Chatfield MINNESOTA "THE CHOSEN VALLEY"

CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE
AGENDA
City Council Chambers, 21 SE Second Street, Chatfield, MN 55923
August 10, 2026, 4:30 P.M.

Notice is hereby given that some members may be participating in the meeting by interactive technology.

A. Minutes

1. July 13, 2026 Meeting Minutes
   Review minutes from the previous meeting.

B. Financial Report

1. July Monthly Financial Report

C. Continued Business

1. Residential Utility Billing Policy Suggested Revision
   Review proposed changes, recommend forwarding to Council for adoption.
2. Police Department Staffing
   Review financial information and potential schedule.

D. New Business

1. Police Department
   1. Wellness Policy

E. Committee Member Input

PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: August 10, 2026

Agenda Item: July 13, 2026 Meeting Minutes

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review minutes from the previous meeting.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

2026.07.13 Personnel Budget Meeting Notes.pdf

CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE

City Council Chambers, 21 SE Second Street, Chatfield, MN 55923

July 13, 2026, 4:30 P.M.

Members Present: Councilors Mike Urban and Paul Novotny

Members Absent: None

Others Present: Brian Burkholder, Kay Wangen, Beth Carlson, Steven Schlichter, Scott Keigley, and Michele Peterson

A. **Minutes:** The minutes of the June 8, 2026, committee meeting were reviewed, with no suggested amendments.

B. **Financial Report**

   a. **June 2026 financial Report:** Kay Wangen shared that the current account balances were higher than usual due to the upcoming debt service payments. She also noted that fund 250 Center for the Arts is lower than recommended, therefore it will be watched to ensure that there is proper funding.

C. Continued Business

   a. **Residential Utility Billing Policy Suggested Revision:** Members reviewed the policy and questioned if a provision for filling pools should be added. The discussion then considered how many adjustments should be made. The discussion will continue next month.

D. **New Business**

   a. **Annual Finance Policy Review:** The amended policy has been shared with Department heads as well as consultants. The two main changes are an increase in the capitalization amount from $5,000 to $10,000, as well as a change in the fund balance review to use a 12-month average rather than year end balance. Finally, some accounting procedures were also updated to reflect current procedures. The policy will next be presented to the City Council.

   b. **Police Department Staffing:** Chief Keigley shared that he has not received any applications for the posted part-time position. He did speak with one individual that had applied some time back. He suggested that we consider adding a full-time position, so that we have flexibility, and coverage for time out of the office. Members suggested bringing back a schedule and the budget necessary to accomplish this. Discussion to be continued.

   c. **Special Assessment Request:** A resident has reached out with a request to have a repair to her sewer service assessed to her property. Members requested additional information and noted they would be willing to look at, as this has been done in the past for other property owners. Discussion to be continued.

d. **Parkland Consideration:** Members reviewed a proposal to purchase additional parkland adjacent to existing parkland. It was noted the park expansion is part of the comprehensive plan for the City. Although the funding necessary is not currently in place. For this reason, grants would need to be applied for in order to purchase the land. The discussion will continue.
e. **Hoop Shed Update:** Director Burkholder noted that he had applied for a building permit for the hoop shed, he was then told that he needed to submit a certification from the manufacturer. He then reached out to Greenfield and was told that there would be a change order of $6,750.00. Members approved of the change order.

PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: August 10, 2026

Agenda Item: July Monthly Financial Report

Subject | Summary:

Agenda Category: **Submitted By:** Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

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One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

Monthly Finance Cash & Investment Report.2026 07.pdf

FINANCE DEPARTMENT
Chatfield MINNESOTA
"THE CHOSEN VALLEY"
21 Second Street SE | Chatfield, MN 55923 | 507-867-3810 | www.ci.chatfield.mn.us

