City Council Meeting

Monday, November 17, 2025 6:00 PM

Agenda

Pledge of Allegiance

1 Approve or Amend Agenda

2 Sheriff's Report

3 Consent Agenda

Those items on the Council Agenda which are considered routine or noncontroversial are included as part of the Consent Agenda. Unless a Councilmember specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed at the end of General Business.

- **3.1** Minutes from the November 3, 2025 City Council Meeting
- **3.2** Approve Letter of Credit Reduction for The Ranch of Credit River 2nd Addition
- **3.3** 2026 Payroll & Holiday Calendar
- **3.4** Resignation of Accounting Technician
- **3.5** Accounting Technician Job Description / Posting / Advertisement
- **3.6** Resolution 2025-37 Certifying Delinquent Community Sewer Treatment Fees and Related Interest
- **3.7** Approve Payment of Claims (Bills) and Transfer Requests as Presented.

4 Open Forum

The public forum is intended to afford the public an opportunity to address concerns to the Council. The public forum will be no longer than 30 minutes in length and each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local governmental topics rather than private or political agendas. The Council may discuss but will not take formal action on public forum presentations.

5 Presentation(s)

6 Public Hearing(s)

7 General Business

- **7.1** 3rd Quarter Financial Reports
- **7.2** Summary of the November 3, 2025, Closed Session
- **7.3** Minnesota Paid Leave Policy
- **7.4** Request for Proposals for 2050 Comprehensive Plan
- **7.5** Discussion about Ordinance 2021-07 Ordinance Prohibiting Hunting on Public Property
- **7.6** Discussion on Stonebridge CSTS Fence

8 Staff and Council Member Reports

9 Adjourn

AGENDA ITEM NO. 3.1

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	November 17, 2025
SUBMITTED BY:	Lynda Jirak,Clerk
ITEM TYPE:	Minutes
AGENDA SECTION:	Consent Agenda
SUBJECT:	Minutes from the November 3, 2025 City Council Meeting
SUGGESTED ACTION:	Approve Minutes from the November 3, 2025 City Council Meeting

ATTACHMENTS:
11.3.2025 City Council Draft Minutes.docx

City Council Meeting MINUTES

Monday, November 3, 2025

Present: Mayor Chris Kostik, Councilmembers Bill Markert, Jay Saterbak, Leroy Schommer and Abe Zanto

Absent: None

Also Present: City Administrator Steve Jelinski, City Finance Director Sue Iverson, City Attorney Peter Mikhail, City Planner Claire Stickler, City Engineer Shane Nelson and City Clerk Lynda Jirak

The Mayor called the meeting to order at 6:02 pm.

Pledge of Allegiance

1. **Approve or Amend Agenda**

   Motion to approve Agenda by Councilmember Schommer
   Second: Councilmember Saterbak
   Motion passes 5-0

2. **Sheriff's Report**
   None.

3. **Consent Agenda**
   Those items on the Council Agenda which are considered routine or noncontroversial are included as part of the Consent Agenda. Unless a Councilmember specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed at the end of General Business.

   3.1 Minutes from the October 20, 2025, City Council Meeting
   3.2 Approve Payment of Claims (Bills) and Transfer Requests as Presented
   3.3 Approve Resolution 2025-36 Revoking Municipal State Aid (MSA) Streets and Designating Municipal

   Councilmember Markert questioned the impact of revoking the suggested MSA streets. City Engineer Nelson explained the process of designating MSA streets.

   Motion to approve the Consent Agenda by Councilmember Saterbak
   Second: Councilmember Zanto
   Motion passes 5-0

4. **Open Forum**
   The public forum is intended to afford the public an opportunity to address concerns to the Council. The public forum will be no longer than 30 minutes in length and each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local governmental topics rather than private or political agendas. The Council may discuss but will not take formal action on public forum presentations.

   Clare Hoelderle, 19685 Oak Grove Ave, approached the podium to address comments made by a Councilmember at the October 20, 2025 Workshop #4 Budget Meeting.

5. Presentation(s)

5.1 Stonebridge Estates Evaluation of Alternatives Report

City Engineer Nelson explained the Evaluation of Alternatives for Stonebridge Estates Community Septic Treatment System. Two options were proposed to comply with the March 1, 2027 deadline of submitting a facility plan for the selected alternatives. Option 1 consists of decommissioning the existing Community Septic Treatment System (CSTS) and connecting the neighborhood to the City of Lakeville's Sanitary Sewer System. Option 2 consists of upgrading the existing CSTS. Nelson provided an evaluation of alternatives for the City to consider in the decision-making process.

Engineer Nelson provided a handout included in the Council packet and reviewed each section with Councilmembers and Staff regarding the two proposed options. Discussion included meeting Metropolitan Council requirements for connecting with the City of Lakeville and how this connection could impact future development in Credit River. Cost projections were presented and summarized for each option, along with an overview of advantages, disadvantages, life cycle cost analysis, and potential bond financing.

Councilmembers and Staff asked questions related to the Stonebridge Estates evaluation, which Engineer Nelson addressed. Additional discussion focused on the necessity of the project, with Councilmember Saterbak noting his preference for pursuing a permanent solution rather than a temporary fix.

Engineer Nelson concluded by stating that no recommendation was being requested at this time and that the purpose of the discussion was to inform Council, as this issue will need to be addressed in the near future.

6. Public Hearing(s)

None

7. General Business

7.1 Resolution 2025-34: Approving a Conditional Use Permit to Allow an Accessory Structure that Exceeds the Height of the Primary Dwelling at 8555 175th Street East

City Planner Stickler presented a Conditional Use Permit (CUP) and associated resolution to Council requesting an accessory structure that exceeds the height of the primary dwelling at 8555 175th Street East. The property owners proposed that this structure will be used for year-round personal storage and as a personal horse run during the winter, to support the existing stable and pasture on the property. Council is being asked to review and approve, with conditions, the CUP.

The application went before the Planning Commission on October 16, 2025. Two letters were read from neighbors that supported the proposed equestrian use and the Planning Commission unanimously recommended approval of the CUP with conditions. Councilmember Schommer stated that both driveways would need to be brought into compliance.

After Council discussion, Council approved the resolution approving a Conditional Use Permit to allow an Accessory Structure that Exceeds the Height of the Primary Dwelling at 8555 175th Street East with conditions.

Motion to approve Resolution 2025-34 approving a Conditional Use Permit to allow an accessory structure that exceeds the height of the primary dwelling at 8555 175th Street East with conditions by Councilmember Schommer
Second: Councilmember Saterbak
Motion passes 5-0

7.2 Consider RFQ for General Planning Services

City Administrator Jelinski stated that at the October 6, 2025 City Council Meeting, Council requested Staff to develop a Request For Qualifications (RFQ) for general planning services. Jelinski created this RFQ for Council consideration.

After Council discussion, Council approved the RFQ for general planning services however changed the term length to five years through December 31, 2030.

Motion to approve the Request For Qualifications for General Planning Services for a term length of five years by Councilmember Zanto
Second: Councilmember Markert
Motion passes 5-0

7.3 Resolution 2025-35: Approving a Transfer from the General Fund to the Capital Improvement Fund in the Amount of $1,335,794.

Finance Director Iverson explained that at the May 20, 2024 City Council meeting, a transfer from the Road and Bridge Fund to the General Fund (transferred as unassigned) was completed to close out the Road and Bridge Fund. This fund was originally utilized by the former Township for road projects and maintenance. As a City, the more appropriate funds for road and bridges expenditures are the General Fund or a Capital Fund.

Iverson further explained that during Budget Workshop discussions, it was noted that audit reports had previously interpreted these funds as available for Operating Expenses. Upon review of Capital Funds and projected maintenance costs, Council discussed transferring these funds back to the Capital Improvement Fund. The proposed transfer from the General Fund would maintain the General Fund balance at 51.7% of the 2025 budgeted expenditures, remaining within Credit River's reserve policy.

After Council discussion, Council agreed to transfer from the General Fund to the Capital Improvement Fund designating these funds for road improvements.

Motion to approve Resolution 2025-35 approving a transfer from the General fund to the Capital Improvement Fund in the amount of $1,335,794 designating these funds for road improvements by Councilmember Saterbak
Second: Councilmember Schommer
Motion passes 4-1; Councilmember Markert dissenting

7.4 Consider Monthly Council Workshops

Councilmember Zanto requested this item be added to the agenda for Council discussion regarding the addition of 2026 Monthly Council Workshops to the City Council calendar. Zanto noted that these workshops would provide an opportunity to discuss topics such as sewer and water issues, as well as Government Center and City Hall planning. He also shared that other cities hold similar workshops throughout the year.

Councilmembers agreed that adding a monthly workshop would be a valuable addition to the 2026 City Council Meeting Schedule. Council directed Staff to add these workshops on the 2026 City Council Meeting Calendar and the workshops will be scheduled at 5:00 pm prior to the second City Council Business Meeting of the month.

