City Council Agenda
November 19, 2025
5:00 PM
Springfield Area Community Center

Join Microsoft Teams

Join the mhttps://teams.microsoft.com/l/meetup-join/19%3ameeting_OGJjNThmMDktNzJlNi00NjliLWFhMDgtMzU1NmJkNTQxZTFm%40thread.v2/0?context=%7b%22Tid%22%3a%2206b97af8-30f1-491c-991d-bc7557e41e90%22%2c%22Oid%22%3a%223aa317f7-dae8-4c97-b73a-c4393ec9ec7d%22%7deeting now

Meeting ID: 251 890 833 008 7
Passcode: vG7NP6ey

Citizen's Forum Policy

- **Request to Speak**: Written request must be submitted to the City Clerk **at least 24 hours** in advance of scheduled meeting and must contain **full name, address, topic of discussion.**

Meeting Participation Guidelines:

- **Respectful Feedback**: Disruptive or disrespectful behavior will not be tolerated.
- **No Action on New Request**: Any new requests will **not be acted upon** during the same meeting it was presented.
- **Single Spokesperson:** If a group of individuals or several members of an organization wish to speak on the same topic, the Clerk will request that they select **one spokesperson** to represent their collective view.
- **TIME LIMIT:** Individuals will be allocated **2 minutes,** and a spokesperson will be allocated **4 minutes**.

1. **Call to Order/Pledge of Allegiance/Roll Call/Adopt Agenda**

2. **Citizens' Forum**
   A. John Ryan - Veterans Memorial Donation

3. **Consent Agenda**
   A. Minutes

i. City Council - October 1, 2025 Workshop & October 15, 2025 Council Minutes

ii. Library - September 10, 2025 Library Minutes

iii. EDA - September 8, 2025

iv. PUC - September 23, 2025 Minutes

B. Financial

i. Auditing Claims and Investments Worksheet

C. Miscellaneous/Other

i. Motion to Approve Resolution 25-111901 Certifying Unpaid Ambulance Service Accounts to Collections

ii. Motion to Approve Resolution 25-111902 Deferring Assessments at 217 E Central Until Property Development

iii. Motion to Approve Hoyt Ave/Wild Ridge Pond Pay Request #1 - $127,435.70

D. City Manager's Report

E. Ambulance Report

4. Old Business

A. 2nd Reading - Motion to Approve Amended Ordinance Compost Site Rules

B. Nuisance Abatements

- 303 E Central St
- 508 N Marshall Ave
- 410 W Lincoln St.
- 302 W Van Dusen

5. New Business

A. Community Facilities Grant Flooring Bids

i. Motion to Award Community Center Flooring Project to Brighter Home Store

ii. Motion to Award Library Flooring Project to MCI/River Bend Flooring

B. Motion to Approve Library Altermatt Room Kitchen Remodel and Bid

C. Motion to Approve Mead & Hunt Task Order For FAA 2026 AIP/AIG Grant Applications - $59,393.00

D. Motion to Approve Updated Personnel Policy Effective 11/20/2025

E. 1st Reading Ordinance Amending Fee Schedule

F. Motion to Approve Amended City Manager Contract

6. Mayor/City Council/Staff Reports

7. Adjournment

City Council Workshop MEETING
October 1, 2025
5:00 PM

1. **Call to Order**
   The October 1, 2025 City Council Workshop was called to order at 5:00 pm by Council President Josh Anderson. Council Members present included John Anderson, Shelley Frantz, Nick Klisch, and Jeanette Pidde. Mayor Lowell Helget was absent. Others present include Attorney Matt Muske, City Manager Amber Dale, City Clerk Justtina Erickson, Andy Jensen and Erin VanderVeen from Marco, and Alan Aukes from MidWest IT.
2. **New Business**

   A. **Marco IT Presentation**
   Andy Jensen and Erin VanderVeen presented Marco's IT proposal.

   B. **MidWest IT - IT Presentation**
   Alan Aukes presented MidWest IT's proposal.

   C. **Website Disclaimers**
   Erickson discussed the change to move to River Valley Technical Solutions for the City's website. Part of this change includes a proper disclaimer on the website and Erickson requested the thoughts of council on purchasing a subscription to Termageddon to monitor and update the disclaimers.

   D. **Special Event Permit**
   Erickson presented the special event permit that was previously requested. Discussion to take place at a future meeting to determine if/when the permit application should be used.
3. **Mayor/City Council/Staff Reports**
   City manager submitted a written council report. Anderson discussed the compost pile. Topics during the discussion included the log pile and the use of cameras to monitor the compost area.
4. **Adjournment**
   Meeting was adjourned at 6:30 p.m.

_____ _____
Lowell Helget, Mayor Justtina Erickson, City Clerk

City Council MEETING
October 15, 2025
5:00 PM

1. Call to Order/Pledge of Allegiance/Roll Call/Adopt Agenda

The October 15, 2025 City Council was called to order at 5:00 pm by Mayor Lowell Helget. Council Members present include Josh Anderson, Shelley Frantz, Jeanette Pidde, and Nick Klisch, and Mayor Lowell Helget. Others present include City Manager Amber Dale, City Clerk Justtina Erickson, Finance Manager Amy Vogel, Allen Aukes from MidWest IT, Sharon Pieschel, Mary Glaeseman, Kathy Smith, Fred Coners, Linda Roiger, Wendy Krier, Greg Roiger, Chief of Police John Nicholson, and Officer Carter Cook.

The Pledge of Allegiance was recited. Motion by Josh Anderson, second by Jeanette Pidde to adopt agenda. Yes 5, No 0, Abstained 0 Passed.

2. Public Hearing

A. Certify Special Assessments for Unpaid Accounts

Erickson explained notices were mailed for unpaid accounts with the City and no property owners requested a public hearing.

i. Motion to Approve Resolution 25-101502 A Resolution Re-Certifying Unpaid Charges

Erickson explained the resolution was updated due to one property having paid all past-due accounts. Motion by Josh Anderson, second by Shelley Frantz to approve Resolution 25-101502 A Resolution Re-Certifying Unpaid Charges. Yes 5, No 0, Abstained 0 Passed.

3. Citizens' Forum

A. Virtual Presentation: Hannah Lynch from Moreton Capital Markets

Motion by Josh Anderson, second by Jeanette Pidde to suspend Citizen Forum Policy. Yes 5, No 0, Abstained 0 Passed. Hannah Lynch from Moreton Capital Markets gave a virtual presentation on Moreton Capital and their investment policies that could benefit and diversify the City's investments. Moreton Capital and their investment professionals have experience with local governments and can extend investments out to five years to gain more interest.

4. Consent Agenda

Klisch congratulated the police department on passing the BCA audit. Motion by Shelley Frantz, second by Nicholas Klisch to approve the consent agenda. Yes 5, No 0, Abstained 0 Passed.

A. Minutes

i. City Council - September 11, 2025 and September 17, 2025 Council Minutes

ii. PUC - August 26, 2025 Minutes

B. Reports

i. Police Report - BCA Audit Passed

C. Financial

i. Auditing Claims and Investments Worksheet

D. City Manager Written Report

5. Old Business

A. Nuisance Abatements

- **426 W Lincoln St.**
- **303 E Central St.**
- **419 W Sanborn St.**
- **328 W Lincoln St.**
- **324 W Lincoln St.**
- **318 N Washington Ave - Fred Coners**
- **508 N Marshall Ave**
- **502 N Marshall Ave**
- **508 N Cass Ave**
- **512 N Cass Ave**
- **410 W Lincoln St**
- **302 W Van Dusen**

Motion by Josh Anderson, second by Nicholas Klisch to abate remaining logs at 426 W Lincoln St. on October 27, 2025 if not complete, at the expense of the property owner. Yes 5, No 0, Abstained 0 Passed.

It was noted the owner at 303 E Central St has not received all nuisance notices. Motion by Nicholas Klisch, second by Josh Anderson to suspend action at 303 E Central St until next Council meeting scheduled on November 19, 2025. Yes 5, No 0, Abstained 0 Passed

Motion by Josh Anderson, second by Nicholas Klisch to dismiss nuisance at 419 W Sanborn St. Yes 5, No 0, Abstained 0 Passed.

Motion by Nicholas Klisch, second by Shelley Frantz to dismiss nuisance at 328 W Lincoln St. Yes 5, No 0, Abstained 0 Passed.

Motion by Josh Anderson, second by Jeanette Pidde to dismiss nuisance at 324 W Lincoln St. Yes 5, No 0, Abstained 0 Passed.

Fred Coners, owner of 318 N Washington, discussed the weeds that were cited is a garden. Motion by Josh Anderson, second by Shelley Frantz to dismiss nuisance at 318 N Washington. Yes 5, No 0, Abstained 0 Passed.

Motion by Nicholas Klisch, second by Shelley Frantz to suspend until the next Council meeting scheduled on November 19, 2025 to resend notifications. Yes 5, No 0, Abstained 0 Passed.

Motion by Nicholas Klisch, second by Shelley Frantz to abate remaining overgrown vegetation, debris, and vehicles on October 27, 2025 if not complete, at the expense of the property owner. Yes 5, No 0, Abstained 0 Passed.

Motion by Josh Anderson, second by Nick Klisch to begin ticketing the cited nuisances at 508 N Cass Ave and 512 N Cass Ave on October 27, 2025 if not abated. Yes 5, No 0, Abstained 0 Passed.

Motion by Nicholas Klisch, second by Shelley Frantz to suspend until the next Council meeting scheduled on November 19, 2025 to resend notifications. Yes 5, No 0, Abstained 0 Passed.

Motion by Nicholas Klisch, second by Jeanette Pidde send new notice for tires and suspend current nuisance until next Council meeting scheduled on November 19, 2025 to resend notifications. Yes 5, No 0, Abstained 0 Passed.

B. Discussion Regarding Managed IT Service Providers

Dale explained the IT proposals heard at the October 1, 2025 Council Workshop are very similar in price and requested Council for direction to move forward with a proposal. Anderson discussed the benefit of not being in a 3-year contract. Motion by Josh Anderson, second by Jeanette Pidde to approve Midwest IT for the City's IT support. Yes 4, No 0, Abstained 1 (Klisch).

C. 1st Reading Ordinance Regarding Compost Site Rules

Dale explained the possibility of updating the posted rules at the compost site. The presented ordinance would make it possible to fine

those not obeying the rules. Discussion included the size of logs that would be allowed and obtaining a 911 address for the composite site or other identifier to add to the ordinance.

6. New Business

A. Mn Paid Leave Proposal

Dale gave a brief explanation of the new MN Paid Leave Program taking effect January 1, 2026 and discussed the City's proposal to share the premium costs 50/50. The employee and the City would pay 0.44%, for a total of 0.88%, of the employee's taxable wages and would cost the City about $5,700 for the year. Dale also explained that quotes received from private plans were more expensive than the State's 0.88% and recommended the State's Plan. Motion by Nicholas Klisch, second by Jeanette Pidde to accept the proposed MN Paid Leave Proposal. Yes 5, No 0, Abstained 0 Passed.

B. Motion to Approve Resolution 25-101501 Approving Moreton Capital Markets LLC Official Despitory

Motion by Nicholas Klisch, second by Jeanette Pidde to approve Resolution 25-101501 Approving Moreton Capital Markets LLC Official Depository. Yes 5, No 0, Abstained 0 Passed.

C. Discussion Regarding Sale of Excess Land at Wildridge Outlot A

Dale discussed the potential sale of the excess land at Wildridge in Outlot A to the neighboring property owners. Discussion on this included maintaining a drainage easement and having purchasers cover closing costs and costs associated with surveys.

D. Closed Session Under M.S. 13D.03 Labor Negotiations - City Manager Contract Review

Motion by Josh Anderson, second by Shelley Frantz to close meeting at 6:15pm for Labor Negotiations under M.S. 13D.03 - City Manager Contract Review. Yes 5, No 0, Abstained 0 Passed.
After opening the meeting, Klisch stated a revised contract will come back to a future meeting.

7. Mayor/City Council/Staff Reports

8. Adjournment

Motion by Shelley Frantz, second by Nicholas Klisch to adjourn at 6:37 pm. Yes 5, No 0, Abstained 0 Passed.

_____ _____

Lowell Helget, Mayor Justtina Erickson, City Clerk

Springfield Library Board Meeting
September 10, 2025
12 noon

Present: Board Members: Dotty d., Sharon P, Deb B., Claire T. Tina H., Denise R., John S (via phone)
Also present: Shelly Frantz (Rep. from City Council), Amy Vogel from the City and Erin Meine- Library Director,
Absent. Mary G., Wendy K

Agenda:

- Call to Order by Sharon P.
- M/S/C (Tina & Denise) to approve the agenda, with addition of CD Report from John via phone call, and minutes of the July 14, 2025 meeting.

Financials:

- M/S/C, (Denise & Tina) to approve the July and August bills as well as approving the July & August Income and Disbursements
- CD Report: John presented the CD Report. There were no written reports available as John is still in Canada. There has been no CD activity since our last meeting. There are 2 CDs coming due in October and John will be back to take care of those with Amy at the City Office. They will look for the best rate. The CDs are: 4M 10/6/25 $50,000 and F & M #54912 $25,000 on 10/28/25. M/S/C (Tina & Deb) to approve the report as presented as well as approving John and Amy to proceed with renewing them at the institution offering the best rate.
- **Old Business:**
  Altermatt Room Quote: Derek Krebs's Quote was reviewed. After discussion we need to add a double sink and upper cabinets to the quote. Erin will take care of this and then submit this quote along with Home Design quote to the City Council. The project appears to be costing around $17,000.00.

New Business:

- Juried Art Show: Oct 15th thru Nov. 26th. Letters have been sent out and advertising is in process. The costs associated with this are paid from through the 2025 Pieschel Grant.

Director's Report: Director's Notes

We would like to start to clean out the archive room- what items can go to the Museum? I thought I would contact Cheryl Diede to come look at things. Deb offered to help go through the items with the help of Cheryl. Wendy at the A-P will be contacted regarding digitalizing the old A-Ps and what is all involved. We need to do from the 1990's going forward.

Redwood Nursery came and replanted outside.

We didn't receive the Dollar General Literacy Grant- will apply again in January

The teen mystery night was a hit- we had 23 teens here. Planning an adult one for the end of Sept or beginning of October.

We have John Desanto coming to speak about the Glensheen murders in Oct. I have already contacted the paper to do an article beforehand to get the word out. This will be held at the Community Center due to the Art Show. The cost is $350.

Looking at flooring samples for Altermatt and Library, shelving options, and furniture. The grant has been approved and the library will receive about $110,000.

The 2nd grade classes from Public came for a tour on Aug 28th.

St Raphael's is back 1x a week for stories and checking out books. They come on Mondays and Wednesdays.

The 100 books from the Brownstone grant arrived on the 26th of August. We will do a press release in the paper and on facebook when the stickers arrive that need to go in each book.

I went to the Brown County appropriations meeting on Aug 28th. The commissioners were in favor of an increase to make the 2026 appropriations an even $100,000. I believe our 2025 amount is $96,753, although I may not have it exact to the dollar. This is an increase of 3.35%. Two commissioners were in favor of the full $5,000 increase that we requested, but they were overruled by the majority."

We sponsored the ECFE fun carnival with the help of an ACHF grant. We gave away 103 books. The books came from the Southwest Initiative grant.

The staff went through the children's section again as well as the non-fiction. Maddie's Mission will come and pickup some books and Deb will take some to the Food Shelf.

The Oct and Nov Adult Book Club will move to the Community Center for Oct and Nov.

A closet full of paintings that are no longer used in the library or were left behind by artists will be gone through and perhaps some may be offered for sale in the used book sale area.

A new Book Club is being formed geared towards young women but not limited to that group.

Another Adult movie night will be offered perhaps showing a light hearted type movie this time.

The next meeting is set for November 12, 2025 at the Community Center at 12 noon.

Meeting adjourned at 12:50 pm.

Respectfully submitted,

Deb Beyer, Secretary

EDA
September 8, 2025
9:00 AM

Call Meeting to Order
Chair Pieschel called the meeting to order at 9:00 a.m. Wersal requested that the Closed Session be moved to the beginning of the meeting, as Frank had another commitment at 9:30 a.m.
Present were Paul Pieschel, Josh Anderson, Ramsey Beyer, Nick Klisch, and Amanda Frank. Also present were Paul Muske, Amber Dale, Amy Vogel, and Heidi Wersal.

1. Other Business

1. Closed Session to Discuss the Sale of Real Property M.S.S. Chapter 13D.05 Subd.3(b)(1) PID 00328500302020 & a Portion of PID 00328500303030 Totaling 1 1/4 Lots

Motion by Anderson, second by Beyer, to enter into closed session at 9:02 a.m. Motion carried. Yes - 5, No - 0, Abstain - 0.

Motion by Klisch, second by Josh, to exit the closed session at 9:29 a.m. Motion carried. Yes - 5, No - 0, Abstain - 0.
The EDA Board reconvened into Regular Session at 9:30 a.m..
Motion by Klisch, seconded by Beyer, to accept the offer of $15,000 for PID 00328500302020 and PID 00328500303030 (1 ¼ lots). The EDA will cover the cost of survey fees and confirm the depth of the sewer location markers. The buyer will be responsible for any additional soil boring tests, title opinion costs, substantially completing the house build within 24 months of the closing date, and restoring the grass surface if the property is determined to be unbuildable. Motion carried. Yes - 5, No - 0, Abstain - 0.
Frank exited the meeting after the vote at 9:33 a.m.

2. 124 Park Street and 217 Central Street Properties Development Discussion

124 Park Avenue Property - Motion by Anderson, seconded by Klisch, to list the property at $5,000 with Reiner Real Estate, with substantially completing the house build within 24 months of the closing date. Motion carried, Yes - 4, No - 0, Abstain - 0.

217 Central Street Property - Dale reported that the City of Springfield has been awarded $125,000 of grant funding under the Greater Minnesota Small Cities (Tier II) Housing Aid Grant Program. It was recommended to proceed with an RFP to build a new home at this site with the plans that were designed by Rothmeier. Motion by Anderson, second by Klisch, to authorize the City Manager to send out an RFP to

determine if we can proceed with this project. Motion carried. Yes - 4, No - 0, Abstain - 0.

3. **15 West Central Street Property**
   Dale informed the Board that this property may be up for public sale next April by the landowner. No action taken.

4. **City of Springfield Strategic Economic Development Plan**
   Due to time constraints and the significance of the Strategic Plan, this item was tabled until the October meeting.

5. **Economic Development Grant Program**
   Wersal presented a grant opportunity through the Southern Minnesota Initiative Foundation's Economic Development Grant Program. The program offers up to $20,000 in funding. The proposed application would request funds to provide ten $4,000 grants to Springfield businesses for storefront revitalization, with the Springfield EDA contributing up to $20,000 in matching funds. Motion by Klisch, second by Beyer, to submit the application and fund up to $20,000 for storefront revitalization if the grant is awarded. Motion carried. Yes - 3, No - 1, Abstain - 0. Voting Yes: Pieschel, Byer, Klisch; Voting No: Anderson

6. **Set Preliminary EDA Tax Levy**
   Dale presented the 2026 Preliminary Levy for the Springfield Economic Development Authority in the amount of $33,396.00. Motion by Klisch, second by Pieschel, to recommend the levy in the amount of $33,396.00. Motion carried. Yes - 4, No -0, Abstain - 0.

   Motion by Pieschel, second by Beyer, to forgo the $15,000 transfer from the City of Springfield General Fund to the EDA in 2026, noting that the EDA levy and the substantial grant funding have enabled the EDA to initiate programs independently at this time. Motion carried. Yes - 4, No -0, Abstain - 0.

7. **Roofing Grant/Loan Program Update**

   Wersal provided an update on the Roof Grant/Loan Program, noting that two awards have been issued to AMPA Rentals ($27,420 total project cost) and A Nu You ($25,000 total project cost). Both businesses are awaiting their contractors to finalize paperwork. No additional applications have been received at this time. The Board discussed whether to continue the program until the remaining funds are expended.

   Motion by Beyer, seconded by Klisch, to keep the Roof Grant/Loan Program available until all funds are dispersed, allowing Springfield businesses to continue applying as long as funding remains available. Motion carried. Yes – 4, No – 0, Abstain – 0.

8. **Childcare Update**

Wersal provided an update on childcare situation in Springfield. Springfield C.A.R.E.S., a daycare association, was formed just over a year ago following a year-long childcare initiative in partnership with the Southern MN Initiative Foundation. That initiative brought together community leaders, daycare providers, and parents to identify Springfield's. childcare needs and explore solutions to our shortage of providers. Out of that effort, CARES was born. This group is committed to strengthening childcare in Springfield. Over the past year, they have secured a grant to pursue a 501c3, held an appreciation night for our providers and had them fill out a survey to hear their needs and remind them how valuable they are in our community. CARES is now working on a parent survey. All results will be compiled by Region 9 and a plan will be set in motion to support and retain our existing daycare providers and to promote opening new daycares.

2. Consent Agenda

Motion by Beyer, second by Anderson, to approve the Consent Agenda. Motion carried. Yes - 4, No - 0, Abstain - 0.

1. **Approve Minutes:**

2. **Audit Claims**

3. **Review Financial Report**

4. **Review Loan Report**

3. Adjournment

Motion by Beyer, seconded by Klisch, to adjourn the meeting at 10:15 a.m. Motion carried. Yes - 4, No - 0, Abstain - 0.

PUBLIC UTILITIES COMMISSION
September 23, 2025
8:30 AM

The September 23, 2025, PUC meeting was called to order by Chair Randy Haseleu at 8:30 AM. Those present include Randy Haseleu, Jim Miesen, Mark Brown, Barry Reindl, Superintendent Scott Johnson, and City Clerk Justtina Erickson.

Motion by Reindl, second by Miesen to approve August 26, 2025 PUC meeting minutes. All ayes.

Motion by Brown, second by Miesen to send accounts 04-03046-03 for $223.04; 09-08090-04 for $994.96; and 02-01075-05 for $159.43 to collections. All ayes.

Investments were reviewed, no action taken as the CD due is on automatic rollover.

Next meeting is Tuesday, October, 28, 2025 at 8:30 AM.

Motion by Miesen, second by Brown to Approve Resolution 25-092301 Authorizing a Fund Transfer to Cover Preliminary Engineering and Environmental Assessment Costs for Industrial Park Improvements. All ayes.

Motion by Reindl, second by Miesen to Approve Resolution 25-091707 Authorizing the City of Springfield and the Springfield Public Utility Commission to Jointly Apply for Funding Under the Federal Economic Development Administration (EDA) Disaster Supplemental Grant Program, Approving a Local Match Commitment, and Authorizing Bonding Authority. All ayes.

Johnson gave an update on the capacity. The Agency has over calculated capacity reimbursements that have that have been distributed in the past and future reimbursements will be adjusted accordingly to make up the difference.

Johnson presented the 2026 budget. Johnson explained the 12% increase in health insurance, 3% increase in wages and city hall contract, along with projects for the next year. Motion by Miesen, second by Brown to approve the Public Utilities Commission 2026 Budget at Presented. All ayes.

Johnson explained the required PFAS testing and consequences of results. Testing took place last week, with results expected in 10 days.

Johnson explained the RUGBY Wind Contract is up for renewal at end of the year. Johnson is looking at other options before renewal. Meeting is scheduled for the upcoming week and Johnson is looking to replace 1megawat of wind energy.

Johnson gave an update on the AMI System, just waiting for collectors to be shipped and training will be scheduled. Once training is completed can start replacing electric meters.

Johnson gave an update on the power upgrade. Work continues on power upgrades and will also be changing out a few fire hydrants as well.

Johnson information commission of upgrades in the campground, and will also be putting sewer to all campsites.

Motion by Miesen, second by Brown to approve payment of the audited claims. All ayes.

Motion by Brown, second by Miesen to close the meeting at 9:14 AM. All ayes.

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Randy Haseleu, Chair

Justtina Erickson, City Clerk

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	GENERAL FUND	INTERNAL REVENUE SERVICE	FEDERAL W/H	2,695.75
			FEDERAL W/H	2,858.16
			FICA	1,605.15
			FICA	1,523.06
			MEDICARE	600.33
			MEDICARE	590.24
		MN DEPT OF REVENUE-STATE W/H	STATE W/H	1,400.90
			STATE W/H	1,442.31
		VOYA	DEFERRED COMP	247.56
			DEFERRED COMP	242.74
			ROTH	99.47
			ROTH	99.47
		776600-NCPERS GROUP LIFE INS	LIFE INSURANCE	45.99
		CITY OF SPRINGFIELD-HEALTH INS REIMB	TERM LIFE	40.16
			TERM LIFE	42.91
			SHORT TERM DISABILITY	84.72
			SHORT TERM DISABILITY	84.72
			HEALTH INSURANCE	2,097.40
			HEALTH INSURANCE	2,184.03
			DENTAL INS	159.60
			DENTAL INS	161.14
			VISION INS	15.38
			VISION INS	15.38
		LAW ENFORCEMENT LABOR SERVICES INC	UNION DUES	219.00
		VOYA-HCSP	HEALTH CARE SAVINGS PLAN	90.00
			HEALTH CARE SAVINGS PLAN	90.00
		MN DEPARTMENT OF REVENUE	SEP SALES & USE TAX	0.49
		PERA	PERA COORDINATED	1,620.88
			PERA COORDINATED	1,643.34
			POLICE & FIRE PERA	1,949.06
			POLICE & FIRE PERA	2,011.00
		CITY OF SPRINGFIELD	FLEX SECTION 125	38.46
			FLEX SECTION 125	38.46
			HEALTH SAVINGS ACCOUNT	545.77
			HEALTH SAVINGS ACCOUNT	561.20
			TOTAL:	27,144.23
SPECIAL PROJECTS	GENERAL FUND	PRINT MASTERS OF WILLMAR	1ST HALF SIGN WRONG CODE	12,810.50-
			TOTAL:	12,810.50-
COUNCIL	GENERAL FUND	INTERNAL REVENUE SERVICE	FICA	86.18
			MEDICARE	20.15
			TOTAL:	106.33
CLERK/REG/ADMINISTRATI	GENERAL FUND	SW/WC SERVICE COOPERATIVES	NOV HEALTH INS/CLERK	7,182.32
			NOV HEALTH INS/POC	17,508.86
		CONVENTION & VISITORS BUREAU	SEP LODGING TAX	1,182.24
		KELLY, LINDA L	WEX SEMINAR MILEAGE	77.70
		INTERNAL REVENUE SERVICE	FICA	871.28
			FICA	865.15
			MEDICARE	203.77
			MEDICARE	202.33
		USABLE LIFE	NOV LIFE INS	50.30
		LOFFLER COMPANIES INC 131511	SEP OVERAGE/CLERK	105.05
		RIVER VIEW SANITATION	SEP GARBAGE SERVICE/CLERK	30.63
		AT&T MOBILITY	OCT CELL-MGR	44.92