Monthly Finance Cash & Investment Report

		Jul-26	Jul-26	Jul-26	Jul-26	Jul-26	Jul-26	Jul-26
100	100 GENERAL FUND	$ 1,423,577.90	$ 635,387.72	$ 407,150.38	$ 1,651,815.24	ME 58% - In 40-60% Range | **Avg12MO 47% -** In 40-60% | 50% GF Expense Budget but **BELOW $2million** wchvr >		
211	211 LIBRARY	$ 149,212.73	$ 467.93	$ 31,918.19	$ 117,762.47	ME 33% - In 20-40% Range | **Avg12MO 26% - In 20-40%** expense bdgt Range.		
212	212 LIBRARY ENDOWMENT FUND	$ 316,795.27	$ 100,098.00	$ 100,000.00	$ 316,893.27	Cash Balance 189% Collection Value | Annual Funding Rate 50%		
220	220 FIRE - OPERATIONS FUND	$ 90,753.56	$ 1,058.33	$ 25,860.87	$ 65,951.02	ME 42% - Slighlty Abv 20-40% | **Avg12MO 45% Slghtly Abv 20-40%** NY expense bdgt		
221	221 FIRE - CAPITAL FUND	$ 1,162,814.10	$ 100.00	$ -	$ 1,162,914.10	Cash Balance = 26% of Capital Goods Collection Value | Annual Funding Rate 53%		
230	230 AMBULANCE - OPERATIONS FUND	$ 266,785.46	$ 113,586.70	$ 143,262.48	$ 237,109.68	ME 51% - Abv 50% | **Avg 12MO 43% - Slghtly Abv 20-40%** expense bdgt | Annl Twnshp | Slightly High Balance | No Action		
231	231 AMBULANCE - CAPITAL FUND	$ 142,199.71	$ 2,515.00	$ 11,124.70	$ 133,590.01	Cash Balance = 13% of Capital Goods Collection Value | Funding Rate 74%		
240	240 COMMUNITY DEV - OPERATIONS	$ 51,645.82	$ 1,444.00	$ 14,138.04	$ 38,951.78	ME -22% -In 20-40% Range | **Avg12MO 12% - Slghtly Low** | Target 20-40% expense bdgt |		
242	242 COMMUNITY DEV - CPTL | 358 DG OFFSET	$ 619,203.88	$ -	$ 7,200.00	$ 612,003.88	$ 322,890.42 Actual | 358 Family Dollar Interfund Loan Offset		
250	250 CCA - OPERATIONS FUND	$ 37,955.77	$ -	$ 8,718.32	$ 29,237.45	ME 33% - In 20-40% Range | **Avg12MO 10% - Sgnfcntly Low** | Target 20-40% of expense buget| $25,000 tra		
251	251 CCA - CAPITAL FUND	$ 77,644.19	$ -	$ -	$ 77,644.19			
323	323 2023A GR&PR |623wtrDS| 1MoRsv	$ 162,282.34	$ -	$ 38,295.00	$ 123,987.34			
325	325 2025A 2026 STRT PRJCT	$ 49,866.28	$ -	$ 62,280.40	$ (12,414.12)			
332	332 2012A-WATER TOWER GO REF 200	$ 67,255.85	$ 185,077.00	$ 141,822.50	$ 110,510.35			
335	335 2016A REF10A&11A|20%GF|1MoR	$ 327,468.30	$ -	$ 10,700.00	$ 316,768.30			
336	336 2016B (WTR) 425K GO REV|337SW	$ 37,100.65	$ -	$ 678.00	$ 36,422.65			
339	339 2017B (WTR) GO UTIL REV (IND)	$ 15,489.48	$ -	$ 15,000.00	$ 489.48			
340	340 2018A GO POOL BOND	$ 226,721.82	$ -	$ 50,595.00	$ 176,126.82			
342	342 2019A GO TAX ABTMNT. ST LIGHT	$ 36,663.71	$ -	$ 555.00	$ 36,108.71			
343	343 2022A StrmGF 18% (wtr82%303)	$ 92,704.99	$ -	$ 20,432.00	$ 72,272.99			
344	344 2022B TXGO CIP PWFAC	$ 41,155.12	$ -	$ 21,780.00	$ 19,375.12			
355	355 TIF DIST 2-7 GJERE ADDITION	$ 4,797.09	$ -	$ -	$ 4,797.09			
356	356 TIF DIST 3-6 GRNDST APT RDV	$ 137.32	$ -	$ -	$ 137.32			
358	358 TIF DIST 2-5 FAMILY DLLR | 242	$ (289,113.46)	$ -	$ -	$ (289,113.46)	Interfund Loan from 242		
359	359 TIF DIST 2-6 CABIN COFFEE REDE	$ 258.55	$ -	$ -	$ 258.55			
360	360 REV LOAN FUND - FED/ORIG	$ 149,896.31	$ 3,244.40	$ -	$ 153,140.71			
361	361 REV LOAN FUND - STATE	$ 97,703.67	$ -	$ -	$ 97,703.67			
425	425 2025A 2026 STRT PRJCT-CLOSED 03/2026	$ -	$ -	$ -	$ -	Rsltn 2026-23 Closed 03/2026		
456	456 WHDP GRND ST APT DVLPMNT	$ -	$ -	$ -	$ -	Rsltn 2026-32 Close 04/27/2026		
601	601 WATER FUND	$ 102,577.82	$ 171,821.64	$ 120,006.40	$ 154,393.06	ME29% - In Range| **Avg12MO 18% - Slghtly Low** | T $150,000 IFL frm 602 12/2024 | Project #601WT		
602	602 SEWER FUND	$ 234,515.05	$ 105,594.32	$ 45,487.42	$ 294,621.95	ME 27% - In Range| **Avg12MO 27% - In Range** | Target 20-40% expense bdgt		
603	603 REFUSE (GARBAGE) FUND	$ 23,897.15	$ 27,884.31	$ 22,061.32	$ 29,720.14			
611	611 WATER-Cptl	$ 3,220.16	$ 5,719.66	$ -	$ 8,939.82	Cash Balance = 0% of Capital Goods Collection Value | Funding Rate 0%		
612	612 WASTEWATER-Cptl	$ 5,232.76	$ 7,365.73	$ 265.73	$ 12,332.76	Cash Balance = 1% of Capital Goods Collection Value | Funding Rate 0%		
801	801 CAPITAL GOODS FUND	$ 1,209,427.48	$ 16,238.00	$ 19,010.58	$ 1,206,654.90			
803	803 ATV TRAIL	$ -	$ 7,125.06	$ 7,125.06	$ -			
807	807 SE MN TMO-III	$ -	$ 8,495.00	$ 8,495.00	$ -	807 Added 09/2025		
900	900 MEMO FUND	$ -	$ 26,547.91	$ -	$ 26,547.91			
910	910 PAYROLL PASSTHROUGH	$ (12,767.83)	$ 154,857.36	$ 153,303.76	$ (11,214.23)			
BANYON	Banyon Monthly Fund Cash Balance | Combin	$6,925,079.00	$1,574,628.07	$1,487,266.15	$7,012,440.92			

