec Center/Admin	85.90
Zoom				85.90
				1,411,006.85

# City Council Item

September 13, 2021



<b>Item</b>	Approve Amendment to Tree Preservation Easement in the Bluffs at Lake Lucy Addition	
<b>File No.</b>	Planning Case No. 2019-01	<b>Item No:</b> D.7
<b>Agenda Section</b>	CONSENT AGENDA	
<b>Prepared By</b>	Jill Sinclair, Environmental Resource Specialist	
<b>Reviewed By</b>	Kate Aanenson	

<b><u>SUGGESTED ACTION</u></b>	
"The Chanhassen City Council approves the amendment to the Tree Preservation Easement legally described as the northerly 100 feet of Lots 4 and 5, and the westerly 40 feet of Lot 1, Block 3, Bluffs at Lake Lucy, according to the recorded plat thereof, Carver County, Minnesota."	
<b>Motion Type</b>	Simple Majority Vote of members present
<b>Strategic Priority</b>	N/A

## **SUMMARY**

## **BACKGROUND**

A Tree Preservation Easement was proposed and approved on Lots 1, 4 and 5, Block 3, Bluffs at Lake Lucy to provide a vegetation buffer to the existing neighboring homes. Within the easement area is a mix of vegetation including mown grass, planted evergreens, buckthorn, and a scattering of native trees such as ash and boxelder. The easement covers the rear 100 feet of Lots 4 and 5 and the rear 40 feet of

Lot 1. As written, no man-made structures are allowed within the easement area.

### **DISCUSSION**

The Tree Preservation Easement covers nearly 50 percent of Lots 4 and 5. Within this easement, property owners may not “construct, install, or maintain anything...made by man.” The intent of the easement was to preserve the vegetative buffer currently afforded the neighbors prior to development. The existing vegetation consists of ash and boxelder trees with a thick understory of buckthorn. The lots are not permitted fences under the current conditions of the easement, but one of the most common requests for encroachment into a preservation easement is for the construction of a fence. On these properties, a perimeter fence could be installed without detrimental effects to the intent of the easement; therefore, staff is recommending that the easement conditions be amended to allow fences to be constructed within the easement area.

### **BUDGET**

### **RECOMMENDATION**

Staff recommends amending the Tree Preservation Easement for Lots 1, 4 and 5, Block 3, Bluffs at Lake Lucy.

### **ATTACHMENTS**

[Bluffs at Lake Lucy Tree Preservation Easement](#)  
[First Amendment to Tree Preservation Easement](#)

(Reserved for recording information)

## TREE PRESERVATION EASEMENT

THIS TREE PRESERVATION EASEMENT (“Agreement”) is made this 5<sup>th</sup> day of November, 2020, by and between CHAN THREE DEVELOPMENT, INC., a Minnesota corporation (“Grantor”), and the CITY OF CHANHASSEN, a Minnesota municipal corporation (“City”).

### WITNESSETH:

The Grantor, in consideration of approval of The Bluffs at Lake Lucy final plat, the requirement of The Bluffs at Lake Lucy Development Contract, and other good and valuable consideration paid by the City, the receipt and sufficiency of which is hereby acknowledged, hereby creates and grants unto the City a permanent tree preservation easement for the purposes set forth in this Agreement, over, under, and across the premises legally described on the attached Exhibit “A” and depicted on the attached Exhibit “B” (the “Easement Premises”) to preserve the existing high quality woodlands and retain the wooded feel of the neighborhood.

1. **Scope of Easement.** Grantor for itself, its successors and assigns, understands and agrees that the following are prohibited in perpetuity on the Easement Premises:

A. Constructing, installing, or maintaining anything made by man, including but not limited to buildings, structures, walkways, clothes line poles, and playground equipment, except as allowed or required under any drainage and utility easements located within the easement premises.

B. Cutting or removing trees or other vegetation, except for (i) noxious weed control or diseased trees directed by a governmental agency, or (2) when approved by the City, removing dead trees, trimming trees to maintain health.

C. Excavation or filling or material alteration of grade.

D. The deposit of waste, yard waste, or debris.

- E. Activity detrimental to the screening of the neighboring properties.
- F. Application of fertilizers, whether natural or chemical.
- G. Application of chemicals for the destruction or retardation of vegetation.
- H. The application of herbicides, pesticides, and insecticides, except for noxious weed control by or as directed by a governmental agency.
- I. Outside storage of any kind.
- J. Activity detrimental to the preservation of the scenic beauty, vegetation, and wildlife.

2. **Exceptions.** Grantor for itself, its successors and assigns, further grants the City the affirmative right, but not the obligation, to do the following on the Easement Premises: Enter upon the Easement Premises at any time to enforce compliance with the terms of this Agreement.

3. **Warranty of Title.** The Grantor warrants that it is the owner of the property described on Exhibit "A" and has the right, title and capacity to convey to the City the Tree Preservation Easement herein.

4. **Environmental Matters.** The City shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and reasonable attorney's fees, or losses resulting from any claims, actions, suits or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the Easement Premises or property prior to the date of this Agreement.

5. **Release.** Grantor hereby remises, releases, acquits and forever discharges, forever, the City and any and all of its officers and employees of and from any and all claims, demands or causes of action of any kind or nature whatsoever which may arise or accrue by virtue of any flowage or trespass with water over and upon any or all of the Easement Premises within the terms of this Agreement.

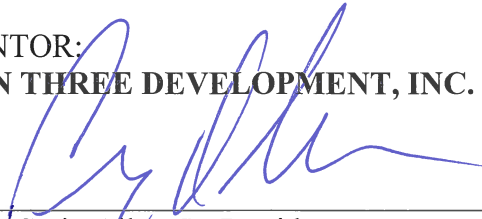
6. **No Public Interest.** Nothing contained herein or the dedication in the plat of The Bluffs at Lake Lucy shall be construed as creating any use rights in the general public or as dedicating for public use any portion of the Easement Premises, except as expressly described in this Agreement.

7. **Binding Effect; Enforceability.** The terms and conditions of this Agreement shall run with the land and be binding on the Grantor, and Grantor's heirs, successors and assigns. This Tree Preservation Easement is enforceable by the City of Chanhasen acting through its City Council.

8. **Amendment.** This Agreement may be amended, modified or released by an instrument signed by the City and the Grantor, or its respective heirs, successors and assigns in interest to the Easement Premises.


IN WITNESS WHEREOF, the parties hereto have set their hands effective as of the day and year set forth above.

GRANTOR:  
CHAN THREE DEVELOPMENT, INC.

By   
Craig Allen, Its President

STATE OF MINNESOTA )  
 )ss.  
COUNTY OF Hennepin )

The foregoing instrument was acknowledged before me this 3rd day of November, 2020, by **Craig Allen**, the President of **Chan Three Development, Inc.**, a Minnesota corporation, on behalf of the entity, Grantor.

  
Notary Public



CITY OF CHANHASSEN

(SEAL)

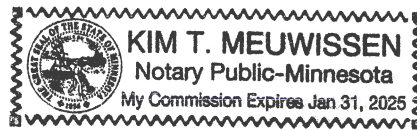
By Elise Ryan  
Elise Ryan, Mayor

And Heather Johnston  
Heather Johnston, Interim City Manager

STATE OF MINNESOTA )  
 )ss.  
COUNTY OF CARVER )

The foregoing instrument was acknowledged before me this 5<sup>th</sup> day of November, 2020, by **Elise Ryan** and by **Heather Johnston**, respectively the Mayor and Interim City Manager of the **City of Chanhassen**, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Kim T. Meuwissen  
Notary Public



DRAFTED BY:  
CAMPBELL KNUTSON  
*Professional Association*  
Grand Oak Office Center I  
860 Blue Gentian Road, Suite 290  
Eagan, Minnesota 55121  
Telephone: (651) 452-5000  
AMP

**EXHIBIT "A"**  
**TO**  
**TREE PRESERVATION EASEMENT**

A tree preservation easement over, under and across that part of Lots 1, 4, and 5, Block 3, THE BLUFFS AT LAKE LUCY, according to the recorded plat thereof, Carver County, Minnesota, described as follows:

Beginning at the northwest corner of said Lot 5; thence on an assumed bearing of South 01 degrees 48 minutes 03 seconds West, along the west line of said Lot 5, a distance of 100.00 feet; thence South 87 degree 48 minutes 41 seconds East, a distance of 193.13 feet to the east line of said Lot 4; thence North 07 degrees 47 minutes 08 seconds East, along said east line of Lot 4, a distance of 9.41 feet to the south line of said Lot 1; thence South 82 degree 12 minutes 52 seconds East, along said south line of Lot 1, a distance of 40.00 feet; thence North 07 degree 47 minutes 08 seconds East, a distance of 94.99 feet to the north block line of said Lots 1, 4, and 5; thence North 87 degree 48 minutes 41 seconds West, along said north block line, a distance of 243.80 feet to the point of beginning.