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8. Staff and Council Member Reports

8.1 Minnesota Senate Capital Investment Committee Bonding Request Tour

City Administrator Jelinski explained that Credit River was invited by the Minnesota Senate Capital Investment Committee to present on our bonding request regarding sewer and water in Country Court on Tuesday, October 28, 2025. Staff and Council provided a handout (included in packet) and presented to approximately 20 members of the Senate. Due to weather, the presentation was presented on the charter bus.

Councilmember Markert: looking for an update on the Ditch 4 Scott County meeting. City Administrator Jelinski provided a brief update.

City Engineer Nelson: updated Council that subcontractor should be striping 170th Street this week.

City Clerk Jirak: reminded Councilmembers and residents that Credit River will be hosting two school elections on Tuesday, November 4, 2025 and reminded all to get out and vote.

Closed Session

Closed meeting pursuant to Minnesota Statute Section 13D.05, Subd. 3(a) to conduct the performance evaluation of City Administrator Jelinski.

Motion to open the closed meeting at 7:07 pm by Councilmember Zanto
Second: Councilmember Schommer
Motion passes 5-0

Motion to close the closed meeting at 7:38 pm by Councilmember Zanto
Second: Councilmember Schommer
Motion passes 5-0

9. Adjourn

Motion to Adjourn, by Councilmember Zanto
Second: Councilmember Schommer
Motion passes 5-0

Meeting adjourned at 7:40 pm.

Recorded by: **Approved by:**

Lynda Jirak, City Clerk

Chris Kostik, Mayor

AGENDA ITEM NO. 3.2

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: November 17, 2025

SUBMITTED BY: Shane Nelson,Engineer

ITEM TYPE: Agenda Report

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Letter of Credit Reduction for The Ranch of Credit River 2nd Addition

BACKGROUND: The City has previously approved The Ranch of Credit River 2nd Addition and has entered into a Development Agreement with the Developer. As a provision of the Development Agreement, the Developer may request reductions in the Letter of Credit as work is completed.

We have reviewed the project status and have determined that the Letter of Credit may be reduced to $550,000 at this time.

FINANCIAL IMPACT: NA - All costs in processing this request are borne by the Developer.

SUGGESTED ACTION: Approve the reduction

ALTERNATIVES:
1. Do not approve the reduction
2. Approve the reduction to a different amount

ATTACHMENTS:
CT223 LOC Recommendation 11.13.25.pdf

Hakanson Anderson

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-5860 Fax: 763/427-0520
www.haa-inc.com

November 13, 2025

City of Credit River
18985 Meadow View Blvd
Credit River, MN 55372

RE: The Ranch of Credit River 2nd Addition
Letter of Credit Reduction Recommendation

Dear Mayor and City Council:

We have reviewed the status of The Ranch of Credit River 2nd Addition project. At this time, the project has not been accepted by the City. We would summarize the project as follows:

1. The site grading has been substantially completed.

2. Establishment of native vegetation in the filtration basins remains to be completed.

3. The initial installation of silt fence has been completed, and the site has been seeded in most areas. Maintenance of silt fence during construction and re-seeding and correction of washouts as necessary remains until the site is fully established.

4. The wetland buffers remain to be established with native vegetation.

5. Most of the storm sewer/culverts have been constructed.

6. The concrete curb and gutter and base course of bituminous for the City streets have been constructed.

7. Installation of street signs remains to be completed.

8. The construction of the trail remains to be completed.

9. We have not received SWPPP reports or testing results for the project.

10. We have not received the as-built utility plans or grading plans.

11. We have not received certification that all iron monuments (lot corners) have been placed.

Based on the status of the project as summarized above, the estimated construction cost to complete the remaining improvements is $440,000.00. We therefore recommend that the Letter of Credit may be reduced to $550,000.00 at this time, which is 125% of the estimated cost of the remaining improvements.

If you have any questions, please feel free to contact me at 763-852-0470 or ShaneN@haa-inc.com .

Sincerely,
Hakanson Anderson

Shane Nelson, P.E., City Engineer

cc: Steve Devine-Jelinski, City Administrator
William Feldman, Developer
Nicholas Adam, Developer's Engineer

AGENDA ITEM NO. 3.3

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	November 17, 2025
SUBMITTED BY:	Sue Iverson,Finance
ITEM TYPE:	Agenda Report
AGENDA SECTION:	Consent Agenda
SUBJECT:	2026 Payroll & Holiday Calendar
BACKGROUND:	The attached calendar is the 2026 schedule of payroll dates (Green) and holiday when City Hall will be closed (Blue).
FINANCIAL IMPACT:	None
SUGGESTED ACTION:	Approve the 2026 Payroll & Holiday Calendar
ALTERNATIVES:	None

ATTACHMENTS:

Copy of Payroll Calendar - 2026.pdf

2026

JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

MARCH

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

APRIL

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

MAY

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

JUNE

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

JULY

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

City of Credit River 2026 Holidays

New Year's Day	Monday, January 1, 2026
Martin Luther King Jr. Day	Monday, January 19, 2026
Presidents' Day	Monday, Februray 16, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth	Friday, June 19, 2026
Independence Day	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
Friday after Thanksgiving Day	Friday, November 27, 2026
Christmas Eve Day	Thursday, December 24, 2026
Christmas Day	Friday, December 25, 2026

Key Payroll Dates				
Pay Period	Time Card Due	Pay Date	Beg	End
1	12/29/2025	1/2/2026	12/14/2025	12/27/2025
2	1/12/2026	1/16/2026	12/28/2025	1/10/2026
3	1/26/2026	1/30/2026	1/11/2026	1/24/2026
4	2/9/2026	2/13/2026	1/25/2026	2/7/2026
5	2/23/2026	2/27/2026	2/8/2026	2/21/2026
6	3/9/2026	3/13/2026	2/22/2026	3/7/2026
7	3/23/2026	3/27/2026	3/8/2026	3/21/2026
8	4/6/2026	4/10/2026	3/22/2026	4/4/2026
9	4/20/2026	4/24/2026	4/5/2026	4/18/2026
10	5/4/2026	5/8/2026	4/19/2026	5/2/2026
11	5/18/2026	5/22/2026	5/3/2026	5/16/2026
12	6/1/2026	6/5/2026	5/17/2026	5/30/2026
13	6/15/2026	6/18/2026	5/31/2026	6/13/2026
14	6/29/2026	7/2/2026	6/14/2026	6/27/2026
15	7/13/2026	7/17/2026	6/28/2026	7/11/2026
16	7/27/2026	7/31/2026	7/12/2026	7/25/2026
17	8/10/2026	8/14/2026	7/26/2026	8/8/2026
18	8/24/2026	8/28/2026	8/9/2026	8/22/2026
19	9/8/2026	9/11/2026	8/23/2026	9/5/2026
20	9/21/2026	9/25/2026	9/6/2026	9/19/2026
21	10/5/2026	10/9/2026	9/20/2026	10/3/2026
22	10/19/2026	10/23/2026	10/4/2026	10/17/2026
23	11/2/2026	11/6/2026	10/18/2026	10/31/2026
24	11/16/2026	11/20/2026	11/1/2026	11/14/2026
25	11/30/2026	12/4/2026	11/15/2026	11/28/2026
26	12/14/2026	12/18/2026	11/29/2026	12/12/2026

AGENDA ITEM NO. 3.4

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	November 17, 2025
SUBMITTED BY:	City Admin,Administrator
ITEM TYPE:	Agenda Report
AGENDA SECTION:	Consent Agenda
SUBJECT:	Resignation of Accounting Technician
BACKGROUND:	City Administrator and Finance Director received the resignation of the Accounting Technician effective Friday, December 12, 2025.
SUGGESTED ACTION:	Accept Resignation of Accounting Technician

ATTACHMENTS:

Resignation Letter - Majeskie.pdf

From: Donna Majeskie
To: Sue Iverson; Steve Devine-Jelinski
Subject: Resignation Letter
Date: Thursday, November 13, 2025 4:00:14 PM
Attachments: image001.png

Dear Sue and Steve,

I am writing to formally submit my resignation from my position as Accounting Technician, effective four weeks from today, with my last working day being Friday, December 12, 2025.

Thank you, Donna

Donna Majeskie
Accounting Technician

City of Credit River
18985 Meadow View Blvd.
Prior Lake, MN 55372

AGENDA ITEM NO. 3.5

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: November 17, 2025

SUBMITTED BY: City Admin,Administrator

ITEM TYPE: Agenda Report

AGENDA SECTION: Consent Agenda

SUBJECT: Accounting Technician Job Description / Posting / Advertisement

BACKGROUND: With the resignation of our Accounting Technician, staff is recommending rehiring for the position. An updated Job Description has been developed with the assistance of the current AT to reflect the updated duties and responsibilities since the last time the JD was written. A two week hiring timeline is being recommended with an open ended end date as to not have to repost. Staff would ideally like to get someone onboard quickly, but understanding that we'd like to find the right candidate as well. Hiring range for the position is $28.62-$35.74/hr, which is what it was in 2024 when the current AT was hired as the wages are still comparable.
Donna has done a fantastic job for Credit River during her time here and we thank her very much. She was here during a time of a lot of transition, and did a wonderful job. Her last day with the City will be December 12th.