General Fund Key
YE FndCshBlncRvwKey
FndBlnc in Range 40-60%
SlightVrnce <=10% (30-39% | 61-70%)
SgnfcntVrnce > 10% (<30%|>70%)

SpecialRev|Ent Key
YEFndCshBlncRvwKey
FndBlnc in Range 20-40%
SlightVrnce <=10% (10-19% | 41-50%)
SgnfcntVrnce > 10% (<10%|>50%)

Holdings | Valuations | Yields - *Calculated BB accomodates balance changes due to deposits & withdrawals*

Cash & Money Fund Accts	Description	BB | OrigVl	(+)	(-)	End Bal MV	Cash & MM Accts	*ClcltBB based on EB | Face|Par|Shares	Monthly Yield |NAV	Int% |	CurValue
10200	Petty Cash	$ 400.00			$ 400.00	Petty Cash	$ 400.00			$ 400.00
10100 | 4100078	RRSB CB STMNT BLNC	$ 877,324.09	$ 837,678.58	$ 1,149,286.96	$ 565,715.71	RRSB CB STMNT BLNC	$ 564,777.27	APY Yield Earned %	2.02%	$ 565,715.71
10101 | 4000008	F&M MM	$ 149,118.18	$ 151.98		$ 149,270.16	F&M MM	$ 149,121.78	APY Yield Earned %	1.21%	$ 149,270.16
10102 | 76T-154947	Northland MM	$ 43,286.52	$ 151,384.70		$ 194,671.22	Northland MM	$ 194,098.63	30 Day Yield	3.54%	$ 194,671.22
10104 |35529-101	4M -Liquid 4M 4MP & LTD Class	$ 4,544,259.52	$ 413,688.65		$ 4,957,948.17	4,957,948.17	$ -			
	4MP					4MP - Average Monthly Rate	$ 2,832,585.84	DNY |Annl Dvd/CrrntPr Per Share	3.63%	$ 2,935,323.73
LTD Est. 02/2026	$2,000,000 | 174034.11 shares @ $11.492 Share					LTD-11.622 NAV	$ 1,949,329.65	DNY |Annl Dvd/CrrntPr Per Share	3.76%	$ 2,022,624.44
Subtotal	*Institution Liquid Cash Total*	*$ 5,614,388.31*	*$ 1,402,903.91*	*$ 1,149,286.96*	*$ 5,868,005.26*		$ 5,690,313.17	*Institution Liquid Cash Total*		$ 5,868,005.26