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			OCT CELL-PUC FLIP.TABLESTS	92.36
		WEX HEALTH INC	SEP BENEFITS SOLUTION/CLER	13.75
		ELAN FINANCIAL SERVICES	2026 PLANNERS (4)/CLERK	45.84
			CHAIN CONNECTORS/CLERK	3.99
			A.V. TRAINING/CLERK	380.82
		F & M STATE BANK	OCT CTY PAYROLL ACH FEE	25.00
		CENTERPOINT ENERGY	2 E CENTRAL ST	17.94
			GAS-2 E CENTRAL ST	17.94
		PERA	PERA COORDINATED	1,106.48
			PERA COORDINATED	1,110.31
		PUBLIC UTILITIES COMMISSION	SEP UTIL CITY HALL	213.71
			SEP UTIL CITY HALL	41.93
		SPRINGFIELD ADVANCE PRESS INC	1 YR SUBSCRIPTION/CLERK	55.00
		CITY OF SPRINGFIELD	WEX HSA 10/14/25	1,991.05
			OCT LONGEVITY PAY (BPA)	1,078.24
			WEX HSA 10/27/25	1,991.05
			DALE 2025 VEBA CONTRIBUTIO	125.00
			DALE 2025 VEBA CONTRIBUTE	125.00
			NOV LONGEVITY	257.20
			TOTAL:	37,017.16
CITY ATTORNEY	GENERAL FUND	MUSKE MUSKE & SUHRHOFF LTD	DEC RETAINER	3,450.00
			TOTAL:	3,450.00
TECHNOLOGY	GENERAL FUND	NUVERA	NOV PHONE 9/17-10/16 LONG	918.89
		CIVICPLUS LLC	CIVICREC 1 MONTH EXTENSION	413.44
		AT&T MOBILITY	OCT TABLET-PUBLIC WORKS	15.89
		REDWOOD VALLEY TECHNICAL SOLUTIONS LLC	1ST HALF WEBSITE/ANN HOST	6,065.00
			TOTAL:	7,413.22
POLICE	GENERAL FUND	BROWN COUNTY SHERIFF	NETMOTION RENEWAL/POLICE	387.00
		MN HIGHWAY SAFETY & RESEARCH CENTER	A.E. CLASS FEE/POLICE	655.00
			PIT HYBRID CLASS M.C./POLI	655.00
		SW/WC SERVICE COOPERATIVES	NOV HEALTH INS/POL	9,158.24
		BUREAU OF CRIM APPREHENSION	CJDN ACCESS FEE (BCA)	720.00
		INTERNAL REVENUE SERVICE	FICA	15.89
			FICA	24.03
			MEDICARE	228.68
			MEDICARE	239.68
		EXPRESSWAY-SPRINGFIELD	SEP GAS/POLICE	1,037.49
		USABLE LIFE	NOV LIFE INS	32.12
		GORDON FLESCH COMPANY INC	OCT-JAN BASE	240.00
			JUL-OCT OVERAGE	91.57
		AXON ENTERPRISE INC	TASER CLEANING KIT/POLICE	45.00
		RIVER VIEW SANITATION	SEP GARBAGE SERVICE/POLICE	105.30
		LAMBERTON HTG & PLBG INC	MOTOR/BRACKET/LABOR/POLICE	375.60
		AT&T MOBILITY	OCT CELL.INVEST.DURANGO.HS	364.14
		WEX HEALTH INC	SEP BENEFITS SOLUTION/POLI	11.00
		ELAN FINANCIAL SERVICES	FILE FOLDERS/POLICE	29.03
			FOLDERS/PHONE HOLDERS/POLI	150.22
			RED LIGHT STICKS/POLICE	21.98
			FILE CABINET/POLICE	145.28
			COLORED PAPER/POLICE	13.31
			BCA TRAINING/COLVIN	300.00
			BCA TRAINING/COLVIN	900.00
			BCA TRAINING/COLVIN	300.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			A.E. TRAINING/POLICE	513.25
		COLVIN, MICHAEL	I&I COURSE LODGING/MEALS/G	319.11
		ESSER, ALEX	FIREARM INS COURSE MEALS/G	159.38
		GLEN'S AUTO PARTS	2025 DODGE FLOOR LINER/POL	119.84
		CENTERPOINT ENERGY	13772962-0 14 N MARSHALL #	31.72
		PERA	PERA COORDINATED	19.22
			PERA COORDINATED	29.06
			POLICE & FIRE PERA	2,923.59
			POLICE & FIRE PERA	3,016.50
		PUBLIC UTILITIES COMMISSION	SEP UTIL POLICE OLD AMB SH	106.63
			SEP UTIL POLICE	247.11
		RUNNING SUPPLY INC	PAPER TWLS/ FLY TRAPS/POLI	24.76
		CITY OF SPRINGFIELD	NOV LONGEVITY	182.52
			TOTAL:	23,938.25
FIRE DEPARTMENT	GENERAL FUND	INTERNAL REVENUE SERVICE	FICA	18.60
			FICA	18.60
			MEDICARE	4.34
			MEDICARE	4.34
		TRUMAN FIRE DEPT	REGIONAL MTG 5 REG/FIRE	50.00
		LOFFLER COMPANIES INC 131511	OCT BASE/FIRE	70.00
			SEP OVERAGE/FIRE	7.20
		FARMWARD COOPERATIVE	9.454 GAL DYED DIESEL #3-F	27.41
		KLISCH, NICHOLAS	FIRE PREVENTION BANNER/FIR	105.43
		GLEN'S AUTO PARTS	4 CY OIL/FIRE	126.35
		CENTERPOINT ENERGY	8 N CASS AVE	29.54
			GAS-8 N CASS AVE	29.54
		PUBLIC UTILITIES COMMISSION	SEP UTIL FIRE	383.61
			SEP UTIL FIRE	70.00
			TOTAL:	944.96
CIVIL DEFENSE	GENERAL FUND	INTERNAL REVENUE SERVICE	FICA	5.82
			FICA	5.82
			MEDICARE	1.36
			MEDICARE	1.36
			TOTAL:	14.36
ANIMAL SHELTER	GENERAL FUND	RIVERSIDE ANIMAL CLINIC	VET FEES/ANIMAL SHELTER	185.00
		INTERNAL REVENUE SERVICE	FICA	6.72
			FICA	8.30
			MEDICARE	1.57
			MEDICARE	1.94
		PERA	PERA COORDINATED	8.13
			PERA COORDINATED	10.04
		PUBLIC UTILITIES COMMISSION	SEP UTIL PET SHELTER	39.37
		RUNNING SUPPLY INC	CAT FOOD/ANIMAL SHELTER	34.99
			TOTAL:	296.06
STREET DEPARTMENT	GENERAL FUND	NEWMAN SIGNS INC	NO PARKING SIGNS/STREET	177.58
		POWERPLAN OIB	STUDS/WSHRS/SHIPPING/STREE	449.38
		L & S CONSTRUCTION CORP	WASHED SAND/SALT MIX/STREE	568.55
		SW/WC SERVICE COOPERATIVES	NOV HEALTH INS/STREET	3,827.37
		INTERNAL REVENUE SERVICE	FICA	179.98
			FICA	190.28
			MEDICARE	42.08
			MEDICARE	44.50

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		FASTENAL COMPANY	SAFETY GLASSES/STREET	62.97
		USABLE LIFE	NOV LIFE INS	13.11
		FARMWARD COOPERATIVE	15 GAL HTB/52 GAL SUPERLUB	1,022.94
		RIVER VIEW SANITATION	SEP GARBAGE SERVICE/STREET	29.25
		WEX HEALTH INC	SEP BENEFITS SOLUTION/STRE	4.13
		ELAN FINANCIAL SERVICES	BATTERY BOARD ASSEMBLY/STR	90.94
			RADIO RECEIVER OPENERS/STR	32.95
			DOOR LOCK TO SHOP/STREET	145.00
			LED BULB/STREET	113.49
		SNAK ATAK	SEP GAS/STREET	307.00
		GLEN'S AUTO PARTS	IMPACT SOCKET SET/STREET	36.39
		M R PAVING & EXCAVATING	STREET PATCHING/STREET	8,770.20
			202 N WASHINGTON PATCH	1,379.40
		CENTERPOINT ENERGY	214 E LINCOLN ST	29.54
			121 E LINCOLN ST	29.54
			GAS-214 E LINCOLN ST	29.54
			GAS-121 E LINCOLN ST	29.54
		PERA	PERA COORDINATED	243.34
			PERA COORDINATED	257.49
		PUBLIC UTILITIES COMMISSION	SEP UTIL STREET	116.35
			SEP UTIL STREET	44.67
			SEP UTIL STREET LIGHTS 1-2	1,469.55
			SEP UTIL STREET LIGHTS 21-	1,495.39
			SEP UTIL STREET LIGHTS 41-	38.61
		RUNNING SUPPLY INC	QUICK HITCH CAT/STREET	129.99
			GLOVES/STREET	33.98
			BUSHINGS/STREET	5.98
			BRUSH/DAWN/CAR WASH/STREET	46.87
			ADHESIVE/STREET	5.49
			REGULATOR, ACETYLENE/STREE	107.99
			SPRAY HOSE/FITTING	10.69
			TOTAL:	21,612.04
SWIMMING POOL OPERATIO	GENERAL FUND	SCP DISTRIBUTORS LLC	POLY POOL ROPE/POOL	102.60
		STONELUXE COATINGS	3 LAYER FLAKE COATING/POOL	13,261.96
		MUDE, JENNY	WSI TRAINING REIMBURSE/POO	210.00
		ROTHMEIER, CHRIS	WSI TRAINING REIMBURSE/POO	250.00
		SAXTON, SARA	LIFEGUARD INST REIMBURSE/P	210.00
		LIPETZKY, PHILLIP	LIFEGUARD INST REIMBURSE/P	210.00
		MN DEPARTMENT OF REVENUE	SEP SALES & USE TAX	80.91
			SEP SALES & USE TAX	15.23
		PUBLIC UTILITIES COMMISSION	SEP UTIL POOL	24.40
			SEP UTIL POOL	320.67
			TOTAL:	14,685.77
CAMPGROUNDS	GENERAL FUND	MN DEPARTMENT OF REVENUE	SEP SALES & USE TAX	1.00
		PUBLIC UTILITIES COMMISSION	SEP UTIL CAMPGROUND	416.14
			SEP UTIL CAMPGROUND	348.10
			TOTAL:	765.24
PARK DEPARTMENT	GENERAL FUND	SPRINGFIELD WELDING & TRAILER REPAIR	REPAIR FRAME LAWNMOWER/PAR	4,469.55
			SQ TUBE/FLAT/PARK	25.00
		CLEMENTS LUMBER INC-SPFLD	LUMBER BRIDGE REP WALK TRA	237.13
			WOOD SURVEYOR LATH/PARK	113.52
			LUMBER BRIDGE REP WALKING	183.95
		SW/WC SERVICE COOPERATIVES	NOV HEALTH INS/PARK	3,827.37

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		INTERNAL REVENUE SERVICE	FICA	179.97
			FICA	190.27
			MEDICARE	42.08
			MEDICARE	44.49
		USABLE LIFE	NOV LIFE INS	13.08
		RIVER VIEW SANITATION	SEP GARBAGE SERVICE/PARK	596.70
		WEX HEALTH INC	SEP BENEFITS SOLUTION/PARK	4.12
		ELAN FINANCIAL SERVICES	REBUILT GRASSHOP TANDEM/PA	835.00
		GLEN'S AUTO PARTS	INSERTS/TIR VALVE/PARK	23.21
			CROSS BEARING KITS/PARK	20.75
			U JOINT/PARK	19.10
			HOSE END FITTING/HOSE/PARK	33.97
			ADAPTER/PARK	15.96
			RTN CROSS BEARING KIT/PARK	41.50-
		PERA	PERA COORDINATED	243.34
			PERA COORDINATED	257.49
		PUBLIC UTILITIES COMMISSION	SEP UTIL BROWNS PARK	40.22
			SEP UTIL BROWNS PARK	124.25
			SEP UTIL SHELT#4,#3/HORSE/	37.94
			SEP UTIL SHELT#4,#3/HORSE/	28.47
			SEP UTIL MARTHA ANDERSON P	24.70
			SEP UTIL MARTHA ANDERSON P	37.00
			SEP UTIL EAST END PARK	26.83
		RUNNING SUPPLY INC	FAUCET/PARK	24.49
			PIN LIFT/LINK & LYNCH PIN/	19.26
			HITCH PIN/PARK	12.99
			RETURN HITCH PIN/PARK	6.00-
			WASHERS/PARK	1.00
			TOTAL:	11,705.70
LIBRARY DEPARTMENT	GENERAL FUND	CAPTAIN CLEAN SERVICES INC	ALTERMATT RM CLEAN CARPET/	359.10
		INTERNAL REVENUE SERVICE	FICA	240.71
			FICA	219.67
			MEDICARE	56.29
			MEDICARE	51.38
		USABLE LIFE	NOV LIFE INS	8.73
		CENTERPOINT ENERGY	120 N CASS AVE	36.17
			GAS-120 N CASS AVE	34.99
		PERA	PERA COORDINATED	249.77
			PERA COORDINATED	230.42
		PUBLIC UTILITIES COMMISSION	SEP UTIL LIBRARY	628.19
			SEP UTIL LIBRARY	51.25
			TOTAL:	2,166.67
AIRPORT	GENERAL FUND	INTERNAL REVENUE SERVICE	FICA	0.95
			MEDICARE	0.23
		NUVERA	NOV PHONE 9/17-10/16 LONG	19.95
			NOV PHONE 9/17-10/16 LONG	45.74
		BROWN COUNTY REA	AIRPORT OFFICE ENERGY	192.64
			AIRPORT SRE BLDG ENERGY	59.57
			HANGAR ENERGY	55.23
			CAPITAL CREDITS RETIREMENT	178.48-
		GLEN'S AUTO PARTS	GREASE/AIRPORT	91.60
			HD WIPER/AIRPORT	37.77
		PERA	PERA COORDINATED	1.32
			TOTAL:	326.52

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
LIBRARY DEPARTMENT	LIBRARY FUND	CHERRYROAD MEDIA INC	ARTISTS WANTED AD/LIBRARY	635.00
		DEMCO INC	LABEL PROTECTORS/LIBRARY	154.68
		LAMBERTON NEWS	ARTISTS WANTED AD/LIBRARY	173.25
		INGRAM LIBRARY SERVICES	SEP BOOKS (99)/LIBRARY	1,172.84
		WEBER, JUDITH A	ART SHOW INVITATIOINS/LIB	103.98
		VAN HEE MEDIA LLC	2025 JURIED ART SHOW ADS/L	856.00
		RIVER VIEW SANITATION	SEP GARBAGEG SERVICE/LIBRA	86.01
		ELAN FINANCIAL SERVICES	ROUND LABELS/LIBRARY	54.77
			GAME TABLE& BATTERY/SC PRO	1,255.93
			DESK CALENDAR/LIBRARY	12.69
		THE JOURNAL	ARTISTS WANTED AD/LIBRARY	597.60
		METRO SALES INC	SEP CONTRACT IMAGE CHARGES	43.65
		MN DEPARTMENT OF REVENUE	SEP SALES & USE TAX	14.69
			SEP SALES & USE TAX	1.31
		RUNNING SUPPLY INC	SOFTENER SALT/LIBRARY	25.16
		SPRINGFIELD ADVANCE PRESS INC	JURIED ART SHOW ADS/LIBRAR	450.00
			TOTAL:	5,637.56
NON-DEPARTMENTAL	RECREATION COMPLEX	INTERNAL REVENUE SERVICE	FEDERAL W/H	28.07
			FEDERAL W/H	5.48
			FICA	28.95
			FICA	5.45
			MEDICARE	6.78
			MEDICARE	1.27
		MN DEPT OF REVENUE-STATE W/H	STATE W/H	18.11
			STATE W/H	2.87
		CITY OF SPRINGFIELD-HEALTH INS REIMB	TERM LIFE	2.57
			HEALTH INSURANCE	47.03
		PERA	PERA COORDINATED	33.19
			PERA COORDINATED	5.51
		CITY OF SPRINGFIELD	HEALTH SAVINGS ACCOUNT	1.44
			TOTAL:	186.72
RECREATION COMPLEX DEP	RECREATION COMPLEX	SPRINGFIELD WELDING & TRAILER REPAIR	STEEL FOR SPRAYER/REC COMP	54.33
		INTERNAL REVENUE SERVICE	FICA	28.94
			FICA	5.45
			MEDICARE	6.78
			MEDICARE	1.27
		RIVER VIEW SANITATION	SEP GARBAGE SERVICE/REC CO	15.21
		JACK LARSON SEEDS	LAWN SEEDING/REC COMP	500.00
		OLYMPIC FIRE PROTECTION CORP	FIRE PROTECTION INSPECT/RE	360.00
		GLEN'S AUTO PARTS	CROSS BEARING KITS/REC COM	20.75
			ALTERNATOR BEARING/REC COM	13.83
			U JOINT/REC COMP	19.10
			EN HOSE/FITTING/CAP NUT/RE	43.23
			IND BELT/REC COMP	54.59
		PERA	PERA COORDINATED	38.28
			PERA COORDINATED	6.36
		PUBLIC UTILITIES COMMISSION	SEP UTIL STICKER FIELD	19.50
			SEP UTIL STICKER FIELD	133.69
			SEP UTIL STICKER FIELD	1,881.16
			SEP UTIL SOFTBALL FIELD	17.05
			CTY B BALWTR/TNS CRT/CONCE	483.08
			CTY B BALWTR/TNS CRT/CONCE	731.99
			SEP UTIL SOFTBALL CON/SAFE	18.12
			SEP UTIL SOFTBALL CON/SAFE	104.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		RUNNING SUPPLY INC	WEED WHIP LINE/REC COMP	17.99
			BUNGEY CORD/REC COMP	10.49
			ADHESIVE/REC COMP	7.99
			TOTAL:	4,593.18
NON-DEPARTMENTAL	ECONOMIC DEVELOPME	INTERNAL REVENUE SERVICE	FEDERAL W/H	45.15
			FEDERAL W/H	22.86
			FICA	48.09
			FICA	24.35
			MEDICARE	11.25
			MEDICARE	5.70
		MN DEPT OF REVENUE-STATE W/H	STATE W/H	25.88
			STATE W/H	13.10
		CITY OF SPRINGFIELD-HEALTH INS REIMB	HEALTH INSURANCE	98.17
			HEALTH INSURANCE	49.70
			DENTAL INS	9.33
			DENTAL INS	4.72
		LARSON, TERESA	DAYCARE LOAN PROCEEDS	10,000.00
		BIGELOW, APRIL & JAMES AND J TEMPEL CO	ROOF LOAN	30,000.00
		PERA	PERA COORDINATED	65.08
			PERA COORDINATED	32.95
		CITY OF SPRINGFIELD	HEALTH SAVINGS ACCOUNT	118.04
			HEALTH SAVINGS ACCOUNT	59.77
			TOTAL:	40,634.14
ECONOMIC DEVELOP AUTHO	ECONOMIC DEVELOPME	BROWN COUNTY RECORDER	RECORD LARSON MORTGAGE	92.00
			RECORD MORTGAGE A&J BIGELO	46.00
		INTERNAL REVENUE SERVICE	FICA	48.09
			FICA	24.35
			MEDICARE	11.25
			MEDICARE	5.70
		LARSON, TERESA	DAYCARE LOAN FEES	235.00-
			DAYCARE LOAN ORIGINATION F	100.00-
		BIGELOW, APRIL & JAMES AND J TEMPEL CO	ROOF GRANT	10,000.00
			ROOF LOAN FEES	253.00-
			BIGELOW LOAN ORIGINATION F	300.00-
			REFUND-MORTGAGE TAX OVERCH	23.00
		BROWN CO AUDITOR TREASURER	003330003030050 217 W CENTR	1,924.00
			LARSON MORTGAGE REG TAX	23.00
			A&J BIGELOW MORTGAGE REG T	92.00
			A&J BIGELOW MORTGAGE REG T	69.00
		F & M STATE BANK	LARSON DOC PREP	45.00
			LARSON DOC O&E	75.00
			A&J BIGELOW DOC PREP	45.00
			A&J BIGELOW ACH SETUP FEE	70.00
		PERA	PERA COORDINATED	75.09
			PERA COORDINATED	38.02
			TOTAL:	11,818.50
NON-DEPARTMENTAL	MEDICAL CENTER	INTERNAL REVENUE SERVICE	FEDERAL W/H	103.69
			FEDERAL W/H	105.66
			FICA	103.07
			FICA	105.03
			MEDICARE	24.10
			MEDICARE	24.56
		MN DEPT OF REVENUE-STATE W/H	STATE W/H	54.33

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			STATE W/H	55.37
		PERA	PERA COORDINATED	104.35
			PERA COORDINATED	106.33
			TOTAL:	786.49
MEDICAL CLINIC	MEDICAL CENTER	CLEMENTS LUMBER INC-SPFLD	MAPLE CASING/MED CTR	90.72
		INTERNAL REVENUE SERVICE	FICA	103.08
			FICA	105.02
			MEDICARE	24.11
			MEDICARE	24.56
		USABLE LIFE	NOV LIFE INS	8.73
		NUVERA	NOV PHONE 9/17-10/16 LONG	250.42
		LOOPNET	SEP PREMIUM PLAN	94.15
			OCT PREMIUM PLAN	94.15
		VIKING ELECTRIC SUPPLY LLC	LED BALLAST END LAMP/MED C	304.50
		ELAN FINANCIAL SERVICES	CIRCUIT BREAKER/MED CTR	67.25
			DISC CARTRIGE (2)/MED CTR	49.70
		GLEN'S AUTO PARTS	FUEL LINES/MED CTR	6.18
		CENTERPOINT ENERGY	11302389-3 GAS 625 N JACKS	2,086.41
			6402272762-8 GAS 625 N JAC	210.42
		PERA	PERA COORDINATED	120.40
			PERA COORDINATED	122.70
		PUBLIC UTILITIES COMMISSION	SEP UTIL CLINIC/HOSPITAL	13,054.08
			SEP UTIL CLINIC/HOSPITAL	361.79
			SEP UTIL CLINIC/HOSPITAL	50.00
		RUNNING SUPPLY INC	BOILER DRAIN/CEMENT/MED CT	61.52
			JOINT COMPOUND/MED CTR	26.49
			TRAY LINER/ROLLER COVER/ME	11.96
			CEMENT/MED CTR	10.99
			TOTAL:	17,339.33
NON-DEPARTMENTAL	COMMUNITY CENTER F	INTERNAL REVENUE SERVICE	FEDERAL W/H	64.30
			FEDERAL W/H	86.59
			FICA	85.06
			FICA	126.10
			MEDICARE	19.89
			MEDICARE	29.47
		MN DEPT OF REVENUE-STATE W/H	STATE W/H	36.86
			STATE W/H	49.64
		CITY OF SPRINGFIELD-HEALTH INS REIMB	HEALTH INSURANCE	139.81
			HEALTH INSURANCE	188.28
			DENTAL INS	13.29
			DENTAL INS	17.90
		PERA	PERA COORDINATED	110.05
			PERA COORDINATED	148.96
		CITY OF SPRINGFIELD	HEALTH SAVINGS ACCOUNT	168.11
			HEALTH SAVINGS ACCOUNT	226.38
			TOTAL:	1,510.69
COMMUNITY CENTER	COMMUNITY CENTER F	SW/WC SERVICE COOPERATIVES	NOV HEALTH INS/COMM CTR	2,783.54
		INTERNAL REVENUE SERVICE	FICA	85.06
			FICA	126.10
			MEDICARE	19.89
			MEDICARE	29.47
		USABLE LIFE	NOV LIFE INS	8.73
		RIVER VIEW SANITATION	SEP GARBAGE SERVICE	328.17

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		NUVERA	NOV PHONE 9/17-10/16 LONG	130.05
		WEX HEALTH INC	SEP BENEFITS SOLUTION/COMM	2.75
		ELAN FINANCIAL SERVICES	CREAMER PACKETS/COMM CTR	11.75
			TORK MATIC HAND TWLS/COMM	129.69
			TONER CART REPLACEMENT/COM	57.99
		VESTIS	TBLCVRS/COMM CTR	34.47
			MOPS/TWLS/COMM CTR	31.55
			MOPS/TWLS/COMM CTR	31.55
		PRINT MASTERS OF WILLMAR	2ND HALF DIGITAL SIGN/COMM	12,810.50
			1ST HALF SIGN CORRECTED	12,810.50
		CENTERPOINT ENERGY	33 S CASS AVE	134.08
			GAS-33 S CASS AVE	127.01
		MN DEPARTMENT OF REVENUE	SEP SALES & USE TAX	198.37
		PERA	PERA COORDINATED	126.98
			PERA COORDINATED	171.87
		PUBLIC UTILITIES COMMISSION	SEP UTIL COMM CTR	1,465.23
			SEP UTIL COMM CTR	866.27
		RUNNING SUPPLY INC	WEED KILL/STAKE KIT/MALLET	60.95
			GLASS CLEANERS/COMM CTR	9.57
		CITY OF SPRINGFIELD	SEP LODGING TAX	80.59
			TOTAL:	32,672.68
DEBT SERVICE	2010 GO BOND SANBR	F & M STATE BANK	2010A GOI BONDS	100,000.00
			2010A GOI BONDS	3,587.50
			2010A GOI BONDS AGENT FEE	495.00
			TOTAL:	104,082.50
POLICE	CAPITAL PROJECTS	CLEMENTS LUMBER INC-SPFLD	STEEL SIDING/NAILS/POLICE	579.40
			TOTAL:	579.40
AIRPORT	CAPITAL PROJECTS	MEAD & HUNT INC	SEP D42 TO 2018-5 ZONING U	371.00
			TOTAL:	371.00
NON-DEPARTMENTAL	SPFLD COMM AMBULAN	INTERNAL REVENUE SERVICE	FEDERAL W/H	70.98
			FEDERAL W/H	93.97
			FICA	301.55
			FICA	292.12
			MEDICARE	71.07
			MEDICARE	70.38
		MN DEPT OF REVENUE-STATE W/H	STATE W/H	86.02
			STATE W/H	92.41
		VOYA	DEFERRED COMP	2.44
			DEFERRED COMP	7.26
			ROTH	0.53
			ROTH	0.53
		776600-NCPERS GROUP LIFE INS	LIFE INSURANCE	2.01
		CITY OF SPRINGFIELD-HEALTH INS REIMB	TERM LIFE	1.03
			TERM LIFE	0.85
			HEALTH INSURANCE	0.60
			HEALTH INSURANCE	1.38
			DENTAL INS	8.70
			DENTAL INS	7.16
			VISION INS	0.02
			VISION INS	0.02
		PERA	PERA COORDINATED	19.22
			PERA COORDINATED	15.90

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			POLICE & FIRE PERA	4.21
			POLICE & FIRE PERA	16.15
			TOTAL:	1,166.51
AMBULANCE SERVICES	SPFLD COMM AMBULAN	CHUCK SPAETH FORD INC	2013 VAN REPAIR WHEEL CVRS	335.37
		BOUND TREE MEDICAL LLC	EMERGENCY SURGICAL KIT/AMB	103.98
			CPR STAT PADZ/ALCHOL PADS/	337.78
		LINDE GAS & EQUIPMENT INC	MED HIGH PRESS/CYL TRACK/A	764.27
		INTERNAL REVENUE SERVICE	FICA	301.55
			FICA	292.12
			MEDICARE	71.07
			MEDICARE	70.37
		METRO-BILLING SERVICES	CLAIMS SUBMITTED (11) AMB	275.00
		LOFFLER COMPANIES INC 131511	SEP OVERAGE/AMB	29.18
		NUVERA	NOV PHONE 9/17-10/16 LONG	25.18
		CENTRACARE HEALTH	AMB RESPONSE/B.L.	200.00
			AMB RESPONSE/B.P.	200.00
			AMB RESPONSE/C.P.	200.00
		ALLINA HEALTH SYSTEM	SEP SUPPORT	732.00
			SEP COORDINATOR	10,893.40
		AT&T MOBILITY	OCT CELL.HOTSPOT-AMBULANCE	108.26
		ELAN FINANCIAL SERVICES	TONER CARTRIGE/AMB	115.00
			MOTOROLA BATTERIES (3).AMB	91.65
		STERICYCLE INC	OCT SUBSTA.DISPOSAL.OSHA.H	187.77
		FUELMAN	SEP GAS//AMBULANCE	259.97
			SEP GAS/DISCOUNT	1.24-
			OCT GAS	362.62
			OCT GAS DISCOUNT	0.86-
		CENTRAL MCGOWAN	OXYGEN/AMBULANCE	255.40
			OXYGEN/HAZ MAT/FUEL CHG/AM	38.70
		MEDICARE PART B-NGSI	LETTER 44713191 OVERPAY-M	68.77
		MN DEPARTMENT OF REVENUE	MN CARE TAX ACH	450.00
		PERA	PERA COORDINATED	22.18
			PERA COORDINATED	18.35
			POLICE & FIRE PERA	6.31
			POLICE & FIRE PERA	24.22
		RUNNING SUPPLY INC	LITHIUM BATTERY/AMBULANCE	5.99
			CANDY/AMBULANCE	23.25
			TOTAL:	16,867.61
STORMWATER DRAINAGE	STORMWATER UTILITY	CLEMENTS LUMBER INC-SPFLD	SAKRETE MIX ST SEWER REPAI	37.20
			TOTAL:	37.20
PARK DEPARTMENT	ROIGER TRUST FUND	RIVER CREEK NURSERY INC	TREES/GUN RANGE	2,373.54
			TOTAL:	2,373.54

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT

FUND TOTALS

100	GENERAL FUND	138,776.01	+ 60,973.77	199,749.78
210	LIBRARY FUND	5,637.56		
228	RECREATION COMPLEX FUND	4,779.90	+ 416.50	5196.40
250	ECONOMIC DEVELOPMENT AUTH	52,452.64	+ 867.69	53,320.33
251	MEDICAL CENTER	18,125.82	+ 2569.92	20,695.74
278	COMMUNITY CENTER FUND	34,183.37	+ 2655.20	36,838.57
327	2010 GO BOND SANBRN-SPRNG	104,082.50		
411	CAPITAL PROJECTS	950.40		
608	SPFLD COMM AMBULANCE SERV	18,034.12	+ 8592.48	26,626.60
651	STORMWATER UTILITY	37.20		
804	ROIGER TRUST FUND	2,373.54		
	GRAND TOTAL:	379,433.06	+ 76,075.56	455508.62

TOTAL PAGES: 11

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Springfield
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 1/01/2025 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 10/15/2025 THRU 11/14/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

10/27 & 11/10 payrolls

PRINT OPTIONS

11-19-25 council meeting

PRINT DATE: None
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: C O U N C I L R E P O R T
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