SUGGESTED ACTION: Approve Accounting Technician Job Description / Posting / Advertisement

ATTACHMENTS:
Accounting Technician 2025.docx
Job Description Accounting Technician 2026.docx

Position: Accounting Technician
Hours: Part-time, 15-20 hours per week
Open Date: November 18, 2025
Closing Date: Until Filled – 1st Review after December 2nd, 2025
Hiring Rate: $28.62 - $35.74/hr

The City of Credit River is hiring a part-time Accounting Technician. The position will be an integral part of our team reporting to the Finance Director and will support the daily business operations ensuring the timely and accurate processing of the city's accounts payable and receivable, payroll and utility billing. The successful candidate must be a self-starter with a strong work ethic and attention to detail that is willing to help where needed.

The position is expected to work 15-20 hours per week. Work hours are flexible and may be scheduled Monday – Friday between 8:30 and 4:30. To apply please send a completed application to City of Credit River, Attn: Steve Jelinski, City Administrator, 18985 Meadow View Blvd, Prior Lake, MN 55372, or email to cityadmin@creditriver-mn.gov.

An application and job description are available on the City's website at https://www.creditriver-mn.gov/our-city/employment . To apply please send a completed application to City of Credit River, Attn: Steve Jelinski, City Administrator, 18985 Meadow View Blvd, Prior Lake, MN 55372, or email to cityadmin@creditriver-mn.gov.

Accounting Technician
City of Credit River

Position: Accounting Technician **Department:** Finance
Report: Finance Director **FLSA Classification:** Non-Exempt

Summary
Under the supervision of the Finance Director this position performs skilled accounting in accordance with city policies and procedures in maintaining financial records, posting data to various accounts, auditing and researching invoices, payments, assessments, and utility billing records, as well as, ensures the timely and accurate processing of accounts payable, accounts receivable, payroll, and utility billing and performs related work as required.

Essential Duties and Responsibilities
These examples of responsibilities are intended only as an illustration of the various types of work performed and are not meant to be inclusive. The position description is subject to change as the needs of the employer and the requirements of the job change.

- Perform a variety of financial and accounting functions pertaining to areas such as accounts payable, accounts receivable, payroll, special assessments, and utility billing.
- Ensure compliance with financial policies, internal controls, and accounting procedures.
- Serve as primary contact for accounts payable, including reviewing invoices for coding accuracy and vendor file maintenance.
- Complete bi-weekly payroll.
- Complete monthly utility billing and assist customers with setting up utility accounts.
- Complete billing for CSTS emergency services bill and CSTS annual pumping services billing.
- Complete bank deposits.
- Bank reconciliation reports and entries.
- Assist in coordinating the annual property, liability, and workers' compensation insurance renewals.
- Assist with grant accounting.
- Assist with annual budget preparation.
- Assist with annual audit preparation.
- Creates and maintains City special assessment engineering project files and monitors completion of Declarations of Intent for bonding purposes.
- Special assessment tracking.
- Investigate, answer questions, and respond to customer/resident complaints and discrepancies on utility bills, accounts receivable, accounts payables, and other area of assignment.
- Maintain and configure related software systems, modules, and data files.
- Perform queries, maintain records, and generate various routine and ad-hoc financial reports as requested.
- Monitor, reconcile, and balance related subsidiary ledgers and balances to the general ledger, investigate discrepancies, gather and analyze source documents and make appropriate adjustments.
- Process quarterly and annual tax filings including IRS forms 1099 and 1096, Building permit Surcharge reports, MN quarterly withholding tax reporting, State unemployment reporting, Federal 941 tax returns, and IRS W2.

- Perform other duties as assignments.

Knowledge, Skills and Abilities

- Knowledge and experience with performing data entry and basic accounting duties with accuracy and speed.
- Demonstrated ability to multitask; excellent organizational skills; and ability to prioritize work assignments independently.
- Knowledge of computerized accounting systems, Microsoft Office applications, standard office equipment and proficiency in office practices and procedures.
- Ability to communicate effectively both orally and in writing with all ages.
- Ability to work independently and with minimal supervision.
- Previous experience working with people from diverse cultural, socioeconomic, racial and ethnic backgrounds.
- Ability to provide a level of customer service that meets/exceeds customer expectations.
- Embrace and engage in Continuous Improvement efforts.
- Exercise discretion regarding confidential matters.
- Perform multiple tasks under deadlines and pressure; organize and prioritize work to meet deadlines.

Minimum Qualifications

- High School Diploma.
- Three years of experience with accounts payable, accounts receivable or payroll preferably in a public or non-profit setting or equivalent combination of education and/or experience.
- Good verbal and written English communication skills.

Desired Qualifications

- Associate or bachelor's degree in accounting.
- Municipal experience
- Payroll experience
- Utility billing experience
- Banyon experience

Working Conditions

This position requires the employee to work alone, with others, around others and have contact with the public. Most work is in a normal office environment. Limited lifting of ten pounds or less is required.

Activities that will occur continuously are: sitting, verbal communication, written communication, hearing, repetitive motions with hands, wrists and fingers, and hand/eye/foot coordination.

Activities that will occur frequently are: standing, walking, problem solving, and interpersonal skills.

Activities that occur occasionally are: lifting, carrying, and reaching up to 10 pounds.

Activities that occur infrequently are: bending, stooping, kneeling, reaching at or above shoulder level, and carrying up to 25 pounds.

The City of Credit River is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act reasonable accommodations are offered to qualified individuals with disabilities.

Prospective and current employees are encouraged to discuss potential accommodation with the employer.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.

AGENDA ITEM NO. 3.6

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	November 17, 2025
SUBMITTED BY:	Sue Iverson,Finance
ITEM TYPE:	Agenda Report
AGENDA SECTION:	Consent Agenda
SUBJECT:	Resolution 2025-37 Certifying Delinquent Community Sewer Treatment Fees and Related Interest
BACKGROUND:	The attached resolution addresses delinquent CSTS fees that are payable to the City.
SUGGESTED ACTION:	Approve Resolution 2025-37 Certifying Delinquent Community Sewer Treatment Fees and Related Interest

ATTACHMENTS:

Resolution 2025-37 Certifying Delinquent CSTS Fees and Related Interest.docx

CITY OF CREDIT RIVER
COUNTY OF SCOTT
STATE OF MINNESOTA

RESOLUTION NO. 2025-37

RESOLUTION CERTIFYING DELINQUENT COMMUNITY SEWER TREATMENT SERVICE FEES AND RELATED INTEREST

WHEREAS, pursuant to proper notice duly given as required by law, the City of Credit River has met and heard and passed upon all objections to the proposed certification for unpaid sewer charges and delinquent administrative enforcement fines, attorneys fees and interest.

NOW, THEREFORE, the Council of the City of Credit River, Scott County, Minnesota, pursuant to Minnesota Statute Section 429.061, Subd.3; 428A.05, hereby orders the following amounts certified to property taxes as identified on attached Exhibit A.

Each such certification as identified on attached Exhibit A shall be payable in one lump sum and shall bear interest at the rate of six percent (6%) per annum from the date of adoption of this Resolution. To the lump sum payment shall be added interest on the entire certification from the date of this Resolution until December 31, 2026.

The City of Credit River Treasurer shall forthwith transmit a certified duplicate of this Resolution to the County Auditor to be extended on the proper tax lists of the County and such assessment shall be collected and paid over in the same manner as other municipal taxes.

Passed this 17th day of November 2025.

_____
Chris Kostik
Mayor, City of Credit River

Attest:

_____
Lynda Jirak
City Clerk

CITY OF CREDIT RIVER

CSTS CERTIFICATIONS 2025 FOR COLLECTION IN 2026
AS OF 11/05/2025

EXHIBIT A

Description	PID	Service Address	Service Account	Current Delinquent Amount	Amount to be Certified if not Paid	Paid (Yes/No)	Amount Paid	Certify to Property Taxes (Yes/No)
CSTS - TERR	040960020	21580 BITTERBUSH PASS	02-00000021-00-9	$ 616.36	$ 616.36	No	$ -	$ 616.36
CSTS - TERR	041010230	7792 PRAIRIE GRASS PASS	02-00000931-00-5	$ 2,088.36	$ 2,088.36	No	$ -	$ 2,088.36
CSTS - TERR	041010270	7646 PRAIRIE GRASS PASS	02-00000971-00-7	$ 1,709.36	$ 1,709.36	No	$ -	$ 1,709.36
CSTS - TERR	041070050	7404 PINE TREE ROAD	02-00001151-00-4	$ 1,311.36	$ 1,311.36	No	$ -	$ 1,311.36
CSTS - TERR	041070100	7401 PINE TREE ROAD	02-00001201-00-6	$ 1,650.36	$ 1,650.36	No	$ -	$ 1,650.36
CSTS - MH	040890080	21070 RIDGEWOOD TR	01-00000301-00-3	$ 2,848.07	$ 2,848.07	No	$ -	$ 2,848.07
CSTS - STONE	040970320	21850 DUNDEE DR.	03-00000371-00-6	$ 441.00	$ 441.00	No	$ -	$ 441.00
CSTS - MH	040890090	21080 RIDGEWOOD TRAIL	01-00000311-00-6	$ 575.00	$ 575.00	No	$ -	$ 575.00
CSTS - MH	040890250	21340 RIDGEWOOD TRAIL	01-00000471-00-1	$ 1,050.00	$ 1,050.00	No	$ -	$ 1,050.00
CSTS - SP	040870100	9250 AMBER DRIVE	06-00000111-00-7	$ 675.00	$ 675.00	No	$ -	$ 675.00
CSTS - TERR	040990210	21817 PINE TREE CIRCLE	02-00000591-00-5	$ 575.00	$ 575.00	No	$ -	$ 575.00
CSTS - TERR	040990110	7542 TERRITORY PASS	02-00000491-00-8	$ 675.00	$ 675.00	No	$ -	$ 675.00
CSTS - TERR	041010040	7641 PRAIRIE GRASS PASS	02-00000741-00-4	$ 1,150.00	$ 1,150.00	No	$ -	$ 1,150.00