CD's | Bonds #	Description	BB | OrigVl	(+)	(-)	End Bal | OrigVl	CD's | Bonds #	Mat Date	Market Value	Est Yld	Est Crrnt Vlue BsdonFullMtrty
10401 | 702127	F&M CD 60Mo-Mtrd 03/03/2026	$ -				10401 | 702127	3/3/2026	$ -		$ -
10401 | 702128	F&M CD 60Mo-Mtrd 03/03/2026	$ -				10401 | 702128	3/3/2026	$ -		$ -
10402 | 300185-LM-5	EVGRN BK GRP OAK BOOK IL - 42Mo	$ 140,000.00		$ 140,000.00	$ -	10402 | 300185-LM-5	7/27/2026			$ -
10402 | 564759-RS-9	MNFCTRS&TRDRS CO - 48Mo	$ 245,000.00			$ 245,000.00	10402 | 564759-RS-9	1/20/2027	$ 244,894.65	4.00%	$ 281,023
10402 | T-FN-2	CPTL ONE BK USA NTL - 60Mo	$ 100,000.00			$ 100,000.00	10402 | T-FN-2	4/20/2027	$ 99,092.00	2.80%	$ 112,494
10402 | 61768E-JR-5	MRGN STNLY PRVT BK NATL ASSN - 60Mo	$ 113,000.00			$ 113,000.00	10402 | 61768E-JR-5	5/19/2027	$ 112,222.56	3.25%	$ 129,137
10402 | 254673L38	DSCVR BK GRNWD - 60Mo	$ 100,000.00			$ 100,000.00	10402 | 254673L38	7/6/2027	$ 99,299.00	3.40%	$ 114,473
10402 | 3130ASN96	APY FDRL HM LN BKS - 84 Mo	$ 200,000.00			$ 200,000.00	10402 | 3130ASN96	7/27/2029	$ 198,050.00	4.20%	$ 235,791
10404 | 71768-1 33682	State Bank of India, 856288EQ4 -24MO	$ 245,000.00			$ 245,000.00	10404 | 71768-1 33682	3/9/2028	$ 243,336.08	3.80%	$ 247,898
10404 | 71767-1 33124	Goldman Sachs Bank USA - 36MO	$ 245,000.00			$ 245,000.00	10404 | 71767-1 33124	3/12/2029	$ 241,722.44	3.75%	$ 247,843
Subtotal	*Institution Fixed Income Total*	*$ 1,388,000.00*	*$ -*	*$ 140,000.00*	*$ 1,248,000.00*	*CDs | Bonds | EB/OrgVl*	$ 1,248,000.00	$ 753,558.21	*EstCVBsdFllMtrty*	$ 1,368,659.31
TOTAL	**Institution Combined Cash | Money Fund &**	**$ 7,002,388.31**	**$ 1,402,903.91**	**$ 1,289,286.96**	**$ 7,116,005.26**					
					Bnyn Cmbnd BankRec EB|$ Above					

Monthly Reconciliation

Monthly Reconciliation	Beg	(+)	(-)	End Bal	CD|BONDS MV Summary	EB Original $	Market Value	MV + (-)	EstCurValue | BsdOnFullMtrty
DEPOSITS IN TRANSIT (BEG.) +bb/+ex	$ -		$ -	0.00	RRSB-10400	$ -	$ -	$ -	
DEPOSITS IN TRANSIT (END.) +rev/+eb		$ -		0.00	F&M 10401	$ -	$ -	$ -	$ -
OUTSTANDING CHECKS (BEG) -bb/-ex	$ (77,309.31)		$ (77,309.31)	0.00	Northland 10402	$ 758,000.00	$ 753,558.21	$ (4,441.79)	$ 872,918.63
OUTSTANDING CHECKS (END) +ex/-eb			$ 103,564.34	-103,564.34	4M Fixed Income 10404	$ 490,000.00	$ 485,058.52	$ (4,941.48)	$ 495,740.68
MONTHLY RECONCILIATION TOTALS	6,925,079.00	1,402,903.91	1,315,541.99	7,012,440.92	**TOTAL MV INVSTMNTS**	$ 1,248,000.00	$ 1,238,616.73	$ (9,383.27)	$ 1,368,659.31
OUT OF BALANCE AMOUNT	$ -	$ 171,724.16	$ 171,724.16	$ (0.00)	7,012,440.92		TTLHldngs(CashMMCD&BndEstCrntVltoMat		$ 7,236,664.57
ACTL OpsCB BLNC | nmm Blnc Gdln $750,000 (3yr avg mnthly ops wd)			92%	$ 462,151.37					