POOLED CASH REPORT-FUND 999

AS OF: NOVEMBER 30TH, 2025

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
CLAIM ON CASH					
100	10006	GENERAL CLAIM ON POOL INVEST	1,002,637.11	(33,629.41)	969,007.70
210	10006	LIBRARY CLAIM ON POOL INVEST	124,216.49	(5,352.01)	118,864.48
210	100061	CLAIM ON POOL INVEST-ALTERMATT	598,900.78	0.00	598,900.78
210	100062	CLAIM ON POOL INVEST-ROTHENBUR	119,056.45	0.00	119,056.45
228	10006	REC COMPL-CLAIM ON POOL INVEST	36,014.09	(3,386.25)	32,627.84
240	10006	SM CTY 4-CLAIM ON POOL INVEST	6,509.21	138.02	6,647.23
242	10006	SM CTY 4-CLAIM ON POOL INVEST	64,493.02	719.96	65,212.98
250	10006	EDA CLAIM ON POOL INVEST	614,730.57	(49,440.45)	565,290.12
250	100061	EDA USDA-CLAIM ON POOL INVEST	197,746.48	0.00	197,746.48
250	100062	EDA MIF - CLAIM ON POOL INVEST	31,485.82	0.00	31,485.82
251	10006	MED CTR - CLAIM ON POOL INVEST	1,055,877.56	(3,376.99)	1,052,500.57
278	10006	COM CTR - CLAIM ON POOL INVEST	(46,363.50)	(7,584.48)	(53,947.98)
278	100061	CC SCHNEI-CLAIM ON POOL INVEST	15,785.50	0.00	15,785.50
278	100063	CC FLEISC-CLAIM ON POOL INVEST	105,348.03	0.00	105,348.03
278	100064	CC ROIGER CLAIM ON POOL INVEST	219,999.79	0.00	219,999.79
320	10006	DS CREAM -CLAIM ON POOL INVEST	26,857.26	0.00	26,857.26
322	10006	DS 2021B CLAIM ON POOL INVEST	15,562.61	0.00	15,562.61
323	10006	DS 2018 - CLAIM ON POOL INVEST	309,229.55	0.00	309,229.55
324	10006	DS 2021B ST-CLAIM POOL INVEST	455,519.69	0.00	455,519.69
327	10006	DS 2010A ST CLAIM POOL INVEST	100,594.04	(104,082.50)	(3,488.46)
378	10006	TIF 1-4 CLAIM ON POOL INVEST	469.53	0.00	469.53
408	10006	FEMA SAFE RM CLAIM POOL INVEST	(421,755.04)	(364.32)	(422,119.36)
411	10006	CAP PROJECTS CLAIM POOL INVEST	350,781.50	(2,066.40)	348,715.10
427	10006	25-26 IND PARK CLAIM POOL INVE	341.02	0.00	341.02
608	10006	AMBULANCE CLAIM ON POOL INVEST	(171,340.37)	(17,142.21)	(188,482.58)
608	100061	AMB DONATION CLAIM POOL INVEST	21,011.79	0.00	21,011.79
651	10006	STORM WATER CLAIM POOL INVEST	365,341.51	686.59	366,028.10
804	10006	ROIGER CLAIM ON POOL INVEST	1,923.17	(900.00)	1,023.17
805	10006	HOUSING TRST CLAIM POOL INVEST	305,185.45	0.00	305,185.45
TOTAL CLAIM ON CASH			5,506,159.11	(225,780.45)	5,280,378.66
CASH IN BANK - POOLED CASH					
999	10001	CHECKING - F&M BANK - CITY	145,330.53	(224,124.87)	(78,794.34)
999	10008	INVESTMENTS - F&M MM	1,016,530.80	0.00	1,016,530.80
999	10011	INVESTMENTS - CD'S	1,144,157.21	483,875.07	1,628,032.28
999	10012	INVESTMENTS - SPFCU	10.16	0.00	10.16
999	10015	INVESTMENTS - 4M FUND MM	2,423,687.87	(493,875.07)	1,929,812.80
999	10016	INVESTMENTS - LIBRARY 4M MM	10,367.31	0.00	10,367.31
999	10017	INVESTMENTS - LIBRARY CD'S	766,075.25	(1,655.58)	764,419.67
SUBTOTAL CASH IN BANK - POOLED CASH			5,506,159.13	(235,780.45)	5,270,378.68
999	10014	Moreton Investments			+10,000.00
WAGES PAYABLE					
TOTAL CASH IN BANK - POOLED CASH			5,506,159.13	(235,780.45)	5,270,378.68

POOLED CASH REPORT-FUND 999

AS OF: NOVEMBER 30TH, 2025

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
DUE TO OTHER FUNDS - POOLED CASH					
999	20230	DUE TO OTHER FUNDS	5,506,159.13	(225,780.45)	5,280,378.68
TOTAL DUE TO OTHER FUNDS			5,506,159.13	(225,780.45)	5,280,378.68

POOLED CASH REPORT-FUND 999

AS OF: NOVEMBER 30TH, 2025

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
DUE TO POOLED CASH					
DUE FROM OTHER FUNDS					
ACCOUNTS PAYABLE - POOLED CASH					

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

FINANCIAL SUMMARY 75.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
GOVERNMENT WIDE	1,284,951.00	0.00	700,894.13	54.55	584,056.87
GENERAL GOVERNMENT	1,071,126.00	3,250.73	584,505.59	54.57	486,620.41
COUNCIL	0.00	0.00	583,744.00	0.00	(583,744.00)
CLERK/REG/ADMINISTRATION	200,482.00	10,153.69	149,502.02	74.57	50,979.98
PLANNING & ZONING	2,500.00	150.00	1,975.00	79.00	525.00
POLICE	28,300.00	1,024.44	13,036.62	46.07	15,263.38
DARE	60.00	0.00	112.61	187.68	(52.61)
FIRE DEPARTMENT	51,300.00	0.00	52,295.00	101.94	(995.00)
RENTAL LICENSING	4,615.00	0.00	4,665.00	101.08	(50.00)
ANIMAL SHELTER	400.00	45.00	1,155.98	289.00	(755.98)
STREET DEPARTMENT	123,814.00	100.00	72,790.87	58.79	51,023.13
SWIMMING POOL OPERATIONS	36,000.00	1,287.87	37,239.10	103.44	(1,239.10)
PARK DEPARTMENT	3,750.00	1,200.00	12,940.89	345.09	(9,190.89)
AIRPORT	83,444.00	188.87	54,495.25	65.31	28,948.75
TOTAL REVENUES	2,890,742.00	17,400.60	2,269,352.06	78.50	621,389.94
EXPENDITURE SUMMARY					
SPECIAL PROJECTS	23,390.00	0.00	621,835.50	2,658.55	(598,445.50)
GENERAL GOVERNMENT	269,864.00	0.00	2,140.22	0.79	267,723.78
COUNCIL	54,801.00	1,730.52	41,884.90	76.43	12,916.10
CLERK/REG/ADMINISTRATION	565,231.00	60,887.58	420,596.71	74.41	144,634.29
AUDIT	20,000.00	0.00	17,422.00	87.11	2,578.00
ASSESSING	21,237.00	0.00	21,237.00	100.00	0.00
CITY ATTORNEY	37,510.00	3,484.65	30,394.65	81.03	7,115.35
PLANNING & ZONING	75.00	17.25	192.00	256.00	(117.00)
TECHNOLOGY	64,855.00	11,284.16	46,136.84	71.14	18,718.16
POLICE	677,729.00	85,518.81	584,498.93	86.24	93,230.07
FIRE DEPARTMENT	90,122.00	3,593.63	50,642.66	56.19	39,479.34
RENTAL LICENSING	1,500.00	0.00	0.00	0.00	1,500.00
CIVIL DEFENSE	4,397.00	201.88	4,579.74	104.16	(182.74)
ANIMAL SHELTER	7,095.00	487.37	14,997.73	211.38	(7,902.73)
STREET DEPARTMENT	378,134.00	96,837.95	255,071.31	67.46	123,062.69
SWIMMING POOL OPERATIONS	117,013.00	11,770.50	76,615.04	65.48	40,397.96
CAMPGROUNDS	13,737.00	2,377.34	13,122.30	95.53	614.70
PARK DEPARTMENT	218,220.00	30,345.65	160,654.72	73.62	57,565.28
LIBRARY DEPARTMENT	172,205.00	12,862.36	91,656.41	53.23	80,548.59
TRANSFER TO REC COMPLEX	47,002.00	0.00	26,007.70	55.33	20,994.30
TRANSFER TO COMM CENTER	24,566.00	0.00	0.00	0.00	24,566.00
TRANSFER TO OTHER FUNDS	20,570.00	0.00	20,570.00	100.00	0.00
AIRPORT	61,489.00	2,395.09	58,691.01	95.45	2,797.99
TOTAL EXPENDITURES	2,890,742.00	323,794.74	2,558,947.37	88.52	331,794.63
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(306,394.14)	(289,595.31)		289,595.31

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

75.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
GOVERNMENT WIDE					
Taxes					
100-440000-31010 PROPERTY TAXES	1,273,901.00	0.00	693,799.13	54.46	580,101.87
TOTAL Taxes	1,273,901.00	0.00	693,799.13	54.46	580,101.87
Licenses & Permits					
100-440000-32110 ALCOHOLIC BEVERAGES	10,400.00	0.00	6,410.00	61.63	3,990.00
100-440000-32181 CIGARETTE LICENSES	500.00	0.00	500.00	100.00	0.00
100-440000-32184 MISCELLANEOUS LICENSE	150.00	0.00	185.00	123.33	(35.00)
TOTAL Licenses & Permits	11,050.00	0.00	7,095.00	64.21	3,955.00
Intergovernmental					
Other Financing Sources					
TOTAL GOVERNMENT WIDE	1,284,951.00	0.00	700,894.13	54.55	584,056.87
SPECIAL PROJECTS					
Charges for Services					
GENERAL GOVERNMENT					
Intergovernmental					
100-441000-33401 LOCAL GOVERNMENT AID	1,019,964.00	0.00	509,982.00	50.00	509,982.00
TOTAL Intergovernmental	1,019,964.00	0.00	509,982.00	50.00	509,982.00
Charges for Services					
100-441000-34111 MISC REVENUE	300.00	0.00	151.63	50.54	148.37
TOTAL Charges for Services	300.00	0.00	151.63	50.54	148.37
Special Assessments					
100-441000-36210 INTEREST EARNINGS	10,862.00	2,450.73	33,571.96	309.08	(22,709.96)
100-441000-36230 PLEDGES/CONTRIBUTIONS	0.00	800.00	800.00	0.00	(800.00)
100-441000-36241 PUC PAYMENTIN LIEU OF TAXES	40,000.00	0.00	40,000.00	100.00	0.00
TOTAL Special Assessments	50,862.00	3,250.73	74,371.96	146.22	(23,509.96)
Other Financing Sources					
TOTAL GENERAL GOVERNMENT	1,071,126.00	3,250.73	584,505.59	54.57	486,620.41

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

75.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
COUNCIL					
=======					
Charges for Services					
Special Assessments					
100-441110-36200 INSURANCE REFUND	0.00	0.00	583,744.00	0.00	(583,744.00)
TOTAL Special Assessments	0.00	0.00	583,744.00	0.00	(583,744.00)
TOTAL COUNCIL	0.00	0.00	583,744.00	0.00	(583,744.00)
CLERK/REG/ADMINISTRATION					
========================					
Taxes					
100-441400-31410 LODGING TAXES	780.00	(18.90)	2,088.58	267.77	(1,308.58)
TOTAL Taxes	780.00	(18.90)	2,088.58	267.77	(1,308.58)
Licenses & Permits					
100-441400-32150 PUBLIC UTILITIES	116,352.00	9,870.59	88,835.31	76.35	27,516.69
TOTAL Licenses & Permits	116,352.00	9,870.59	88,835.31	76.35	27,516.69
Charges for Services					
100-441400-34107 ASSESSMENT SEARCHES	250.00	30.00	160.00	64.00	90.00
100-441400-34111 MISC REVENUE	100.00	8.00	81.73	81.73	18.27
100-441400-34112 BIRTH/DEATH CERTIFICATES	3,000.00	264.00	2,205.00	73.50	795.00
100-441400-34113 REGISTRAR FEES	80,000.00	0.00	44,437.00	55.55	35,563.00
TOTAL Charges for Services	83,350.00	302.00	46,883.73	56.25	36,466.27
Special Assessments					
100-441400-36200 INSURANCE REFUND	0.00	0.00	11,694.40	0.00	(11,694.40)
TOTAL Special Assessments	0.00	0.00	11,694.40	0.00	(11,694.40)
Other Financing Sources					
TOTAL CLERK/REG/ADMINISTRATION	200,482.00	10,153.69	149,502.02	74.57	50,979.98
ELECTIONS					
=========					
Intergovernmental					
Special Assessments					

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

75.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PLANNING & ZONING					
Charges for Services					
100-441800-34103 ZONING AND SUBDIVISION FEES	2,500.00	150.00	1,975.00	79.00	525.00
TOTAL Charges for Services	2,500.00	150.00	1,975.00	79.00	525.00
TOTAL PLANNING & ZONING	2,500.00	150.00	1,975.00	79.00	525.00
TECHNOLOGY					
Special Assessments					
POLICE					
Intergovernmental					
100-442100-33160 FEDERAL GRANTS-OTHER	2,000.00	924.45	1,863.90	93.20	136.10
100-442100-33416 POLICE TRAINING REIMBURSEMENT	2,300.00	0.00	1,988.86	86.47	311.14
100-442100-33421 POLICE STATE AID	22,000.00	0.00	0.00	0.00	22,000.00
100-442100-33422 OTHER STATE GRANTS AND AIDS	0.00	0.00	7,863.90	0.00	(7,863.90)
TOTAL Intergovernmental	26,300.00	924.45	11,716.66	44.55	14,583.34
Charges for Services					
Fines & Forfeitures					
100-442100-35101 COURT FINES	2,000.00	99.99	1,319.96	66.00	680.04
TOTAL Fines & Forfeitures	2,000.00	99.99	1,319.96	66.00	680.04
Special Assessments					
Other Financing Sources					
TOTAL POLICE	28,300.00	1,024.44	13,036.62	46.07	15,263.38
DARE					
Charges for Services					
Fines & Forfeitures					
Special Assessments					
100-442110-36210 INTEREST EARNINGS	60.00	0.00	112.61	187.68	(52.61)
TOTAL Special Assessments	60.00	0.00	112.61	187.68	(52.61)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

75.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL DARE	60.00	0.00	112.61	187.68	(52.61)
EXPLORER					
========					
Charges for Services					
Special Assessments					
FIRE DEPARTMENT					
==========					
Intergovernmental					
100-442200-33422 OTHER STATE GRANTS AND AIDS	4,000.00	0.00	0.00	0.00	4,000.00
TOTAL Intergovernmental	4,000.00	0.00	0.00	0.00	4,000.00
Charges for Services					
100-442200-34202 SPECIAL FIRE PROTECTION SERVIC	8,000.00	0.00	8,225.00	102.81	(225.00)
100-442200-34207 FIRE TOWNSHIP CONTRACTS	39,300.00	0.00	41,920.00	106.67	(2,620.00)
TOTAL Charges for Services	47,300.00	0.00	50,145.00	106.01	(2,845.00)
Special Assessments					
100-442200-36230 PLEDGES/CONTRIBUTIONS	0.00	0.00	2,150.00	0.00	(2,150.00)
TOTAL Special Assessments	0.00	0.00	2,150.00	0.00	(2,150.00)
Other Financing Sources					
TOTAL FIRE DEPARTMENT	51,300.00	0.00	52,295.00	101.94	(995.00)
RENTAL LICENSING					
================					
Licenses & Permits					
100-442408-32182 RENTAL LICENSE FEES	4,615.00	0.00	4,665.00	101.08	(50.00)
TOTAL Licenses & Permits	4,615.00	0.00	4,665.00	101.08	(50.00)
TOTAL RENTAL LICENSING	4,615.00	0.00	4,665.00	101.08	(50.00)
CIVIL DEFENSE					
============					
Intergovernmental					
100-442500-33150 FEMA GRANT	0.00	0.00	(715.68)	0.00	715.68
100-442500-33422 OTHER STATE GRANTS AND AIDS	0.00	0.00	715.68	0.00	(715.68)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

75.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Special Assessments					
ANIMAL SHELTER					
==========					
Licenses & Permits					
100-442700-32185 DOG LICENSE	300.00	45.00	360.00	120.00	(60.00)
TOTAL Licenses & Permits	300.00	45.00	360.00	120.00	(60.00)
Charges for Services					
100-442700-34111 MISC REVENUE	0.00	0.00	583.00	0.00	(583.00)
100-442700-34210 ANIMAL IMPOUND FEES	100.00	0.00	162.98	162.98	(62.98)
TOTAL Charges for Services	100.00	0.00	745.98	745.98	(645.98)
Special Assessments					
100-442700-36230 PLEDGES/CONTRIBUTIONS	0.00	0.00	50.00	0.00	(50.00)
TOTAL Special Assessments	0.00	0.00	50.00	0.00	(50.00)
TOTAL ANIMAL SHELTER	400.00	45.00	1,155.98	289.00	(755.98)
STREET DEPARTMENT					
================					
Taxes					
100-443100-31810 FRANCHISE TAXES	60,000.00	0.00	53,876.50	89.79	6,123.50
TOTAL Taxes	60,000.00	0.00	53,876.50	89.79	6,123.50
Intergovernmental					
100-443100-33422 OTHER STATE GRANTS AND AIDS	45,814.00	0.00	11,123.00	24.28	34,691.00
TOTAL Intergovernmental	45,814.00	0.00	11,123.00	24.28	34,691.00
Charges for Services					
100-443100-34208 STREET SERVICES	12,000.00	100.00	1,100.00	9.17	10,900.00
TOTAL Charges for Services	12,000.00	100.00	1,100.00	9.17	10,900.00
Special Assessments					
100-443100-36200 INSURANCE REFUND	0.00	0.00	244.83	0.00	(244.83)
100-443100-36230 PLEDGES/CONTRIBUTIONS	6,000.00	0.00	6,446.54	107.44	(446.54)
TOTAL Special Assessments	6,000.00	0.00	6,691.37	111.52	(691.37)
Other Financing Sources					
TOTAL STREET DEPARTMENT	123,814.00	100.00	72,790.87	58.79	51,023.13

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

75.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
SWIMMING POOL OPERATIONS					
==========					
Intergovernmental					
Charges for Services					
100-445124-34720 ADMISSIONS	23,000.00	1,083.01	21,790.41	94.74	1,209.59
100-445124-34721 SWIMMING LESSONS	7,000.00	60.00	4,952.37	70.75	2,047.63
100-445124-34740 SWIMMING POOL CONCESSIONS	6,000.00	144.86	4,996.32	83.27	1,003.68
TOTAL Charges for Services	36,000.00	1,287.87	31,739.10	88.16	4,260.90
Special Assessments					
100-445124-36200 INSURANCE REFUND	0.00	0.00	5,500.00	0.00	(5,500.00)
TOTAL Special Assessments	0.00	0.00	5,500.00	0.00	(5,500.00)
Other Financing Sources					
TOTAL SWIMMING POOL OPERATIONS	36,000.00	1,287.87	37,239.10	103.44	(1,239.10)
CAMPGROUNDS					
==========					
Charges for Services					
Special Assessments					
PARK DEPARTMENT					
==========					
Charges for Services					
Special Assessments					
100-445201-36200 INSURANCE REFUND	0.00	0.00	244.83	0.00	(244.83)
100-445201-36230 PLEDGES/CONTRIBUTIONS	3,750.00	1,200.00	4,950.00	132.00	(1,200.00)
TOTAL Special Assessments	3,750.00	1,200.00	5,194.83	138.53	(1,444.83)
Other Financing Sources					
100-445201-39207 TRANSFER IN	0.00	0.00	7,746.06	0.00	(7,746.06)
TOTAL Other Financing Sources	0.00	0.00	7,746.06	0.00	(7,746.06)
TOTAL PARK DEPARTMENT	3,750.00	1,200.00	12,940.89	345.09	(9,190.89)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

75.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
LIBRARY DEPARTMENT					
Charges for Services					
Special Assessments					
AIRPORT					
Intergovernmental					
100-449810-33424 AIRPORT AID FROM STATE	19,000.00	0.00	21,914.95	115.34	(2,914.95)
TOTAL Intergovernmental	19,000.00	0.00	21,914.95	115.34	(2,914.95)
Charges for Services					
Special Assessments					
100-449810-36221 LAND RENT	57,304.00	0.00	28,651.79	50.00	28,652.21
TOTAL Special Assessments	57,304.00	0.00	28,651.79	50.00	28,652.21
Not Used					
100-449810-38021 HANGAR RENT	840.00	0.00	852.00	101.43	(12.00)
100-449810-38022 ELECTRICITY SALES	300.00	6.69	101.96	33.99	198.04
100-449810-38023 AVIATION GAS SALES	6,000.00	182.18	2,974.55	49.58	3,025.45
TOTAL Not Used	7,140.00	188.87	3,928.51	55.02	3,211.49
TOTAL AIRPORT	83,444.00	188.87	54,495.25	65.31	28,948.75
TOTAL REVENUES	2,890,742.00	17,400.60	2,269,352.06	78.50	621,389.94

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

SPECIAL PROJECTS 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Professional						
Other Contracted Service						
100-540800-420	OTHER CONTRACT SERVICES	0.00	0.00	620,690.50	0.00	(620,690.50)
100-540800-439	MISCELLANEOUS EXPENSE	1,200.00	0.00	1,145.00	95.42	55.00
100-540800-440	TAX ABATEMENTS	22,190.00	0.00	0.00	0.00	22,190.00
TOTAL Other Contracted Service		23,390.00	0.00	621,835.50	2,658.55	(598,445.50)
Capital Assets						
TOTAL SPECIAL PROJECTS		23,390.00	0.00	621,835.50	2,658.55	(598,445.50)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

GENERAL GOVERNMENT 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Professional						
100-541000-314	BOND COUNSEL FEES	550.00	0.00	550.00	100.00	0.00
100-541000-361	LIABILITY INSURANCE	1,578.00	0.00	1,590.22	100.77	(12.22)
TOTAL Professional		2,128.00	0.00	2,140.22	100.57	(12.22)
Transfers						
100-541000-723	TRANSFER TO CAP EQUIPMENT PURC	252,736.00	0.00	0.00	0.00	252,736.00
100-541000-724	TRANSFER TO EDA	15,000.00	0.00	0.00	0.00	15,000.00
TOTAL Transfers		267,736.00	0.00	0.00	0.00	267,736.00
TOTAL GENERAL GOVERNMENT		269,864.00	0.00	2,140.22	0.79	267,723.78

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

COUNCIL 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Personnel						
100-541110-103	PART-TIME EMPLOYEES - REGULAR	19,680.00	1,390.00	13,210.00	67.12	6,470.00
100-541110-122	SOCIAL SECURITY	1,220.00	86.18	819.02	67.13	400.98
100-541110-125	MEDICARE CONTRIBUTIONS	285.00	20.15	191.54	67.21	93.46
100-541110-151	WORKERS COMPENSATION INSURANCE	77.00	(0.06)	64.32	83.53	12.68
TOTAL Personnel		21,262.00	1,496.27	14,284.88	67.19	6,977.12
Supplies						
Professional						
100-541110-303	ENGINEERING FEES	0.00	0.00	209.00	0.00	(209.00)
100-541110-316	TRAINING/EDUCATION	1,000.00	0.00	99.00	9.90	901.00
100-541110-331	TRAVEL EXPENSE	200.00	95.00	279.80	139.90	(79.80)
100-541110-351	LEGAL NOTICES PUBLISHING	7,000.00	72.75	3,197.00	45.67	3,803.00
100-541110-352	GENERAL NOTICES AND PUBLIC INF	1,900.00	66.50	218.50	11.50	1,681.50
100-541110-361	LIABILITY INSURANCE	2,007.00	0.00	2,108.64	105.06	(101.64)
100-541110-362	PROPERTY INSURANCE	7,465.00	0.00	7,927.58	106.20	(462.58)
100-541110-366	EXCESS LIABILITY INSURANCE	9,252.00	0.00	9,454.50	102.19	(202.50)
TOTAL Professional		28,824.00	234.25	23,494.02	81.51	5,329.98
Other Contracted Service						
100-541110-433	DUES AND SUBSCRIPTIONS	2,915.00	0.00	2,871.00	98.49	44.00
100-541110-439	MISCELLANEOUS EXPENSE	200.00	0.00	135.00	67.50	65.00
100-541110-490	CIVIC DONATIONS	1,600.00	0.00	1,100.00	68.75	500.00
TOTAL Other Contracted Service		4,715.00	0.00	4,106.00	87.08	609.00
Capital Assets						
TOTAL COUNCIL		54,801.00	1,730.52	41,884.90	76.43	12,916.10

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

CLERK/REG/ADMINISTRATION 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Personnel						
100-541400-101	FULL-TIME EMPLOYEES - REGULAR	396,482.00	45,746.42	283,405.71	71.48	113,076.29
100-541400-102	FULL-TIME EMPLOYEES - OVERTIME	0.00	22.76	135.55	0.00	(135.55)
100-541400-103	PART-TIME EMPLOYEES - REGULAR	0.00	0.00	1.49	0.00	(1.49)
100-541400-121	PERA CONTRIBUTIONS	29,736.00	3,417.69	22,425.40	75.41	7,310.60
100-541400-122	SOCIAL SECURITY	24,582.00	2,668.68	17,166.79	69.83	7,415.21
100-541400-125	MEDICARE CONTRIBUTIONS	5,749.00	624.12	4,014.80	69.83	1,734.20
100-541400-130	LONGEVITY PAY - VEBA	2,943.00	257.20	2,314.80	78.65	628.20
100-541400-131	HEALTH INSURANCE	72,102.00	5,563.88	54,904.81	76.15	17,197.19
100-541400-135	FIDELITY BOND	140.00	0.00	143.34	102.39	(3.34)
100-541400-151	WORKERS COMPENSATION INSURANCE	1,139.00	(212.65)	970.38	85.20	168.62
TOTAL Personnel		532,873.00	58,088.10	385,483.07	72.34	147,389.93
Supplies						
100-541400-201	OFFICE SUPPLIES	5,000.00	(116.50)	4,003.15	80.06	996.85
100-541400-218	OPERATING SUPPLIES	1,000.00	351.13	1,795.53	179.55	(795.53)
TOTAL Supplies		6,000.00	234.63	5,798.68	96.64	201.32
Professional						
100-541400-304	ATTORNEY FEES	0.00	0.00	4,514.40	0.00	(4,514.40)
100-541400-316	TRAINING/EDUCATION	4,000.00	8.00	932.00	23.30	3,068.00
100-541400-321	TELEPHONE EXPENSE	600.00	44.89	314.18	52.36	285.82
100-541400-331	TRAVEL EXPENSE	4,500.00	(83.80)	1,328.97	29.53	3,171.03
100-541400-352	GENERAL NOTICES AND PUBLIC INF	0.00	0.00	100.00	0.00	(100.00)
100-541400-361	LIABILITY INSURANCE	1,141.00	0.00	1,224.30	107.30	(83.30)
100-541400-362	PROPERTY INSURANCE	2,862.00	0.00	3,076.41	107.49	(214.41)
100-541400-381	ELECTRIC UTILITIES	2,540.00	283.36	1,836.69	72.31	703.31
100-541400-382	WATER/SEWER UTILITIES	500.00	41.93	338.18	67.64	161.82
100-541400-383	NATURAL GAS	1,000.00	17.84	724.94	72.49	275.06
100-541400-384	REFUSE DISPOSAL	400.00	26.16	245.04	61.26	154.96
TOTAL Professional		17,543.00	338.38	14,635.11	83.42	2,907.89
Other Contracted Service						
100-541400-408	OFFICE EQUIPMENT MAINT	1,200.00	100.33	850.45	70.87	349.55
100-541400-409	CONTRACTED BLDG MAINT	5,460.00	0.00	0.00	0.00	5,460.00
100-541400-411	FIRE EXTINGUISHER SERVICE	20.00	0.00	0.00	0.00	20.00
100-541400-420	OTHER CONTRACT SERVICES	1,075.00	2,126.14	13,300.58	1,237.26	(12,225.58)
100-541400-433	DUES AND SUBSCRIPTIONS	460.00	0.00	360.00	78.26	100.00
100-541400-439	MISCELLANEOUS EXPENSE	200.00	0.00	18.82	9.41	181.18
100-541400-443	CONTRACTED SNOW REMOVAL	400.00	0.00	150.00	37.50	250.00
TOTAL Other Contracted Service		8,815.00	2,226.47	14,679.85	166.53	(5,864.85)
Capital Assets						
TOTAL CLERK/REG/ADMINISTRATION		565,231.00	60,887.58	420,596.71	74.41	144,634.29

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

ELECTIONS 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Personnel					
Supplies					
Professional					
Other Contracted Service					

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

AUDIT 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Professional						
100-541500-301	AUDITING AND ACCOUNTING SERVIC	20,000.00	0.00	17,422.00	87.11	2,578.00
TOTAL Professional		20,000.00	0.00	17,422.00	87.11	2,578.00
TOTAL AUDIT		20,000.00	0.00	17,422.00	87.11	2,578.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

ASSESSING 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Professional					
100-541550-310 ASSESSOR SALARY	21,237.00	0.00	21,237.00	100.00	0.00
TOTAL Professional	21,237.00	0.00	21,237.00	100.00	0.00
TOTAL ASSESSING	21,237.00	0.00	21,237.00	100.00	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

CITY ATTORNEY 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Professional						
100-541610-304	ATTORNEYS SALARY	37,260.00	3,450.00	30,360.00	81.48	6,900.00
100-541610-331	TRAVEL EXPENSE	250.00	21.00	21.00	8.40	229.00
TOTAL Professional		37,510.00	3,471.00	30,381.00	80.99	7,129.00
Other Contracted Service						
100-541610-439	MISCELLANEOUS EXPENSE	0.00	13.65	13.65	0.00	(13.65)
TOTAL Other Contracted Service		0.00	13.65	13.65	0.00	(13.65)
TOTAL CITY ATTORNEY		37,510.00	3,484.65	30,394.65	81.03	7,115.35