AGENDA ITEM NO. 3.7

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	November 17, 2025
SUBMITTED BY:	Sue Iverson,Finance
ITEM TYPE:	Agenda Report
AGENDA SECTION:	Consent Agenda
SUBJECT:	Approve Payment of Claims (Bills) and Transfer Requests as Presented.
SUGGESTED ACTION:	Approve Claims for Payments and Transfer Requests - See Attached.

ATTACHMENTS:

Check Detail Register Nov 17, 2025.pdf

Transfer Request Nov 17 2025.pdf

CREDIT RIVER TOWNSHIP

*Check Detail Register©

Batch: 111225PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Anchor Bank					
12909	11/13/25	**AMAZON CAPITAL SERVICES**			
E 100-41320-200		Office Supplies (GENERA	$49.26	1TXG-YHYL-	Office supplies
		Total	$49.26		
12910	11/13/25	**GOPHER STATE ONE CALL**			
E 100-43100-312		Utility Locating Service	$32.40	5090322	Utility locates - Sept 24 billable tickets
E 100-43100-312		Utility Locating Service	$22.95	5100322	Utility locates - Oct 17 billale tickets
		Total	$55.35		
12911	11/13/25	**KENNEDY & GRAVEN, CHARTERED**			
E 100-41320-304		Legal Fees	$1,852.50	190412	General legal
G 800-20224		Miscellaneous Escrow	$1,072.50	190412	The Ranch of Credit River
E 100-41320-304		Legal Fees	$682.50	190412	Government Center
E 100-41910-304		Legal Fees	$408.50	190412	Planning legal
E 100-43100-304		Legal Fees	$637.00	190412	Public works legal
E 100-41320-304		Legal Fees	$838.50	190412	Human resources legal
G 800-20224		Miscellaneous Escrow	$28.00	190412	Holman 2nd Addition
G 800-20224		Miscellaneous Escrow	$476.00	190412	Yellowstone 3rd Addition
		Total	$5,995.50		
12912	11/13/25	**LEGENDS**			
R 100-00000-32100		Business Licenses/Permit	$250.00	Nov 2025	2025 liquor license refund for off-sale license
		Total	$250.00		
12913	11/13/25	**MARKS BOBCAT SERVICE, INC.**			
E 100-41940-445		Grass/Lawn Care	$262.80	09327	Mowing City Hall Grass
E 100-45200-445		Grass/Lawn Care	$1,798.20	09327	Mowing Parks Grass
		Total	$2,061.00		
12914	11/13/25	**MORE IT**			
E 100-41320-433		Dues and Subscriptions	$378.00	600-8622	MO 365 subscriptions and dropsuite backup
		Total	$378.00		
12915	11/13/25	**PRIOR LAKE BLACKTOP, INC.**			
E 100-43121-443		Bituminous Patching	$2,834.00	2025-355	Patching on Casey Parkway
		Total	$2,834.00		
12916	11/13/25	**SCOTT COUNTY TREASURER**			
E 100-42200-300		Professional Srvs (GENE	$198,236.68	IN32867	2nd Half - 2025 Law Enforcement Services
E 100-42200-300		Professional Srvs (GENE	$13,000.00	IN32867	2nd Half - 2025 LE Services - Fleet Portion
		Total	$211,236.68		
12917	11/13/25	**SCOTT SOIL & WATER CONSV DIST**			
G 701-20205		NPDES	$9,874.00	2025-104	Erosion and Sediment Control Services 7/1/25 - 9/30/25
		Total	$9,874.00		
12918	11/13/25	**U.S. BANK EQUIPMENT FINANCE**			
E 100-41320-202		Copier Expenses	$385.90	567861711	Copier Contract Payment
		Total	$385.90		

CREDIT RIVER TOWNSHIP

*Check Detail Register©

Batch: 111225PAY

Check #	Check Date	Vendor Name		Amount	Invoice	Comment
12919	11/13/25	**VERIZON WIRELESS**				
E 100-41510-321		Telephone		$38.41	6127467972	Finance Director phone
E 100-41320-321		Telephone		$38.41	6127467972	City Administrator phone
			Total	$76.82		
12920	11/13/25	**WH SECURITY**				
E 100-41940-310		Other Professional Service		$39.99	Nov 2025	City Hall Security - November 2025
			Total	$39.99		
			10100	$233,236.50		

Fund Summary

10100 Anchor Bank	
100 GENERAL FUND	$221,786.00
701 NPDES ESCROW	$9,874.00
800 DEVELOPER ESCROW ACCOUNT	$1,576.50
	$233,236.50

Transfer Request for November 17, 2025

Beginning Bank Balance - November 13, 2025	$	297,633.55
Outstanding Checks	$	(72,216.96)
Outstanding Deposit	$	-
Outstanding CC Payment	$	-
Payroll and Benefits Outstanding	$	-
Claims - 11/13/25	$	(233,236.50)
Net Balance	$	(7,819.91)
Transfer from Savings to Checking	**$**	**200,000.00**
Checking Balance		192,180.09

We approve the above transfer from Savings to Checking:

Chris Kostik

Bill Markert

Jay Saterbak

Leroy Schommer

Abe Zanto

AGENDA ITEM NO. 7.1

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: November 17, 2025

SUBMITTED BY: Sue Iverson,Finance

ITEM TYPE: Agenda Report

AGENDA SECTION: General Business

SUBJECT: 3rd Quarter Financial Reports

BACKGROUND:

Attached are the 3rd Quarter Financial reports through September 30, 2025.

The reports show that the City's General Fund is running ahead of budget projections on total revenues (if you add in the total taxes for the year, it is at 102.23%). Factors contributing to this include building and zoning activity as it is running more than budgeted as you can see by the revenues and transfer activity is a result of audit entries and actions taken earlier this year.

The reports show the General Fund expenditures are close to projections and notations are noted on the report for those which are under budget or paid for the year. Public work items are seasonal in nature and some of the bills from late summer fall work are not reflected in these numbers yet as bills may not have been received for payment by the end of September.

All other funds are running as expected, construction projects typically do not reflect the actual results until year-end because of timing and billing. Enterprise funds revenue numbers are close to budget.

Please feel free to contact Sue directly if you have any questions.

FINANCIAL IMPACT: None. Informational.