Tree Preservation Area: 23,558 s.f.

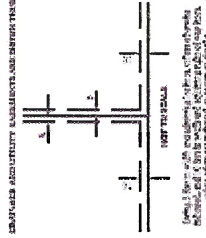
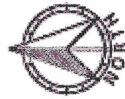
EXHIBIT "B" TO TREE PRESERVATION EASEMENT

**TREE PRESERVATION EASEMENT**

An easement over, under and across that part of Lots 1, 4, and 5, Block 3, THE BLUFFS AT LAKE LUCY, according to the recorded plat thereof, Carver County, Minnesota, described as follows:

Beginning at the northwest corner of said Lot 5; thence on an assumed bearing of South 80 degrees 48 minutes 03 seconds West, along the west line of said Lot 5, a distance of 100.00 feet; thence South 87 degrees 48 minutes 41 seconds East, a distance of 193.13 feet to the east line of said Lot 4; thence North 07 degrees 47 minutes 08 seconds East, along said east line of Lot 4, a distance of 9.41 feet to the south line of said Lot 1; thence South 87 degrees 12 minutes 52 seconds East, along said south line of Lot 1, a distance of 40.00 feet; thence North 07 degrees 47 minutes 08 seconds East, a distance of 84.99 feet to the north block line of said Lots 1, 4, and 5; thence North 87 degrees 48 minutes 41 seconds West, along said north block line, a distance of 243.80 feet to the point of beginning.

Tree Preservation Area: 23,530 s.f.



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

Dated this 20th day of July, 2020

*Jared L. Avesack*  
 Jared L. Avesack, PLS  
 Minnesota License No. 53642  
 javesack@satber.com

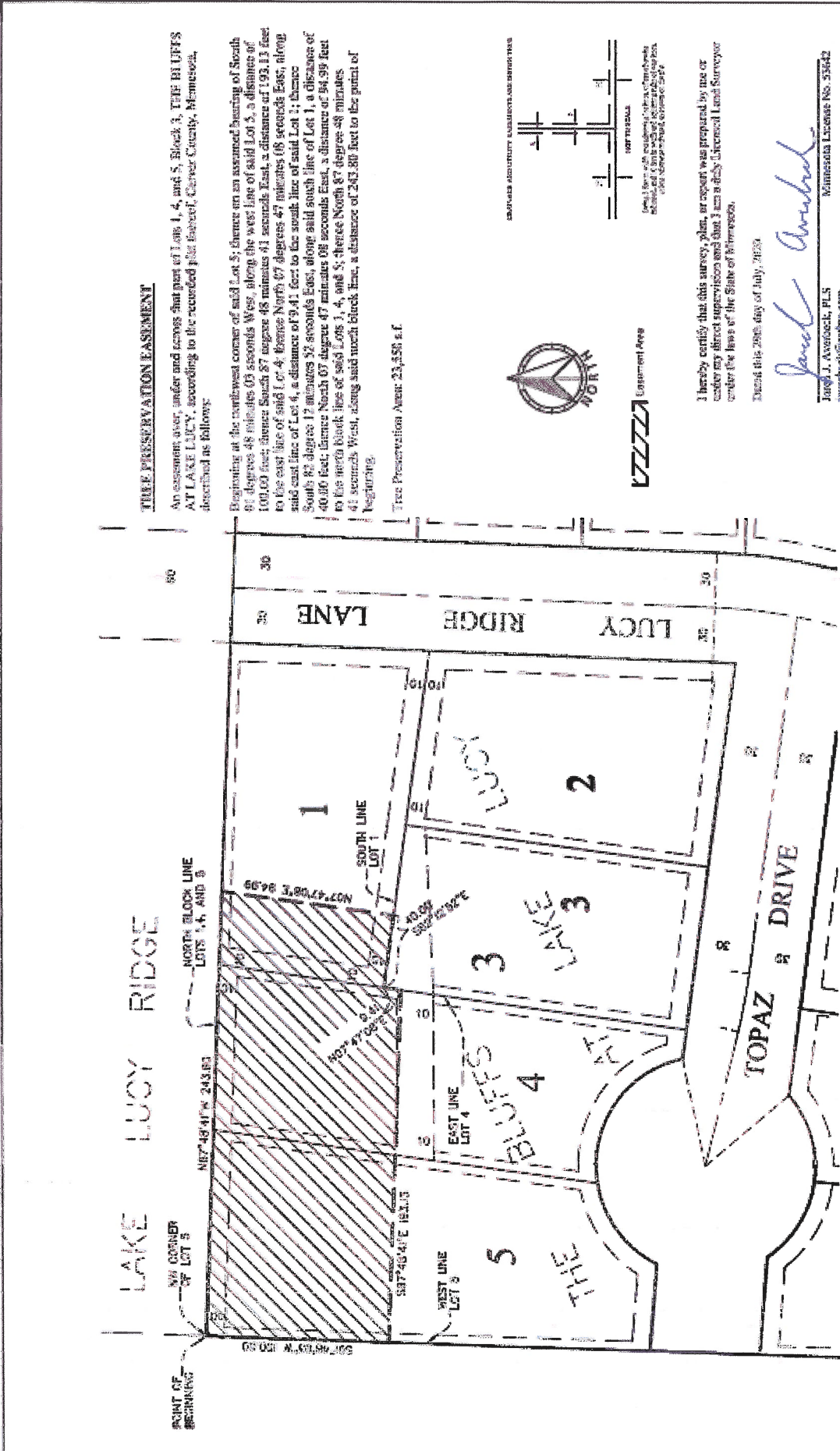
EASEMENT EXHIBIT  
 PREPARED FOR  
 CHAN THREE DEVELOPMENT INC.

**SATHRE-BERGQUIST, INC.**  
 18300 RICHMOND AVE. SUITE 100  
 WATSON, MN 55390 (651) 746-6556



JOB# 2120-07D	REVISIONS
LAYOUT SHEET:	NOV CHANGE 08/20/20: CH1
DRAWN BY: CH1	
CHECKED BY: JJA	
DATE: 08/20/20	

SCALE IN FEET





*(reserved for recording information)*

---

### **FIRST AMENDMENT TO TREE PRESERVATION EASEMENT**

**THIS FIRST AMENDMENT TO TREE PRESERVATION EASEMENT** (“First Amendment”) is made and entered into by and between **CITY OF CHANHASSEN**, a Minnesota municipal corporation (“Grantee”), **CHAN THREE DEVELOPMENT, INC.**, a Minnesota corporation (“Chan Three”), **MORGAN SEAN DAVID** and **CARYN WASBOTTEN MORGAN**, a married couple (“Morgans”), and **GONYEA HOMES, INC.**, a Minnesota corporation (“Gonyea”) (collectively, Chan Three, Morgans and Gonyea are referred to herein as the “Grantors”).

### **RECITALS**

**WHEREAS**, Chan Three and Grantee executed that certain Tree Preservation Easement dated November 5, 2020, recorded November 13, 2020 as Document No. T216529 in the Carver County Registrar of Titles Office (“Preservation Easement”) granting certain rights to Grantee for the property legally described in Exhibits A through C, inclusive (“Property”);

**WHEREAS**, the Chan Three has since conveyed portions of the Property subject to the Preservation Easement but remains the current fee owner of the property legally described in Exhibit “A” attached hereto, which is subject to the Preservation Easement.

**WHEREAS**, Gonyea is the current fee owner of the property legally described in Exhibit “B” attached hereto which is subject to the Preservation Easement;

**WHEREAS**, Morgans are the current fee owners of the property legally described in Exhibit “C” attached hereto which is subject to the Preservation Easement;

**WHEREAS**, Grantors and Grantee hereby desire to amend the Preservation Easement to permit the installation of fences within the easement.

**NOW THEREFORE**, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. Recitals. The Recitals hereinabove are true and correct and incorporated herein.
2. Amendment to Easement Scope. Paragraph 1.A. of the Preservation Easement shall be amended to read:

Constructing, installing, or maintaining anything made by man, including but not limited to buildings, structures, walkways, clothes line poles, and playground equipment, except for fences or as allowed or required under any drainage and utility easements located within the easement premises.

3. Preservation Easement. Except as herein specifically modified and amended the Preservation Easement shall remain in full force and effect in strict accordance with the terms thereof.
4. Capitalized Terms. All capitalized terms used herein and not otherwise defined herein shall have the same meaning ascribed thereto in the Preservation Easement.