CB Blnc Frmt Key: ME In Range 90-110% | 12mo Avg High 134%

CB Blnce Frmt Key: In Range 90-110% | High >110% | Low <90%

Prj# Dept	Reserve Fund "Bucket" Detail	Beg	(+)	(-)	End Bal	CV-CllctnVlu | AF-AnnlFndng
801AM3	AMCO 3rd Escrw | R 32214 | E 310	$ 2,168.46			$ 2,168.46	
801CHP | 801SMN.1of4	Chip Sealing 39214 | Crckfllng 801-43100-406	$ 77,353.24			$ 77,353.24	1of4SMN 14% CllctnVlu | 115% AnnlFndng
801CLK 41500	Administration *use $7,000 for MN DOT Prprty	$ 53,109.26			$ 53,109.26	32% CllctnVlu | 66% AnnlFndng
801HS 41200	Historical Society R 34030 |frm 100-41200-450	$ -			$ -	Rsltn 2026-49 to 801MB
801HT4 43100	Hilltop 4th Escrw | R 32214 | E 310	$ (1,055.37)			$ (1,055.37)	
801IT 49950	IT Shared Tech 39204 | 435 500 (Server / Comp / L	$ 78,663.56			$ 78,663.56	34% CllctnVlu | 72% AnnlFndng
801MB 41940	Municipal Building 39220 (Inc SNR CTZNS RES 202	$ 204,907.28			$ 204,907.28	15% CllctnVlu | 51% AnnlFndng
801OVR | 801SMN.2of4	Overlay 39215 (Incl Small Cities Assist)	$ 22,725.80	$ 15,738.00		$ 38,463.80	1of4SMN 14% CllctnVlu | 115% AnnlFndng
801PD 42110	Police 39206 Vehicls & Cmptr Equip / Sftwr	$ 187,448.93			$ 187,448.93	78% CllctnVlu | 42% AnnlFndng
801PRK 45200	Park Imp & Ded. Fees 39219 | 37252 | 500 (inc BND	$ 204,009.45			$ 204,009.45	12% CllctnVlu | 40% AnnlFndng
ES-OS		$ (199.81)			$ (199.81)	
801SEQ 43100	Street Equip 39221 | 550 / Signs 240 | 39260 / Trees	$ 133,056.98			$ 133,056.98	8% CllctnVlu | 44% AnnlFndng
801SP 45124	Swimming Pool 39201 | 500	$ 131,442.70			$ 131,442.70	16% CllctnVlu | 25% AnnlFndng
801SS | 801SMN.3of4	Storm Sewer 39227 | 408 763 765 E&J	$ 40,754.84	$ 500.00	$ 19,010.58	$ 22,244.26	1of4SMN 14% CllctnVlu | 115%
801SWK | 801SMN.4of4	SDWLK 39213 SIDEWALK | CROSSWALK	$ (10,698.25)			$ (10,698.25)	1of4SMN 14% CllctnVlu | 115% AnnlFndng
801UND 41100	Legislative Undesignated | 39201 | 500	$ 85,740.41			$ 85,740.41	
PDBRDG 45200	Pedestrian Bridge 45200)	$ -			$ -	Rsltn 2025-83 Closed to Parks
801 CAPITAL GOODS FUND		$ 1,209,427.48	$ 16,238.00	$ 19,010.58	$ 1,206,654.90	$ 1,206,654.90

% of Portfolio by Institution		EB | Est. Crrnt Value
8%	RRSB	$ 566,115.71
2%	F&M	$ 149,270.16
15%	Northland	$ 1,067,589.85
75%	4M	$ 5,453,688.85
100%	TTL Holdings	$ 7,236,664.57

Portfolio Est Value Yield (Bsd on Fll Mtrty) Compared to 3 Mo Treasury Bill

Est BB | Face Value	$ 6,938,313.17	
EB | Est. Crrnt Value	$ 7,236,664.57	
Est Yield	4.30%	
3Mo Daily Trsry Par Yield Curve Rate | Monthly Avg	3.87%	07/01-07/31
Above	0.43%	

https://home.treasury.gov/resource-center/data-chart-center/interest-rates/TextView?type