SUGGESTED ACTION: Approve 3rd Quarter Financial Reports

ATTACHMENTS:
CR3rd Qtr Financials.pdf

CITY OF CREDIT RIVER
3rd Quarter
Financial Report

Account Number	Description	2025 Adopted	2025 Actual 9/30/2025	YTD Variance	YTD % of Budget	Comments
General Fund Revenues:						
100-00000-31000	Current Ad Valorem Taxes-Operating	$ 1,092,061	$ 581,087	$ 510,974	53.21%	Taxes only received June & December
100-00000-31001	Current Ad Valorem Taxes-Public Safety	1,008,286	527,794	480,492	52.35%	Taxes only received June & December
100-00000-31810	Franchise Fees	23,000	9,115	13,885	39.63%	Payments received quarterly only 2 quarters shown thru 9/30/25
100-00000-32000	Licenses and Permits	-	360	(360)	0.00%	
100-00000-32100	Business Licenses/Permits	4,500	-	4,500	0.00%	
100-00000-32150	Public Utilities	6,300	7,830	(1,530)	124.29%	Excavation and ROW permits
100-00000-32210	Building Permits	1,000	1,127	(127)	112.70%	
100-42400-32210	Building Permits	430,000	382,230	47,770	88.89%	More than expected building permits
100-42400-32211	Permit State Surcharge	-	5,145	(5,145)	0.00%	Pass thru to state and we keep a percentage for admin costs
100-00000-33180	Federal Grant	-	-	-	0.00%	
100-00000-33400	State Grants and Aids	114,394	113,660	734	99.36%	
100-00000-34107	Assessment Searches	-	25	(25)	0.00%	
100-00000-34110	Building Permits Admin	750	-	750	0.00%	
100-00000-34111	Wetland Fee	3,000	625	2,375	20.83%	
100-00000-34112	Access Inspection Fee	1,500	2,400	(900)	160.00%	More than expected building permits
100-41910-34120	Planning and Zoning	600	3,600	(3,000)	600.00%	More than expected
100-41910-34300	Highways and Street Charges	7,000	5,398	1,602	77.12%	
100-00000-36210	Interest Earnings	143,800	101,539	42,261	70.61%	
10-00000-36200	Miscellaneous Revenue	-	1,943	(1,943)	0.00%	
101-00000-39200	Trasfer from Other Fund	-	164,164	(164,164)	0.00%	
Total General Fund Revenues:		**$ 2,836,191**	**$ 1,908,043**	**$ 928,148**	**67.27%**	
General Fund Expenditures:						
41000	Mayor & Council	45,480	31,612	13,868	69.51%	
41320	Administrator	302,885	229,740	73,145	75.85%	
41400	City Clerk	129,790	87,131	42,659	67.13%	position vacant for 1 month
41410	Elections	1,000	1,396	(396)	139.65%	
41510	Treasurer/Finance	286,590	168,653	117,937	58.85%	position vacant for 2 months
41550	Assessing	57,600	58,275	(675)	101.17%	Billed in Spring, paid once a year
41910	Planning & Zoning	391,370	240,252	151,118	61.39%	planner position vacant since Spring
41940	City Hall	19,900	14,839	5,061	74.57%	
42100	Police	422,473	211,237	211,237	50.00%	2nd half payment due in November
42150	Prosecution	-	-	-	0.00%	
42220	Fire	585,813	585,813	-	100.00%	full payments have been made
42400	Building Inspection	10,000	-	10,000	0.00%	costs are in planning and Zoning and will be corrected
43000	Public Works (General)	43,800	37,593	6,207	85.83%	
43100	Highways, Streets & Roads	61,970	86,454	(24,484)	139.51%	
43121	Paved Streets	168,000	58,379	109,621	34.75%	
43122	Unpaved Streets	74,000	83,807	(9,807)	113.25%	
43125	Ice & Snow Removal	170,520	47,060	123,460	27.60%	
43150	Storm Drainage	50,000	41,713	8,287	83.43%	
45200	Parks	15,000	14,644	356	97.62%	
00000	Transfers	179,915	699,055	(519,140)	388.55%	Council directed transfers
49000	Contingency Reserve	-	-	-	0.00%	
Total General Fund Expenditures:		**$ 3,016,106**	**$ 2,697,651**	**$ 318,455**	**89.44%**	
Total Gen Fund Revs. Over/(Under) Expenditures:		**$ (179,915)**	**$ (789,609)**	**$ 609,693**	**438.88%**	Use of Fund Balance if negative

CITY OF CREDIT RIVER

3rd Quarter

Financial Report

Account Number	Description	2025 Adopted	2025 Actual 9/30/2025	YTD Variance	YTD % of Budget	Comments
Sprcial Revenue Funds						
202 Park Fund						
	Revnues	$ 29,500	$ 55,182	$ (25,682)	187.06%	More than expected building permits
	Expenses	52,000	-	52,000	0.00%	
Total Revs. Over/(Under) Expenditures:		**(22,500)**	**55,182**	**$ (77,682)**	-245.25%	
203 Lot Fees						
	Revnues	$ 6,600	$ 1,301	$ 5,299	19.71%	
	Expenses	-	164,164	(164,164)	0.00%	Operating transfer as Fund was closed
Total Revs. Over/(Under) Expenditures:		**6,600**	**(162,863)**	**$ 169,463**	-2467.61%	
204 Turn Lane Fees Fund						
	Revnues	$ -	$ 2,309	$ (2,309)	0.00%	
	Expenses	294,726	291,397	3,329	98.87%	Operating transfer as Fund was closed
Total Revs. Over/(Under) Expenditures:		**(294,726)**	**(289,088)**	**$ (5,638)**	98.09%	

CITY OF CREDIT RIVER

3rd Quarter

Financial Report

Account Number	Description	2025 Adopted	2025 Actual 9/30/2025	YTD Variance	YTD % of Budget	Comments
Debt Service Funds						
330 2015 GO Improvement Bonds Fund						
	Revnues	$ 76,362	$ 40,409	$ 35,953	52.92%	Taxes only received June & December
	Expenses	150,913	151,013	(100)	100.07%	both bond payments have been made for the year
Total Revs. Over/(Under) Expenditures:		**(74,551)**	**(110,604)**	**$ 36,053**	148.36%	
340 2018 GO Improvement Bonds Fund						
	Revnues	$ 121,316	$ 63,563	$ 57,753	52.39%	Taxes only received June & December
	Expenses	156,025	156,025	-	100.00%	both bond payments have been made for the year
Total Revs. Over/(Under) Expenditures:		**(34,709)**	**(92,462)**	**$ 57,753**	266.39%	
350 2021 GO Improvement Bonds Fund						
	Revnues	$ 136,758	$ 82,541	$ 54,217	60.36%	Taxes only received June & December
	Expenses	153,515	154,415	(900)	100.59%	both bond payments have been made for the year
Total Revs. Over/(Under) Expenditures:		**(16,757)**	**(71,874)**	**$ 55,117**	428.92%	

CITY OF CREDIT RIVER

3rd Quarter

Financial Report

Account Number	Description	2025 Adopted	2025 Actual 9/30/2025	YTD Variance	YTD % of Budget	Comments
	Capital Funds					
401 Capital Improvements Fund						
	Revnues	$ 1,390,438	$ 1,336,257	$ 54,181	96.10%	Operating Transfer, rest of fund is running around 50% of budget as taxes only received June and December
	Expenses	934,588	257,613	676,975	27.56%	Invoices for projects done in summer may not be reflected in the numbers as they may not have been billed or completed yet.
Total Revs. Over/(Under) Expenditures:		**455,850**	**1,078,644**	**$ (622,794)**	236.62%	
440 Capital Improvements Fund						
	Revnues	$ -	$ 22	$ (22)	0.00%	
	Expenses	-	-	-	0.00%	
Total Revs. Over/(Under) Expenditures:		**-**	**22**	**$ (22)**	0.00%	

CITY OF CREDIT RIVER
3rd Quarter
Financial Report

Account Number	Description	2025 Adopted	2025 Actual 9/30/2025	YTD Variance	YTD % of Budget	Comments
	Enterprise Funds					
601 SP/MH SSD						
	Charges for Service	$ 75,374	$ 63,585	$ 11,789	84.36%	
	Investment Earnings	9,400	13,834	(4,434)	147.17%	
	Transfers	-	-	-	0.00%	
	Total Revenue	**$ 84,774**	**$ 77,419**	**7,355**	**91.32%**	
	Personnel	$ 6,222	$ 4,397	$ 1,825	70.68%	
	Materials and Supplies	30	30	0	99.27%	
	Charges and Services	46,736	15,171	31,565	32.46%	
	Capital Outlay	3,507	1,755	1,752	50.05%	
	Miscellaneous	90	47	43	51.92%	
	Transfers	-	-	-	0.00%	
	Total Expenses	**$ 56,585**	**$ 21,400**	**$ 35,185**	**37.82%**	
Total Revs. Over/(Under) Expenditures:		**$ 28,189**	**$ 56,019**	**$ (27,830)**	**198.73%**	
602 Territory SSD						
	Charges for Service	$ 215,125	$ 168,843	$ 46,282	78.49%	
	Investment Earnings	9,000	13,487	(4,487)	149.85%	
	Transfers	-	-	-	0.00%	
	Total Revenue	**$ 224,125**	**$ 182,330**	**41,795**	**81.35%**	
	Personnel	$ 27,980	$ 19,400	$ 8,580	69.34%	
	Materials and Supplies	130	132	(2)	101.48%	
	Charges and Services	220,813	74,036	146,777	33.53%	
	Capital Outlay	17,460	6,414	11,046	36.74%	
	Miscellaneous	250	207	43	82.77%	
	Transfers	-	-	-	0.00%	
	Total Expenses	**$ 266,633**	**$ 100,189**	**$ 166,444**	**37.58%**	
Total Revs. Over/(Under) Expenditures:		**$ (42,508)**	**$ 82,141**	**$ (124,649)**	**-193.24%**	