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

HEALTH OFFICER 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Other Contracted Service					

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

PLANNING & ZONING 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Supplies					
Professional					
100-541800-351 LEGAL NOTICES PUBLISHING	75.00	17.25	192.00	256.00	(117.00)
TOTAL Professional	75.00	17.25	192.00	256.00	(117.00)
Other Contracted Service					
TOTAL PLANNING & ZONING	75.00	17.25	192.00	256.00	(117.00)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

TECHNOLOGY 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Professional						
100-541900-321	TELEPHONE EXPENSE	11,500.00	937.24	8,393.60	72.99	3,106.40
100-541900-361	LIABILITY INSURANCE	1,786.00	0.00	1,137.97	63.72	648.03
100-541900-362	PROPERTY INSURANCE	0.00	0.00	744.17	0.00	(744.17)
TOTAL Professional		13,286.00	937.24	10,275.74	77.34	3,010.26
Other Contracted Service						
100-541900-420	OTHER CONTRACT SERVICES	51,569.00	10,346.92	35,861.10	69.54	15,707.90
TOTAL Other Contracted Service		51,569.00	10,346.92	35,861.10	69.54	15,707.90
TOTAL TECHNOLOGY		64,855.00	11,284.16	46,136.84	71.14	18,718.16

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

POLICE 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Personnel						
100-542100-101	FULL-TIME EMPLOYEES - REGULAR	325,579.00	37,970.96	202,068.58	62.06	123,510.42
100-542100-102	FULL-TIME EMPLOYEES - OVERTIME	22,745.00	11,360.55	110,283.15	484.87	(87,538.15)
100-542100-103	PART-TIME EMPLOYEES - REGULAR	36,195.00	5,230.00	36,281.49	100.24	(86.49)
100-542100-108	ON-CALL HOURS	0.00	1,639.11	1,639.11	0.00	(1,639.11)
100-542100-121	PERA CONTRIBUTIONS	66,999.00	9,872.29	63,635.39	94.98	3,363.61
100-542100-122	SOCIAL SECURITY	645.00	45.73	617.58	95.75	27.42
100-542100-125	MEDICARE CONTRIBUTIONS	5,576.00	781.91	5,118.78	91.80	457.22
100-542100-130	LONGEVITY PAY - VEBA	2,126.00	182.52	1,642.68	77.27	483.32
100-542100-131	HEALTH INSURANCE	95,220.00	7,722.72	57,981.07	60.89	37,238.93
100-542100-151	WORKERS COMPENSATION INSURANCE	24,076.00	3,093.74	23,014.19	95.59	1,061.81
TOTAL Personnel		579,161.00	77,899.53	502,282.02	86.73	76,878.98
Supplies						
100-542100-201	OFFICE SUPPLIES	1,000.00	197.11	1,077.39	107.74	(77.39)
100-542100-212	MOTOR FUELS	14,500.00	976.19	7,279.63	50.20	7,220.37
100-542100-218	OPERATING SUPPLIES	8,000.00	1,130.75	9,102.63	113.78	(1,102.63)
100-542100-222	TIRES	2,500.00	1,072.34	1,072.34	42.89	1,427.66
100-542100-223	BUILDING REPAIR SUPPLIES	100.00	0.00	0.00	0.00	100.00
TOTAL Supplies		26,100.00	3,376.39	18,531.99	71.00	7,568.01
Professional						
100-542100-308	COMPUTER MAINT FEE	1,500.00	0.00	0.00	0.00	1,500.00
100-542100-316	TRAINING/EDUCATION	14,000.00	700.00	7,023.64	50.17	6,976.36
100-542100-321	TELEPHONE EXPENSE	4,000.00	487.08	2,241.04	56.03	1,758.96
100-542100-323	RADIO UNITS	1,000.00	0.00	585.93	58.59	414.07
100-542100-331	TRAVEL EXPENSE	2,000.00	0.00	57.40	2.87	1,942.60
100-542100-361	LIABILITY INSURANCE	8,621.00	0.00	8,587.57	99.61	33.43
100-542100-362	PROPERTY INSURANCE	7,457.00	0.00	8,124.93	108.96	(667.93)
100-542100-381	ELECTRIC UTILITIES	3,550.00	513.98	3,192.02	89.92	357.98
100-542100-383	NATURAL GAS	0.00	37.77	1,571.11	0.00	(1,571.11)
100-542100-384	REFUSE DISPOSAL	400.00	39.57	769.86	192.47	(369.86)
TOTAL Professional		42,528.00	1,778.40	32,153.50	75.61	10,374.50
Other Contracted Service						
100-542100-404	MACH/VEHICLE REPAIR	5,000.00	2,289.49	5,714.36	114.29	(714.36)
100-542100-408	OFFICE EQUIPMENT MAINT	1,000.00	0.00	1,390.88	139.09	(390.88)
100-542100-417	UNIFORMS	13,120.00	0.00	12,386.17	94.41	733.83
100-542100-420	OTHER CONTRACT SERVICES	6,820.00	175.00	8,312.37	121.88	(1,492.37)
100-542100-433	DUES AND SUBSCRIPTIONS	1,700.00	0.00	1,848.88	108.76	(148.88)
100-542100-439	MISCELLANEOUS EXPENSE	300.00	0.00	90.16	30.05	209.84
100-542100-440	MEDICAL EXPENSE	2,000.00	0.00	1,788.60	89.43	211.40
TOTAL Other Contracted Service		29,940.00	2,464.49	31,531.42	105.32	(1,591.42)
Capital Assets						

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

POLICE 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Transfers					
TOTAL POLICE	677,729.00	85,518.81	584,498.93	86.24	93,230.07

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

DARE 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Supplies					
Professional					
Other Contracted Service					

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

EXPLORER 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Professional					
Other Contracted Service					

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

FIRE DEPARTMENT 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Personnel						
100-542200-103	PART-TIME EMPLOYEES - REGULAR	8,000.00	600.00	5,400.00	67.50	2,600.00
100-542200-107	PART-TIME NON-SCHEDULED	18,000.00	0.00	0.00	0.00	18,000.00
100-542200-122	SOCIAL SECURITY	1,612.00	37.20	334.80	20.77	1,277.20
100-542200-124	FIRE PENSION CONTRIBUTIONS	0.00	0.00	6,164.00	0.00	(6,164.00)
100-542200-125	MEDICARE CONTRIBUTIONS	377.00	8.68	78.20	20.74	298.80
100-542200-135	FIDELITY BOND	140.00	0.00	143.34	102.39	(3.34)
100-542200-151	WORKERS COMPENSATION INSURANCE	4,172.00	2.88	4,080.54	97.81	91.46
TOTAL Personnel		32,301.00	648.76	16,200.88	50.16	16,100.12
Supplies						
100-542200-212	MOTOR FUELS	2,400.00	256.47	1,245.06	51.88	1,154.94
100-542200-221	EQUIPMENT PARTS	9,800.00	0.00	1,192.01	12.16	8,607.99
TOTAL Supplies		12,200.00	256.47	2,437.07	19.98	9,762.93
Professional						
100-542200-316	TRAINING/EDUCATION	7,000.00	0.00	80.00	1.14	6,920.00
100-542200-323	RADIO UNITS	0.00	0.00	2,718.74	0.00	(2,718.74)
100-542200-331	TRAVEL EXPENSE	3,500.00	0.00	0.00	0.00	3,500.00
100-542200-332	VEHICLE FUEL/REPAIR	0.00	0.00	2,670.00	0.00	(2,670.00)
100-542200-361	LIABILITY INSURANCE	258.00	0.00	281.46	109.09	(23.46)
100-542200-362	PROPERTY INSURANCE	5,213.00	0.00	5,527.53	106.03	(314.53)
100-542200-381	ELECTRIC UTILITIES	300.00	451.01	2,854.85	951.62	(2,554.85)
100-542200-382	WATER/SEWER UTILITIES	850.00	70.00	561.10	66.01	288.90
100-542200-383	NATURAL GAS	3,500.00	36.18	2,232.31	63.78	1,267.69
TOTAL Professional		20,621.00	557.19	16,925.99	82.08	3,695.01
Other Contracted Service						
100-542200-404	MACH/VEHICLE REPAIR	1,000.00	0.00	737.29	73.73	262.71
100-542200-408	OFFICE EQUIPMENT MAINT	500.00	150.45	609.56	121.91	(109.56)
100-542200-411	FIRE EXTINGUISHER SERVICE	300.00	0.00	0.00	0.00	300.00
100-542200-417	UNIFORMS	6,000.00	0.00	84.00	1.40	5,916.00
100-542200-420	OTHER CONTRACT SERVICES	12,000.00	(4.24)	6,179.22	51.49	5,820.78
100-542200-433	DUES AND SUBSCRIPTIONS	1,500.00	260.00	1,164.25	77.62	335.75
100-542200-439	MISCELLANEOUS EXPENSE	700.00	0.00	539.40	77.06	160.60
100-542200-440	MEDICAL EXPENSE	3,000.00	0.00	3,140.00	104.67	(140.00)
100-542200-450	BAD DEBTS EXPENSE	0.00	1,725.00	2,625.00	0.00	(2,625.00)
TOTAL Other Contracted Service		25,000.00	2,131.21	15,078.72	60.31	9,921.28
Capital Assets						
Transfers						
TOTAL FIRE DEPARTMENT		90,122.00	3,593.63	50,642.66	56.19	39,479.34

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

RENTAL LICENSING 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Other Contracted Service					
100-542408-420 CONTRACTED SERVICES	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL Other Contracted Service	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL RENTAL LICENSING	1,500.00	0.00	0.00	0.00	1,500.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

CIVIL DEFENSE 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Personnel						
100-542500-103	PART-TIME EMPLOYEES - REGULAR	0.00	187.52	937.44	0.00	(937.44)
100-542500-122	SOCIAL SECURITY	0.00	11.64	58.18	0.00	(58.18)
100-542500-125	MEDICARE CONTRIBUTIONS	0.00	2.72	13.60	0.00	(13.60)
TOTAL Personnel		0.00	201.88	1,009.22	0.00	(1,009.22)
Supplies						
Professional						
100-542500-361	LIABILITY INSURANCE	11.00	0.00	8.85	80.45	2.15
100-542500-362	PROPERTY INSURANCE	786.00	0.00	749.77	95.39	36.23
TOTAL Professional		797.00	0.00	758.62	95.18	38.38
Other Contracted Service						
100-542500-420	OTHER CONTRACT SERVICES	3,600.00	0.00	2,811.90	78.11	788.10
TOTAL Other Contracted Service		3,600.00	0.00	2,811.90	78.11	788.10
Capital Assets						
TOTAL CIVIL DEFENSE		4,397.00	201.88	4,579.74	104.16	(182.74)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

ANIMAL SHELTER 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Personnel						
100-542700-101	FULL-TIME EMPLOYEES - REGULAR	0.00	0.00	(181.25)	0.00	181.25
100-542700-103	PART-TIME EMPLOYEES - REGULAR	3,300.00	216.75	8,086.28	245.04	(4,786.28)
100-542700-121	PERA CONTRIBUTIONS	0.00	16.26	606.47	0.00	(606.47)
100-542700-122	SOCIAL SECURITY	175.00	13.44	501.34	286.48	(326.34)
100-542700-125	MEDICARE CONTRIBUTIONS	40.00	3.15	117.26	293.15	(77.26)
100-542700-151	WORKERS COMPENSATION INSURANCE	80.00	(9.16)	44.46	55.58	35.54
TOTAL Personnel		3,595.00	240.44	9,174.56	255.20	(5,579.56)
Supplies						
100-542700-218	OPERATING SUPPLIES	1,000.00	125.06	2,479.45	247.95	(1,479.45)
TOTAL Supplies		1,000.00	125.06	2,479.45	247.95	(1,479.45)
Professional						
100-542700-313	VETERINARY FEES	600.00	65.26	1,240.64	206.77	(640.64)
100-542700-361	LIABILITY INSURANCE	41.00	0.00	29.39	71.68	11.61
100-542700-362	PROPERTY INSURANCE	684.00	0.00	735.69	107.56	(51.69)
100-542700-381	ELECTRIC UTILITIES	1,175.00	56.61	1,338.00	113.87	(163.00)
TOTAL Professional		2,500.00	121.87	3,343.72	133.75	(843.72)
Other Contracted Service						
TOTAL ANIMAL SHELTER		7,095.00	487.37	14,997.73	211.38	(7,902.73)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

STREET DEPARTMENT 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Personnel						
100-543100-101	FULL-TIME EMPLOYEES - REGULAR	88,764.00	9,736.91	62,651.13	70.58	26,112.87
100-543100-102	FULL-TIME EMPLOYEES - OVERTIME	807.00	266.49	823.62	102.06	(16.62)
100-543100-103	PART-TIME EMPLOYEES - REGULAR	2,595.00	0.00	46.88	1.81	2,548.12
100-543100-121	PERA CONTRIBUTIONS	6,657.00	748.76	5,053.37	75.91	1,603.63
100-543100-122	SOCIAL SECURITY	5,659.00	573.14	3,763.13	66.50	1,895.87
100-543100-125	MEDICARE CONTRIBUTIONS	1,324.00	134.05	880.06	66.47	443.94
100-543100-131	HEALTH INSURANCE	39,387.00	3,205.17	29,781.54	75.61	9,605.46
100-543100-151	WORKERS COMPENSATION INSURANCE	2,912.00	110.04	3,337.82	114.62	(425.82)
TOTAL Personnel		148,105.00	14,774.56	106,337.55	71.80	41,767.45
Supplies						
100-543100-212	MOTOR FUELS	17,000.00	2,088.61	5,805.53	34.15	11,194.47
100-543100-215	OPERATING SUPPLIES	14,000.00	1,869.36	7,386.29	52.76	6,613.71
100-543100-221	EQUIPMENT PARTS	9,000.00	1,301.98	1,973.53	21.93	7,026.47
100-543100-223	BUILDING REPAIR SUPPLIES	500.00	0.00	0.00	0.00	500.00
100-543100-224	ASPHALT FILL & GRAVEL	18,500.00	0.00	13,752.48	74.34	4,747.52
100-543100-226	SIGN REPAIR MATERIALS	1,000.00	0.00	98.53	9.85	901.47
100-543100-229	SIDEWALK AND CURB REPAIR	5,000.00	0.00	0.00	0.00	5,000.00
TOTAL Supplies		65,000.00	5,259.95	29,016.36	44.64	35,983.64
Professional						
100-543100-303	ENGINEERING FEES	0.00	0.00	2,448.00	0.00	(2,448.00)
100-543100-316	TRAINING/EDUCATION	10,000.00	0.00	5,866.69	58.67	4,133.31
100-543100-321	TELEPHONE EXPENSE	690.00	0.00	0.00	0.00	690.00
100-543100-361	LIABILITY INSURANCE	410.00	0.00	491.41	119.86	(81.41)
100-543100-362	PROPERTY INSURANCE	4,149.00	0.00	4,474.85	107.85	(325.85)
100-543100-381	ELECTRIC UTILITIES	46,450.00	3,135.84	23,116.15	49.77	23,333.85
100-543100-382	WATER/SEWER UTILITIES	600.00	51.80	376.56	62.76	223.44
100-543100-383	NATURAL GAS	6,000.00	71.35	3,369.91	56.17	2,630.09
100-543100-384	REFUSE DISPOSAL	320.00	29.25	234.00	73.13	86.00
TOTAL Professional		68,619.00	3,288.24	40,377.57	58.84	28,241.43
Other Contracted Service						
100-543100-420	OTHER CONTRACT SERVICES	89,500.00	73,515.20	77,844.95	86.98	11,655.05
100-543100-433	DUES AND SUBSCRIPTIONS	710.00	0.00	10.00	1.41	700.00
100-543100-439	MISCELLANEOUS EXPENSE	200.00	0.00	182.50	91.25	17.50
100-543100-443	CONTRACTED SNOW REMOVAL	6,000.00	0.00	1,195.00	19.92	4,805.00
100-543100-450	BAD DEBT EXPENSE	0.00	0.00	107.38	0.00	(107.38)
TOTAL Other Contracted Service		96,410.00	73,515.20	79,339.83	82.29	17,070.17
Capital Assets						
Transfers						
TOTAL STREET DEPARTMENT		378,134.00	96,837.95	255,071.31	67.46	123,062.69

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

SWIMMING POOL OPERATIONS 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Personnel						
100-545124-101	FULL-TIME EMPLOYEES - REGULAR	0.00	106.00	106.00	0.00	(106.00)
100-545124-104	TEMPORARY EMPLOYEES - REGULAR	65,812.00	3,201.73	37,821.05	57.47	27,990.95
100-545124-121	PERA CONTRIBUTIONS	0.00	7.95	7.95	0.00	(7.95)
100-545124-122	SOCIAL SECURITY	4,080.00	205.10	2,351.56	57.64	1,728.44
100-545124-125	MEDICARE CONTRIBUTIONS	954.00	47.93	549.93	57.64	404.07
100-545124-151	WORKERS COMPENSATION INSURANCE	1,747.00	(916.67)	869.90	49.79	877.10
TOTAL Personnel		72,593.00	2,652.04	41,706.39	57.45	30,886.61
Supplies						
100-545124-216	CHEMICALS AND CHEMICAL PRODUCT	3,000.00	40.00	2,592.62	86.42	407.38
100-545124-218	OPERATING SUPPLIES	1,500.00	28.46	614.09	40.94	885.91
100-545124-221	EQUIPMENT PARTS	3,000.00	0.00	11.42	0.38	2,988.58
100-545124-260	CONCESSIONS	3,000.00	345.23	1,970.95	65.70	1,029.05
TOTAL Supplies		10,500.00	413.69	5,189.08	49.42	5,310.92
Professional						
100-545124-316	TRAINING/EDUCATION	6,500.00	0.00	(880.00)	13.54-	7,380.00
100-545124-361	LIABILITY INSURANCE	381.00	0.00	379.14	99.51	1.86
100-545124-362	PROPERTY INSURANCE	6,789.00	0.00	9,233.12	136.00	(2,444.12)
100-545124-381	ELECTRIC UTILITIES	5,650.00	1,921.28	5,798.93	102.64	(148.93)
100-545124-382	WATER/SEWER UTILITIES	5,000.00	865.64	5,618.71	112.37	(618.71)
100-545124-383	NATURAL GAS	2,700.00	417.85	1,376.60	50.99	1,323.40
TOTAL Professional		27,020.00	3,204.77	21,526.50	79.67	5,493.50
Other Contracted Service						
100-545124-417	UNIFORMS	1,000.00	0.00	693.57	69.36	306.43
100-545124-420	OTHER CONTRACT SERVICES	5,000.00	5,500.00	6,856.00	137.12	(1,856.00)
100-545124-433	DUES AND SUBSCRIPTIONS	700.00	0.00	603.50	86.21	96.50
100-545124-439	MISCELLANEOUS EXPENSE	200.00	0.00	40.00	20.00	160.00
TOTAL Other Contracted Service		6,900.00	5,500.00	8,193.07	118.74	(1,293.07)
Capital Assets						
Transfers						
TOTAL SWIMMING POOL OPERATIONS		117,013.00	11,770.50	76,615.04	65.48	40,397.96

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

CAMPGROUNDS 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Personnel						
Supplies						
100-545183-218	OPERATING SUPPLIES	4,000.00	65.39	1,541.09	38.53	2,458.91
TOTAL Supplies		4,000.00	65.39	1,541.09	38.53	2,458.91
Professional						
100-545183-352	GENERAL NOTICES AND PUBLIC INF	0.00	0.00	60.00	0.00	(60.00)
100-545183-361	LIABILITY INSURANCE	13.00	0.00	12.36	95.08	0.64
100-545183-362	PROPERTY INSURANCE	3,874.00	0.00	3,074.17	79.35	799.83
100-545183-381	ELECTRIC UTILITIES	4,500.00	1,615.33	5,402.12	120.05	(902.12)
100-545183-382	WATER/SEWER UTILITIES	900.00	696.62	2,650.56	294.51	(1,750.56)
TOTAL Professional		9,287.00	2,311.95	11,199.21	120.59	(1,912.21)
Other Contracted Service						
100-545183-433	DUES AND SUBSCRIPTIONS	450.00	0.00	382.00	84.89	68.00
TOTAL Other Contracted Service		450.00	0.00	382.00	84.89	68.00
Capital Assets						
TOTAL CAMPGROUNDS		13,737.00	2,377.34	13,122.30	95.53	614.70

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

PARK DEPARTMENT 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Personnel						
100-545201-101	FULL TIME EMPLOYEES - REGULAR	88,764.00	9,736.97	62,651.45	70.58	26,112.55
100-545201-102	FULL-TIME EMPLOYEES-OVERTIME	807.00	266.51	823.67	102.07	(16.67)
100-545201-103	PART-TIME EMPLOYEES - REGULAR	18,522.00	836.50	3,164.00	17.08	15,358.00
100-545201-121	PERA CONTRIBUTIONS	6,657.00	748.77	5,053.34	75.91	1,603.66
100-545201-122	SOCIAL SECURITY	6,652.00	624.99	3,956.26	59.47	2,695.74
100-545201-125	MEDICARE CONTRIBUTIONS	1,556.00	146.17	925.20	59.46	630.80
100-545201-131	HEALTH INSURANCE	39,387.00	3,205.13	29,781.16	75.61	9,605.84
100-545201-140	UNEMPLOYMENT COMPENSATION	3,000.00	0.00	3,150.00	105.00	(150.00)
100-545201-151	WORKERS COMPENSATION INSURANCE	4,173.00	152.70	4,234.60	101.48	(61.60)
TOTAL Personnel		169,518.00	15,717.74	113,739.68	67.10	55,778.32
Supplies						
100-545201-212	MOTOR FUELS	2,000.00	385.04	2,663.37	133.17	(663.37)
100-545201-218	OPERATING SUPPLIES	10,000.00	5,320.77	9,199.87	92.00	800.13
100-545201-221	EQUIPMENT PARTS	1,500.00	374.48	1,167.41	77.83	332.59
TOTAL Supplies		13,500.00	6,080.29	13,030.65	96.52	469.35
Professional						
100-545201-316	TRAINING/EDUCATION	0.00	0.00	71.81	0.00	(71.81)
100-545201-321	TELEPHONE EXPENSE	690.00	0.00	0.00	0.00	690.00
100-545201-361	LIABILITY INSURANCE	398.00	0.00	445.81	112.01	(47.81)
100-545201-362	PROPERTY INSURANCE	6,614.00	0.00	7,949.55	120.19	(1,335.55)
100-545201-381	ELECTRIC UTILITIES	1,100.00	113.37	824.30	74.94	275.70
100-545201-382	WATER/SEWER UTILITIES	3,500.00	388.61	9,537.31	272.49	(6,037.31)
100-545201-384	REFUSE DISPOSAL	4,500.00	947.70	3,685.50	81.90	814.50
TOTAL Professional		16,802.00	1,449.68	22,514.28	134.00	(5,712.28)
Other Contracted Service						
100-545201-420	OTHER CONTRACT SERVICES	16,000.00	7,097.94	9,473.61	59.21	6,526.39
100-545201-439	MISCELLANEOUS EXPENSE	2,000.00	0.00	1,791.50	89.58	208.50
100-545201-443	CONTRACTED SNOW REMOVAL	400.00	0.00	105.00	26.25	295.00
TOTAL Other Contracted Service		18,400.00	7,097.94	11,370.11	61.79	7,029.89
Capital Assets						
TOTAL PARK DEPARTMENT		218,220.00	30,345.65	160,654.72	73.62	57,565.28

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

LIBRARY DEPARTMENT 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Personnel						
100-545500-101	FULL-TIME EMPLOYEES-REGULAR	55,124.00	6,547.38	38,482.88	69.81	16,641.12
100-545500-102	FULL-TIME EMPLOYEES-OVERTIME	0.00	0.00	57.04	0.00	(57.04)
100-545500-103	PART-TIME EMPLOYEES - REGULAR	43,961.00	2,919.69	20,802.94	47.32	23,158.06
100-545500-121	PERA CONTRIBUTIONS	7,431.00	684.48	4,147.84	55.82	3,283.16
100-545500-122	SOCIAL SECURITY	6,143.00	586.96	3,858.71	62.81	2,284.29
100-545500-125	MEDICARE CONTRIBUTIONS	1,437.00	137.25	902.44	62.80	534.56
100-545500-131	HEALTH INSURANCE	28,555.00	8.73	68.05	0.24	28,486.95
100-545500-151	WORKERS COMPENSATION INSURANCE	288.00	(30.38)	290.04	100.71	(2.04)
TOTAL Personnel		142,939.00	10,854.11	68,609.94	48.00	74,329.06
Supplies						
Professional						
100-545500-361	LIABILITY INSURANCE	570.00	0.00	567.03	99.48	2.97
100-545500-362	PROPERTY INSURANCE	10,416.00	0.00	11,185.92	107.39	(769.92)
100-545500-381	ELECTRIC UTILITIES	6,700.00	699.15	4,355.45	65.01	2,344.55
100-545500-382	WATER/SEWER UTILITIES	1,000.00	41.93	357.92	35.79	642.08
100-545500-383	NATURAL GAS	2,500.00	42.17	1,400.15	56.01	1,099.85
TOTAL Professional		21,186.00	783.25	17,866.47	84.33	3,319.53
Other Contracted Service						
100-545500-420	OTHER CONTRACT SERVICES	7,280.00	1,225.00	4,900.00	67.31	2,380.00
100-545500-443	CONTRACTED SNOW REMOVAL	800.00	0.00	280.00	35.00	520.00
TOTAL Other Contracted Service		8,080.00	1,225.00	5,180.00	64.11	2,900.00
Capital Assets						
TOTAL LIBRARY DEPARTMENT		172,205.00	12,862.36	91,656.41	53.23	80,548.59

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

TRANSFER TO REC COMPLEX 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Transfers						
100-549394-720	OPERATING TRANSFERS	47,002.00	0.00	26,007.70	55.33	20,994.30
TOTAL Transfers		47,002.00	0.00	26,007.70	55.33	20,994.30
TOTAL TRANSFER TO REC COMPLEX		47,002.00	0.00	26,007.70	55.33	20,994.30

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

TRANSFER TO COMM CENTER 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Transfers						
100-549395-720	OPERATING TRANSFERS	24,566.00	0.00	0.00	0.00	24,566.00
TOTAL Transfers		24,566.00	0.00	0.00	0.00	24,566.00
TOTAL TRANSFER TO COMM CENTER		24,566.00	0.00	0.00	0.00	24,566.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

TRANSFER TO OTHER FUNDS 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Transfers						
100-549398-720	OPERATING TRANSFERS	20,570.00	0.00	20,570.00	100.00	0.00
TOTAL Transfers		20,570.00	0.00	20,570.00	100.00	0.00
TOTAL TRANSFER TO OTHER FUNDS		20,570.00	0.00	20,570.00	100.00	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND

AIRPORT 75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
Personnel						
100-549810-101	FULL-TIME EMPLOYEES-REGULAR	0.00	35.14	803.01	0.00	(803.01)
100-549810-103	PART-TIME EMPLOYEES - REGULAR	2,000.00	609.00	2,422.00	121.10	(422.00)
100-549810-121	PERA CONTRIBUTIONS	0.00	2.64	60.39	0.00	(60.39)
100-549810-122	SOCIAL SECURITY	155.00	39.94	196.14	126.54	(41.14)
100-549810-125	MEDICARE CONTRIBUTIONS	37.00	9.34	45.88	124.00	(8.88)
100-549810-151	WORKERS COMPENSATION INSURANCE	83.00	239.17	299.62	360.99	(216.62)
TOTAL Personnel		2,275.00	935.23	3,827.04	168.22	(1,552.04)
Supplies						
100-549810-212	MOTOR FUELS	1,500.00	92.80	524.01	34.93	975.99
100-549810-218	OPERATING SUPPLIES	1,300.00	91.60	2,254.19	173.40	(954.19)
100-549810-221	EQUIPMENT PARTS	2,000.00	37.77	813.23	40.66	1,186.77
100-549810-259	AVIATION FUEL	5,500.00	0.00	6,285.36	114.28	(785.36)
TOTAL Supplies		10,300.00	222.17	9,876.79	95.89	423.21
Professional						
100-549810-301	AUDITING AND ACCOUNTING SERVIC	500.00	0.00	500.00	100.00	0.00
100-549810-321	TELEPHONE EXPENSE	850.00	65.43	589.17	69.31	260.83
100-549810-361	LIABILITY INSURANCE	64.00	0.00	66.04	103.19	(2.04)
100-549810-362	PROPERTY INSURANCE	5,550.00	0.00	5,981.43	107.77	(431.43)
100-549810-381	ELECTRIC UTILITIES	4,000.00	622.26	2,659.15	66.48	1,340.85
100-549810-388	PROPANE	3,800.00	0.00	3,069.96	80.79	730.04
TOTAL Professional		14,764.00	687.69	12,865.75	87.14	1,898.25
Other Contracted Service						
100-549810-420	OTHER CONTRACT SERVICES	4,000.00	550.00	2,631.43	65.79	1,368.57
100-549810-433	DUES AND SUBSCRIPTIONS	550.00	0.00	550.00	100.00	0.00
100-549810-441	REAL ESTATE TAXES	29,600.00	0.00	28,940.00	97.77	660.00
TOTAL Other Contracted Service		34,150.00	550.00	32,121.43	94.06	2,028.57
Capital Assets						
TOTAL AIRPORT		61,489.00	2,395.09	58,691.01	95.45	2,797.99
TOTAL EXPENDITURES		2,890,742.00	323,794.74	2,558,947.37	88.52	331,794.63
REVENUES OVER/(UNDER) EXPENDITURES		0.00	(306,394.14)	(289,595.31)		289,595.31

*** END OF REPORT ***

CITY OF SPRINGFIELD
RESOLUTION 25-111901
A RESOLUTION CERTIFYING UNPAID AMBULANCE SERVICE ACCOUNTS TO COLLECTIONS

WHEREAS, the City of Springfield provides ambulance services to residents and others in need of emergency medical transport; and

WHEREAS, fees are charged for these ambulance services in accordance with the City's established fee schedule; and

WHEREAS, despite reasonable efforts to collect outstanding balances, certain accounts remain unpaid for a significant period of time and are deemed uncollectible through standard billing procedures; and

WHEREAS, the City has determined that referring these accounts to a third-party collection agency is necessary and appropriate to ensure responsible financial management and recovery of public funds;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Springfield:

1. That the list of delinquent ambulance service accounts, totaling $10,421.21 and on file with the City Clerk, is hereby certified as accurate and correct.
2. That these accounts, having been unpaid for at least 170 days and after reasonable billing and notification attempts, are hereby declared delinquent and certified to be sent to revenue recapture and/or collections for further action.
3. That the City Clerk is authorized to take all necessary steps to facilitate the transfer of these delinquent accounts to collections in accordance with applicable laws, policies, and procedures.
4. That nothing in this resolution shall preclude the City from accepting payment on any delinquent account directly from a debtor at any time, including after referral to collections.