**[REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK]  
[SIGNATURE PAGES TO FOLLOW]**

**GRANTOR:  
CHAN THREE DEVELOPMENT, INC.**

\_\_\_\_\_  
By:  
Its:

STATE OF MINNESOTA    )  
  )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_, the \_\_\_\_\_ of **CHAN THREE DEVELOPMENT, INC.**, a Minnesota corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public

**GONYEA HOMES, INC.**

\_\_\_\_\_  
By:  
Its:

STATE OF MINNESOTA    )  
  )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_, the \_\_\_\_\_ of **GONYEA HOMES, INC.**, a Minnesota corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public

**MORGANS:**

\_\_\_\_\_  
Sean David Morgan

\_\_\_\_\_  
Caryn Wasbotten Morgan

STATE OF MINNESOTA    )  
  )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_, the \_\_\_\_\_ of **Sean David Morgan** and **Caryn Wasbotten Morgan**, a married couple.

\_\_\_\_\_  
Notary Public

**CITY OF CHANHASSEN**

(SEAL)

By \_\_\_\_\_  
Elise Ryan, Mayor

And \_\_\_\_\_  
Laurie Hokkanen, City Manager

STATE OF MINNESOTA )  
 )ss.  
COUNTY OF CARVER )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by **Elise Ryan** and by **Laurie Hokkanen**, respectively the Mayor and City Manager of the **City of Chanhassen**, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

\_\_\_\_\_  
Notary Public

DRAFTED BY:  
CAMPBELL KNUTSON,  
Professional Association  
Grand Oak Office Center I  
860 Blue Gentian Road, Suite 290  
Eagan, Minnesota 55121  
Telephone: (651) 452-5000  
LCMK

## **EXHIBIT "A"**

Legal Description:

Lot 4, Block 3, The Bluffs at Lake Lucy, Carver County, Minnesota.

Torrens Property

[PID: 25.1310200, 1824 Lucy Ridge Circle, Chanhassen, MN 55317]

## **EXHIBIT "B"**

Legal Description:

Lot 1, Block 3, The Bluffs at Lake Lucy, Carver County, Minnesota.

Torrens Property

[PID: 25.1310170, 6950 Lucy Ridge Lane, Chanhassen, MN 55317]

## **EXHIBIT "C"**

Legal Description:

Lot 5, Block 3, The Bluffs at Lake Lucy, Carver County, Minnesota.

Torrens Property

[PID: 25.1310210, 1836 Lucy Ridge Circle, Chanhassen, MN 55317]

**MORTGAGE HOLDER CONSENT TO  
FIRST AMENDMENT TO TREE PRESERVATION EASEMENT**

**MORTGAGEE: CHAN THREE DEVELOPMENT, INC.  
PID: 25.1310200**

**BRIDGEWATER BANK**, a Minnesota banking corporation, its successors and assigns, which holds a mortgage on all or part of the property more particularly described in the foregoing First Amendment to Tree Preservation Easement, which Combination, Mortgage, Security Agreement, Fixture Filing and Assignment of Leases and Rents is dated October 9, 2020 and recorded on October 12, 2020, as Document No. T215904 with the office of the County Registrar of Titles for Carver County, Minnesota, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby join in, consents to, and is subject to the foregoing First Amendment to Tree Preservation Easement.

**BRIDGEWATER BANK**

By \_\_\_\_\_  
\_\_\_\_\_ [print name]  
Its \_\_\_\_\_ [title]

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_ the \_\_\_\_\_ of **BRIDGEWATER BANK**, a Minnesota banking corporation, by authority from its board of directors, and that s/he acknowledged the instrument to be the free act and deed of the corporation.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:  
**CAMPBELL KNUTSON**  
*Professional Association*  
Grand Oak Office Center I  
860 Blue Gentian Road, Suite 290  
Eagan, Minnesota 55121  
Telephone: (651) 452-5000  
LCMK



**MORTGAGE HOLDER CONSENT TO  
FIRST AMENDMENT TO TREE PRESERVATION EASEMENT**

**MORTGAGEES: SEAN DAVID MORGAN and CARYN WASBOTTEN MORGAN  
PID: 25.1310210**

\_\_\_\_\_, a Minnesota banking corporation, its successors and assigns, which holds a mortgage on all or part of the property more particularly described in the foregoing First Amendment to Tree Preservation Easement, which Mortgage is dated \_\_\_\_\_, 2021 and recorded on \_\_\_\_\_, 2021 as Document No. T \_\_\_\_\_ with the offices of the County Registrar of Titles for Carver County, Minnesota, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby join in, consents to, and is subject to the foregoing First Amendment to Tree Preservation Easement.

\_\_\_\_\_  
By \_\_\_\_\_  
\_\_\_\_\_ [print name]  
Its \_\_\_\_\_ [title]

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_ a Minnesota banking corporation, by authority from its board of directors, and that s/he acknowledged the instrument to be the free act and deed of the corporation.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:  
**CAMPBELL KNUTSON**  
*Professional Association*  
Grand Oak Office Center I  
860 Blue Gentian Road, Suite 290  
Eagan, Minnesota 55121  
Telephone: (651) 452-5000  
LCMK

# City Council Item

September 13, 2021



<b>Item</b>	Approve Fireworks Display at St. Hubert Catholic Community, September 25, 2021	
<b>File No.</b>		<b>Item No:</b> D.8
<b>Agenda Section</b>	CONSENT AGENDA	
<b>Prepared By</b>	Don Nutter, Assistant Fire Chief/Fire Marshal	
<b>Reviewed By</b>	Don Johnson	

<b><u>SUGGESTED ACTION</u></b>	
<p>The City Council approves the permit request from RES Pyro on behalf of St. Hubert Catholic Community to conduct a fireworks show at 8201 Main Street at 8:30 pm. The display will be conducted on September 25, 2021 in conjunction with the church's annual Harvest Festival.</p>	
<b>Motion Type</b>	Simple Majority Vote of members present
<b>Strategic Priority</b>	N/A

**SUMMARY**

**BACKGROUND**

Private pyrotechnic displays require a licensed contractor and approval of the Fire Chief and city officials. The Fire Chief/Fire Marshal will conduct a pre-launch inspection and verify operators' credentials prior to the event. Additionally, Chanhassen Fire Department will assign a fire suppression crew to the event.

**DISCUSSION**

## **BUDGET**

## **RECOMMENDATION**

Staff recommends approval of the permit application.

## **ATTACHMENTS**

[Application St H approved.pdf](#)

[St Hubert Site Map NEW.pdf](#)

# APPLICATION FOR OUTDOOR DISPLAY OF FIREWORKS/PYROTECHNIC SPECIAL EFFECTS

**Applicant instructions:** This application must be completed and returned at least 15 days prior to date of display.

Name of applicant (Sponsoring Organization): St. Hubert Catholic Community  
Address of applicant: 8201 Main Street; Chanhassen, MN 55317  
Name of authorized agent of applicant: RES Pyro  
Address of agent: 21595 286th St; Belle Plaine, MN 56011  
Telephone number of agent: 952-873-3113  
Date of display: 9/25/2021 Time of display: 8:30 PM  
Location of display: Main St near St. Hubert Catholic Community; Chanhassen, MN  
Manner and place of storage of fireworks/pyrotechnic special effects prior to display: N/A - delivered day of show  
Delivery and storage in truck on day of display: N/A - no storage  
Type & number of fireworks/pyrotechnic special effects to be discharged: (32) 1.4G Multishot Cakes (Consumer)

**Minnesota State law requires that this display be conducted under the direct supervision of a pyrotechnic operator certified by the State Fire Marshal.**