CITY OF CREDIT RIVER
3rd Quarter
Financial Report

Account Number	Description	2025 Adopted	2025 Actual 9/30/2025	YTD Variance	YTD % of Budget	Comments
603 Stonegridge SSD						
	Charges for Service	$ 99,586	$ 80,308	$ 19,278	80.64%	
	Investment Earnings	3,700	5,432	(1,732)	146.82%	
	Transfers	-	-	-	0.00%	
	Total Revenue	**$ 103,286**	**$ 85,740**	**17,546**	**83.01%**	
	Personnel	$ 6,770	$ 4,695	$ 2,075	69.36%	
	Materials and Supplies	30	32	(2)	106.40%	
	Charges and Services	57,131	26,775	30,356	46.87%	
	Capital Outlay	3,492	1,700	1,793	48.67%	
	Miscellaneous	60	50	10	83.45%	
	Transfers	-	-	-	0.00%	
	Total Expenses	**$ 67,483**	**$ 33,252**	**$ 34,231**	**49.27%**	
Total Revs. Over/(Under) Expenditures:		**$ 35,803**	**$ 52,488**	**$ (16,685)**	**146.60%**	
604 SP SSD						
	Charges for Service	$ 83,690	$ 62,140	$ 21,550	74.25%	
	Investment Earnings	100	1,766	(1,666)	1765.78%	
	Transfers	-	-	-	0.00%	
	Total Revenue	**$ 83,790**	**$ 63,906**	**19,884**	**76.27%**	
	Personnel	$ 4,148	$ 2,812	$ 1,336	67.79%	
	Materials and Supplies	20	19	1	95.75%	
	Charges and Services	47,766	12,710	35,056	26.61%	
	Capital Outlay	2,338	1,056	1,282	45.17%	
	Miscellaneous	60	30	30	50.05%	
	Interest	29,920	1,350	28,570	4.51%	
	Transfers	-	-	-	0.00%	
	Total Expenses	**$ 84,252**	**$ 17,977**	**$ 66,275**	**21.34%**	
Total Revs. Over/(Under) Expenditures:		**$ (462)**	**$ 45,929**	**$ (46,391)**	**-9941.37%**	

AGENDA ITEM NO. 7.2

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	November 17, 2025
SUBMITTED BY:	Chris Kostik,City Council
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Summary of the November 3, 2025, Closed Session
BACKGROUND:	The City Council held a closed session pursuant to Minnesota Statutes 13D.05 Subd. 3(a) at the November 3, 2025 its Council meeting to conduct a performance evaluation of the City Administrator. Pursuant to statute a summary of the closed meeting is to be provided at the next meeting.
SUGGESTED ACTION:	
ATTACHMENTS:	

AGENDA ITEM NO. 7.3

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: November 17, 2025

SUBMITTED BY: City Admin,Administrator

ITEM TYPE: Agenda Report

AGENDA SECTION: General Business

SUBJECT: Minnesota Paid Leave Policy

BACKGROUND: Beginning January 1st, 2026, Credit River (and all MN eligible employers) are required to participate in Minnesota Paid Leave Law. This policy was developed to be included in our Personnel Policy. The City has elected at a previous meeting to pay 100% of the premium for 2026 of the State Plan, which is noted in this policy. A few things that the City needs to be doing: 1. Notifying employees about paid leave by December 1st via poster (which we've done) and individually (next payroll) 2. Assigning a Plan Administrator by January 1, 2026 (1st-Finance Director, 2nd-Accounting Technician, 3rd-City Administrator) and 3. Revise Policies and Procedures (which we are doing today).

SUGGESTED ACTION: Approve the Minnesota Paid Leave Policy

ALTERNATIVES: Approve with changes.
Don't approve.

ATTACHMENTS:
MINNESOTA_PAID_LEAVE_POLICY_-_State_Plan 11.13.25.docx

MINNESOTA PAID LEAVE POLICY
(State Plan)

Background

Employees are entitled to leaves of absence for various reasons, including reasons protected by law. Depending upon an employee's situation, more than one form of leave may apply during the same period. There are many laws that address and/or otherwise relate to leave, and these laws are continually changing and being addressed by state and/or federal courts, agencies, and other decision makers. These laws include the Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Pregnant Workers Fairness Act (PWFA), Minnesota Human Rights Act (MHRA), Minnesota Paid Family and Medical Leave (MNPL, also referred to as PFML or paid leave), Earned Sick and Safe Time (ESST), Minnesota Pregnancy and Parental Leave Law, workers' compensation, public safety duty disability law, and other laws. An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis. In addition, collective bargaining agreements and other employment contracts may have additional provisions related to leaves. If there is any inconsistency between city policy and the law, the city will follow the law.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken concurrently (avoiding stacking of leave if possible) as well as to avoid any intervening unpaid leave between periods of paid leave. The City will provide employees with time away from work as required by state or federal statutes or contracts, if there are requirements for such time off that are not described in and/or inconsistent with the City's personnel policies.

Overview

Effective January 1, 2026, the City will provide time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The City of Credit River is a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota. The premium cost will be split between the City and employees as follows: The City of Credit River will pay 100% of the required premium cost through payroll deductions starting January 1, 2026.

Eligibility

Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must meet both of the following requirements:

1. Work 50% or more during the calendar year at a location in Minnesota**; and
2. Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by Minnesota law at the time of your requested leave.

**(If you work less than 50% of the time in a calendar year in Minnesota, another state, or U.S. territory or foreign nation, but you live in Minnesota during 50% or more of the calendar year, your employment is also covered by paid leave.)

Benefit Amount

An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Definitions (*Please note that these definitions are or may be different than definitions used in other leave-related laws, and therefore, eligibility and other provisions may differ*.)

- **"Family member"** includes:
    - Spouse or partner
    - Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
    - Parent or person who raised you
    - Sibling
    - Grandchild or grandparent
    - In-laws (including son, daughter, father, or mother)
    - Anyone close to you who depends on you like family, even if not related by blood

- A "**serious health condition"** means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Leave Entitlement and Usage

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
    - Bond with a child through birth, adoption, or foster placement
    - Care for a family member with a serious health condition
    - Support a military family member called to active duty
    - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year starts the first day you take Paid Leave, which may be different than the benefit year for leave taken under other laws. There is no waiting period for MNPL if you are granted the benefit, but there is a seven-day qualifying event requirement for some types of leave.

MNPL Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

A) Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

B) Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the City Administrator of the need for intermittent

leave *before* applying for MNPL benefits through the State program. As part of the notice, employees must provide the City with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

The City may dispute an employee's eligibility and/or benefits with DEED if an employee fails to provide notice and a proposed leave schedule to the city before applying for MNPL benefits.

C) Increments of Leave & Maximum Number of Hours

Consistent with other forms of leave provided by the City, employees may take intermittent leave in increments of 15 minutes. If eligible for intermittent leave, the City allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Notice
Prior to starting a claim with the State, employees should reach out to the City Administrator to notify them of the intention to take leave. If the need is foreseeable, we ask that you provide at least two weeks' notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under MNPL, and we ask that you provide as much notice as possible.

How to Apply for Minnesota Paid Leave
After your leave has been discussed you may apply for MNPL through https://mn.gov/deed/paidleave/employees/faq/

Interaction with Other Laws and Benefits
MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include: Family and Medical Leave Act (FMLA) and/or Minnesota Pregnancy and Parenting Leave.

Supplementing MNPL Benefits with Accrued Paid Leave
If you are receiving MNPL benefits, the City allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and City-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). In other words, you cannot receive more income (from all sources including paid leave) while on leave than you would if you were working. For more information, contact the City Administrator. Paid leave (i.e., PTO, vacation) does not accrue during the time an employee is on MNPL.

Maintaining Health Coverage During Leave
Unless the employee revokes coverage while on MNPL, the City will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to the City to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the City will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions;
2. arranged to write a check every 2 weeks for the duration that the employee may be out;
3. postpaid after the leave has ended in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions.

For any payments requiring deductions other than through normal payroll procedures, the City will obtain a written authorization for such deduction(s). There may be tax advantages and/or consequences for these various options, and it is the employee's obligation to understand these and decide accordingly. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the City for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the City may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable laws and workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

The City will not interfere or retaliate against employees who request or take leave in accordance with the Minnesota Paid Leave law.

AGENDA ITEM NO. 7.4

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: November 17, 2025

SUBMITTED BY: City Admin,Administrator

ITEM TYPE: Agenda Report

AGENDA SECTION: General Business

SUBJECT: Request for Proposals for 2050 Comprehensive Plan

BACKGROUND: Last meeting Council approved an RFP for general planning services. Along with that Council was looking for a RFPs for the 2050 Comprehensive Plan. This is a more robust RFP than the general planning services due to the nature of the comp plan and the Met Council requirements that we will need to follow. This RFP was taken from other metro cities also seeking RFPs for their comp plans that are in the Met Council districts. The Comp Plan RFP allows for a lot of community input and collaboration and has the City Council & Planning Commission listed as the Steering Committee for this project. The Comp Plan is due by end of the year in 2028.

SUGGESTED ACTION: Approve Request for Proposals for 2050 Comprehensive Plan

ATTACHMENTS:
RFP Comp Plan 2050.docx

City of Credit River
Request for Proposals
2050 Comprehensive Plan

1. Purpose

The City of Credit River is seeking proposals from qualified firms to provide professional services to develop Credit River's 2050 Comprehensive Plan. Firms responding to this Request for Proposals (RFP) must demonstrate expertise, staffing levels, and the financial capabilities to perform the work outlined in the Scope of Services. The firm will take the primary responsibility for completion of the plan and ensure that the plan meets the requirements of the Metropolitan Council.