Adopted by the City Council of the City of Springfield, Minnesota, this 19th day of November, 2025

_____
Mayor Lowell Helget

Attest:

_____
Justtina Erickson, City Clerk

Acct #	Call Number	Amount of Debt	Total Amount of Claim	Date of Service
905340	202505131634	2,420.00	2,420.00	5/13/2025
905303	202504121607	2,756.00	250.00	4/12/2025
905179	202410231469	2,884.00	2,884.00	10/23/2024
905185	202411151480	3,064.00	3,064.00	11/15/2024
905079	202406071337	2,712.00	305.00	6/7/2024
905172	202410101460	2,372.00	683.21	10/10/2024
905334	202505221648	500.00	500.00	5/22/2025
905338	202505291655	2,888.00	315.00	5/29/2025
		19,596.00	10,421.21	

CITY OF SPRINGFIELD
RESOLUTION NO. 25-111902

A RESOLUTION REQUESTING BROWN COUNTY TO DEFER SPECIAL ASSESSMENTS

WHEREAS, the City of Springfield, Minnesota, has levied special assessments on certain real property located within the city, described as follows:

Lot 5 Block 3 Winona & St Peter 1st Addition, Springfield, Brown County, Minnesota with an address of 217 Central St W, Springfield, Minnesota, and a Property ID of 003.330.003.05.050; and

WHEREAS, said property is currently city-owned, and the immediate payment of the special assessments would otherwise hinder the disposition of the property; and

WHEREAS, the City Council believes it is in the public interest to promote the redevelopment and eventual sale of the property, which will restore the property to the tax rolls and benefit both the City of Springfield and Brown County; and

WHEREAS, under Minnesota Statutes Chapter 429 and applicable county policies, the County Auditor may defer the collection of special assessments upon written request and approval of the governing body;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Springfield, Minnesota, that:

1. The City of Springfield hereby formally requests that Brown County defer the collection of special assessments levied against the above-described property until such time as the property is sold or transferred to a new owner.
2. The City Clerk is directed to transmit a certified copy of this Resolution to the Brown County Auditor and County Assessor for their records and consideration.
3. This Resolution shall take effect immediately upon its adoption.

Adopted by the City Council of the City of Springfield, Minnesota, this 19th day of November, 2025.

City of Springfield

_____
Lowell Helget, Mayor

ATTEST:

_____
Justtina Erickson, City Clerk

Docusign Envelope ID: DC4BD78D-CA51-4239-BEE9-218BB88F0515

BOLTON & MENK
Real People. Real Solutions.

1243 Cedar Street NE
Sleepy Eye, MN 56085

Ph: (507) 810-4184
Bolton-Menk.com

PARTIAL PAY ESTIMATE NO. 1

Date: November 11, 2025

To: Matt Mathiowetz, M.R. Paving & Excavating, Inc., mattm@mrpaving.com
Amber Dale, Springfield City Manager

Cc: Cameron Lanier, Resident Project Representative, Cameron.Lanier@bolton-menk.com

From: Bill L. Helget, P.E. BLH.

Subject: Partial Pay Estimate No. 1
Wild Ridge/Hoyt Stormwater Pond Improvements
City of Springfield
Springfield, MN
BMI Project No.: 0S1.133820

Attached is Partial Pay Estimate No. 1 for the referenced project. The Contractor shall review the enclosed Partial Pay Estimate No. 1 and if acceptable please electronically sign through DocuSign.

If accepted by the Contractor and Owner, this estimate will be submitted for the Council's consideration. We recommend payment to M.R. Paving & Excavating, Inc. in the amount of $127,435.70 as itemized in Partial Pay Estimate No. 1.

Please contact our office with any questions or comments regarding this pay estimate.

Docusign Envelope ID: DC4BD78D-CA51-4239-BEE9-218BB88F0515

CONTRACTOR'S PAY REQUEST 1 **WILD RIDGE / HOYT STORMWATER POND IMPROVEMENTS** **CITY OF SPRINGFIELD** **SPRINGFIELD, MN** **BMI PROJECT NO. 0S1.133820**	**DISTRIBUTION:** CONTRACTOR (1) OWNER (1) ENGINEER (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$137,265.37
TOTAL, COMPLETED WORK TO DATE	$134,142.84
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$134,142.84
RETAINED PERCENTAGE (5%)	$6,707.14
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$127,435.70
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$0.00
PAY CONTRACTOR AS ESTIMATE NO. 1	$127,435.70

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: M.R. Paving & Excavating, Inc.
2020 N. Spring Street, P.O. Box 787
New Ulm, MN 56073

By Signed by: MATT MATHIOWETZ MATT MATHIOWETZ President
E64FE720A9BD43C...
Name Title

Date November 12, 2025

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 1243 CEDAR STREET NE, SLEEPY EYE, MN 56085

By DocuSigned by: Bill Helget , CITY ENGINEER
B77406F671664CC...

Date November 12, 2025

APPROVED FOR PAYMENT:
OWNER: CITY OF SPRINGFIELD, 2 EAST CENTRAL STREET, SPRINGFIELD, MN 56087

By _____
Name Title Date

And _____
Name Title Date

Docusign Envelope ID: DC4BD78D-CA51-4239-BEE9-218BB88F0515

Partial Pay Estimate No.: *1*

WILD RIDGE / HOYT STORMWATER POND IMPROVEMENTS

CITY OF SPRINGFIELD

SPRINGFIELD, MN

BMI PROJECT NO. 0S1.133820

WORK COMPLETED THROUGH NOVEMBER 6, 2025.

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	MOBILIZATION & TRAFFIC CONTROL	$13,083.29	1 LUMP SUM	$13,083.29	LUMP SUM	$0.00	0.90 LUMP SUM	$11,774.96
2	GRUB TREES	$792.75	1 LUMP SUM	$792.75	LUMP SUM	$0.00	1 LUMP SUM	$792.75
3	COMMON EXCAVATION (P)	$11.34	1650 CU YD	$18,711.00	CU YD	$0.00	1,650 CU YD	$18,711.00
4	GEOTEXTILE FABRIC TYPE 1	$2.16	85 SQ YD	$183.60	SQ YD	$0.00	111 SQ YD	$239.76
5	FINE FILTER AGGREGATE (12")	$50.79	30 CU YD	$1,523.70	CU YD	$0.00	37 CU YD	$1,879.23
6	COARSE FILTER AGGREGATE (12")	$62.67	30 CU YD	$1,880.10	CU YD	$0.00	37 CU YD	$2,318.79
7	8" PERFORATED PVC PIPE DRAIN	$30.21	165 LIN FT	$4,984.65	LIN FT	$0.00	185 LIN FT	$5,588.85
8	8" CLEANOUT	$1,456.58	1 EACH	$1,456.58	EACH	$0.00	1 EACH	$1,456.58
9	CONNECT TO EXISTING STORM SEWER	$1,123.50	1 EACH	$1,123.50	EACH	$0.00	1 EACH	$1,123.50
10	18" RC PIPE SEWER CLASS III	$63.40	815 LIN FT	$51,671.00	LIN FT	$0.00	810 LIN FT	$51,354.00
11	DRAINAGE STRUCTURE DESIGN 4020-48"	$532.59	28.3 LIN FT	$15,072.30	LIN FT	$0.00	25.2 LIN FT	$13,421.27
12	CASTING ASSEMBLY (STORM SEWER)	$839.54	3 EACH	$2,518.62	EACH	$0.00	3 EACH	$2,518.62
13	OUTLET CONTROL STRUCTURE	$7,019.76	1 LUMP SUM	$7,019.76	LUMP SUM	$0.00	1 LUMP SUM	$7,019.76
14	STORM DRAIN INLET PROTECTION	$161.97	4 EACH	$647.88	EACH	$0.00	4 EACH	$647.88
15	STABILIZED CONSTRUCTION EXIT	$1,817.13	1 LUMP SUM	$1,817.13	LUMP SUM	$0.00	1 LUMP SUM	$1,817.13
16	SEDIMENT CONTROL LOG	$4.32	40 LIN FT	$172.80	LIN FT	$0.00	40 LIN FT	$172.80
17	RANDOM RIPRAP CLASS III	$56.86	60 TON	$3,411.60	TON	$0.00	61 TON	$3,468.46
18	TEMPORARY SEEDING	$2,699.49	0.6 ACRE	$1,619.69	ACRE	$0.00	0.0 ACRE	$0.00
19	RAPID STABILIZATION METHOD 3	$3,023.42	1 LUMP SUM	$3,023.42	LUMP SUM	$0.00	1 LUMP SUM	$3,023.42
20	RAPID STABILIZATION METHOD 4	$2.34	2800 SQ YD	$6,552.00	SQ YD	$0.00	2,912 SQ YD	$6,814.08
	TOTAL AMOUNT:			**$137,265.37**		**$0.00**		**$134,142.84**

Certificate Of Completion

Envelope Id: DC4BD78D-CA51-4239-BEE9-218BB88F0515 Status: Sent

Subject: Complete with DocuSign: SPRINGFIELD - Wild Ridge/Hoyt Stormwater Pond Imp. - Partial Pay Est. No. 1

Source Envelope:

Document Pages: 3 Signatures: 2 Envelope Originator:

Certificate Pages: 5 Initials: 0 Judy Johnson

AutoNav: Enabled 1960 Premier Drive

EnvelopeId Stamping: Enabled MANKATO, MN 56001

Time Zone: (UTC-06:00) Central Time (US & Canada) judy.johnson@bolton-menk.com

IP Address: 76.77.193.245

Record Tracking

Status: Original Holder: Judy Johnson Location: DocuSign

11/11/2025 2:11:14 PM judy.johnson@bolton-menk.com

Signer Events	Signature	Timestamp
MATT MATHIOWETZ mattm@mrpaving.com President M.R. Paving & Excavating, Inc. Security Level: Email, Account Authentication (None)	Signed by: MATT MATHIOWETZ E64FE720A9BD43C... Signature Adoption: Pre-selected Style Using IP Address: 76.77.192.91	Sent: 11/11/2025 2:25:49 PM Viewed: 11/11/2025 2:26:10 PM Signed: 11/12/2025 12:40:08 PM
Electronic Record and Signature Disclosure: Accepted: 11/11/2025 2:26:10 PM ID: 62a431a7-32e4-4878-88cb-2d13615ea2bc		
Bill Helget Bill.Helget@bolton-menk.com Security Level: Email, Account Authentication (None)	DocuSigned by: Bill Helget B77406F671664CC... Signature Adoption: Pre-selected Style Using IP Address: 76.77.193.245	Sent: 11/12/2025 12:40:09 PM Viewed: 11/12/2025 1:00:28 PM Signed: 11/12/2025 1:02:34 PM
Electronic Record and Signature Disclosure: Accepted: 11/12/2025 1:00:28 PM ID: df818da1-6261-4f09-8cf2-1473014458aa		
Amber Dale Amber.Dale@springfieldmn.org Security Level: Email, Account Authentication (None)		Sent: 11/12/2025 1:02:36 PM Viewed: 11/14/2025 2:52:23 PM
Electronic Record and Signature Disclosure: Accepted: 11/14/2025 2:52:23 PM ID: 66fb478f-74ce-4ee2-af38-d7f5c76a3385		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
tony berdan tonyb@mrpaving.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 11/11/2025 2:25:49 PM
Brian Oare brian.oare@bolton-menk.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 11/9/2023 3:39:05 PM ID: 5204f064-3950-4f6c-b617-27bc41f9729c		
Cameron Lanier Cameron.Lanier@bolton-menk.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/23/2025 9:42:33 AM ID: 1ab6b903-4a63-49e5-8d47-7a85b0885657		
Jim Rogotzke jim.rogotzke@springfieldmn.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/11/2025 2:25:49 PM
Certified Delivered	Security Checked	11/14/2025 2:52:23 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@bolton-menk.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Bolton & Menk as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Bolton & Menk during the course of your relationship with Bolton & Menk.

Council Report - November 11, 2025

Major Grants/Project Status Updates:

Hail Claim: Firehall tin replacement – Gabriel Roofing beginning roof/tin project week of 11/17/25. Community center sign installed, waiting on one metal trim piece.

FEMA Saferoom Project: Appeal information request sent in September 25th - 120 day response time for FEMA. Federal shutdown will cause delays in appeal review. Project otherwise complete.

DNR Campground Expansion: Final Grant inspection completed, awaiting final payment. Heidi working with CVB on updating trail signs with new sites.

Hoyt/Wildridge Pond – Pond complete, Pay Request #1 on agenda, #2 to follow shortly

Airport Electrical: Preconstruction meeting held 11/5/2025 with Neo Electric, site prep work and foundation to begin shortly.

DNR Tree Grant: Education program/resident grant application development will begin over winter, education sessions and grant to open in Spring 2026.

Dept Ed. Community Center/Library Updates: Grant agreement fully executed, staff working with vendors to obtain quotes.

Industrial Park Expansion Grant Application: Fed EDA requested application amendments, amendments submitted 11/14/2025.

Housing Trust Fund Grant: Final Grant agreements will be presented to EDA 11/17/2025.

Tier II Cities Grant: Grant Awarded, waiting for webinar on grant agreements. Bid docs for project complete - questions into state on whether prevailing wage applies.

PD Facility Upgrades: Office remodel almost complete, exterior siding/trim finished. Interior of entrance in progress. Have obtained quotes for roofing project to budget under 411 - to be discussed by council in early 2026.

Pool Plaster Claim: $10,000 deductible approved and in process, all work for claim done.

Brown County - Co Rd 4 Project – Mil and overlay with road closures for a couple of weeks. Work should be done in November.

Council Report - November 11, 2025

Department Reports:

Administration/City Hall:

Continuing to work on budget adjustments, website update to new provider – mockup of new site is done, working through layout and design, changes to streamline accounting and investment practices, grant administration and tracking, PUC automated metering infrastructure upgrade, coordinating staff open enrollment for health insurance and other supplemental insurances, etc. CVB/Chamber meeting November 5th regarding possible amendment of joint powers agreement for CVB. Minnesota Paid Leave (MNPL) staff meeting December 9th. Starting investments with Moreton – suggested changes to investment policies and procedures, Managed IT provider change scheduled for December 31. Rental Inspections completed, letters to correct findings going out for reinspection. Working on hazardous buildings with inspectors and attorneys for December meeting.

Public Works:

Working on mulching leaves, tree removal and trimming, preparing snow removal equipment. Walking bridge complete. Working on pd entrance and med center repair projects.

Police:

Working through scheduling adjustments to reduce OT and provide better coverage, New public entrance is in, needs interior finish work. Union negotiations have started. Police Commission discussion regarding hours of on-call time, future meeting to be scheduled. Part time position posted.

Ambulance:

Grants - Zoll monitors on order for trucks, one power lift currently being installed, second install coming up. December 4th hosting HazMat training for nurses and EMT's. Ambulance moving to old hospital wing.

Library:

Looking into quotes for security cameras, flooring, soundproofing room, new furniture and new children's section shelving under Dept of Ed. Grant. Juried Art Show begins Oct 15th runs through the day before Thanksgiving. Brown county contribution received. Library will begin opening two Saturdays per month in January from 9am-12pm. Tuesday morning story hours have good attendance of 9-17 kids. Contacting daycares to gauge interest in library staff bringing story hour to them over winter.

Community Center/Campground:

Finalizing flooring and AV system for grant. Working with Redwood Valley Tech on new reservation software and website updates. Sewer/water hookups to all campsites complete.

EDA:

Council Report - November 11, 2025

Finalizing bid docs for tier II cities grant (waiting on prevailing wage answers from state), marketing Appel St and Park Ave lots, searching for other grant opportunities. Completed one additional daycare loan/grant, Heidi working with Springfield CARES and Families First Finance to create a daycare ready space and assisting CARES in applying for SMIF grant for provider curriculum and trikes. Two roof repair loan/grants closed, another approved for spring construction, two more applications anticipated. Promotion of Down Payment Assistance Program for Housing Trust fund grant money and application development. Public hearing for sale of lot on Appel Street to be held November 17th at 9AM at the community center. Developer hosting community meeting on November 17th at 5:30pm at the Community Center to seek input on housing project. Heidi assisting local business owners with Promise Grant applications. Heidi applied for CEDA grant for retail expansion initiative.

Airport:

Mead & Hunt compiling request for information from state on rezoning submitted this past summer. Mead & Hunt beginning prep for FFY 2026 AIP and AIG Grant application including engineering, environmental requirements, and bidding of phase 2 of electrical project including replacing the runway edge lights, conduit, cabling, as well as the REIL units at the end of the runway.

Fire Dept:

Grant writing complete - waiting for FEMA grant for turnout gear and truck to open so it can be submitted.

Medical Center:

Working through CIP plan with Allina and capital updates needed. Currently experiencing fire panel issues. Other items of discussion include parking lots, roof, HVAC system controls, etc. Jim completing building maintenance/repairs and assisting with ambulance move. Conducting two tours of the facility with prospective renters in November.

Pool:

Shower heads/plumbing almost finished waiting for cover plates, Getting quotes on repainting building interior as this was also cited by health inspector, areas of concrete need to be re-caulked as well.

Springfield Community Ambulance

City Council Comprehensive Monthly Report

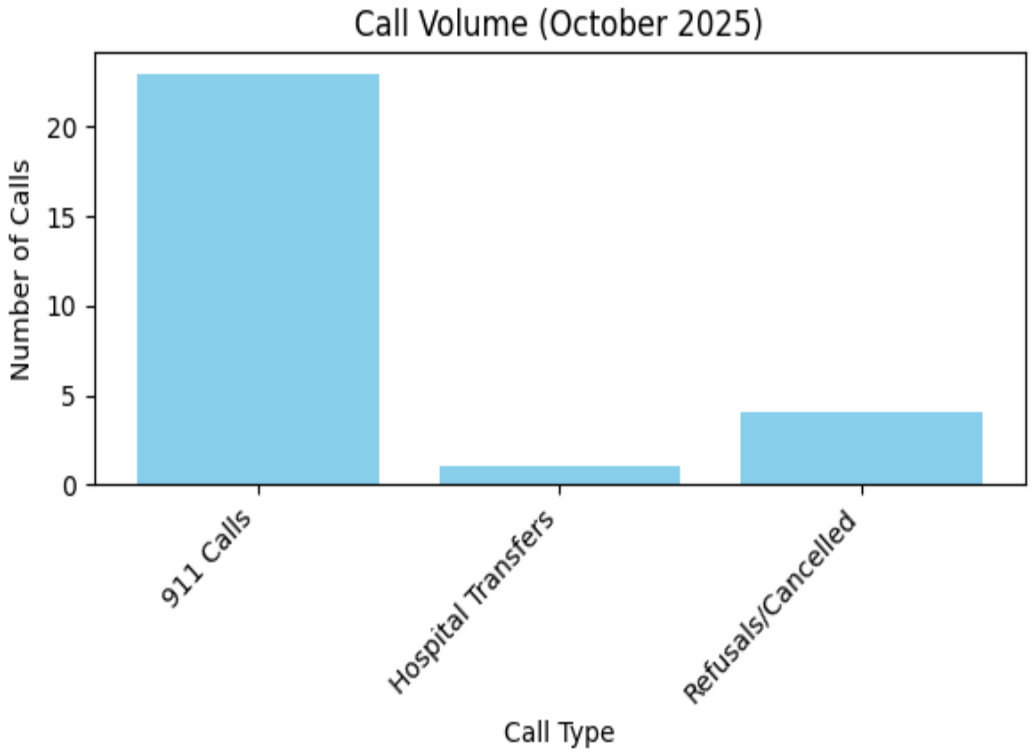
November 2025 (for October 2025 activity)

Current Roster

Emergency Medical Technicians (EMTs)	15
Emergency Medical Responders (EMRs)	8
Paramedics	1

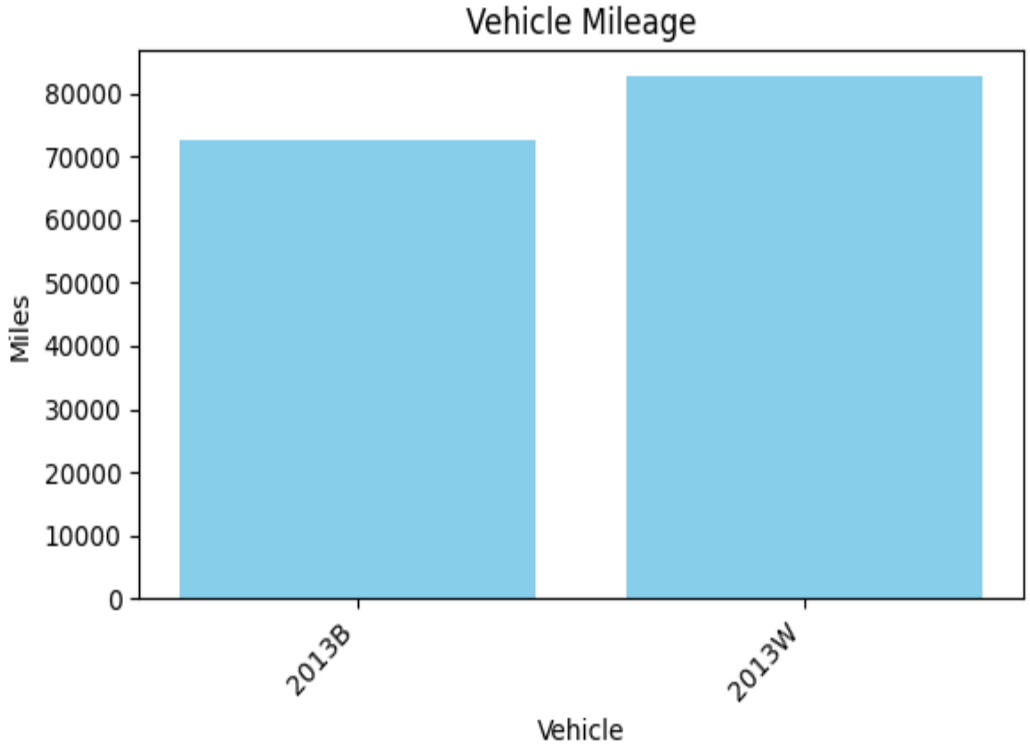
Call Volume

Call Type	Number of Calls
911 Calls	23
Hospital Transfers	1
Refusals/Cancelled	4
Total	28



Vehicles

Vehicle	Mileage
Unit 2013B	72,600 miles
Unit 2013W	82,618 miles



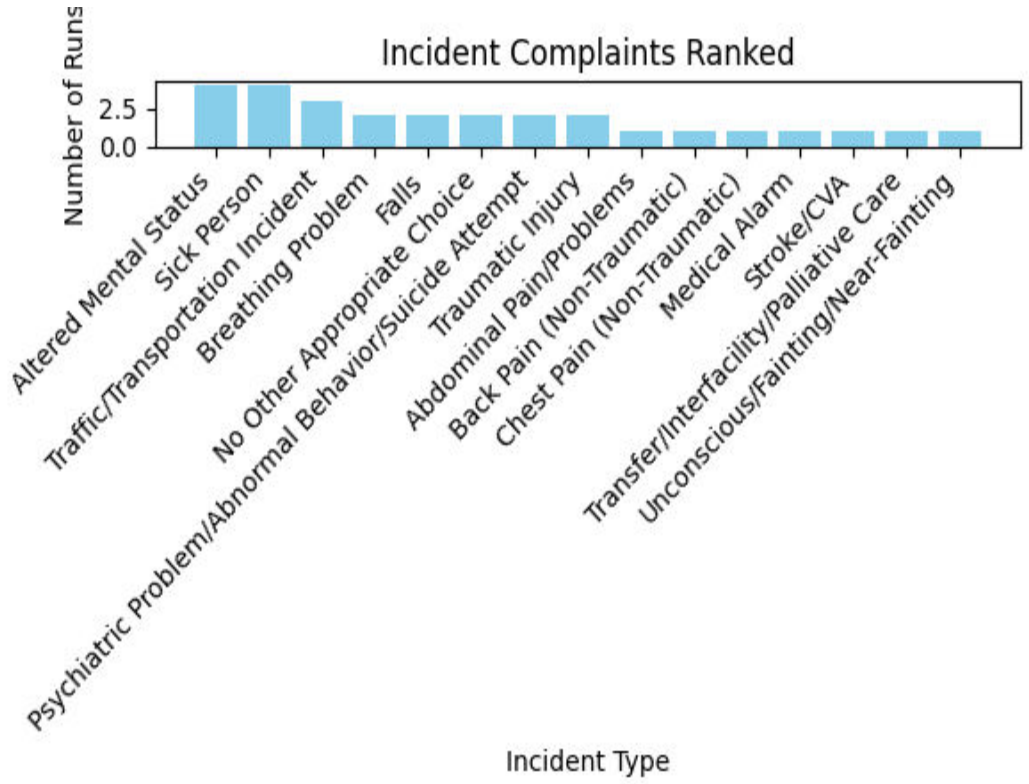
News & Updates

• Recruitment: A high school student will attend EMR class and join the crew. Previous recruit starting college but remains active.
• Recertifications: 2 EMRs recertifying this year; 4 EMTs scheduled for March 2026.
• Director Availability: Paula Thomas out for surgery Dec 4. Contacts: Kurt Weidner (612-599-8874), Mark Newman (507-766-6060), Carrie Lager (507-934-7307).

Incident Complaints Analysis

Incident Type	Number of Runs	Percent of Total Runs
Altered Mental Status	4	14.29%
Sick Person	4	14.29%
Traffic/Transportation Incident	3	10.71%
Breathing Problem	2	7.14%
Falls	2	7.14%
No Other Appropriate Choice	2	7.14%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	2	7.14%
Traumatic Injury	2	7.14%
Abdominal Pain/Problems	1	3.57%

Back Pain (Non-Traumatic)	1	3.57%
Chest Pain (Non-Traumatic)	1	3.57%
Medical Alarm	1	3.57%
Stroke/CVA	1	3.57%
Transfer/Interfacility/Palliative Care	1	3.57%
Unconscious/Fainting/Near-Fainting	1	3.57%



Submitted by: Paula Thomas, Springfield Ambulance Director

Ordinance No. _____

Be it ordained by the City Council of the City of Springfield that Chapter 9 of the City Code be amended to include Section 9.100 and 9.101, and they shall read in their entirety as follows:

9.100 The City Council is authorized to designate, by resolution, a site located on City property for use as compost site and tree and brush disposal site.

9.101 The City Council is authorized to set rules for the compost and tree and brush disposal site by resolution. The rules shall be posted at the entrance to the compost site.

9.102 Violation of the posted rules as established by 9.101 is a petty misdemeanor punishable by up to a $300.00 fine.

This ordinance shall become effective after passage and publication.

Adopted by vote of the City Council this _____ day of _____, 2025.