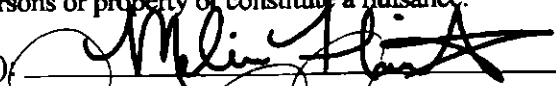


Name of supervising operator: Mike Voitalla Certificate No.: B-0786

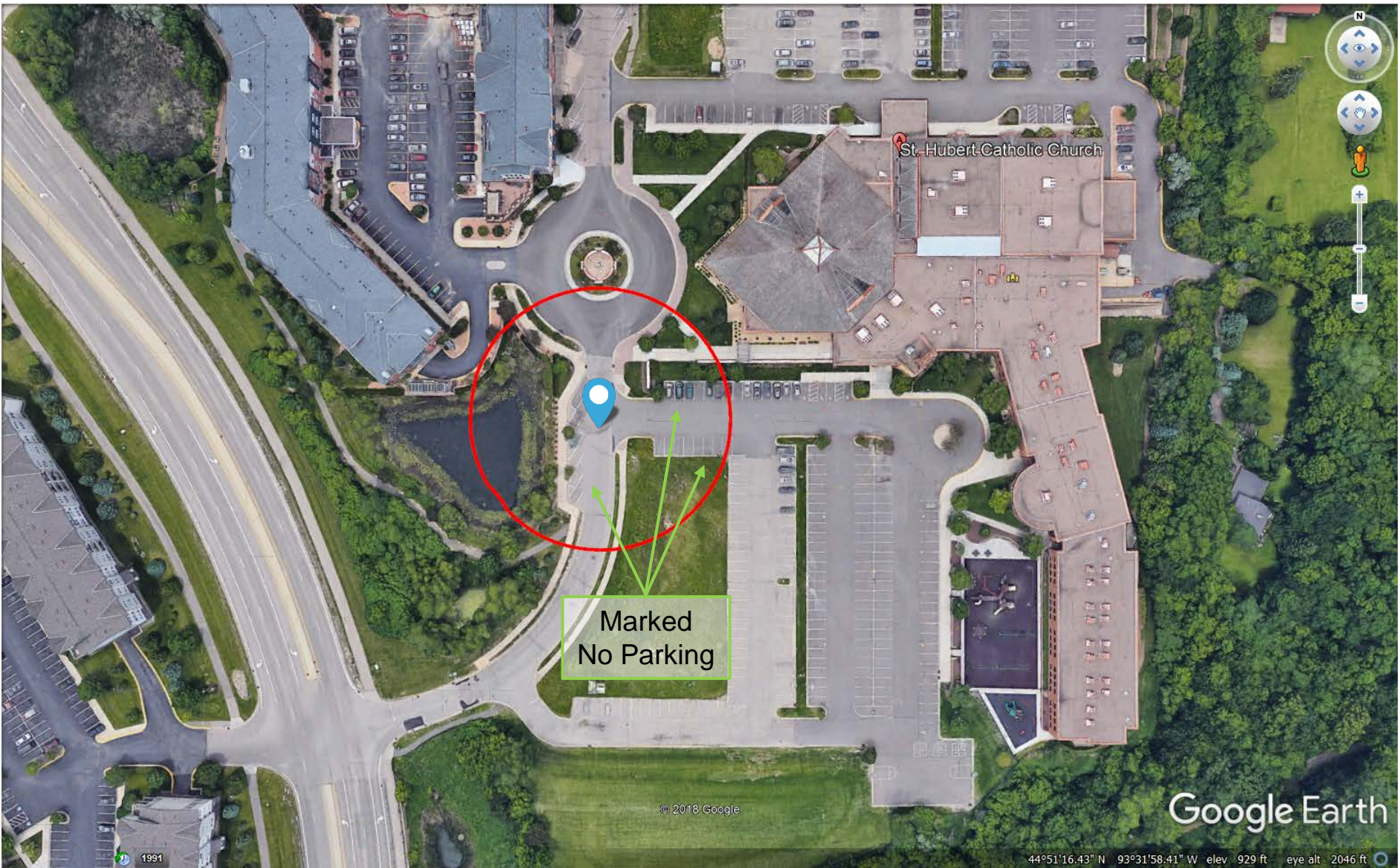
**Required attachments.** The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in amount of at least \$
2. A diagram of the grounds at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks/pyrotechnic special effects are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained
3. Names and ages of all assistants that will be participating in the display.

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any: \_\_\_\_\_


I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard J 123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority, and will ensure that the fireworks/pyrotechnic special effects are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of applicant (or agent):  Date of application: 08/30/2021  
Signature of Fire chief:  Date: 8/31/21  
Printed name of above official: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature of issuing authority:  Date: 9/7/21  
Printed name of above official: \_\_\_\_\_ Phone: \_\_\_\_\_



 Spectators

 Parking

 Shoot site

 Fallout zone

# City Council Item

September 13, 2021



<b>Item</b>	Resolution 2021-XX: Approve No Parking on Takoma Trail	
<b>File No.</b>	Planning Case 2020-22	<b>Item No:</b> D.9
<b>Agenda Section</b>	CONSENT AGENDA	
<b>Prepared By</b>	Erik Henricksen, Project Engineer	
<b>Reviewed By</b>	Charlie Howley	

<b><u>SUGGESTED ACTION</u></b>	
"The Chanhassen City Council approves No Parking on the north and south sides of Takoma Trail."	
<b>Motion Type</b>	Simple Majority Vote of members present
<b>Strategic Priority</b>	N/A

## **SUMMARY**

## **BACKGROUND**

On May 3, 2021 the Chanhassen City Council approved the final plat for the Deer Haven subdivision. The subdivision was approved with a variance allowing for substandard street and right-of-way widths to facilitate the extension of a public street, Takoma Trail, in order to access the development. Typical residential public street and right-of-way widths are 32 feet and 60 feet, respectively, and the approved variance for the Takoma Trail street and right-of-way widths were 25 feet and 33 feet, respectively. Due to the limited width of right-of-way and Takoma Trail, No Parking zones are required along both the north and south sides of the street.

## **DISCUSSION**

## **BUDGET**

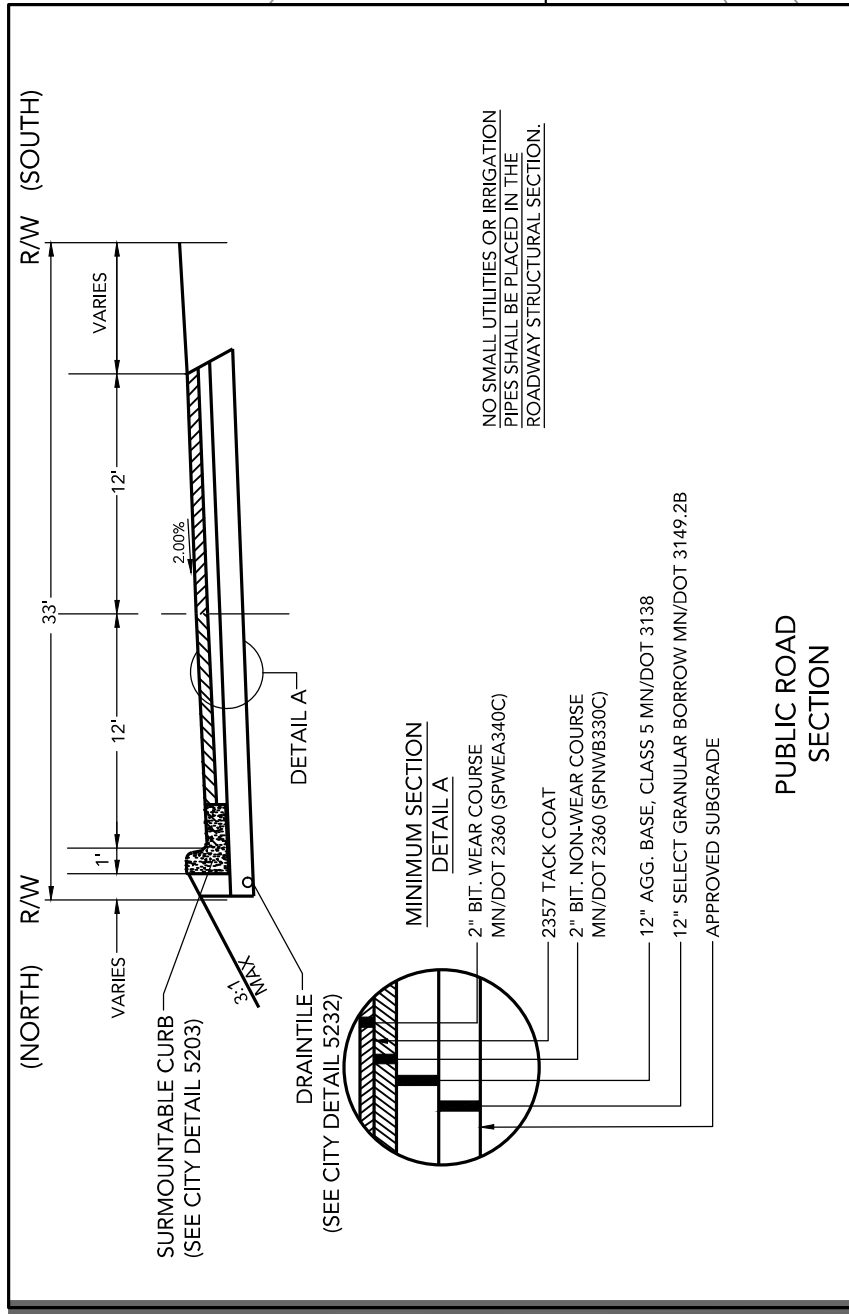
## **RECOMMENDATION**

Staff recommends that City Council adopt the No Parking resolution for both sides of Takoma Trail due to the substandard width of the right-of-way and public street.