2. Project Background

The City of Credit River is in the south metro and is home to roughly 5,600 residents. The city is bordered by Prior Lake, Savage, and Lakeville. The City last developed a Comprehensive Plan as part of the Metropolitan Council's Thrive 2040 regional planning process, which largely served as an update of previous plans in order to meet Metropolitan Council policies. However, through implementation of the 2040 Comprehensive Plan, the City has identified that a more holistic review and update is likely appropriate for the 2050 Comprehensive Plan.

Existing guiding documents have been included on the RFP website and include the City of Credit River 2040 Comprehensive Plan, the City of Credit River City Code, the Metropolitan Council System Statement, and the Metropolitan Council Minimum Requirements Checklist.

3. Scope of Services

The following is a general description of the tasks required by the consultant. A final scope of services will be negotiated and finalized once a consultant is selected. In preparing a proposal, the consultant is free to modify, revise, or otherwise amend the list of tasks to best satisfy the requirements of the plan. Consultants are also free to provide a proposal that addresses all, or individual parts, of the scope of services depending on the firm's expertise and capacity.

A. Assess Existing Conditions and Opportunities
   The City reviews and updates its Comprehensive Plan in accordance with the Metropolitan Council's 10-year planning cycle. As part of that process, the City desires an assessment of existing conditions and opportunities within the community.

B. Community Engagement
   The City is seeking a high level of inclusive community engagement and resident input during the comprehensive planning process. It is anticipated that the Credit River City Council & Planning Commission will serve as the steering committee for the creation of the plan. Firms are free to be creative and submit innovative and unique proposals they feel would best engage the community. City staff plan to be heavily involved in the community engagement process and the primary contact point for residents. It is anticipated that at a minimum, there will be the following community engagement activities:

- An online engagement tool, such as a virtual open house, to allow for community engagement in a variety of formats.
- Neighborhood engagement sessions to be held in the community.
- Meetings with key stakeholders, businesses, and resident groups in the community.
- Engagement activities at community events.
- Meet with the City Council and Planning Commission as necessary throughout the project.
- Meet regularly with city staff throughout the project to ensure tasks and activities are progressing in a timely manner.
- Creation of engagement publications, handouts, graphics, etc. consistent with City branding.

C. Clear Vision, Goals and Objectives

A clear vision for the future of Credit River that has achievable goals and objectives is crucial for the Comprehensive Plan. The vision, goals and objectives should be community driven with a focus on the future. The selected firm should:

- Lead the project based on community engagement.
- Ensure there is a sustainable, long-term plan that accommodates changing demographics and trends in planning.
- Provide quantifiable goals and objectives that are strategic, achievable, and fulfill the needs and desires of the community.

D. Metropolitan Council Required Plan Elements

Firms are expected to be familiar with the plan elements and processes required by the Metropolitan Council and address all applicable requirements for the City of Credit River. Detailed information on minimum requirements and checklists can be found in the Local Planning Handbook available on the Metropolitan Council's at Community Pages - Local Planning Handbook. At a minimum, the following plan sections are required by the Metropolitan Council:

- Land Use
- Housing
- Transportation
- Wastewater
- Water Supply
- Surface Water
- Parks and Trails
- Climate
- Natural Systems
- Implementation

E. Resident-Focused Summary
The City recognizes that portions of the Comprehensive Plan may be highly technical in order to satisfy all of its requirements. For that reason, the City desires the preparation of a resident-focused executive summary of the final plan which communicates to laypersons the major themes and highlights of the plan. The City anticipates this would serve as somewhat of a standalone document, which could be read by residents independently of the larger Comprehensive Plan. Firms are free to be creative and submit unique proposals they feel would meet the spirit of this portion of the scope of services.

F. General Technical Assistance
The selected firm will be responsible for providing general technical assistance throughout the completion of the project including but not limited to mapping services, text drafting, creation of graphics and tables, professional recommendations, coordination with other firms or departments, and final preparation of the project.

4. Schedule

The selection committee will review the proposals, conduct interviews with selected consultants, and make the final selection. The consultant will then enter into a contract with the City of Credit River. During the evaluation process, the City reserves the right to request additional information or clarifications from a firm, to allow corrections of errors and/or omissions, or to modify the schedule.

Issue Request for Proposals	November 18, 2025
Deadline for Firms to Submit Questions*	December 19, 2025
Responses to Questions Published	December 29, 2025
Submittal Deadline	January 9, 2026
Anticipated Interview Dates	January 19-23, 2026
Anticipated City Council Contract Approval	February 2, 2026
Project Initiation	2nd Quarter of 2026
Project Completion**	December 2028 or Sooner

*Potential consultants can submit questions in writing to the Primary Contact by 4:30 p.m. CST by December 19, 2025. The city will post written responses on its website to all questions received by December 29, 2025. Any interpretations, corrections, and changes to this RFP shall be made by written addendum to the RFP. Addenda will be issued electronically through the City's website. Firms shall acknowledge receipt of all addenda in their statement of proposal. **The Metropolitan Council requires all Comprehensive Plans be submitted by December 31, 2028. Therefore, the last day to obtain City Council approval of the Comprehensive Plan to still allow for the 6-month affected jurisdiction review period

is June 26, 2028. Firms are encouraged to propose a project schedule that completes the project earlier than December 31, 2028.

5. Terms and Conditions

A. Restricted Communication and Addenda

Proposer shall restrict all communications solely to the designated City contact. This restriction is effective at 8:00 a.m. on the date the Request for Proposals is issued up to the date of final execution of the agreements. The designated City contact is:

Primary Contact: Steve Jelinski
City Administrator
City of Credit River
18985 Meadow View Blvd
Prior Lake, MN 55372
cityadmin@creditriver-mn.gov
(612) 357-4172

The City reserves the right to amend or clarify this RFP by addenda. Addenda may only be issued automatically to those Proposers who have submitted notification to the City Designated Contact by the deadline date of their intent to propose, or who have specifically requested to receive the addenda by a written request (e.g., via email). Addenda may be issued at any time prior to the date for receipt of proposals. If such revisions or clarifications are of such a magnitude as to warrant, in the opinion of City, the postponement of the date for the receipt of proposals, written notification will be issued to the Proposers, announcing the revised date. Addenda will be emailed. All addenda issued to this RFP shall become part of the RFP document. Proposers shall acknowledge receipt of any such addenda in their proposal.

B. Proposals to be Held as Non-Public

Only the company names of Proposers submitting proposals will be made public immediately after the proposals are received. All proposal documents shall be held as non-public data until the City completes the negotiations and awards contract to the selected Proposer, subject to the requirements of the Minnesota Government Data Practices Act.

C. Data Practices Act

The Contract to be awarded will be subject to the Minnesota Government Data Practices Act and will include the following provision: Pursuant to Minnesota Statutes § 13.05, Subd. 11, all of the data created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing this Contract is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and the Contractor must comply with those requirements as if it were a government entity. The remedies in Minnesota Statutes § 13.08 apply to the Contractor.

The Contractor does not have a duty to provide access to public data to the public if the public data is available from the City, except as required by the terms of the Contract.

D. Modification or Withdrawal of Proposals

Any proposal may be withdrawn or modified prior to the scheduled deadline for submitting proposals. Consultants may not modify, withdraw, or cancel their Proposals for a minimum of ninety (90) days following that date.

E. Final Contract

This RFP, all written addenda, and the selected respondent's written proposal will be incorporated by reference into the final Contract documents. In the case of a conflict between the Contract and this RFP, the language in the Contract will take precedence. It is anticipated that the selected firm will provide a contract to the City for review and acceptance.

F. No Compensation for Proposals

The City is not responsible for any costs incurred by the responding firm in the preparation of the Proposal or for any other cost to the firm associated with responding to the RFP. No reimbursement will be made by the City for any costs incurred prior to a formal notice to proceed should an award of contract result from this solicitation. This RFP does not obligate the City to award a contract or complete any specific Project. The City reserves the right to cancel this solicitation or to change its scope if it is considered to be in the best interest of the City.

G. Miscellaneous Conditions

The City reserves the right to reject any or all Proposals or parts of Proposals, to accept part or all of Proposals on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense than described in this RFP or the respondent's reply based on the component prices submitted. The City reserves the right to waive irregularities in the Proposal content or to request supplemental information from Proposers. All design drawings, plans, and Proposals submitted in response to the RFP will be retained by the City and not returned.

H. Insurance

Prior to any work being performed, the successful company shall provide a certificate of insurance, including but not limited to, general liability, and workers' compensation coverage. Policy coverage limits for the general liability and automobile liability of at least $1 million per occurrence, and $1 million annual aggregate.

6. Proposal Details

Proposals must be digitally submitted as a PDF document. Emphasis should be on completeness and clarity of content; do not include any promotional material. It is the responsibility of all proposers to examine the entire RFP package and seek clarification of any item or requirement before submitting the proposal. The City may request a company to participate in an interview after the initial evaluation process to clarify information or acquaint the City with the proposer prior to final selection.