_____
Mayor

Attest:

_____
City Clerk

Flooring Quotes for Community Center

Total Budget $150,000

	Brighter Homes	MCI
Replace flooring throughout CC		
including office, Conference Room & Bar		
Herringbone design in entry	$ 85,379.80	$ 90,877.99
Midwest AV for wiring in office		

Flooring Quotes for the Library

	Brighter Homes	MCI	Lamberton Heating and Plumbing
Everything Completed	$69,046.32	$59,127.36	$364.70
Replace all carpet in Library & breakroom			
LVT in Altermatt, breakroom, and libaray entry			
Total project costs for CC & Library	**$144,871.86**		

ESTIMATE SHEET

BRIGHTER HOMES STORE

SPRINGFIELD COMMUNITY CENTER
33 S CASS AVE
SPRINGFIELD MN 56087

BRIGHTER HOMES STORE
502 So. Mill Street
Redwood Falls, MN 56283
507-637-8413

DATE
10/31/2025

SHAW PHILLY

	unit	DESCRIPTION	PRICE	TOTAL
12780	SF	LVT GLUE DOWN	$ 3.58	$ 45,752.40
14	EA	4 GALLON PAILS GLUE	$ 170.00	$ 2,380.00
19	EA	BAGS ARDEX FEATHER FINISH	$ 36.00	$ 684.00
1096	FT	vinyl base	$ 2.65	$ 2,904.40
20	ea	tubes vinyl base adhesive	$ 17.00	$ 340.00
25	YDS	CARPET TILE	$ 30.00	$ 750.00
		NEW CARPET AND BASE IN HEIDIS OFFICE MOVING SHELVES AND PUTTING BACK TO	$ -	$ -
		NEW LVT INSTALLED IN HALLWAY,FIRESIDE,GARDEN,PARVIEW & MULTI PURPOSE RM	$ -	$ -
		THIS INCLUDES EXTENDING FLOORING TO BACK STORAGE AREA TO GARAGE FLOOR	$ -	$ -
		INSTALL NEW LVT IN CONFERENCE ROOM WITH NEW BASE SAME COLOR AS BID 1	$ -	$ -
		DISPOSAL OF OLD COVE AND CARPET ,BAR AREA INCLUDED	**AL SUB TOTAL:**	**$ 52,810.80**
		LABOR (INSTALLERS ARE INDEPENDENT FROM BHS)		
12780	SF	INSTALL LVT	$ 2.00	$ 25,560.00
55	HRS	PREP FLOORS FOR NEW FLOOR	$ 70.00	$ 3,850.00
1096	FT	BASE INSTALL	$ 1.50	$ 1,644.00
25	YDS	CARPET TILE INSTALL	$ 13.00	$ 325.00
17	hrs	layout pattern in hallway	$ 70.00	$ 1,190.00
		MOVE FURINTURE IN AREAS DISCUSSED WITH HEIDI	$ -	$ -
		this quote includes bar area	$ -	$ -
			TOTAL LABOR	**$ 32,569.00**
			Tax on Material	
			TOTAL	**$ 85,379.80**

Pricing valid for 30 days.

3.5 % Credit Card service charge is applied to all CC sales! Pay by Cash or Check and save!

UPON ACCEPTANCE OF THIS ESTIMATE AND PRIOR TO SCHEDULING INSTALL AND ORDERING MATERIAL, WE REQUEST CLIENT TO PROVIDE 1/2 $ DOWN.

INSTALLERS ARE INDEPENDENT FROM BHS
1) Any concerns, install issues or billing questions, please contact them directly. Ph# will be provided.
(BHS is not responsible for any install issues)
2) Installation date is tentative only- We try our best to keep them on schedule
3) Please pay them seperately, unless otherwise discussed.
4) We try our best to provide a close Estimate.
5) Milage: Anything over 30 miles $ .65/mile + $30/hr

This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforseen problems arise after the work has been started.

Prepared by: *Matthew Beavers* **Customer Approval:** _____

MCI CARPET ONE FLOOR AND HOME
224 ST ANDREWS DRIVE
MANKATO, MN 56001
Telephone: 507-625-3472

ES503445

ESTIMATE

Sold To	Ship To
SPRINGFIELD COMMUNITY CENTER 33 CASS AVE S SPRINGFIELD, MN 56087	SPRINGFIELD COMMUNITY CENTER 33 CASS AVE S MANKATO*, MN 56001

Quote Date	Tele #1	PO Number	Quote Number
10/23/25			ES503445

Inventory	Style/Item	Color/Description	Price	Extension
GLUE DOWN LVP	PHILADELPHIA COMMERCIAL	NATIVE PECAN	2.90	38,976.00
ADHESIVE	PRESSURE SENSITIVE ADHESIVE	4GAL	160.00	2,240.00
11-11	ARDEX	FEATHER FINISH	28.00	700.00
COVEBASE	ROPPE 4IN COVEBASE	COLOR CLOVE	1.00	2,400.00
WALL BASE ADHESIVE	MAPEI WALL BASE ADHESIVE	SINGLE TUBE	8.00	384.00
CARPET TILE	SIDEWINDER	CARAVAN 2764	2.30	661.99
MISC MATERIAL	LEFTOVER CARPET TILE ADHESIVE	MISC MATERIAL	50.00	50.00
FREIGHT	FREIGHT	FREIGHT	1,200.00	1,200.00

This includes everything in Bid 1 and bid 2 and includes new carpet in heidi's office

d in bar per email from Chris 11-10-25

— 10/30/25 — 3:09PM —

Sales Representative(s):
CHRIS SCHUBA

Special pricing is good for 30 days
Special Order Materials can not be returned
MCI requires full payment for special orders

Subtotal:	46,611.99
Sales Tax:	0.00
Misc. Tax:	0.00
ESTIMATE TOTAL:	**$46,611.99**

rec'd
11-5-25

Springfield Community Center Flooring Estimate –

River Bend Flooring

River Bend Flooring

Mankato, MN

507-414-2233

riverbendfloors@gmail.com

ESTIMATE DATE: 10/20/25

PROJECT: Springfield Community Center Flooring

SCOPE SUMMARY

Comprehensive removal and replacement of existing flooring materials, including clean removal of damaged or compromised surfaces, repair and leveling of subfloors, patching, and preparation as needed. Installation of new carpet and luxury vinyl plank (LVP) flooring will be completed to meet site specifications and ensure a smooth, durable finish. This estimate has been revised to include herringbone pattern in entryway only.

ESTIMATE DETAILS

• Floor preparation and leveling for hallway, fireside, garden, parkview, multipurpose, and storage areas, plus 10 hours scrape away machine use — $5,200.00

• Removal of existing base and installation of new base (2,400 LF @ $2.00) — $4,800.00

• Installation transitions (36 LF @ $1.00) — $36.00

• Install LVP Native Pecan (hallway, fireside, garden, parkview, multipurpose, storage to garage) 12,800 sf x $2.25 = $28,800.00

Additional $500.00 for Herringbone pattern in entry

- Install LVP Native Pecan (back conference room) 600 sf x $2.25 = $1,350.00
- Floor prep and tear-out, back conference room — $250.00
- Removal of existing carpet and floor prep, front office — $150.00
- Carpet tile installation, front office after prep and moving office furniture — $400.00

TOTAL: $41,486.00

PAYMENT TERMS:

Each week's work will be invoiced at the end of that week and is payable by the following Friday unless otherwise agreed upon in writing.

DISCLAIMER:

River Bend Flooring is not responsible for any damage to existing furniture, shelving, or equipment that occurs during moving, removal, or installation. Floor preparation costs are based on visible conditions at the time of inspection and may be subject to change if unforeseen issues are discovered once work begins. Any additional work or costs will be discussed and approved by the customer prior to proceeding.

ESTIMATE VALID FOR 30 DAYS FROM DATE OF ISSUE.

Prepared by: Brady Kelling Date: 11/3/25

Approved by: _____ Date: _____

MCI CARPET ONE FLOOR AND HOME
224 ST ANDREWS DRIVE
MANKATO, MN 56001
Telephone: 507-625-3472

ES503273

ESTIMATE

Sold To	Ship To
SPRINGFIELD PUBLIC LIBRARY 120 N CASS AVE SPRINGFIELD, MN 56087	MANKATO*, MN 56001

Quote Date	Tele #1	PO Number	Quote Number
10/08/25			ES503273

Inventory	Style/Item	Color/Description	Price	Extension
CARPET TILE FOR LIBRARY	PENTZ REVOLUTION	TURMOIL	17.90	13,783.00
ADHESIVE	CARPET TILE ADHESIVE	4GAL	210.00	1,890.00
PHILADELPHIA COMMERCIAL	SYMBOLIC 5.0 5M308	5MM SPARROW	4.00	12,000.00
GLUE DOWN LVT				
PRESSURE SENSITIVE ADHESIVE	GLUE	4GAL	160.00	1,120.00
FREIGHT	FREIGHT	FREIGHT	1,200.00	1,200.00
11-11	ARDEX	FEATHER FINISH	28.00	504.00
CARPET FOR BENCHES	REVOLUTION	TURMOIL	1.98	261.36
M950C	MS950 ADHESIVE - ADHESIVE - 4 GALLON - 48 PER CASE	175-225 SF/ GAL	240.00	240.00
VINYL TRANSITIONS	VINYL STRIP	CLOVE	4.00	344.00

— 11/14/25 — 10:42AM —

Sales Representative(s):
CHRIS SCHUBA

Special pricing is good for 30 days.
Special Order Materials can not be returned-Owner verify quantity ordered is accurate per customer measurements.
MCI requires full payment for special orders.

Subtotal:	31,342.36
Sales Tax:	0.00
Misc. Tax:	0.00
ESTIMATE TOTAL:	**$31,342.36**

RIVER BEND FLOORING

Trusted craftsmanship with over two decades of experience in commercial & residential floorning installation; serving Greater Mankato area and beyond.
To connect with us nach out via email to: riverbendfloors@gmail.com

Quote For: Springfield Community LIBRARY	**Project Name: Springfield Community LIBRARY**
Contact information: Erin	
Date: revised version 11/13/25	**Prepared By:** Christina

Scope Summary & Notes

Comprehensive removal and replacement of existing flooring materials, including clean removal of damaged or compromised surfaces, repair and leveling of subfloors, patching, and preparation as needed. Installation of new broadloom carpet wrapping, carpet tile and luxury vinyl plank (LVP) flooring will be completed to meet site specifications and ensure a smooth, durable finish.This estimate is revised from the original to include floor preperation to install LVP over ceramic tile.

Description	Unit	Quantity	Unit Price	Line Total
FLOOR PREPERATION: CLEAN, REMOVE IMPERFECTIONS, PATCH, AND LEVEL FLOORS		1.00	$5,000.00	$5,000.00
SCRAPE AWAY MACHINE USE	HOUR	20.00	$100.00	$2,000.00
INSTALLATION OF TRANSISTIONS	LF	90.00	$1.00	$90.00
INSTALLATION LVP'SPARROW' IN BACK HALLWAY, BREAK ROOM, BACK STORAGE AREAS, ALTERMAT ROOM, KITCHEN, BATHROOMS, ENTRY INTO HALLWAY AND LIBRARY ENTRANCE AREA	SF	3600.00	$2.25	$8,100.00
RAMPING TO CERAMIC / LVT AREA		1.00	$500.00	$500.00
DISMANTLE AND MOVE BOOKSHELVES AND RESET AFTER INSTALLATION	EA	15.00	$200.00	$3,000.00
INSTALLATION CARPET TILE	SF	6300.00	$0.65	$4,095.00
TEAR OUT AND DISPOSAL OF EXISTING CARPET	SF	9000.00	$0.50	$4,500.00
BROADLOOM WRAPPING WINDOW SEATS	EA	2.00	$250.00	$500.00
				$0.00

Subtotal	$27,785.00
Tax (%)	0.00%
Discount ($)	$0.00
Total	$27,785.00

Payment Terms

30 % of total amount due prior to beginning project. Invoices are issued weekly for work completed and are due by the following Friday unless otherwise agreed in writing.

Disclaimer

River Bend Flooring is not responsible for any damage to existing furniture, shelving, or equipment that occurs during moving, removal, or installation. Floor preparation costs are based on visible conditions at the time of inspection and may be subject to change if unforeseen issues are discovered once work begins. Any additional work or costs will be discussed and approved by the customer prior to proceeding. All measurements are based upon retailer's order of material. Customer to be billed for exact amount of material laid.

Approved by (Signature): _____ Date: _____

FOR ANY QUESTIONS OR CONCERNS CALL: BRADY: 507-414-2233 or CHRISTINA: 507-720-2949

City of Springfield

Request for Council Action

/

Meeting Date:	11/19/2025	**Agenda Item Number:**	
Agenda Section:	New Business	**Originating Department:**	Library
Resolution:	N/A	**Prepared By:**	Library Director
Ordinance:	N/A		
Number of Attachments:	5	**Presented By:**	City Manager
Item:	Remodel Altermatt Room Kitchen		

Proposed Action:

The Springfield Library Board respectfully submits this recommendation to the City Council in support of a proposed kitchen remodel at the Springfield Library.

The current kitchen space is limited in both size and functionality, containing only a college dorm–sized refrigerator, a small serving window, and minimal counter space. These limitations restrict the library's ability to fully utilize the area for community events and private rentals.

The proposed remodel would include removing the wall between the existing kitchen and the adjacent storage closet, allowing for a larger and more efficient workspace. The plan also includes installing a full-size refrigerator, a double sink to accommodate proper dishwashing, and expanding the serving window to better serve guests.

This improvement would significantly enhance the usability of the library's community room, making it more attractive for public and private rentals. Additionally, events such as the annual Juried Art Show opening night reception would directly benefit from the expanded kitchen space, supporting the library's ongoing efforts to engage the community and host quality cultural events.

The Springfield Library Board believes this project aligns with our mission to make the library a welcoming, functional, and vibrant community space. We respectfully recommend that the City Council approve the proposed kitchen remodel.

The project will be financed using donated funds allocated to the 210 Fund.

Submitted by:
Erin Meine
Board/Commission Recommendation:
Overview:
Primary Issues/Alternatives to Consider:
N/A

Budgetary/Fiscal Issues:
approximately $17,000

Attachments:
Derek Krebs/Alex Ramsbacher Bid
Quality Home Design Bid

DESIGN HOME CENTER INC.
1427 HIGHWAY 14 WEST
P.O. BOX 55
NEW ULM, MN 56073
PHONE: (507) 233-8440

CUST NO:	JOB NO:	PURCHASE ORDER:	REFERENCE:	TERMS:	CLERK:	DATE / TIME:
*5	000		KITCHEN REMODELING	CASH/CHECK/BANKCARD	SMS	11/13/25 1:01

TERMINAL: 553

SOLD TO:
**** CASH ****

SHIP TO:
SPRINGFIELD LIBRARY
C/O ERIN MEINE

EXP. DATE: 7/1/25

TAX: 005 NEW ULM TAX

507-723-3510

ESTIMATE: 353911

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1									
2									
3					FRAMING MATERIAL/MISC				
4		8	EA	248F	2X4-8 (96" TRIMS) PREM.		8	5.56 /EA	44.48
5		4	EA	2412F	2X4-12 1650 MSR		4	8.72 /EA	34.88
6		1	LB	GRK	REISSER DECK SCREWS (3 1/8")		1	13.45 /LB	13.45
7		1	EA	4812SR	4X8-1/2 SHEETROCK		1	22.77 /EA	22.77
8		0.5	LB	DWS	DRYWALL SCREWS		.50	4.79 /LB	2.40
9		1	EA	75PERF	75' ROLL JOINT TAPE		1	2.99 /EA	2.99
10		1	EA	SETFAST	SETFAST		1	21.47 /EA	21.47
11		2	EA	04600G	GAL. FRESH START EXT/INT PRIMER		2	47.99 /EA	95.98
12		1	EA	5491XG	GAL. EGGSHELL FINISH BASE 1		1	66.99 /EA	66.99
13		1	EA	MISC	SUNDRIES ALLOWANCE		1	25.00 /EA	25.00
14		2	EA	12WHMR	12' WHITE F-R MAIN RUNNER		2	16.48 /EA	32.96
15		8	LF	34512KLF	3/4" X 5 1/2" KLEER LFT		8	4.75 /LF	38.00
16		1	EA	MISC	MISC MATERIAL ALLOWANCE		1	75.00 /EA	75.00
17									
18									
19					CABINETS/TOPS/MILLWORK				
20		1	EA	CABINETS	KITCHEN CABINET PACKAGE		1	5210.59 /EA	5,210.59
21		3	BD	LSHIMS	LONG SHIMS		3	3.00 /BD	9.00
22		0.5	LB	GRK	REISSER DECK SCREWS		.50	13.45 /LB	6.73
23		1	EA	POSTFORM	POSTFORMED CTR TOP/BACKSPLASH		1	600.00 /EA	600.00
24		1	EA	POSTFORM	POSTFORMED CTR TOP-SERVING TOP		1	765.00 /EA	765.00
25		1	EA	4834CDX	4X8-3/4 CDX		1	53.80 /EA	53.80
26		1	EA	MISC	MISC MATERIAL ALLOWANCE		1	100.00 /EA	100.00
27		1	EA	INT	INTERIOR MILLWORK PACKAGE		1	417.68 /EA	417.68
28		1	EA	INT	BLEND BOARD ALLOWANCE		1	225.00 /EA	225.00
29					(FOR COLOR MATCHING EXISTING				
30					TRIM)				
31									
32									
33					ESTIMATED LABOR				
34		1	EA	LABOR	ESTIMATED CONSTRUCTION LABOR		1	5500.00 /EA	5,500.00

Continued...



Note: This drawing is an artistic interpretation of the general appearance of the design. It is not meant to be an exact rendition.

Cyncly

Designed: 11/13/2025
Printed: 11/13/2025

Design Home Center - Springfield Library 4.28.25.kit	All	Drawing #: 1

DESIGN HOME CENTER INC.
1427 HIGHWAY 14 WEST
P.O. BOX 55
NEW ULM, MN 56073
PHONE: (507) 233-8440

CUST NO:	JOB NO:	PURCHASE ORDER:	REFERENCE:	TERMS:	CLERK:	DATE / TIME:
*5	000		KITCHEN REMODELING	CASH/CHECK/BANKCARD	SMS	11/13/25 1:01

TERMINAL: 553

SOLD TO:
**** CASH ****

SHIP TO:
SPRINGFIELD LIBRARY
C/O ERIN MEINE

EXP. DATE: 7/1/25

TAX: 005 NEW ULM TAX

507-723-3510

ESTIMATE: 353911

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
35		1	EA	LABOR	ESTIMATED PLUMBING L/M		1	1250.00 /EA	1,250.00
36		1	EA	LABOR	ESTIMATED ELECTRICAL L/M		1	700.00 /EA	700.00

TAXABLE	**7864.17**
NON-TAXABLE	**7450.00**
SUBTOTAL	**15314.17**
TAX AMOUNT	**619.30**
TOTAL	**15933.47**

TOT WT: 251.40

X _____
Received By

Erin Meine

From: aemeine12@gmail.com
Sent: Wednesday, November 12, 2025 11:33 AM
To: Erin Meine

[EXTERNAL E-MAIL]

Estimate

34157 180TH Street
Springfield, MN 56087
507-227-9771
ramsbachercustombuilds@gmail.com

Date:8/22/2025
Springfield Public Library

Description	Price	Quantity	Line Total
Option 1: 18ft of custom built lower base cabinets with slab doors and drawer fronts. Soft close on both. $100 handle/knob allowance. Price includes Oak, Maple, Cherry, or Alder wood type. Any stain or color.			$ 4,135.00
Option2: Same as option one but with upper cabinets, shaker doors and crown mold added.			$ 8,127.00
Laminate tops with beveled edge for base cabinets and serving area.			$ 1,950.00
No Installation figured in. Sales Tax will be added to the cabinet portion.			
		Subtotal	
		Sales tax if applicable	Additional
		Total	10,077

Sent from my iPhone

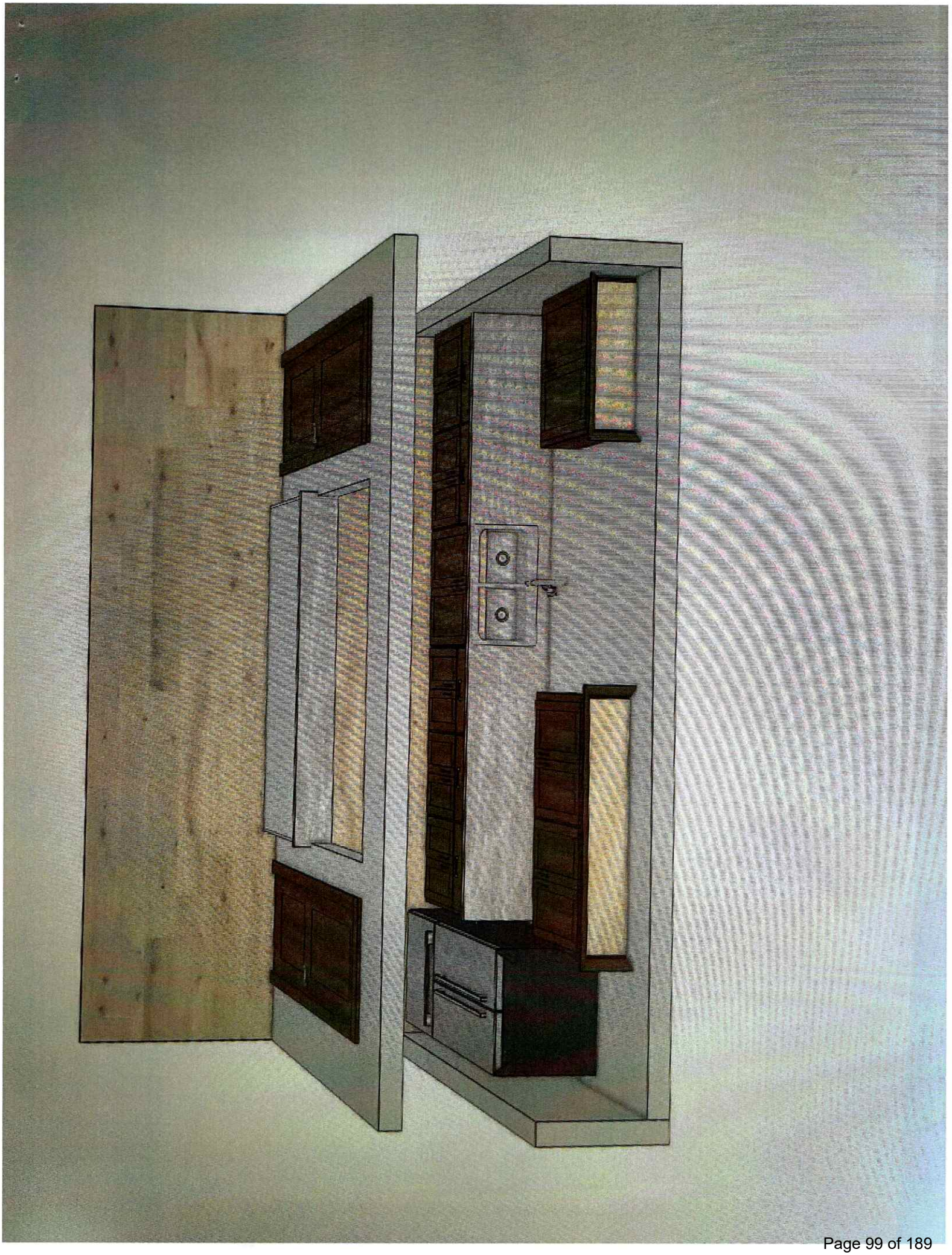
Derek Krebs
125 S Paffrath Ave
Springfield, MN 56087

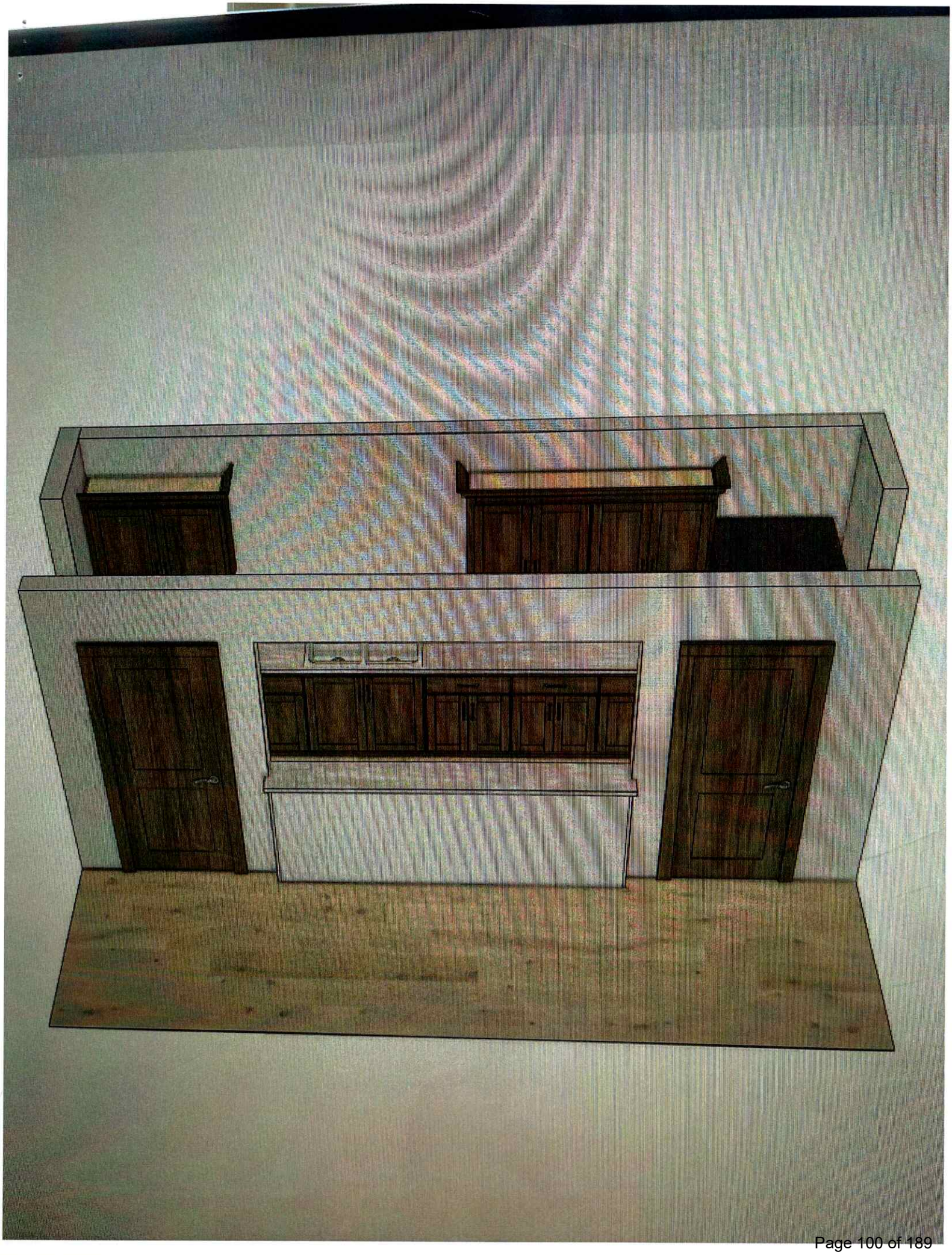


Bill To
Springfield Public Library

Quote # 620
Quote Date 08/28/2025

DESCRIPTION	AMOUNT
Kitchen (option 1) - remove old cabinets - remove closet wall - extend serving window - install cabinets - install countertops - ceiling tile - trim	6,000.00
Dumpster and disposal	500.00
TOTAL	**$6,500.00**





TASK ORDER #2023-2

TO

PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT

BETWEEN: The City of Springfield ("CLIENT")
A Minnesota Municipal Corporation

AND: Mead and Hunt, Inc. ("CONSULTANT")
A Wisconsin Corporation

TASK ORDER EFFECTIVE DATE: December 18, 2025

RECITALS

This is the **#2023-02** Task Order to the PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT dated effective June 6, 2023 between the CLIENT and CONSULTANT ("CONTRACT").

AGREEMENT

1. Services to be provided. The Scope of Services is to: provide design, bidding, construction observation and closeout for new runway lighting, circuitry and REILS for Runway 13/31. The full Scope of Services is defined in Exhibit A.

2. Schedule. The project shall be completed by December 2026.

3. Consideration. The services shall be provided for the lump sum of $59,393.00 as described in Exhibit B. Progress payments shall be made in accordance with the CONTRACT.

APPROVAL AND ACCEPTANCE: Approval and acceptance of the TASK ORDER including any attachments shall incorporate this document as part of the CONTRACT. All work and services defined in this TASK ORDER shall be performed in accordance with the terms and conditions of the aforementioned CONTRACT.

Accepted by: CITY OF SPRINGFILED

By: _____

Name: _____

Title: _____

The above person is authorized to sign for Client and bind the Client to the terms hereof.

Date: _____

Approved by: MEAD AND HUNT, INC.

By: _____

Name: Chris Horner

Title: Project Manager

Date: 11-14-25

Approval: _____

Authorized Reviewer Signature

Name: Bryan Page

Title: Vice President

Exhibit A to Task Order 2023-2
Scope of Services
New Runway 13/31 Edge Lighting, Circuitry, & REILS
Engineering Design/CA Services
Springfield Municipal Airport (D42)

Background

The scope of services for this Task Order includes design & construction administration services for new runway edge lighting, circuitry electrical vault and equipment for providing the power and control to the airfield lighting system (see sketch). The work is described as follows:

Runway 13/31 Edge Lighting, Circuitry, & REILs

The existing Springfield Municipal Airport lighting system consists of Medium Intensity Runway Lights as well as Precision Approach Path Indicator (PAPI) and Runway End Identifier Lights (REILS) on both ends of Runway 13/31. The power and control for this system originates from the electrical room located in the Arrival Departure Building.