RRSB CB STMNT BLNC	APY Yield Earned %	2.02%
F&M MM	APY Yield Earned %	1.21%
Northland MM	30 Day Yield	3.54%
4MP - Average Monthly Rate	DNY |Annl Dvd/CrrntPr Pe	3.63%
LTD-11.622 NAV	DNY |Annl Dvd/CrrntPr Pe	3.76%

General Fomat Key	Input	Note	Total
	Linked Cell	Calculation	Check Cell
	Good	Neutral	Bad

PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: August 10, 2026

Agenda Item: Residential Utility Billing Policy Suggested Revision

Subject | Summary:

Agenda Category: **Submitted By:** Michele Peterson

Recommended Motion: Review proposed changes, recommend forwarding to Council for adoption.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

Residential Utilility Billing Policy 2026.06.09.pdf

City of Chatfield

Resolution 2026-xx

A RESOLUTION ADOPTING A REVISED RESIDENTIAL UTILITY BILLING POLICY

WHEREAS, the City of Chatfield provides water and sanitary sewer services to its residents;

WHEREAS, the City Council desires to establish fair, equitable, and administratively efficient billing practices;

WHEREAS, the City previously adopted a Residential Utility Billing Policy on March 27, 2017; and

WHEREAS, the City Council finds it necessary to update and revise said policy to reflect current practices, including provisions related to lawn establishment, vacant properties, and adjustments for excessive water usage;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA:

Section 1. Adoption of Policy. The City Council hereby adopts the revised Residential Utility Billing Policy attached hereto as Exhibit A.

Section 2. Supersession. This policy supersedes the Residential Utility Billing Policy adopted on March 27, 2017.

Section 3. Effective Date. This resolution shall be effective upon adoption.

Adopted by the City Council of the City of Chatfield, Minnesota, this ___ day of __________, 2026.

/s/Beth M Carlson

City Clerk

City of Chatfield

Exhibit A
City of Chatfield
Residential Utility Billing Policy (Revised)

Purpose

The purpose of this policy is to establish consistent, equitable, and administratively efficient practices for billing residential water and sanitary sewer services in the City of Chatfield.

Water Billing

All residential customers shall be billed monthly for actual water usage as measured by the property's water meter.

Sanitary Sewer Billing

Sanitary sewer charges shall be based on metered water usage unless otherwise adjusted under this policy.

Leak or Malfunction Adjustment

In the event of excessive water use caused by a leak or malfunction beyond the control of the property owner, the City may reduce charges for usage exceeding typical usage to 50 percent. If the excess water did not enter the sanitary sewer system, sanitary sewer charges for that excess usage shall be waived.

Lawn Establishment Adjustment (One-Time)

Customers may request a one-month adjustment for water used in establishing a new lawn. Sanitary sewer charges shall be waived for the portion of water usage attributable to lawn watering during the approved period. Upon verification that a residential property is vacant, 100 percent of sanitary sewer usage charges shall be waived. For occupied residential properties, the City may establish an average household usage baseline and waive 100 percent of sanitary sewer charges for usage exceeding that baseline.

Administrative Authority

The City Clerk or designee is authorized to review and approve adjustment requests, require documentation, and implement administrative procedures necessary to carry out this policy.

PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: August 10, 2026

Agenda Item: Police Department Staffing

Subject | Summary:

Agenda Category: **Submitted By:** Michele Peterson

Recommended Motion: Review financial information and potential schedule.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: August 10, 2026

Agenda Item: Police Department

1. Wellness Policy

Subject | Summary:

Agenda Category: **Submitted By:** Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

Wellness Policy Example.pdf

Employee Wellness Annual Check-Up

1033.1 POLICY
The West Hennepin Public Safety Department is committed to enhancing resiliency of staff by educating, influencing and assisting staff to invest in themselves to ensure stability and longevity in their personal and professional lives. It is the policy of the West Hennepin Public Safety Department to promote mental health by providing staff with cost-free partnerships with mental health professionals that specialize in working with first responders.

1033.2 DEFINITIONS
Approved Mental Health Professional: A licensed mental healthcare provider who has undergone the approval process with the police department and has established a current contract or working relationship with the city.

Privacy : The expectation of an individual that disclosure of personal information is confined to or intended only for the recipient of the information.

Confidentiality : A professional or ethical duty to refrain from disclosing information from or about a recipient of support services, barring any exceptions recommended to be disclosed at the outset.

Privilege: The legal protection from being compelled to disclose communications in certain protected relationships, such as between attorney and client, doctor and patient, priest and confessor, or in some states, peer support persons and sworn or civilian personnel.