7. Proposal Format

Each consultant shall submit one (1) electronic copy which includes ONLY the Technical Proposal (A-G Below) and one (1) electronic copy which includes ONLY the Cost Proposal (H Below). For equitable comparison and evaluation, proposals must follow the following format:

A. Cover Page
- Summary of proposal for 2050 Comprehensive Plan
- Company name and address
- Contact person's name, title, phone number, and email address
- Date of proposal

B. Transmittal Letter
- Submit letter of transmittal, signed by an official authorized to bind the company, briefly stating the company's understanding of the work to be performed, the interest and commitment to perform the work and a statement of why the proposer believes the company is best qualified to provide this system and services.
- State that the proposal is valid for 120 days after the proposal due date.

C. Approach to Scope of Services Provide a written narrative based on the understanding of the project goals and objectives, including a detailed explanation of the overall approach to be taken to complete the project and a detailed work plan. The work plan must contain a description of each task to be performed, identify the interrelationships among the tasks, clearly identify major review and decision points, schedule, and specify the deliverables and work products for each task. The work plan must address, at a minimum, each of the items outlined in this RFP.

D. Key Staff & Qualifications
- Identification of up to four key staff members who will be performing the technical work of this service.
- A summary of each identified staff member's professional employment and roles performed on similar projects.
- Describe the company's prior experience providing similar services as described in this RFP to local governments.

• Include an overview of the company's approach to providing the services and accomplishing the tasks required.
• Include a list of relevant work performed by the firm in Minnesota over approximately the past five years.
• Describe the company's prior experience working with the Metropolitan Council on Comprehensive Plan updates.

E. References Provide at least three references in Minnesota or adjacent states for which similar services are currently or were recently provided. Include the client's name, scope of the services provided, date and term of the contract, point of contact's name, title, address, email address and telephone number.

F. Deviations from RFP
Identify and explain any deviations from the requirements listed in the RFP.

G. Deliverables
The Consultant team is expected to deliver the final project both electronically and in a printed format. It is expected that draft documents will be shared with the City and stakeholders for review from time to time, and these documents should be shared electronically using the client's preferred file sharing method.
  • Printed Material
    o 3 copies of the final plan in a spiral-bound book, with individual sections marked by labeled dividers.
    o 8.5"x11" paper except for maps, charts or diagrams that may be folded on 11"x17" paper.
    o Color copies of pages including graphics, maps or photographs.
  • Electronic Material
    The final documents and graphics should be available in PDF format. The final products, as well as all presentation materials (i.e., Power Point presentations, maps, graphics, etc.) used throughout the study, shall become property of the City of Credit River, who shall have all-inclusive rights for reproduction and distribution. The material may be provided to the City via a secure file sharing website or via USB Flash Drive or via Shared Drive link.
  • Additional materials as needed to satisfy Metropolitan Council submission requirements.

H. Cost Proposal and Approach to Budget
  • A total not-to-exceed cost for all services.
  • Hourly rates and anticipated hours used for key project personnel.

- Costs for each individual project component outlined in the scope of services. This breakdown should also correspond to the firm's proposed project schedule.
- Anticipated reimbursable expenses, such as additional meetings, document printing, materials, etc.
- A statement describing the firm's approach to budgeting to avoid cost overruns and how scope of budget changes will be addressed.
- A statement describing the firm's previous budget performance and experience in meeting budgets.

8. Submission Details

The proposal material is required to be received by January 9, 2026 at 4:00 p.m. CST in email format with subject line "Request for Proposal for Comp Plan" for a proposal to be considered.

Proposals must be sent to: Steve Jelinski, City Administrator at:
cityadmin@creditriver-mn.gov

It will be the sole responsibility of the Consultant to have its Proposal delivered to the City before the closing deadline. Late Proposals will not be considered and will be returned unopened to the Consultant.

9. Right of Review

The City reserves the right without prejudice to reject any or all proposals or to request additional information from any and all companies submitting proposals. This RFP shall not commit the City to engage any company for the services described in this RFP. The City may permit revisions to submitted proposals, prior to contract award, for the purpose of obtaining best and final offers.

10. Evaluation and Selection

The proposals will be evaluated using, though not exclusively, the following criteria:

A. Proposal Evaluation
Each proposal will be examined initially to ensure it follows the proposal format and instructions in this RFP. Proposals that do not follow the specific format may not be considered. Late proposals will not be considered. Initial proposals will be evaluated on the following criteria:
- Company Qualifications
- Proposal
- Timeline
- Cost Proposal

B. Interviews/Presentations After the initial review, the City may develop a list of clarification questions to be addressed by the company to assure full

understanding and conformance to the requirements. The company shall provide a response to the City within five (5) business days following receipt of the inquiry. Further, the evaluation team may narrow the number of companies and proposals for further consideration. Selected companies will be contacted and may be required to provide a demonstration and/or arrange a site visit for an oral presentation with the City. Any oral presentations/demonstrations must be made in person or virtually to the evaluation team.

C. Final Evaluation
The final evaluation of proposals will be based on the following criteria:
- Initial Proposal
- Interview
- References
- Final Cost Proposal
- Qualification of Key Staff
- Relevant Project Experience
- Uniqueness & Creativity of Proposal

11. Contract

The City reserves the right to negotiate the final terms and conditions of the contract to be executed, including award amount. If the City and a company are unable to agree upon the entire contract, the City reserves the right to discontinue negotiations, select another company, or reject all of the proposals. The successful company shall execute a contract with the City.

12. Equal Opportunity

The City requires equal opportunity; therefore, the company selected shall not discriminate under the contract against any person in accordance with federal, state, and local regulations and with City policy. The City of Credit River does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, sexual orientation, gender, marital status, status with regard to public assistance, membership on a local human rights commission, disability, or any other basis protected by law in the admission or access to or treatment of employment, program, activities, or services.

AGENDA ITEM NO. 7.5

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	November 17, 2025
SUBMITTED BY:	City Admin,Administrator
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Discussion about Ordinance 2021-07 Ordinance Prohibiting Hunting on Public Property
BACKGROUND:	The City has fielded some complaints recently regarding hunting on lakes within the City limits, specifically Markley Lake. Our Ordinance states that hunting is prohibited on public property. Markley Lake is a public lake with public access. That means that the public have rights, called "riparian" rights, to use the lake. Those rights include the right to fish and to hunt on the lake. The DNR regulates public waters - and it would be unusual for the city to attempt to regulate public waters in our Ordinance with the use of "public parks and other public property."
SUGGESTED ACTION:	To avoid confusion and to help clarify the Ordinance language, change the Ordinance to state "public parks and other public *lands*."

ATTACHMENTS:

Ord 202107 Ordinance Prohibiting Hunting on Credit River Public Property.pdf

CITY OF CREDIT RIVER
SCOTT COUNTY
STATE OF MINNESOTA

ORDINANCE NO. 2021-07

ORDINANCE PROHIBITING HUNTING ON PUBLIC PROPERTY

BE IT ORDAINED by the City Council of the City of Credit River as follows:

Section 1. Authority. The City Council of the City of Credit River, pursuant to authority granted under Minnesota law enacts the following rules and regulations for the purpose of protecting the health, safety and welfare of the citizens in the City of Credit River by prohibiting the occurrence and maintenance of a public nuisance relating to the discharge of firearms and hunting on park land and other public property.

Section 2. Prohibits Use of Firearms/Dangerous Weapons/Hunting on Park Land and Public Grounds. It shall be unlawful for any person to:

A. To fire, discharge, or cause to be fired or discharged across, in, or into any portion of any public park or other public property, any gun, firearm, spear, bow and arrow, crossbow, sling shot, air or gas weapon, or any other dangerous weapon or projectile; or

B. Engage in hunting or the taking of wild animals as defined in Minnesota Statute 97A, subdivisions 55, 47 and 26, within any public park or other public property.

Section 3. Exclusion for Law Enforcement Officers and Defense of Person. Notwithstanding Section 2 above, this Ordinance shall not apply to on-duty law enforcement officers of the United States, on-duty peace officers as defined by Minnesota state law. This Ordinance shall not apply to a person discharging a firearm in the lawful defense of their person or family.

Section 4. Penalties for Violation. Violations of this ordinance are a misdemeanor and are punishable by the current maximum allowed by state law. In addition, the cost of prosecution may be added.

Section 5. Severability. Should any section, paragraph, provision, sentence or lesser part thereof of this ordinance be found to be invalid by a Court of competent jurisdiction, then such invalid portion shall be severed from this ordinance and all remaining sections, paragraphs, provisions and sentences shall remain in full force and effect.

Section 6. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

This Ordinance is adopted this 20th day of September 2021 by the City Council of the City of Credit River.

Chris Kostik, Mayor

ATTEST:

Karen Donovan, Clerk

AGENDA ITEM NO. 7.6

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	November 17, 2025
SUBMITTED BY:	City Admin,City Council
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Discussion on Stonebridge CSTS Fence
BACKGROUND:	From Councilmember Schommer
SUGGESTED ACTION:	
ATTACHMENTS:	