The existing edge lighting and field circuitry were originally installed when the runway was commissioned in the 1970's. The typical design life of this equipment is around 20 years, which has been exceeded, and the project involves updating the equipment to avoid a catastrophic failure of the equipment. Modern lighting systems have certain requirements according to FAA standards thus the project involves installing new lighting fixtures with modern FAA approved equipment. Phase 1 of this project included installation of a new electrical vault and lighting control and power distribution equipment installed into a new vault building. Now that Phase I is underway, Phase 2 includes installation of new airfield circuitry, edge lighting, ducts and REILs in compliance with Federal Aviation Administration (FAA) requirements.

This proposed project layout is shown on the attached sketch.

This scope of services for these two components of work includes three separate tasks. The tasks are defined as:

- Task 1 – Airfield Lighting Design
- Task 2 – Bid Administration
- Task 3 – Construction Observation & Project Closeout

Task 1 – Airfield Lighting Design

Subtask 1.1 – Coordination
Coordination will involve additional communication/coordination with the City, FAA, and MN/DOT for establishing the AIP grant. During this process the Consultant will assist the Sponsor in applying for the grant. Task included in this process are:

- Assistance in completing the programming sheets (e.g. Pre-Application, Final Application etc.)
- Process Notice of Proposed Construction (Form 7460) including Airport Safety Plan
- Environmental Checklist documentation*
- Project Narrative
- Required photographic documentation of existing conditions

*Note: It is assumed the Environmental Documentation for this project will consist of a Categorical Exclusion under the required electrical equipment category. Processing the Cat Ex form is included in this effort. If more detailed environmental work is needed, it shall be done under a separate agreement.

Under this task the Consultant will also communicate the details of the project options and will provide information as necessary to gain approvals for the project.

Subtask 1.2 – Site Information Gathering
The Consultant will travel to the site for gathering necessary site information in order to complete the design. The Consultant will use existing topographical information to develop the plan sheets.

Subtask 1.3 – Project Engineering Narrative Report
The Consultant will provide a narrative report identifying the findings of the information gathering. The report will provide conceptual layouts and a recommended alternative for the electrical vault including location site improvements and design considerations. The report will also provide the details of the approach to the project. The Consultant will also provide an anticipated schedule and opinion of probable construction cost.

Subtask 1.4 – Airfield Lighting Design and Construction Plan Sheets
The Consultant will provide a design and a set of plans for the proposed project on the airport. The plan sheets will include a Title Sheet, Construction Operations Plan, Project Layout and details.

Subtask 1.5 – – Airfield Lighting Design Specifications and Contract Documents
Work under this task will include providing construction technical specifications and the contract legal documents (e.g. bid form, wage rates, state requirements) for the proposed project.

Subtask 1.6 – Construction Operations Plan / Construction Safety Phasing Plan (CSPP) / 7460
The Consultant shall prepare a Construction Operations Plan which complies with FAA Advisory Circular 150/5370-2G. The plan will identify construction runway safety areas (RSA's), taxiway safety areas (TSA's), and object free areas (OFA's). This plan will minimize construction time needed inside these areas. Haul routes will be carefully considered and shown on the plan. Temporary traffic control needs

will be addressed. The Consultant will submit this plan to the Airport and FAA for Approval. Any agency comments will be included in the plans.

The nature of this project will require a Construction Safety Phasing Plan (CSPP) for the project in accordance with Federal Advisory Circular (AC) 150/5370-2G. Consultant shall complete a project Operations Plan sheet that will depict the proposed improvements and show Operational safety requirements on the Airport during construction per AC 150/5370-2G. This work will also require development of a Safety Plan Compliance Document (SPCD) for monitoring compliance with the plan. This task will include assisting the Contractor in developing the SPCD plan and all coordination, edits and approvals of the plan with the FAA.

Prepare FAA Form 7460-1. Consultant will review the 7460-1 information with the BOA and FAA and upload the 7460-1 information utilizing the FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) website.

Subtask 1.7 – **Meetings**
The Consultant will prepare for and attend a Kickoff meeting with FAA and MnDOT for discussing the proposed project with the stakeholder agencies. The Consultant will meet with the agencies as needed to discuss progress and review design review comments. The Consultant will also provide concept plan sheets to the City and communicate via a telecom to discuss the progress of the design project.

Task 2 – Bid Administration

Subtask 2.1 – **Furnish Bid Documents**
Consultant shall prepare, reproduce, and distribute 20 sets of bidding documents to interested contractors and suppliers. The Consultant shall keep a current list of plan holders and distribute this to interested parties upon request. The Consultant will also post the Bid Documents to an electronic bid posting site for electronic download for interested bidders. This task also includes coordination required to facilitate these requests.

Subtask 2.2 – **Respond to Bidders Questions**
During the bidding process, the Consultant will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

Subtask 2.3 – **Prepare and Distribute Addendums**
Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Sponsor or the State. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission.

Subtask 2.4 – **Pre-bid Conference**
The nature of this project will not require a Pre-Bid meeting therefore the meeting will not be included in the fee. If it is determined one is needed it shall be done as an amendment to this agreement.

Subtask 2.5 – **Bid Opening**
Consultant shall attend the bid opening at City Hall, as identified in the Bid Advertisement and to process the bid documents.

Subtask 2.6 – **Bid Review and Bid Tabulation**
Consultant shall advise the Sponsor as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. The Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. The Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. The Consultant will then provide recommendations to the Sponsor as to the name of the apparent low bidder.

Subtask 2.7 – **Prepare Recommendation for Award**
The Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, the Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made the Consultant will distribute the bid tabulations on request of the Sponsor.

Task 3 – Construction Observation & Project Closeout Services

Subtask 3.1 Construction Observation & **Project Closeout**
The Project Manager (PM) will provide shop drawing reviews & construction observation (2 trips) during construction and prepare the required final closeout documentation as required. Included in this effort are:

- Shop Drawing Review
- On-Site Construction Observation
- Final punch list as needed
- Record Drawings
- Project closeout forms

Deliverables

- Project Engineering Narrative Report
- Categorical Exclusion Document
- CSPP and 7460
- Project Bidding Documents
- Final Closeout Report
- Proposal includes 20 sets of bidding documents.

Remarks:

- For paper reduction reasons, the deliverables shall be delivered in electronic format unless otherwise noted.
- It should be noted that this Scope of Services does not include the electronic transfer of design data or CAD files. If this information is requested by the Contractor or others, it shall be done under a separate agreement with the Contractor.
- This agreement does not include any hazardous material mitigation.

End of Exhibit A

Task Order 2023-2- Exhibit B D42 Airfield Lighting Design Engineering Fee Proposal

AIRPORT: Springfield Municipal Airport
LOCATION: Springfield, Minnesota
AIP PROJECT NO.
PROJECT DESCRIPTION: Airfield Lighting Design, Bidding, & Construction Administration

CLIENT D42
PROJ. No: Pending
DATE: 11/12/25
REV. NO:

	TOTAL	Engineering Fee
	Task 1 - Airfield Lighting Design	
1.1	Coordination	$6,621.00
1.2	Site Information Gathering & Topographical Survey	$2,966.00
1.3	Project Engineering Narrative Report	$1,726.00
1.4	Airfield Lighting Design and Construction Plans	$22,597.00
1.5	Specifications and Contract Legal Documents	$6,318.00
1.6	Construction Operations Plan	$1,107.00
1.7	Meetings	$1,922.00
	Expenses	$697.00
	SUBTOTAL TASK 1	$43,954.00
	Task 2 - Bid Administration	
2.1	Furnish Bid Documents	$1,239.00
2.2	Respond to Bidders Questions	$1,084.00
2.3	Prepare and Distribute Addendums	$461.00
2.4	Prebid Conference (Not Included)	$0.00
2.5	Bid Opening	$1,547.00
2.6	Bid Review and Tabulation	$1,005.00
2.7	Prepare Recommendation for Award	$230.50
	Expenses	$318.50
	SUBTOTAL TASK 2	$5,885.00
	Task 3 - Construction Observation & Project Closeout Services	
3.1	Construction Observation & Project Closeout	$8,259.00
	Expenses	$1,295.00
	SUBTOTAL TASK 3	$9,554.00
	TOTAL	**$59,393.00**
TOTAL MEAD & HUNT FEES		**$59,393.00**

Item No.		Senior Project Engineer $364.00	Senior Design Engineer (PM) $283.00	Engineer III /Planner III $181.00	Planner/ Engineer II $159.00	Tech III $149.00	Survey/Tech II $126.00	Project Asst. II $99.00	Other $13.00	Total Hours		Cost Summary
	Task 1 - Airfield Lighting Design											
1.1	**Coordination**											
	Estimated Total Man-hours	**2**	**4**	**24**	**2**	**0**	**0**	**1**	**0**	**33**		$6,621.00
	Summary Costs	$728.00	$1,132.00	$4,344.00	$318.00	$0.00	$0.00	$99.00	$0.00			**$6,621.00**
1.2	**Site Information Gathering & Topographical Survey**											
	Estimated Total Man-hours	**0**	**8**	**3**	**1**	**0**	**0**	**0**	**0**	**12**		$2,966.00
	Summary Costs	$0.00	$2,264.00	$543.00	$159.00	$0.00	$0.00	$0.00	$0.00			**$2,966.00**
1.3	**Project Engineering Narrative Report**											
	Estimated Total Man-hours	**0**	**1**	**6**	**1**	**0**	**0**	**2**	**0**	**10**		$1,726.00
	Summary Costs	$0.00	$283.00	$1,086.00	$159.00	$0.00	$0.00	$198.00	$0.00			**$1,726.00**
1.4	**Airfield Lighting Design and Construction Plans**											
	Estimated Total Man-hours	**2**	**32**	**42**	**3**	**0**	**36**	**2**	**0**	**117**		$22,597.00
	Summary Costs	$728.00	$9,056.00	$7,602.00	$477.00	$0.00	$4,536.00	$198.00	$0.00			**$22,597.00**
1.5	**Specifications and Contract Legal Documents**											
	Estimated Total Man-hours	**0.5**	**4**	**18**	**6**	**0**	**0**	**8**	**0**	**36.5**		$6,318.00
	Summary Costs	$182.00	$1,132.00	$3,258.00	$954.00	$0.00	$0.00	$792.00	$0.00			**$6,318.00**
1.6	**Construction Operations Plan**											
	Estimated Total Man-hours	**0.5**	**1**	**3**	**0**	**0**	**0**	**1**	**0**	**5.5**		$1,107.00
	Summary Costs	$182.00	$283.00	$543.00	$0.00	$0.00	$0.00	$99.00	$0.00			**$1,107.00**
1.7	**Meetings**											
	Estimated Total Man-hours	**1**	**0**	**4**	**4**	**0**	**0**	**2**	**0**	**11**		$1,922.00
	Summary Costs	$364.00	$0.00	$724.00	$636.00	$0.00	$0.00	$198.00	$0.00			**$1,922.00**
	Expenses										**Rate**	
	Auto Rental	0	0	0	0	0	0	0	0	0 Days	$75.00	$0.00
	Mileage	0	800	0	0	0	0	0	0	800 Miles	$0.67	$536.00
	Lodging	0	1	0	0	0	0	0	0	1 Days	$110.00	$110.00
	Survey Subcontract	0	0	0	0	0	0	0	0	0	$3,200.00	$0.00
	Meals	0	1	0	0	0	0	0	0	1	$51.00	$51.00
	Reproductions	0	0	0	0	0	0	0	0	0	$100.00	$0.00
	Other	0	0	0	0	0	0	0	0	0	$50.00	$0.00
											Total Expenses	**$697.00**

Item No.		Senior Project Engineer $364.00	Senior Design Engineer (PM) $283.00	Engineer III /Planner III $181.00	Planner/ Engineer II $159.00	Tech III $149.00	Survey/Tech II $126.00	Project Asst. II $99.00	Other $13.00	Total Hours		Cost Summary
	Task 2 - Bid Administration											
2.1	**Furnish Bid Documents**											
	Estimated Total Man-hours	**0**	**1**	**2**	**0**	**0**	**0**	**6**	**0**	**9**		$1,239.00
	Summary Costs	$0.00	$283.00	$362.00	$0.00	$0.00	$0.00	$594.00	$0.00			**$1,239.00**
2.2	**Respond to Bidders Questions**											
	Estimated Total Man-hours	**0**	**1**	**3**	**1**	**0**	**0**	**1**	**0**	**6**		$1,084.00
	Summary Costs	$0.00	$283.00	$543.00	$159.00	$0.00	$0.00	$99.00	$0.00			**$1,084.00**
2.3	**Prepare and Distribute Addendums**											
	Estimated Total Man-hours	**0**	**0**	**2**	**0**	**0**	**0**	**1**	**0**	**3**		$461.00
	Summary Costs	$0.00	$0.00	$362.00	$0.00	$0.00	$0.00	$99.00	$0.00			**$461.00**
2.4	**Prebid Conference (Not Included)**											
	Estimated Total Man-hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**		$0.00
	Summary Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			**$0.00**
2.5	**Bid Opening**											
	Estimated Total Man-hours	**0**	**0**	**8**	**0**	**0**	**0**	**1**	**0**	**9**		$1,547.00
	Summary Costs	$0.00	$0.00	$1,448.00	$0.00	$0.00	$0.00	$99.00	$0.00			**$1,547.00**
2.6	**Bid Review and Tabulation**											
	Estimated Total Man-hours	**0.5**	**0**	**4**	**0**	**0**	**0**	**1**	**0**	**5.5**		$1,005.00
	Summary Costs	$182.00	$0.00	$724.00	$0.00	$0.00	$0.00	$99.00	$0.00			**$1,005.00**
2.7	**Prepare Recommendation for Award**											
	Estimated Total Man-hours	**0**	**0**	**1**	**0**	**0**	**0**	**0.5**	**0**	**1.5**		$230.50
	Summary Costs	$0.00	$0.00	$181.00	$0.00	$0.00	$0.00	$49.50	$0.00			**$230.50**
	Expenses										**Rate**	
	Auto Rental	0	0	0	0	0	0	0	0	0 Days	$75.00	$0.00
	Mileage	0	250	0	0	0	0	0	0	250 Miles	$0.67	$167.50
	Lodging	0	0	0	0	0	0	0	0	0 Days	$110.00	$0.00
	Other	0	0	0	0	0	0	0	0	0 Trips	$625.00	$0.00
	Meals	0	1	0	0	0	0	0	0	1	$51.00	$51.00
	Reproductions	0	0	0	0	0	0	0	0	1	$100.00	$100.00
	Other	0	0	0	0	0	0	0	0	0	$52.00	$0.00
	Other	0	0	0	0	0	0	0	0	0	$450.00	$0.00
	Other	0	0	0	0	0	0	0	0	0	$100.00	$0.00
	Other	0	0	0	0	0	0	0	0	0	$50.00	$0.00
											Total Expenses	**$318.50**

Item No.		Senior Project Engineer $364.00	Senior Design Engineer (PM) $283.00	Engineer III /Planner III $181.00	Planner/ Engineer II $159.00	Tech III $149.00	Survey/Tech II $126.00	Project Asst. II $99.00	Other $13.00	Total Hours		Cost Summary
	Task 3 - Construction Observation & Project Closeout Services											
4.1	**Construction Observation & Project Closeout**											
	Estimated Total Man-hours	**2**	**10**	**24**	**1**	**0**	**0**	**2**	**0**	**39**		$8,259.00
	Summary Costs	$728.00	$2,830.00	$4,344.00	$159.00	$0.00	$0.00	$198.00	$0.00			**$8,259.00**
	Expenses										**Rate**	
	Auto Rental	0	0	0	0	0	0	0	0	0 Days	$75.00	$0.00
	Mileage	0	800	500	0	0	0	0	0	1300 Miles	$0.67	$871.00
	Lodging	0	1	1	0	0	0	0	0	2 Days	$110.00	$220.00
	Other	0	0	0	0	0	0	0	0	0 Trips	$625.00	$0.00
	Meals	0	1	3	0	0	0	0	0	4	$51.00	$204.00
	Reproductions	0	0	0	0	0	0	0	0	0	$50.00	$0.00
	Survey Supplies	0	0	0	0	0	0	0	0	0	$50.00	$0.00
	Other	0	0	0	0	0	0	0	0	0	$450.00	$0.00
	Other	0	0	0	0	0	0	0	0	0	$100.00	$0.00
	Other	0	0	0	0	0	0	0	0	0	$50.00	$0.00
											Total Expenses	**$1,295.00**
										TOTAL		**$59,393.00**

City of Springfield

PERSONNEL POLICY HANDBOOK

For approval November 19, 2025
Effective November 19, 2025

CITY OF SPRINGFIELD
PERSONNEL POLICY HANDBOOK

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Article I. INTRODUCTION

Section 1.01 Purpose

It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the City of Springfield. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or to cover every situation that may arise. The handbook summarizes major policies and programs related to city employment. Additional information about many of these policies and programs is available from the city's human resource officer. These policies may be amended at any time at the sole discretion of the city, and they will supersede all previous personnel policies. General revisions and amendments to the policy shall become effective upon approval by the City Council and Public Utility Commission, while the City Manager has discretion in implementing adjustments on a case-by-case basis. Except where noted otherwise, the City Manager and Utility Superintendent or his/her designee is charged with ensuring compliance with these personnel policies.

Except as otherwise prohibited by law, the City of Springfield including Springfield Public Utilities has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Only the City Council/Public Utility Commission or City Manager has the right to alter the "at will" agreement.

Section 1.02 Scope

These policies apply to all non-union employees of the city, including employees of the municipal utility, Springfield Public Utilities. These policies apply to union staff to the extent that they do not conflict with the current union contract. The city is generally headed by the City Council and City Manager, with the municipal utility headed by the Springfield Public Utility Commission and the Utility Superintendent. Employees of the utility will abide by the policies contained herein and generally report to the Springfield Public Utility Commission and/or the Utility Superintendent. Non-utility employees will report to the City Manager working under direction of the City Council.

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

1. Elected officials
2. City Attorney
3. Members of city boards, commissions, and committees
4. Consultants and contractors
5. Volunteers, except for paid-on-call firefighters or ambulance members.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the Department Head and approved by the City Manager/Utility Superintendent for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and those rules will be further explained, and enforcement discussed with the employee by the immediate Department Head.

Section 1.03 EEO Policy Statement

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

Section 1.04 Data Practices Advisory

Employee records are maintained in a location designated by the City Manager or Utility Superintendent. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

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

Section 1.05 Media Requests

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

Any employee who identifies a mistake in media reporting should bring the error to the City Manager or Utility Superintendent when applicable, or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

Except for routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the City Manager or Utility Superintendent. No city employee is authorized to speak on behalf of the city without prior authorization from the City Manager or Utility Superintendent or his/her designee. Media requests include anything intended to be published or viewable to others in some form

such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the City Manager. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline, and contact information.

All news releases concerning city personnel will be the responsibility of the City Manager. When/if the City Manager authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:

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

Section 1.06 Personal Communications and Use of Social Media

It is important for city employees to remember the personal communications of employees may reflect on the city, especially if employees are commenting on city business or commenting on issues that implicate their city employment. As city representatives, employees share in the responsibility of earning and preserving the public's trust in the city. An employee's own personal communication, such as on social media, can have a significant impact on the public's belief that all city staff will carry out city functions faithfully and impartially. Nonpersonal communications (performed within one's job duties) to members of the public must always be professional. The following guidelines apply to personal communications, including various forms such as social media (Facebook, X formally known as Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your city position.
- Personal social media account names or email names should not be tied to the city (e.g., Springfield Cop).
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting employee or community morale. Put another way, such public comments must not undermine any city department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (sharing/retweeting) a social media post of another individual or entity. The city can act on the personal communication that violates this policy without waiting for the actual disruption.
- The city expects its employees to be fair, courteous, and respectful to Department Heads, co-workers, citizens, customers, and other persons associated with the city. Harassment, bullying, threats of violence, discrimination, or retaliation concerning a co-worker or between co-workers that would not be permissible in the workplace is not permissible online, even if it is done after hours, from home and on home computers.

Article II. CITYWIDE WORK RULES & CODE OF CONDUCT

Section 2.01 Conduct as a City Employee

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the City of Springfield. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their Department Head.

Honesty is an important organizational attribute to our city. Therefore, any intentional misrepresentation of facts or falsification of records, including personnel records, medical records, leaves of absence documentation or the like, will not be tolerated. Further, dishonesty in city positions may preclude workers from effectively performing their essential job duties. As just one example, a police officer with a credibility issue under a Brady/Giglio designation very likely will be excluded from providing testimony for court cases thereby creating an employment strain where an employee cannot effectively perform the essential functions of the job. Any violations will result in corrective action, up to and including termination.

The following are job requirements for every position at the City of Springfield. All employees are expected to:

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

- Maintain good attendance while meeting the goals set by an employee's Department Head.
- Approach our organization and operational duties with a positive attitude, dedication and compassion.

Section 2.02 Attendance & Absence

The operations and standards of service in the City of Springfield require employees to be at work unless valid reasons warrant absence, or an employee has a position approved to work remotely.

In order for a team to function efficiently and effectively, employees must fully understand the goals set for them and the time required to be on the job. Understanding attendance requirements is an essential function of every city position.

Employees who are going to be absent from work are required to notify their Department Head as soon as possible in advance of the absence. In the event of an unexpected absence, employees should contact their Department Head before the scheduled starting time and keep in mind the following procedures:

- If the Department Head is not available at the time, the employee should leave a phone or email message where they can be reached and contact another city employee who will inform the Department Head.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the Department Head by 9 a.m. each day of an absence extending beyond one (1) day unless other arrangements have been made with the Department Head.
- Employees who are absent for two (2) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing.
- The city may waive this rule if extenuating circumstances warranted such behavior.

This policy does not preclude the city from administering discipline for unexcused absences of less than two days. Individual departments may establish more specific reporting procedures.

Section 2.03 Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other city-owned equipment must register their name and the serial number (if applicable) or identifying information about the equipment with their Department Head.

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

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the city is prohibited unless authorized by the City Manager or

Utility Superintendent. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Section 2.04 Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contact with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their Department Head.

Non-uniformed employees are to use their best judgment when deciding what to wear to work every day, with some basic guidelines. The idea is that each employee should consider what their workday looks like and dress accordingly. In all instances, clothing and appearance must be neat, clean, not ripped, not heavily frayed or worn, and not expose an excessive amount of skin.

The following are examples of clothing and shoe choices that are not acceptable in an office environment, but it is not an exhaustive list. When in doubt, consult with your Department Head or City Manager/Utility Superintendent.

- Clothing and/or accessories including offensive/inappropriate images or words, including images/words that are discriminatory or sexual
- Sweatpants, yoga pants and other exercise apparel
- Leggings unless combined with a top that reaches at least mid-thigh
- Beach wear
- Shorts
- Overalls
- Very short skirts
- Shirts with writing or large logos (unless city or affiliated business organization logo)
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater
- Crop tops, tank tops, halter tops or any clothing showing midriffs
- Sheer or revealing clothing
- Hats or caps
- Sports jerseys (unless part of a planned employee event)
- Flip-flops, house slippers, Crocs shoes

Again, employees should consider what their workday looks like and dress accordingly.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with the City Manager or Utility Superintendent to obtain approval to deviate from this policy.

Section 2.05 Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual

conflict of interest or could result in personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, they should consult with the City Manager.

Section 2.06 Falsification of Records / Whistleblower Protections

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies, will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

An employee of the city who, in good faith, reports an activity they consider to be illegal or dishonest to one or more of the parties may have whistleblower protection. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate city management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their immediate Department Head or Human Resources. The employee must exercise sound judgment to avoid baseless allegations.
An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the city's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation, or who are exercising their rights when requesting religious or disability accommodation from retaliation.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals with their legal rights of defense. The city will not retaliate against a whistleblower. This includes but is not limited to protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

Section 2.07 Personal Telephone Calls

Personal telephone calls are not to interfere with city work and are to be completed as quickly as possible. Any personal long-distance call costs made on city phones will be paid for by the employee. Please refer to the cell phone policy for information on the use of cellular phones.

Section 2.08 Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system outside of work time. Any employee who becomes a candidate for federal, state or municipal elective office, or assumes a federal, state, or municipal elective office, is expected to properly fulfill their normal duties during such candidacy and while holding such office and may be disciplined for failure to do so. An employee holding such office will be permitted time off from regular employment to attend meetings required by reason of the public office. Such time off may be without pay, by using appropriate paid leave, or made up with other hours, as agreed between the employee and the department director.

City employees cannot use their official authority or influence through their employment with the city to compel a person to apply for membership in or become a member of a political organization, or to compel a person to pay or promise to pay a political contribution, or to compel a person to take part in political activity. While at work, city employees must be politically neutral in the performance of their job duties and cannot engage in political activity while at work, on city property, or by using city resources (such as city branded clothing or uniforms, photos, ID badges, nametags, or using the city's email system or technology). Furthermore, employees should not use their city job title in conjunction with any political work or endorsements.

Section 2.09 Smoking

The City of Springfield observes and supports the Minnesota Clean Indoor Air Act. All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or "vaping" with e-cigarettes is prohibited while in a city facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees 21 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

Article III. DEFINITIONS

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

Section 3.01 Authorized Hours

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

Section 3.02 Benefits

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Section 3.03 Benefit Earning Employees

Employees who are eligible for at least a pro-rated portion of city-provided benefits. Such employees must be year-round employees who work at least 32 hours per week on a regular basis.

Section 3.04 Demotion

The movement of an employee from one job class to another within the city, where the maximum salary for the new position is lower than that of the employee's former position.

Section 3.05 Department Head

An employee who is responsible for managing a department or division of the city.

Section 3.06 Direct Deposit

As permitted by state law, all city employees are required to participate in direct deposit.

Section 3.07 Employee

An individual who is hired to perform services for the city, except independent contractors, volunteers, and select seasonal employees meeting the criteria in Minn. § 268B.01, Subd. 35.

Section 3.08 Exempt Employee

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

Section 3.09 FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2 percent for Social Security and 1.45 percent for Medicare. The city contributes a matching 7.65 percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers). These amounts may change if required by law.

Section 3.10 Fiscal Year

The fiscal year is from Jan. 1 to Dec. 31.

Section 3.11 Full-Time Employee

Employees who are required to work thirty-two (32) or more hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 32 or more hours per week or the equivalent of 139 hours or more per month.

Section 3.12 Intermittent/On-Call Employee

An employee who is not regularly scheduled and may or may not be offered hours depending on the needs of the city. In order to comply with health care reform law while avoiding penalties, intermittent employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended. Intermittent employees do not earn benefits or credit for seniority.

Section 3.13 Non-Exempt Employee

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

Section 3.14 Part-Time Employee

Employees who are required to work less than thirty (32) hours per week year-round in an ongoing position. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Section 3.15 Pay Period

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

Section 3.16 PERA (Public Employees Retirement Association)

Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The city and the employee each contribute to the employee's retirement account.

Section 3.17 Promotion

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

Section 3.18 Reclassify

Movement of a job from one classification to another classification because of a city-wide reassessment/reorganization, or significant change in a specific position's duties and responsibilities.

Section 3.19 Seasonal Employee

Employees who work only part of the year (185 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Section 3.20 Service Credit

Time worked for the city. An employee begins earning service credit on the first day worked for the city. Some forms of leave will create a break in service.

Section 3.21 Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Section 3.22 Training/Probationary Period

A twelve-month period at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame.

An employee serving the initial probationary period may be disciplined at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights. Nothing in this policy handbook shall be construed to imply after completion of the probationary period, an employee has any vested interest or property right to continued city employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period.

If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

A probationary period may be extended at the discretion of the City Manager or Utility Superintendent due to performance issues. The employee will be notified in writing and placed on a performance improvement plan.

Section 3.23 Transfer

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

Section 3.24 Weapons

Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object modified to serve as a weapon or has the primary purpose of serving as a weapon.

Section 3.25 Workweek

A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Manager or Utility Superintendent, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, parks and recreation department).

Article IV. EMPLOYEE RECRUITMENT & SELECTION

Section 4.01 Scope

The City Manager or a designee will manage the hiring process for positions within the city. While the hiring process may be coordinated by staff and may involve committees, the City Council has delegated final hiring authority to the City Manager who must extend all offers of employment for city positions. The PUC is the final hiring authority for the public utility with the Utility Superintendent coordinating the hiring process. All hires will be made according to merit and fitness related to the position being filled.

Section 4.02 Features of the Recruitment System

The City Manager or Utility Superintendent will determine if a vacancy will be filled through by recruitment, promotion, transfer, or some other method. This determination will be made on a case-by-case basis. When position vacancies will be filled through an open recruitment process, they will at a minimum be posted locally and through available forms of digital communication (website, social media, etc.)

Application for employment will generally be made online or by application forms provided by the city. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Manager, Utility Superintendent, or designee. Supplemental questionnaires or skills tests may be required. All candidates must complete and submit the required application materials by the posted deadline in order to be considered for the position. The deadline for application may be extended by the City Manager or Utility Superintendent. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an "acting" basis as needed. The City Manager or Utility Superintendent may make such acting appointments for department head positions. The City Council must appoint an acting City Manager in such cases where this would be required. The PUC will appoint an acting Utility Superintendent in such cases where this would be required. Pay rate adjustments for those acting appointments, if any, will be determined by the City Manager, City Council, or PUC as applicable.

Section 4.03 Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or another appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- "In-basket" exercise for an administrative support position (sets up real-life scenarios and items likely to be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a planning director position, for example.
- Scenarios of situations police officers are likely to encounter on the job testing the candidate's decision-making skills (can be role played or multiple-choice questions).