## **ATTACHMENTS**

[Street Exhibit.pdf](#)

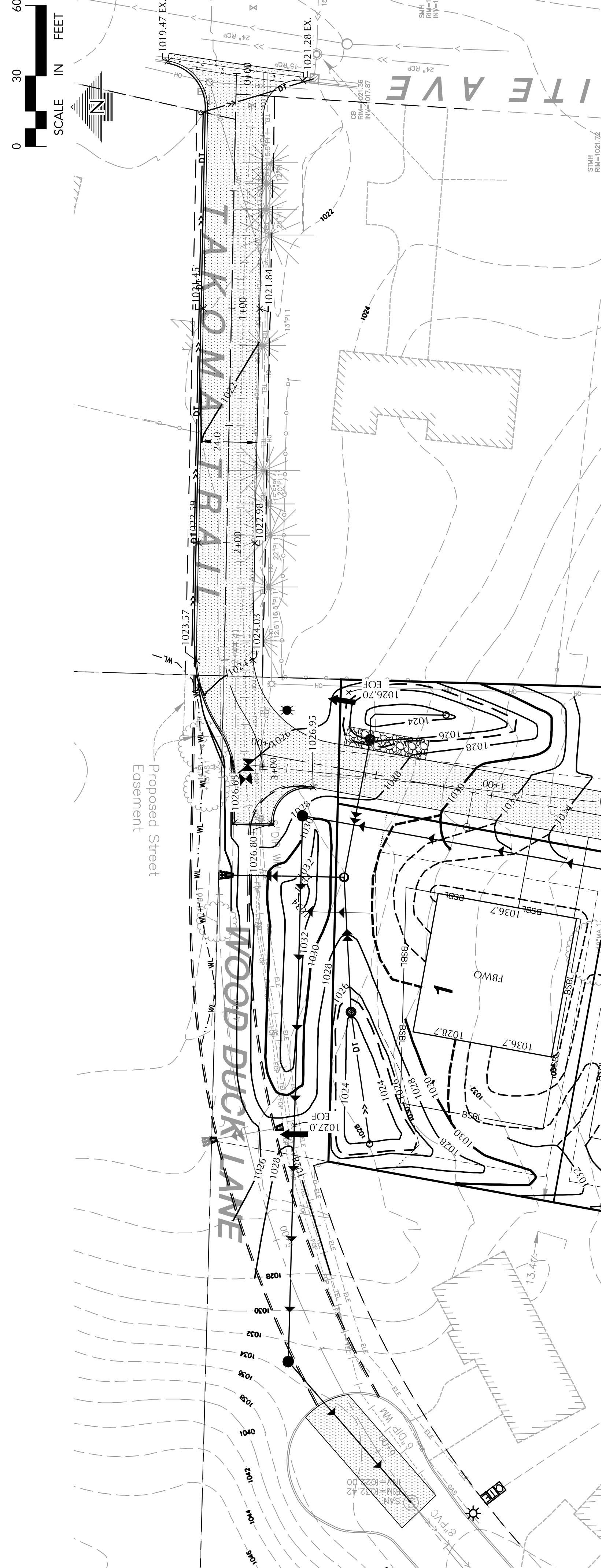
[No Parking Resolution.pdf](#)



**Gopher State One Call**  
 TWIN CITY AREA: 651-454-0002  
 TOLL FREE: 1-800-252-1166



TE  
 IRC



**CADD QUALIFICATION**  
 CADD files prepared by the Consultant for this project are the property of the Consultant. Professional approval for use solely on other projects, for additions to this project or for completion of this project, without the written approval of the Consultant, is prohibited. The Consultant shall not be held responsible for any errors or omissions in the CADD files. The Consultant shall be held responsible for any errors or omissions in the CADD files. The Consultant shall be held responsible for any errors or omissions in the CADD files.

**SUBMITTALS/REVISIONS**

11-09-20	PRELIMINARY SUBMITTAL
01-08-21	LOT LINES & GRADING
02-05-21	CONST. DOCUMENTS
04/05/21	CITY COMMENTS
04/15/21	ADDED BASIN 3
05/03/21	CITY COMMENTS

**PROFESSIONAL SIGNATURE**  
 I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 License No. 20383  
 Date 02/05/21

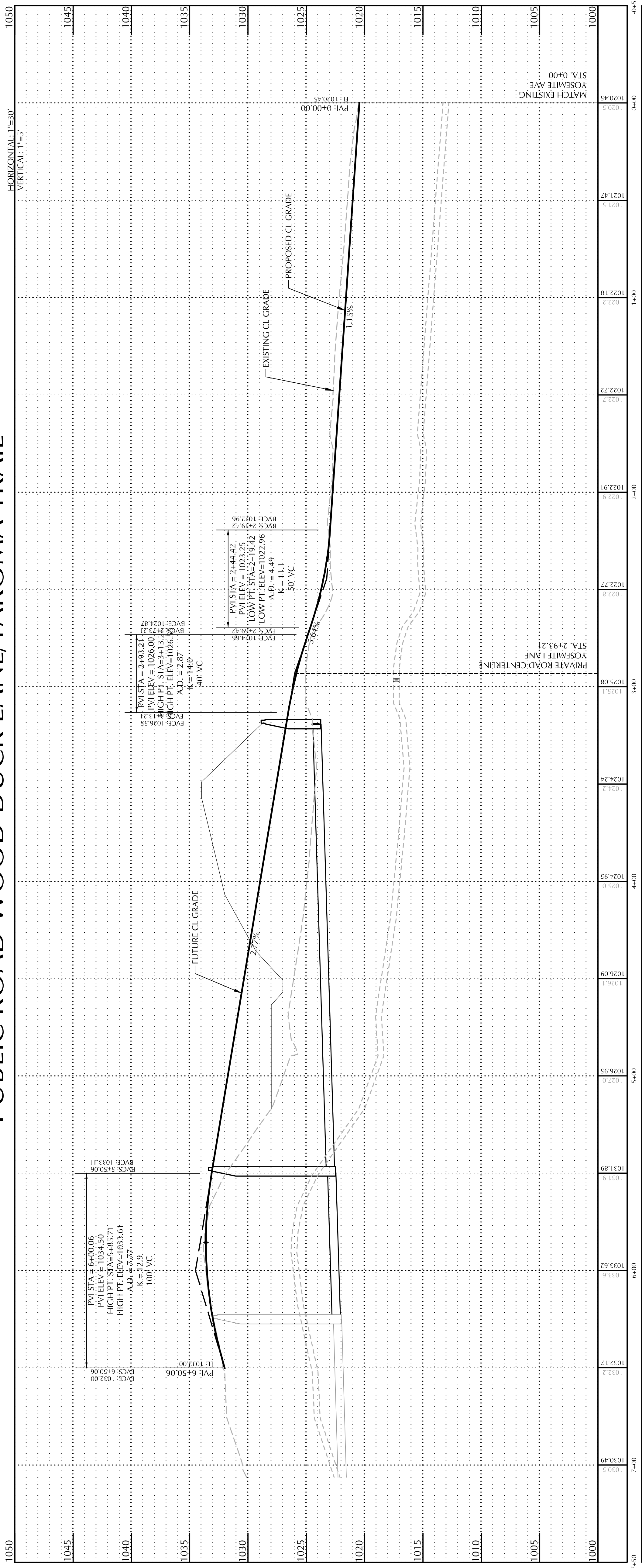
**QUALITY CONTROL**

20327	Project No.
TWM	Project Lead
TRG	Drawn By
TWM	Checked By
05/03/21	Review Date

**SHEET INDEX**

C0-1	COVER SHEET
C1-1	EXISTING CONDITIONS PLAN
C1-2	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING & DRAINAGE PLAN
C3-2	SWPP PLAN
C4-1	UTILITY NOTES
C4-2, C4-3	S&W PLAN & PROFILE
C5-1, C5-3	STREET PLAN & PROFILE
C8-1, C8-3	DETAIL SHEETS
L1-1	TREE CANOPY PLAN
L2-1	LANDSCAPE PLAN
L3-1	LANDSCAPE DETAILS

**PUBLIC ROAD WOOD DUCK LANE/TAKOMA TRAIL**



1050	1045	1040	1035	1030	1025	1020	1015	1010	1005	1000
7+30	7+40	7+50	7+60	7+70	7+80	7+90	8+00	8+10	8+20	8+30

**STREET PLAN & PROFILE**

**C5-1**

**CITY OF CHANHASSEN  
CARVER AND HENNEPIN COUNTIES, MINNESOTA**

**DATE:** September 13, 2021 **RESOLUTION NO:** 2021-XX

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

**A RESOLUTION ESTABLISHING THE ENTIRE SOUTH AND NORTH SIDE OF  
TAKOMA TRAIL AS A NO PARKING AREA**

**WHEREAS**, pursuant to Minnesota Statutes §412.221, Subd. 6 the City has the power to by ordinance to regulate the use of streets within the City, and

**WHEREAS**, City Code section 12-13 authorizes the City to designate certain streets or portions of streets as no parking zones and provides that no person shall stop or park a vehicle in a no parking zone, and;

**WHEREAS**, the City desires to provide safe and effective transportation access to all areas in the city of Chanhassen; and

**WHEREAS**, Takoma Trail was approved under a variance to have substandard street and right-of-way width in association with the final plat of the Deer Haven Subdivision;

**NOW, THEREFORE, BE IT RESOLVED** by the Chanhassen City Council that no on-street parking be allowed on the south and north sides of Takoma Trail and that the City Public Works Director is directed to mark by appropriate signage or painting, and the County Sheriff is directed to enforce, the designated no parking area for Takoma Trail.