Work out on duty:A voluntary option for all full-time staff to work-out in the West Hennepin Public Safety Department fitness room while on-duty.

1033.3 OPERATIONAL GUIDELINE
This confidential in-house program allows staff access to qualified mental health professionals specifically contracted by the West Hennepin Public Safety Department to provide individualized assistance, under the following guidelines:

- The program is mandatory for full and part time licensed officers. Spouses, family members and significant others are excluded, but may qualify for the City Employee Assistance Program (EAP).
- All licensed officers will complete one (1) check-in session annually, typically 60-75 minutes, with the approved mental health professional.
- Licensed Officers may complete their annual check-in session one of the following ways:
    - Meeting with the contracted mental health professional.
    - Meeting with one of the vetted, first responder friendly, mental health professionals. A list of current contracted and vetted mental healthcare providers will be maintained by the Sergeant.

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- Officers may choose their own licensed mental health professional for their annual check-in session. If an Officer decides to use a licensed alternative healthcare professional for their annual check-in, the staff member will complete a Release of Information form to allow their provider to confirm with the contracted mental health professional that the annual check-in has been completed. The contracted mental health provider will then report to the Sergeant the attendance of the Officer with an alternative mental health professional.

- The cost of the yearly mandatory session will be paid for by the West Hennepin Public Safety Department, as long as it is with one of the approved mental health professionals or those offered on the vetted mental health professional list or their own alternative licensed healthcare professional.
- The West Hennepin Public Safety Department also maintain an independent list of mental healthcare professionals that may be utilized.
- If needed or beneficial, Officers may request the approved mental health professional may suggest, additional check-in sessions. These suggested additional sessions are not mandatory and an Officer may elect not to attend any additional sessions.
- If additional sessions are requested, West Hennepin Public Safety will pay up to five additional sessions with the approved mental health provider for each Officer.
- After the five additional sessions, the Officer is responsible for payment and scheduling of any additional sessions with the mental health professional.
- Officers will be paid two hours of comp time (1.5 hours per hour) for the mandatory annual check-in session if held outside of work hours, which includes the session and drive time.
- Officers will be paid two hours of regular pay (straight time) for each additional session outside of work hours, up to a total of five additional sessions, as long as the additional sessions are with an approved mental health professional and the same documentation of attendance used for the required annual check in is forwarded to the department.
- Annual check-in sessions with the approved mental health professional are confidential, private, and will be billed anonymously, per contract. Billing needs to indicate who attended and the date.
- The approved mental health professional shall conduct fit for duty evaluations.
- Though this program's intent is not to give a diagnosis of Officers, the approved mental health professional may assist or treat Officers if a diagnosis is determined.
- Approved mental health professionals shall be prohibited from sharing any annual check-in information about Officers, other than annual Officer compliance confirmation. Each individual will be protected under HIPPA through informed consent.
- The approved mental health professional and the sergeant will work together to ensure all staff complete annual check-ins.

1033.4 EMPLOYEE ASSISTANCE PROGRAM

West Hennepin Public Safety Department is responsible for carrying out varied and complex programs, policies, and missions. West Hennepin Public Safety Department key resource in meeting this responsibility is its employees. West Hennepin is therefore interested in providing employees and their family members with support and resources to help contribute to a productive and healthy workforce. The Employee Assistance Program (EAP) helps address and build social and behavioral skills needed to increase success in the workplace, as well as identify options around and/or solutions to personal and work-related challenges, which may interfere with an employee's job performance, job satisfaction, and/or longevity in their career.

It is the policy of West Hennepin Public Safety Department to maintain and promote an EAP that will support the organization and its employees.

West Hennepin Public Safety Department Employee Assistance Program is available to all employees. The Employee Assistance Program is provided by Health Partners which provides confidential services to the employee and family members to deal with a wide array of issues. All employees may contact the EAP program at 1-866-326-7194 and receive a employee assistance. This assistance is confidential.

1033.5 ON DUTY PHYSICAL FITNESS

The expectation of the West Hennepin Public Safety Department and the community is that police officers that are sworn to offer extraordinary protection and superior service are physically and mentally fit to perform this goal. The West Hennepin Public Safety Department offers a voluntary health and fitness program that incorporates regular exercise, stress management and the overall choice of a healthy lifestyle along with the mandated mental health consultations.

The purpose of this is policy is to encourage officers to participate in the established fitness program, maintaining a healthy lifestyle which will produce a direct correlation to improved service to our communities.

The West Hennepin Public Safety Department has developed a voluntary on-duty physical fitness program, whereas officers have the opportunity depending on workload and staffing (minimum 2 officers on) to exercise during their shift. Officers are also encouraged to continue with a fitness regimen on days off.

Officers are required to complete a liability waiver that has been reviewed and vetted by our City Attorney.

Officers are allowed to exercise in lieu of their break period not to exceed a period of time greater than 60 minutes. This time is to include the doffing and donning of their uniform and/or the use of the showering facility. Officers are required to monitor their portable radios. If a supervisor is on duty they are responsible for monitoring and coordinating exercise times for their shift.

Officers are required to return to their patrol duties if advised by their supervisor or if a situation dictates more officers to assist the assigned patrol officer. Officers are expected to use common sense regarding street coverage prior to and during their exercise period.

Officers are allowed to use the facility at any hour during their off-duty time. Officers are expected to replace equipment on the designated racks or positions. No weight discs are to be left on the equipment.

SPECIAL ORDER

APPLE VALLEY POLICE DEPARTMENT
BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: 6/16/23	DATE EFFECTIVE: 6/16/23	NUMBER: S23-007	PAGE: 1
TO: All Sworn			RETENTION DATE: Until Rescinded
SUBJECT: Mental Health Check-In			APPROVED BY: Chief Nick Francis

This confidential in-house program allows employees access to a mental health professional specifically contracted by the department to provide individualized mental health education.

The city will pay the cost of the provider and the employee's time for either an on or off-duty visit. If scheduled off-duty, employees will be paid two hours for their visit. Time spent with the provider is intended to provide personalized wellness advice and coaching, and, as such, will be paid as training time. Each employee may schedule additional sessions with the provider if the employee and provider feel it is necessary and beneficial. Additional visits will be paid for by the city, however employees will not be compensated beyond their initial visit. The billing process is confidential and will be handled through Human Resources.

The information shared during the department member's visit with the provider shall remain confidential unless information disclosed would trigger the provider's responsibility as a mandatory reporter. Those circumstances include disclosure of the following: abuse of elder/vulnerable adults, abuse of a child, and threat of harm to self/others.

Procedure:

A. The program is mandatory for all sworn law enforcement officers and optional for other full-time department members who wish to participate. Spouses, family members and significant others are not included, but may qualify for services under the city's employee assistance program.

B. Licensed employees must complete an annual check-in session in one of the following ways:

   1. Meet with one of the city contracted mental health professionals.
   2. Employees may choose to visit their own licensed mental health professional for their annual check-in session. If an employee decides to use an alternate licensed mental health professional, they must complete a Release of Information form that allows their licensed mental health provider to confirm with the contracted mental health professional that the annual check-in has been completed.

C. When an employee selects an approved mental health professional for the annual mental health check-in, the cost of the session will be paid for by the department.
D. When an employee selects their own licensed mental health professional for the annual mental health check-in, the cost of the session is the responsibility of the employee.
E. Employees may request, or the mental health professional may suggest, additional sessions. These additional sessions are not mandatory.
F. The department will cover the cost of additional sessions with the city contracted health professional for each employee.

G. The employee is responsible for related costs for long-term mental health care.
H. The approved mental health professional shall not conduct fitness for duty evaluations.
I. Annual mental health check-in sessions with the approved mental health professionals will be billed anonymously, per the agreement with the provider.
J. The approved mental health provider or the alternative licensed mental health professional, shall be prohibited from sharing any employee information, other than to confirm that an employee was compliant with this order by the deadline set annually.
K. Employees have until October 31st, 2023, to complete their check-in.

We have contracted Rachel Peterson, LPCC and LE-AST Services to provide our mental health support. Both providers are well respected in their field. By way of introduction, please check out their biographies here:

Rachel Peterson: http://www.petersoncnc.com/aboutme
LE-AST Services: https://www.leastservices.com/our-therapists

Our providers will stop at briefings in order to introduce themselves in the coming weeks. Please see your supervisor with any questions.

Background:

The mental health check-in is another important piece of overall employee health that the department has worked on for far too long. We're happy to bring this to our staff and hope you all experience the benefit of enhanced mental health support.

It's important to mention our partnership with our service providers goes beyond the check-ins. They are on retainer for mental health training and critical incident support. As we move forward, you will see them around the department getting to know us.

Lastly, this program is another component of our wellness initiatives, but not connected with our peer support team.