Passed and adopted by the Chanhassen City Council this 13<sup>th</sup> day of September, 2021.

ATTEST:

\_\_\_\_\_  
Laurie Hokkanen, City Manager

\_\_\_\_\_  
Elise Ryan, Mayor

YES

NO

ABSENT

# City Council Item

September 13, 2021



<b>Item</b>	Resolution 2021-XX: Appoint Deputy City Clerk	
<b>File No.</b>		<b>Item No:</b> D.10
<b>Agenda Section</b>	CONSENT AGENDA	
<b>Prepared By</b>	Kim Meuwissen, City Clerk	
<b>Reviewed By</b>	Laurie Hokkanen	

<b><u>SUGGESTED ACTION</u></b>	
"The Chanhassen City Council Appoints City Manager Laurie Hokkanen as the Deputy City Clerk."	
<b>Motion Type</b>	Simple Majority Vote of members present
<b>Strategic Priority</b>	Operational Excellence

## **SUMMARY**

## **BACKGROUND**

On February 28, 1997, the City Council approved Ordinance 63 relating to the duties of the City Clerk, consolidating the offices of the City Manager and the City Clerk, with the duly appointed City Manager performing all of the statutory duties of the office of City Clerk, including, but not limited to, those duties enumerated in §412.151 of Minnesota Statutes. This ordinance was later codified into Section 2-19 of Chapter 2, Administration, of the Chanhassen City Code.

On December 7, 2020 the City Council approved omnibus Ordinance 662 which included repealing Section 2-19 from Chapter 2, Administration. The City Attorney recommended that this section be

repealed because it was out of date and not reflective of the current organization.

On July 30, 2021, City Manager Laurie Hokkanen appointed Kim Meuwissen as the City Clerk.

### **DISCUSSION**

Minnesota Statute 412.51 provides a mechanism for the City Council to appoint a Deputy City Clerk to discharge any of the duties of the City Clerk in case of the absence of the City Clerk.

### **BUDGET**

### **RECOMMENDATION**

It is recommended that the City Council appoint City Manager Laurie Hokkanen as the Deputy City Clerk.

### **ATTACHMENTS**

[Resolution Appointing Deputy City Clerk](#)

[Ordinance 63](#)

[Ordinance 662](#)

[MN Statute 412.151 - Duties of the City Clerk](#)

**CITY OF CHANHASSEN  
CARVER AND HENNEPIN COUNTIES, MINNESOTA**

**DATE:** September 13, 2021 **RESOLUTION NO:** 2021-XX

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

**RESOLUTION APPOINTING DEPUTY CITY CLERK**

**WHEREAS,** the City Manager has appointed Kim Meuwissen as City Clerk; and

**WHEREAS,** State Statute 412.151 provides a mechanism for the City Council to appoint a deputy clerk in case of the absence of the City Clerk; and

**WHEREAS,** the City of Chanhassen wishes to provide continuity of operations; and

**WHEREAS,** the Deputy Clerk may discharge any of the duties of the clerk, except that deputy shall not be a member of the council.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Chanhassen, Minnesota, as follows:

That City Manager Laurie Hokkanen be designated as the Deputy City Clerk in the case of the City Clerk's absence from the City or disability.

Passed and adopted by the Chanhassen City Council this 13<sup>th</sup> day of September, 2021.

**ATTEST:**

\_\_\_\_\_  
Kim Meuwissen, City Clerk

\_\_\_\_\_  
Elise Ryan, Mayor

**YES**

**NO**

**ABSENT**

CITY OF CHANHASSEN  
CARVER AND HENNEPIN COUNTIES, MINNESOTA

ORDINANCE NO. 63


An Ordinance Relating to the Duties of the City  
Clerk (Under Optional Plan B Form of Government).

THE CITY COUNCIL OF CHANHASSEN ORDAINS:


Section 1. The office of City Clerk and the office of City Manager are hereby consolidated, and the duly appointed Manager of the municipality shall perform all of the statutory duties of the office of City Clerk, including, but not limited to, those duties enumerated in §412.151 of Minnesota Statutes.

Section 2. This ordinance shall take effect and be in force from and after its passage and publication.

Passed by the Council this 28th day of February, 19 77.

  
MAYOR

Attest:

  
City Clerk

Publish in the Carver County Herald on the 3rd day of March, 1977.

**CITY OF CHANHASSEN  
CARVER AND HENNEPIN COUNTIES, MINNESOTA**

**ORDINANCE NO. 662**

**AN ORDINANCE AMENDING CHAPTER 1, GENERAL PROVISIONS, CHAPTER 2,  
ADMINISTRATION, CHAPTER 7, BUILDING AND BUILDING REGULATIONS, AND  
CHAPTER 19, WATER, SEWERS, AND SEWAGE DISPOSAL, OF THE  
CHANHASSEN CITY CODE**

**THE CITY COUNCIL OF THE CITY OF CHANHASSEN, MINNESOTA  
ORDAINS:**

**Section 1.** Section 1-2 of the Chanhassen City Code is amended to read as follows:

*Street* means a public right-of-way or a private right-of-way occupied by a roadway or in which a future roadway will be constructed. (1) (7.5) (12) (18) (20)

**Section 2.** Section 2-16 to Section 2-17 of the Chanhassen City Code is amended to read as follows:

Sec. 2-16 – 2-17. – Reserved.

**Section 3.** Section 2-19 of the Chanhassen City Code is amended to read as follows:

Sec. 2-19. – Reserved.

**Section 4.** Section 7-36(c) of the Chanhassen City Code is amended to read as follows:

(c) Earth work of more than 50 but less than 1,000 cubic yards of material in a 12-month period may be approved by the city staff. The applicant shall submit the fee required by section 7-40 of this Code. Upon receipt of a completed application, the city staff shall review the application within ten working days and shall notify the applicant of the decision by mail. The city staff may impose such conditions as may be necessary to protect the public interest. Bonding may be required in an amount sufficient to ensure site restoration should the applicant default. Any applicant aggrieved by a decision may appeal the determination to the City Council.

**Section 5.** Section 19-69 to Section 19-95 of the Chanhassen City Code is amended to read as follows:

Sec. 19-69 - Administrative Approval of Deviations from this Article

- 1) The City Building Official may administratively approve a subsurface sewage treatment system not meeting the requirements of this article if the following criteria are met:
  - a) The proposed subsurface sewage treatment system is a Type 1 septic system.
  - b) The proposed subsurface sewage treatment system meets all other State, County, and City requirements.
  - c) The Building Official upon consultation with the Carver County Soil and Water Conservation District, City Engineer, local watershed, and other applicable agencies

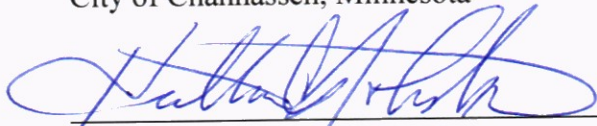
determines that there are no viable alternative locations or configurations meeting the requirements of this article.

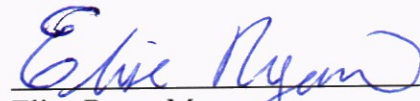
- 2) As part of the approval of a subsurface sewage treatment system not meeting the requirements of this article, the City Building Official may place conditions on the approval deemed necessary to minimize the extent or impact of the deviation from this article.
- 3) If the City Building Official does not approve a deviation from the standards of this article or the applicant objects to the conditions placed upon an approved deviation, the applicant may apply for a variance. Such variances shall be subject to the process detailed in Chapter 20, Article II, Division 3 of the Chanhassen City Code.

Secs. 19-70 – 19-95. – Reserved.

**Section 6.** This ordinance shall be effective immediately upon its passage and publication.

PASSED AND ADOPTED this 7<sup>th</sup> day of December, 2020 by the City Council of the City of Chanhassen, Minnesota

  
\_\_\_\_\_  
Heather Johnston, Interim City Manager

  
\_\_\_\_\_  
Elise Ryan, Mayor

(Ordinance 662 published in the Chanhassen *Villager* on December 17, 2020)

**412.151 DUTIES OF CLERK.**

Subdivision 1. **Listed; fees; deputy; absence.** The clerk shall give the required notice of each regular and special election, record the proceedings thereof, notify officials of their election or appointment to office, certify to the county auditor all appointments and the results of all city elections. The clerk shall keep (1) a minute book, noting therein all proceedings of the council; (2) an ordinance book to record at length all ordinances passed by the council; and (3) an account book to enter all money transactions of the city including the dates and amounts of all receipts and the person from whom the money was received and all orders drawn upon the treasurer with their payee and object. Ordinances, resolutions, and claims considered by the council need not be given in full in the minute book if they appear in other permanent records of the clerk and can be accurately identified from the description given in the minutes. The clerk shall act as the clerk and bookkeeper of the city, shall be the custodian of its seal and records, shall sign its official papers, shall post and publish such notices, ordinances and resolutions as may be required and shall perform such other appropriate duties as may be imposed by the council. For certified copies, and for filing and entering, when required, papers not relating to city business, the clerk shall receive the fees allowed by law to town clerks; but the council may require the clerk to pay such fees into the city treasury. With the consent of the council, the clerk may appoint a deputy for whose acts the clerk shall be responsible and whom the clerk may remove at pleasure. In case of the clerk's absence from the city or disability, the council may appoint a deputy clerk, if there is none, to serve during such absence or disability. The deputy may discharge any of the duties of the clerk, except that deputy shall not be a member of the council.

Subd. 2. **Delegation; audit.** The council by ordinance may delegate all or part of the clerk's bookkeeping duties to another officer or employee. The officer or employee who by ordinance is made responsible for the clerk's bookkeeping duties shall furnish a fidelity bond conditioned for the faithful exercise of duties. The council may provide for the payment from city funds of the premium on the official bond. If the bookkeeping functions of the clerk are delegated to the city treasurer, the council shall provide for an annual audit of the city's financial affairs in accordance with the minimum procedures prescribed by the state auditor. A copy of the ordinance shall be provided to the state auditor.

**History:** 1949 c 119 s 18; 1951 c 378 s 6; 1953 c 735 s 3; 1973 c 123 art 2 s 1 subd 2; 1984 c 384 s 1; 1986 c 444

# City Council Item

September 13, 2021



<b>Item</b>	Resolution 2021-XX: Approve Contract with Granicus for City Website Redesign and Services	
<b>File No.</b>		<b>Item No:</b> G.1
<b>Agenda Section</b>	<u><b>GENERAL BUSINESS</b></u>	
<b>Prepared By</b>	Arianna Lyksett, Communications Manager	
<b>Reviewed By</b>	Laurie Hokkanen	

<b><u>SUGGESTED ACTION</u></b>	
"The Chanhassen City Council Approves the Contract with Granicus for City Website Redesign and Services."	
<b>Motion Type</b>	Simple Majority Vote of members present
<b>Strategic Priority</b>	Communications

## **SUMMARY**

Staff has received significant feedback from the Mayor and City Council that the city's website is difficult to navigate and clunky. The website is the city's "front door" to most interactions with residents, visitors, and businesses. Our ability to communicate externally with residents about city functions, notices, and events has been hampered by the current website.

## **BACKGROUND**

### **Year-end 2020/Beginning of 2021**

Staff determined the city's website was in need of a navigation update, refresh, and overall cleanup.

Staff began determining potential solutions to address the city's website issues with current vendor CivicPlus.

### **February/March 2021**

City Council and staff set Communications as a strategic priority for 2021-2023. Enhancing and streamlining the city's website was identified as a strategic initiative to accomplish the desired outcomes and meet performance targets within the strategic priority. Staff determined that the website enhancements would be best suited to be managed by the incoming Communications Manager to capitalize on the expertise of that individual.

### **July/August 2021**

Ari Lyksett started her employment with the city as Communications Manager. The communications team determined that basic maintenance would not address the identified deficiencies and the website is in need of a complete redesign and overhaul. After meeting with CivicPlus, staff was provided a timeline of well over a year before a new website could be completed (5-6 months before the project could be "kicked-off" and 8+ months for completion of the project). This is due to a high volume of website redesigns with CivicPlus, many as a result of CARES funding. As a result of this proposed timeline for a new website and other ongoing issues with CivicPlus, staff has begun evaluating other content management system providers/website hosts.

### **September 2021**

Staff evaluated three vendors - CivicPlus, Granicus, and Revize to determine the best path forward in delivering a completely new, more user-friendly website for the City of Chanhassen. After much research, the communications team feels it is best to move forward with migrating our website services to Granicus. Granicus provides improved external communications by enhancing Chanhassen's resident experience with a modern website, expanded online services, and a unified interface. This will enhance our digital engagement platform and will accelerate audience growth, provide residents and businesses an easier tool for online use, and create stronger community engagement by using GovAccess.

## **DISCUSSION**

## **BUDGET**

The first year will cost \$36,600 for a full website redesign, content overhaul, and implementation of GovDelivery (e-mail, e-newsletter, and texting service). Each year after will cost \$12,000 per year for our website and GovDelivery service (which is the same yearly cost currently).

## **RECOMMENDATION**

It is Staff's recommendation that the City Council approve the attached contract with Granicus for website redesign, content overhaul, and implementation of GovDelivery.

## **ATTACHMENTS**

[Resolution Awarding Granicus Contract for Website Redesign and Services](#)  
[Granicus Website & Communications Platform Proposal](#)

**CITY OF CHANHASSEN  
CARVER AND HENNEPIN COUNTIES, MINNESOTA**

**DATE:** September 13, 2021 **RESOLUTION NO:** 2021-XX

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

**RESOLUTION APPROVING CONTRACT WITH GRANICUS FOR  
CITY WEBSITE REDESIGN AND SERVICES**

**WHEREAS**, City Council and staff set Communications as a strategic priority for 2021-2023; and

**WHEREAS**, enhancing and streamlining the city's website was identified as a strategic initiative to accomplish the desired outcomes and meet performance targets within the strategic priority; and

**WHEREAS**, the Communications Team determined that basic maintenance would not address the identified deficiencies and the website is in need of a complete redesign and overhaul; and

**WHEREAS**, the City's current website vendor, CivicPlus, provided a timeline of well over a year before a new website could be completed due to a high volume of website redesigns, many as a result of CARES funding; and

**WHEREAS**, Staff evaluated three vendors - CivicPlus, Granicus, and Revize to determine the best path forward in delivering a completely new, more user-friendly website for the City of Chanhassen; and

**WHEREAS**, after much research, the Communications Team determined it was best to move forward with migrating the City's website services to Granicus.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Chanhassen, Minnesota, as follows:

Approves the Contract with Granicus for City Website Redesign and Services.

Passed and adopted by the Chanhassen City Council this 13<sup>th</sup> day of September, 2021.

**ATTEST:**

\_\_\_\_\_  
Kim Meuwissen, City Clerk

\_\_\_\_\_  
Elise Ryan, Mayor

**YES**

**NO**

**ABSENT**



408 Saint Peter Street, Suite 600  
Saint Paul, MN 55102  
United States

**THIS IS NOT AN INVOICE**

Order Form  
Prepared for  
Chanhassen, MN

## Granicus Proposal for Chanhassen, MN

### ORDER DETAILS

**Prepared By:** Matt Hays  
**Phone:**  
**Email:** matt.hays@granicus.com  
**Order #:** Q-153289  
**Prepared On:** 09/07/2021  
**Expires On:** 10/12/2021

### ORDER TERMS

**Currency:** USD  
**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)  
**Period of Performance:** The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

**The subscription includes the following domain(s) and subdomain(s):**  
<https://www.ci.chanhassen.mn.us/>

## PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Communications Cloud - Setup and Configuration	Up Front	1 Each	\$2,400.00
Communications Cloud - Online Training	Up Front	1 Each	\$500.00
govAccess – Website Design and Implementation – Innovator	Milestones - 40/20/20/20	1 Each	\$15,700.00
<b>SUBTOTAL:</b>			<b>\$18,600.00</b>

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Communications Cloud	Annual	1 Each	\$6,000.00
govAccess - Maintenance, Hosting, & Licensing Fee - Core (Subject to Discount)	Annual	1 Each	\$0.00
<b>SUBTOTAL:</b>			<b>\$6,000.00</b>

Communications Cloud Tier:
for up to 5000 subscribers.

## FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Communications Cloud	\$6,300.00	\$6,615.00
govAccess - Maintenance, Hosting, & Licensing Fee - Core	\$5,250.00	\$5,512.50
<b>SUBTOTAL:</b>	<b>\$11,550.00</b>	<b>\$12,127.50</b>

## PRODUCT DESCRIPTIONS

Solution	Description
Communications Cloud	<p>The Cloud is a Software-as-a-Service (SaaS) solution that enables government organizations to connect with more people. By leveraging the Cloud, the client will be able to utilize a number of different outreach mediums, including email, SMS/text messages, RSS feeds, and social media integration to connect with its target audiences. The Cloud includes:</p> <ul style="list-style-type: none"> <li>• Unlimited email sends with industry-leading delivery and management of all bounces</li> <li>• Support to upload and migrate existing email lists</li> <li>• Access to participate in the GovDelivery Network</li> <li>• Ability to send mass notifications to multiple devices</li> <li>• 24/7 system monitoring, email and phone support during business hours, auto-response to inbound messages from end users, and emergency support</li> <li>• Text-to-subscribe functionality</li> <li>• Up to 2 Web-hosted training sessions annually</li> <li>• Up to 50 administrators</li> <li>• Up to 1 GovDelivery account(s)</li> <li>• Access to a complete archive of all data created by the client for 18 months (rolling)</li> <li>• Up to 3 hours of message template and integration development</li> <li>• Up to 100 subscription topics</li> <li>• Up to 100,000 SMS/text messages per year from a shared short code within the United States*</li> </ul> <p>*International numbers are not supported. SMS/text messages not used in the period of performance will not carry over to the following year.</p>

Solution	Description
<p>Communications Cloud - Setup and Configuration</p>	<p>The Cloud is a Software-as-a-Service (SaaS) solution that enables government organizations to connect with more people. By leveraging the Cloud, the client will be able to utilize a number of different outreach mediums, including email, SMS/text messages, RSS feeds, and social media integration to connect with its target audiences. The Cloud setup and configuration includes:</p> <ul style="list-style-type: none"> <li>• The implementation consultant will be assigned to Recipient during the setup process for up to 90 days</li> <li>• Unlimited access to Web-based recorded trainings and online help for administrations on the following topics: standard Messaging, the GovDelivery Network, Automation, Mobile and Analytics</li> <li>• Up to 2 Web-hosted training sessions that must be used within 180 days of Kickoff</li> <li>• Up to 5 hours of message template and integration development that must be used within 90 days of Kickoff</li> </ul>
<p>Communications Cloud - Online Training</p>	<p>Provides a balance of Product knowledge and industry best practices to a specific audience. Sessions are delivered by product experts via videoconferencing technology.</p>
<p>govAccess – Website Design and Implementation – Innovator</p>	<p>govAccess Website Design and Implementation - Innovator provides a citizen focused website and includes:</p> <ul style="list-style-type: none"> <li>• UX consultation, which may include one (1) or more of the following: <ul style="list-style-type: none"> <li>• One (1) site analytics report</li> <li>• One (1) heatmap analysis</li> <li>• One (1) internal stakeholder survey</li> </ul> </li> <li>• Modular homepage wireframe based on predefined building blocks</li> <li>• Fully responsive design</li> <li>• Custom mobile homepage or standard mobile responsive homepage</li> <li>• Video background or standard rotating image carousel (switchable at any time)</li> <li>• One (1) customer experience feature - Choose from Granicus' library that includes service finder or data visualization banner</li> <li>• Programming/CMS implementation</li> <li>• Migrate up to 200 webpages</li> <li>• Up to five (5) forms converted into the new CMS</li> <li>• One (1) day of web-based training</li> </ul>

Solution	Description
govAccess - Maintenance, Hosting, & Licensing Fee - Core	<p>The govAccess Maintenance, Hosting, and Licensing plan is designed to equip the client with the technology, expertise and training to keep the client's website relevant and effective over time.</p> <p>Services include the following:</p> <ul style="list-style-type: none"> <li>• Ongoing software updates</li> <li>• Unlimited technical support (6:00 AM - 6:00 PM PT, Monday - Friday)</li> <li>• Access to training webinars and on-demand video library</li> <li>• Access to best practice webinars and resources</li> <li>• Annual health check with research-based recommendations for website optimization</li> <li>• DDoS mitigation</li> <li>• Disaster recovery with 90-minute failover (RTO) and 15-minute data replication (RPO)</li> </ul>

## GRANICUS ADVANCED NETWORK AND SUBSCRIBER INFORMATION

- **Granicus Communications Suite Subscriber Information.**
  - Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ('Direct Subscriber'), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
  - Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- **Data obtained through the Granicus Advanced Network.**
  - Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the 'Advanced Network'). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a 'Network Subscriber' to the agency it subscribed to through the Advanced Network.
  - Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to

Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.

- o Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

## TERMS & CONDITIONS

- Link to Terms: [https://granicus.com/pdfs/Master\\_Subscription\\_Agreement.pdf](https://granicus.com/pdfs/Master_Subscription_Agreement.pdf)
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Chanhassen, MN to provide applicable exemption certificate(s).
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Client will be invoiced for use of any product or service measured or capped by volume or amount of usage that exceeds the permitted amount set forth in this Quote at the same cost or rate set forth herein.
- **Updates to Shared Short Codes for SMS/Text Messaging:**  
 Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee. Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.
- The initial subscription term includes all the subscription years noted in quote Q-153289 dated 09-07-2021 and must be awarded to receive the first year free promotion. The Agreement and subscription term begins upon date of document signature or award.
- The first year's Annual Fee(s) listed as "Subject to Discount" is listed at no cost to the Client to allow time for design and implementation. In order to receive the first year pricing, Client's award must include all of the One-Time Fees, Annual Fees for New Subscriptions, and Remaining Period(s) outlined in this quote. The Agreement, Order Term, and Annual Fees begin upon the date of document signature or award. Subsequent Annual Fees for Remaining Period(s) will be due on each annual anniversary of the Agreement. Upon the Agreement's first anniversary, Client will be responsible for paying the Annual Fees listed for Year 2.
- Billing Frequency Notes (Milestones - 40/20/20/20): An initial payment equal to 40% of the total; A payment equal to 20% of the total upon Granicus' delivery of the draft homepage design concepts to the client; A payment equal to 20% of the total upon implementation of the main website into the VCMS on a Granicus-hosted development server; and A payment equal to 20% of the total upon completion; provided, however that the client has completed training. If the client has not completed training, then Granicus shall invoice the client at the earlier of: completion of training or 21 days after completion.

**BILLING INFORMATION**

<b>Billing Contact:</b>		<b>Purchase Order Required?</b>	[ ] - No [ ] - Yes
<b>Billing Address:</b>		<b>PO Number:</b> <i>If PO required</i>	
<b>Billing Email:</b>		<b>Billing Phone:</b>	

**If submitting a Purchase Order, please include the following language:**

*The pricing, terms, and conditions of quote Q-153289 dated 09/07/2021 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.*

**AGREEMENT AND ACCEPTANCE**

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Chanhassen, MN	
<b>Signature:</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Date:</b>	

# City Council Item

September 13, 2021



<b>Item</b>	2021 Building Permit Activity August Year To Date	
<b>File No.</b>		<b>Item No: J.1</b>
<b>Agenda Section</b>	<u><b>CORRESPONDENCE DISCUSSION</b></u>	
<b>Prepared By</b>	Bob Generous, Senior Planner	
<b>Reviewed By</b>		

<u><b>SUGGESTED ACTION</b></u>	
None	
<b>Motion Type</b>	N/A
<b>Strategic Priority</b>	N/A

## SUMMARY

## BACKGROUND

## DISCUSSION

## BUDGET

## RECOMMENDATION

**ATTACHMENTS**

2021 Building Permit Activity August YTD

August 2021 Building Permit Data



City of Chanhassen  
 7700 Market Boulevard  
 Chanhassen, MN 55317  
 952-227-1100

# 2021 Building Permit Activity August YTD

Residential Building Permits	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter YTD	4 <sup>th</sup> Quarter	Total YTD
Residential Single-Family	23	23	25		71
Residential Townhomes	0	0	0		0
Apartments/Senior Facilities	0	0	110		110
<b>Total Residential</b>	23	23	135		181

Commercial Building Permits	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter YTD	4 <sup>th</sup> Quarter	Total YTD
New	0	0	0		0
Redeveloped	0	0	0		0
Remodeled	9	21	12		49
<b>Total Commercial</b>	9	21	12		49

Available Lot Inventory (end of Quarter)	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter YTD	4 <sup>th</sup> Quarter	
Single-Family Lots	159	140	117		
Residential Townhome Lots	14	14	14		
<b>Total Available Lots</b>	173	154	131		

Total Permit History	2016	2017	2018	2019	2020	Aug 2020	2021
Single-Family	48	55	49	40	61	39	71
Townhomes	0	12	56	18	0	0	0
Apartments/Senior Facilities	76	0	268	0	0	0	110
Commercial	109	67	58	62	66	42	49
<b>Total Number of All Permits</b>	233	134	431	120	127	81	230