If an internal recruitment is posted, the position will be open to any city employee who: (1) meets the minimum qualifications for the vacant position; (2) and has successfully completed the initial training period; (3) is currently in good standing with the city.

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

Section 4.04 Pre-Employment Medical Exams

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

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

When required, the medical exam will be conducted by a licensed physician designated by the city with the cost of the exam paid by the city. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Manager or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodation, and whether the candidate passed a drug and/or alcohol test, if applicable.

If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Manager, Utility Superintendent, or designee will confer with the physician and candidate regarding reasonable and acceptable accommodation. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Section 4.05 Selection Process

The selection process will be a cooperative effort between the City Manager, Utility Superintendent, or human resource officer (City Treasurer) and the hiring Department Head, subject to final hiring approval of the City Manager or Public Utility Commission where applicable. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate Department Head with each hire and offer terms subject to final City Manager or Public Utility Commission approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the Department Head at any time, subject to City Manager or Utility Superintendent approval.

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

Section 4.06 Background Checks

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

Section 4.07 Training/Probationary Period

The training/probationary period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations.

Training periods apply to new hires, transfers, promotions, and rehires. Training periods are twelve months in duration, but may be extended by, for example, an unpaid leave of absence.

Article V. ORGANIZATION

Section 5.01 Job Descriptions

The city will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council.

A job description is prepared for each position within the city. Each job description will include: position title, department, Department Head's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, Supervisory responsibilities (if any), and extent of supervision, direction or guidance provided to position.

Prior to posting a vacant position the existing job description is reviewed by the City Manager, Utility Superintendent, or designee and the hiring department head to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment.

Department heads are responsible for revising job descriptions as necessary to ensure the position's duties and responsibilities are accurately reflected. All revisions must be approved by the City Manager or Utility Superintendent where applicable. A current job description is provided to each new employee, and to existing employees after City Manager or Utility Superintendent approval of any revisions.

Section 5.02 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the department head, subject to the approval of the City Manager or Utility Superintendent.

Section 5.03 Layoff

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

Article VI. HOURS OF WORK

Section 6.01 Work Hours

Open hours of public facilities will be established by the City Council. The regular work week for full-time employees will be approved by the City Manager or Utility Superintendent in accordance with the customs and needs of the individual departments. Employee work schedules will be established by department heads.

In order to comply with the law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Section 6.02 Response Time

The response time shall be 20 minutes for all full-time city employees while on-call or expected to respond in safety sensitive positions including but not limited to Police and

Public Works positions. This policy shall also apply to part-time police officers while scheduled on-call. Public Utility Employees will be subject to a 10-minute response time.

Section 6.03 Meal Breaks and Rest Periods

A paid rest break of at least fifteen minutes or enough time to utilize the nearest convenient restroom (whichever is longer) is allowed within each four consecutive hours of work. An unpaid thirty-minute lunch period is provided when an employee works six or more consecutive hours. Unpaid lunch breaks may be scheduled for one hour depending on individual department scheduling. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks. The lunch period will be paid in instances where an employee is not completely relieved of work duties.

Employees whose duties involve traveling throughout the city may stop along the assigned route at a restaurant or other public accommodation for their fifteen-minute break. Exceptions must be approved by the department head, City Manager or Utility Superintendent.

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

Section 6.04 Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will be allowed to use accrued PTO time, compensatory time, or other legally allowed leave. With Department Head approval, staff may modify the work schedule or make other reasonable schedule adjustments to compensate for this time. With the approval of the City Manager, designated positions may have the opportunity to work remotely.

Sworn police officers, public works maintenance employees, and public utility employees will generally be required to report to work regardless of conditions.

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

Section 6.05 Limitations on Hours Worked

Employees including safety sensitive positions and essential employees shall not work more than:

- 16 hours in one-day (24 hour) period or
- 30 hours in any two-day (48 hour) period or
- 84 hours in any seven-day (168 hour) period

Except in very limited circumstances, members should have a minimum of eight hours off between shifts. Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, special events, contract work, general overtime and any other work assignments.

Article VII. COMPENSATION

Full-time employees of the city will be compensated according to schedules adopted by the City Council and Public Utility Commission. Unless approved by the Council or Public Utility Commission, employees will not receive any amount from the city in addition to the pay authorized for the positions to which they have been appointed. Step increases, expense reimbursements, and travel expenses may be authorized by the City Manager in addition to regular pay. Expense reimbursements, and travel expenses may be authorized by the Utility Superintendent in addition to regular pay.

Compensation for seasonal and temporary employees will be approved by the City Manager or Utility Superintendent at the time of hire, or on an annual basis.

Part-time employees may become eligible for a step increase after working at least 2080 hours, or two years, whichever comes first, from their last step increase. A recommendation for such an increase must be made by the department head and approved by the City Manager or Utility Superintendent.

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

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

The city cannot retaliate, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for disclosing their own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5075 or (800) 342-5354.

Article VIII. DIRECT DEPOSIT

Section 8.01 Paychecks

Paychecks will be distributed every two weeks via direct deposit to the employee's bank account. If a regularly scheduled payday falls on a holiday, or scheduled day off, pay checks will be distributed on the next regularly scheduled working day. Distribution of paychecks to employees is to be accomplished in a timely manner using accurate, consistent procedures.

Section 8.02 Direct Deposit

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying human resources and payroll staff of any change in status, including changes in address, phone number, names of beneficiaries, marital status, bank account numbers for direct deposit, etc.

Section 8.03 Improper Deduction and Overpayment Policy

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, they should immediately contact payroll. If the city determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the city in the amount of the overpayment. The city will make the correction on the next payroll. If there are insufficient funds on the payroll, the city will require a personal check or payment to cover the overpayment. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required.

Any overpayments not repaid in full within the calendar year of the overpayment are considered "prior year overpayments" and the employee must repay not only for the net amount of the overpayment, but also the federal and state taxes the city has paid on their behalf. The city is able to recover the overpaid Social Security and Medicare taxes. Accordingly, the city will not require the employee to repay those taxes provided the employee provides a written statement that he/she will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year but may be entitled to a deduction or credit with respect to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

Section 8.04 Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their time sheets, rounded to the nearest 15-minute interval.

To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked, and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis.

Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Section 8.05 Overtime / Compensatory Time

The City of Springfield has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Manager or Public Utility Commission will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime.

Section 8.06 Non-Exempt (Overtime-Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. PTO and ESST count toward "hours worked." Compensatory time and paid holidays do not count toward "hours worked." Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked.

For all employees the work week begins at 12:00 a.m. midnight on Sunday and runs until the following Saturday night at 11:59 p.m.

All overtime must be requested in advance and approved in writing by the department head, City Manager, or Utility Superintendent except in an emergency or on-call situation, in which case the department head or City Manager shall be notified as soon as reasonably possible. If overtime is not requested and approved in advance, the department head or City Manager may deny compensation for the unauthorized time. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date.

The maximum compensatory time accumulation for any employee is 40 hours at any given time. Once an employee has earned 40 hours of compensatory time, no further compensatory time may accrue until some portion has been used. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used.

All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

Section 8.07 On Call/Call Out Pay

Non-Exempt Employees will be compensated for On-Call or Call Out Pay under the following policy which differs by department, except where a union contract may state differently.

Water operators will be paid ten hours of pay per week when scheduled on-call to cover emergency operations and regular plant maintenance. During this time, staff must remain within on-call distance/report times. They will receive an additional two hours pay during any week which the municipal pool requires maintenance. On-call time will be paid as overtime.

Lineman will receive eight hours pay per week when scheduled on-call to cover emergency operations. During this time, staff must remain within on-call distance/report times. On-call time will be paid as overtime.

Public works staff will receive a minimum of two hours pay when called in outside of the departments normal scheduled hours. The department head may require that staff adjust schedules to reduce overtime resulting from call-ins.

Section 8.08 Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by the City Manager, City Council, or Public Utility Commission where applicable.

Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will work on average 40 or more hours per week unless utilizing available PTO. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek but may adjust daily work hours to average out time between days within the same pay period.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Springfield will only make deductions from the weekly salary of an exempt employee in the following situations:

- To offset compensation received for military pay. If an employee works part of the week in military service, the city still must pay the entire week's salary to the employee, but the city could offset the amount of military pay for the week against the employee's salary.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all his/her paid leave.

- The employee is absent for a full work week and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the number of days actually worked.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Springfield may, for budgetary reasons, implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any work week in which budget-related deductions are made.

The City of Springfield will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the city any amount received by the employee as jury fees or witness fees.

Section 8.09 Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities, including evening meetings and/or on-call hours. The normal hours of business for exempt staff are to be determined by the City Manager or Public Utility Superintendent.

Exempt employees are required to use paid leave when on personal business or away from the office for four hours or more, on a given day unless they have surpassed 80 hours for the pay period. Absences of less than four hours do not require use of paid leave as it is presumed that the staff members regularly put in work hours above and beyond the normal requirement including responsiveness on weekends, evenings, etc. when necessary. Exempt employees must communicate their absence to the City Manager as well as their department staff. The City Manager shall communicate their absence to the Mayor or their designee if they will be away from the office three or more consecutive days.

If one of the above employees is found to have excessive time away from work that is not justified, as well as essential duties regularly incomplete, the situation will be handled as a performance issue.

If it appears that less than forty hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the city. Additional notification and approval requirements may be adopted by the City Manager for specific situations as determined necessary.

Article IX. PERFORMANCE REVIEWS

An objective performance review system will be established by the City Manager and Utility Superintendent or designee for the purpose of periodically evaluating the performance of city employees. The quality of an employee's past performance will be considered in personnel

decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the city's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on an annual basis, during the employee's first 10 years of employment. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training/probationary period, informal performance meetings should occur frequently between the department head and the employee. Conducting these informal performance meetings provides both the department head and the employee the opportunity to discuss what is expected, what is going well and what needs improvement.

Signing of the performance review document by the employee acknowledges the review has been discussed with the department head and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

Article X. BENEFITS

The city makes a competitive monthly contribution toward group health and life insurance benefits. A large portion of the city's total compensation is the value or benefits available to you and, if applicable, your family. Your medical, life, and other insurance is a key part of your total compensation.

Section 10.01 Health Insurance

The city will offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 32 or more hours per week or the equivalent of 139 hours or more per month.

Employees will become eligible for health insurance at the date of their first full-time working shift.

The city will contribute a monthly amount toward group health insurance benefits for each eligible employee and his/her dependents as follows:

City contributions for full-time employees regularly scheduled for 40 hours per week will be 90% of the current plan costs for employees electing single coverage. Employees electing family coverage will receive the single contribution plus 80% of remaining current plan costs.

Employees scheduled between 32-40 hours per week as part of their employment agreement will be offered insurance contributions prorated based on the number of hours worked per week. Additional contributions may be offered in an employment offer at the discretion of

the City Manager or Public Utility Commission, not to exceed the contribution made to regular full-time employees.

The city will create a Voluntary Employees' Beneficiary Association Account (VEBA) and/or a Health Care Savings Account (HSA) for any employee electing city sponsored healthcare coverage. The city will contribute $600 annually to either the VEBA account or the HSA account at the employees choosing each January that they are enrolled in city sponsored insurance. This amount will be prorated by the number of months in the first calendar year of employment or when an eligible life event occurs requiring an employee to take city sponsored insurance. Employees may elect to contribute additional pre-tax dollars to an HSA account up to the maximum allowed by law. A VEBA account may only be funded by the employer, not the employee.

Eligible employees may elect to fund a Flexible Spending Account (FSA) account. The city will not contribute to this account.

The city offers a health insurance opt out payment for employees who provide proof of coverage for themselves and their dependents that is not purchased on the open market. Eligible employees will receive $100 per pay period as taxable wages. If a life event occurs requiring an employee to take city sponsored insurance, opt out payments will stop at the first full pay period on city insurance.

All full-time employees and spouse and dependents will receive a subscription to HealthiestYou. This is an online telehealth service that provides free, virtual, 24/7 medical care including medical consultations, mental health services, and more.

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

Section 10.02 Retirement/PERA

The city participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately.

The city and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the city matches the employee's Social Security and Medicare withholding for many employees). For information about PERA eligibility and contribution requirements, contact human resources.

Section 10.03 Longevity Pay

Any full-time employee with 10 years of service or more will receive 4 hours of pay per month towards the employee's Health Savings Account/VEBA at the employee's current pay rate for the month. If the employee is not eligible for a health savings account or VEBA, this benefit may be paid as taxable wages.

Section 10.04 Life Insurance

The city pays the premium for life insurance with the following death benefits: $25,000 per employee and $10,000 per eligible family member.

Article XI. HOLIDAYS

The city observes the following official state holidays:

New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Good Friday
Memorial Day
Juneteenth (effective June 19, 2023)
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day

Four hours of holiday pay will be provided to full-time employees for Christmas Eve.

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

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for city operations/facilities closed on holidays.

Full-time employees will receive 8 hours of pay for official holidays at their normal straight time pay rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will not receive holiday pay. Any employee on a leave of absence without pay from the city is not eligible for holiday pay.

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

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the department head's approval, take the day off using PTO, compensatory time, or leave without pay.

Article XII. LEAVES OF ABSENCE

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a

workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the city's leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Section 12.01 Earned Sick and Safe Time (ESST) Leave

Earned Sick and Safe Time will be earned at a rate of 1 hour for every 30 hours worked for all part time, seasonal, and temporary workers meeting the requirements of the law. ESST may be used for any uses eligible under state law. The 12-month period will be based on the calendar year.

The following positions are not eligible for leave under this policy:
1. Volunteer firefighter or paid on-call firefighter;
2. Volunteer ambulance attendant as defined in Minn. Stat. § 144E.001, subdivision 15;
3. On-call ambulance service personnel as defined in Minn. Stat. § 144E.001, subdivision 3a;
4. Elected officials or a person who is appointed to fill a vacancy in an elected office.
5. Employees who work less than 80 hours in a calendar year.

For Full-time Employees, the Paid Time Off policy outlined below will satisfy the requirements of ESST. PTO will be available to employees for eligible ESST uses with the same protections and conditions outlined for ESST use.

If an employee is expected to work 80 hours or more in the calendar year, ESST will accrue beginning with the first pay period of employment. The employee is not eligible to take the leave until they have worked at least 80 hours in the calendar year. If an employee is not expected to work 80 hours in a calendar year, they will not accrue ESST unless they surpass the 80 hour threshold.

(a) Earned Sick and Safe Time Use

The leave may be used as it is accrued in increments of 15 minutes for the following circumstances:

- An employee's own:
  - Mental or physical illness, injury or other health condition
  - Need for medical diagnosis, care or treatment, of a mental or physical illness injury or health condition
  - Need for preventive medical or health care, or
  - Need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member
- Care of a family member:
  - With mental or physical illness, injury or other health condition
  - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition, or
  - Who needs preventative medical or health care

- Absence due to domestic abuse, sexual assault or stalking of the employee or employee's family member provided the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
    - Obtain services from a victim services organization
    - Obtain psychological or other counseling
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
- When it has been determined by health authorities or a health care professional that the presence of the employee or family member in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
- Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency
    - **Weather Event Exception:**
      Consistent with Minnesota Statute § 181.9447, Subd. 12, licensed peace officers, employees holding a commercial driver's license, public works, and public utility employees must be ready and available to respond to public emergencies or weather events, and therefore may **not** use ESST for the "closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency." This exception is necessary for these positions because they have preassigned or foreseeable work duties requiring their response to the public emergency or weather event to ensure the city maintains minimum staffing requirements to provide essential public services.

(b) For Earned Sick and Safe Time purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild

- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

(c) Notice and Documentation

If the need for the leave is foreseeable, the city requires seven days' advance notice to the department head or City Manager/Utility Superintendent. However, if the need is unforeseeable, employees must provide notice of the need for ESST to the department head or City Manager/Utility Superindendent when they become aware of the need to take leave.

When an employee uses ESST for more than two consecutive scheduled workdays, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, ESST for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

In accordance with state law, the city will not require an employee using ESST to find a replacement worker to cover the hours the employee will be absent. However, this is not meant to limit employees who choose to voluntarily seek a replacement staff member or trade shifts to cover their ESST absence.

Employers must maintain the confidentiality of Earned Sick and Safe records, medical certifications, histories, and documents information pertaining to domestic abuse, sexual assault or stalking, and any statement from the employee about the need for leave. Medical records should be maintained confidentially and apart from personnel files.

Employers must comply with the ESST recordkeeping requirements outlined in Minn. Stat. § 181.9447. Among other provisions, cities must preserve the required ESST documentation for a minimum of three years and ensure that the documentation is readily accessible by the Commissioner within 72 hours from the Commissioner's request.

(d) Accrual and Carry Over of Earned Sick and Safe Time

Part-time, temporary, and seasonal employees will accrue one hour of ESST for every 30 hours worked up to a maximum of 48 hours per calendar year and a maximum of 80 hours total may be carried across multiple years. Accrued but unused Earned Sick and Safe Time will not be paid out at the end of the employment period.

(e) Retaliation Prohibited
The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Time rights, requesting an Earned Sick and Safe Time absence, or pursuing remedies. Further, use of Earned Sick and Safe Time will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Time.

(f) Benefits and return to work protections
During an employee's use of Earned Sick and Safe Time absence, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Time is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Time absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Time that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Time at the commencement of reemployment.

Section 12.02 Paid Time Off (PTO)
The city believes that paid time off (PTO) is important to the health and well-being of our employees and as such provides paid time off for eligible employees for rest and recuperation. Public entities typically provide more paid time off to their employees than other employers, and thus this is an important piece of the compensation package offered by the City of Springfield.

Paid Time Off (PTO) Schedule

Years of Service	Bi-weekly Accrual
0-3 Years	7.38 hours (Approx. 24 Days or 192 Hours Annually)
4-6 Years	8.62 hours (Approx. 28 Days or 224 Hours Annually)
7-9 Years	9.85 hours (Approx. 32 Days or 256 Hours Annually)
10+ Years	11.08 hours (Approx. 36 Days or 288 Hours Annually)

(a) Eligibility
Full-time employees working 40 hours per week will earn PTO in accordance with the above schedule. Full-time employees working less than 40 hours per week will earn PTO at a prorated rate.

Part-time employees who work less than 32 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue PTO.

(b) Accrual Rate

For the purpose of determining an employee's PTO accrual rate, years of service will include all continuous time that the employee has worked at the city on a full-time basis (including authorized unpaid leave). Employees who are rehired after terminating city employment will receive credit for their prior service if that employee left in good standing, including giving proper notice. Proper notice for a department head, City Clerk, or City Treasurer/Finance Manager means a 4-week written notice to the City Manager. The City Manager shall provide a 4-week written notice to the City Council and the Council shall call a special meeting as soon as reasonably possible to accept the resignation and determine a means of filling the position. The Utility Superintendent shall provide a 4-week written notice to the Public Utility Commission and the Commission shall call a special meeting as soon as reasonably possible to accept the resignation and determine a means of filling the position. All other positions will provide a 2-week written notice to the Department Head.

During the first year of implementation, the employee may have up to 80 hours of PTO above the max accrual listed under section 12.02. At the one-year anniversary of the implementation of this policy, employees will lose any remaining amount over the new maximum accrual.

(c) Earnings and Use

PTO may be used as it is earned, subject to approval by the employee's department head or City Manager/Utility Superintendent and following all ESST protections above when requested for an ESST eligible use.

PTO will not be earned during any unpaid leave of absence. PTO will stop accruing as of the effective date of termination. Requests for PTO longer than two days in length must be received at least one week in advance of the requested time off except when requested for an ESST eligible use, in which case ESST requirements above apply. Notice requirements may be waived at the discretion of the department head and City Manager or Utility Superintendent.

PTO can be requested in increments as small as 15 minutes up to the total amount of the accrued leave balance. PTO is to be used only by the employee who accumulated it. It cannot be transferred to another employee. Employees may accrue PTO up to a maximum of the employee's annual accrual rate. No PTO will be allowed to accrue in excess of this amount without the approval of the City Council. PTO cannot be converted into cash payments except at termination or by approval of the City Council.

(d) PTO Separation Payout

Full-time employees in good standing and giving proper notice will be paid accrued, unused PTO, earned through the last date of active employment, subject to applicable caps as noted above, (and applicable taxes withheld) under the following schedule following termination of employment:

Paid Time Off (PTO) Separation Payout

Years of Service	Accrued PTO Payout
0-3 Years	25% paid to Employee

4-6 Years	40% paid to Employee
7-9 Years	55% paid to Employee
10+ Years	70% paid to Employee
10+ Years Retirement with one-year notice	90% paid to VEBA/HSA/Def. Comp.
20+ Years Retirement with one-year notice	100% paid to VEBA/HSA/Def. Comp.

Proper notice for a department head, City Clerk, or City Treasurer means 4-week's written notice to the City Manager/Utility Superintendent where applicable. The City Manager and Utility Superintendent will give 4 weeks notice to their respective boards as noted earlier. All other positions will provide a 2-week written notice to the Department Head. Employees retiring from the City of Springfield with at least a one-year written notice and 10+ years of service will be paid 90% of their accrued PTO directly to a VEBA/HSA/Deferred Compensation plan administered by the city. Employees retiring from the City of Springfield with at least a one-year written notice and 20+ years of service will be paid 100% of their accrued PTO directly to a VEBA/HSA/Deferred Compensation plan administered by the city. The rate of pay will be the employee's base rate of pay at the employee's termination date.

Employees leaving employment before retirement have the option of directing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law) or receiving payment as additional taxable wages. In the event of the employee's death, earned, unused PTO time will be paid to the employee's surviving spouse directly, (if there is not a personal representative of the estate appointed) up to statutory limits.

(e) Unpaid Leave

Unpaid leaves may be approved in accordance with the city personnel policies. An unpaid leave is a leave not covered by FMLA, PFLA, or WESA. Employees must use all accrued PTO and comp time prior to taking unpaid leave.

Employees may continue on the city's group insurance coverage during the period of unpaid leave but shall be responsible for paying one hundred percent (100%) of the premium costs. Premium costs shall be pro-rated hourly for any unpaid leave that is less than a full calendar month. When you move into unpaid leave status and there is no paycheck, you will be required to submit monthly payments to Human Resources by the 1st day of each month of the leave. If the payment is more than 30 days late, your health and other coverage may be terminated for the remainder of the leave.

An employee on unpaid leave will be offered COBRA and any other legally required benefits continuation. In order to continue your benefits, you will be required to formally elect COBRA/any other legally required continuation coverage in order to stay on the applicable insurance plans.

An employee on unpaid leave will begin eligibility for COBRA coverage if they are on unpaid leave longer than two calendar weeks. In the month an employee transitions from paid to unpaid status, they will continue to be covered on the employer health plan, however, the employee will be responsible for paying the pro-rated portion of their monthly insurance

premiums for the time they are on unpaid leave. The city will pro-rate the city contribution toward benefits that month as well. The city will not contribute to insurance costs beginning the first of the month after an unpaid leave begins. The employee may continue to be covered by group medical, dental and life insurance, under applicable state and federal law and as allowed by the terms of each plan but will be responsible for paying 100% of the premium costs.

If you lose coverage or have elected COBRA during your leave, we will reinstate you as an active participant upon your return from leave, according to the terms of each plan.

Other benefit accruals, such as PTO and holiday pay benefits, will be suspended at the beginning of the first full month of unpaid leave and will resume upon your return to active employment.

(f) Extended Illness Leave Bank

Beginning with the pay period following Council approval of this Personnel Policy, the city will transition current employees to an Extended Illness Leave Bank.

All current employees having a combined sick, ESST, and vacation leave total of more than the newly approved maximum PTO associated with their years of service plus 40 hours, will be converted to an Extended Illness Leave Bank. The retained 40 hours in excess of the new maximum must be used within one year of the change to PTO or it will be lost.

New employees and employees not exceeding the new PTO maximum amounts by at least 40 hours will not be offered an Extended Illness Leave Bank. No additional time may be added to the extended leave bank after the conversion.

Employees must first exhaust at least 10 days of PTO in the calendar year before an Extended Illness Leave Bank may be used. They must then provide a physician's note recommending their continued absence from work or a continued need for intermittent appointments or treatments for a long-term illness or injury of the employee. Requests to use an Extended Illness Leave Bank must be approved in writing by the City Manager or Utility Superintendent where applicable. Extended Illness Leave Banks will hold no monetary value and cannot be cashed out or paid at separation.

Section 12.03 Funeral Leave

Employees will be permitted to use PTO or ESST for funeral leave in accordance with state law.

Section 12.04 Military Leave

State and federal laws provide protection and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 workdays in any calendar year. City compensation is in addition to the military pay for these 15 days, as per MN Attorney General's Opinion.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee or is required by the proper authority to continue in military or naval service beyond the fifteen-day paid leave of absence. Employees on extended unpaid military leave will receive fifteen days' paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten working days in advance of the requested leave. A training notice, signed orders, or battle assembly schedule are examples of typical written notification to share with the city.

If an employee has not yet used his/her fifteen days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of PTO and ESST leave accruals.

Eligibility for the continuation of insurance coverage for employees on military leave beyond fifteen days will follow the same procedures as for any employee on an unpaid leave of absence.

Section 12.05 Military Leave for Family Members

The city will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota.

Nor will the city discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Section 12.06 Military Leave for Family Member Injured or Killed in Active Service

Employees will be granted up to ten working days of unpaid leave whose immediate family member (defined as a person's parent, child, grandparents, siblings or spouse) is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

Section 12.07 Jury Duty

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

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

Employees are required to notify their Department Head as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

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

Section 12.08 Court Appearances

Employees will be paid their regular wage to testify in court for city-related business. Any compensation received for court appearances (e.g., subpoena fees) arising out of or in connection with city employment, minus mileage reimbursement, must be turned over to the city.

Section 12.09 Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their Department Head immediately (no matter how minor).

If a Department Head is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify their Department Head of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the Department Head and make arrangements for a medical appointment.

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

Section 12.10 Minnesota Women's Economic Security Act (WESA)

All employees are entitled to take an unpaid leave of absence under WESA. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or

adoption of a child as eligible for up to 12 weeks of unpaid leave. Any paid or unpaid leave taken for prenatal care medical appointments will not count toward the 12-week leave.

additionally, leave under this section must begin within twelve months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. The employee should provide reasonable notice, which is at least 30 days before the leave is expected to take place. If the leave must be taken in less than 30 days, the employee should give as much notice as practicable.

Leave under this section runs concurrently with FMLA and MNPL when the leave is for the same purpose. Additionally, employees may choose, but are not required, to use any accrued vacation leave or Sick Leave/Earned Sick and Safe Time leave during this leave. When the employee is also receiving MN Paid Leave benefits, the combined weekly sum of MNPL benefits and any city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave.

Group insurance coverage, including any employer contributions toward the benefits, will continue while the employee is on leave pursuant to the WESA, provided the employee continues to pay any employee share of the cost of the benefits.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

Section 12.11 Minnesota Paid Family and Medical Leave (MNPL)

Begining January 1, 2026, the city provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The city of Springfield 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 employee as follows: The city of Springfield will pay 50% of the required premium and employees will pay 50% of the 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:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
- 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.

Benefit Amount

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

Leave Entitlement and Usage

The State of Minnesota may approve MNPL 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. There is no waiting period for MNPL if you are granted the benefit.

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 their immediate supervisor and the City Manager 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.

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 fifteen (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.

Definitions

- 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.

Notice
Prior to starting a claim with the State, employees should reach out to their immediate supervisor and the City Manager and notify them of the employee's intention to take leave. If the need is foreseeable, employees must provide at least two-weeks' notice prior to taking leave. If the leave is not foreseeable employees will still be able to take leave under MNPL and must provide as much notice as possible.

How to Apply for Minnesota Paid Leave
After leave has been discussed with the employer, employees may apply for MNPL through the Minnesota Paid Leave's portal online: 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 employees may be eligible for under local, state, or federal law which may include: Family and Medical Leave Act (FMLA) and/or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.

Supplementing MNPL Benefits with Accrued Paid Leave
If an employee is receiving MNPL benefits, the city allows the employee to supplement, or "top off," the MNPL benefits with any accrued but unused paid leave. If the employee chooses to supplement MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed the employee's Individual Average Weekly Wage (IAWW).

Maintaining Health Insurance 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. The employee must continue to make timely payments of your share of the premiums for such coverage. If the employee is not using paid time off to cover part or all of the leave, they will be responsible for remitting

their portion of health insurance premiums to the city in order 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 insurance deductions may be modified to accept the agreed upon amounts and cadence of premium deductions; or
2. arranged to write a check every 2 weeks for the duration that the employee may be out. Note that this payment method would be considered post-tax money.

A signed wage deduction authorization form is required agreeing to the deduction changes. 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 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 MN Paid Leave law.

Section 12.13 Administrative Leave

Under special circumstances, an employee may be placed on administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Manager or Public Utility Commission where applicable.

Section 12.14 Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Section 12.15 School Conference Leave

Any employee may take unpaid leave for up to a total of sixteen hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use PTO hours for this absence but are not required to do so.

Section 12.16 Bone Marrow/Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the city, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Section 12.17 Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided the employee gives the city at least twenty days written notice, including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The city may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment.

Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday. The city reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

All employees eligible to vote at a State general election or primary, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their Department Heads to avoid coverage issues. Employees may be absent from work for the time necessary to vote to include voting during the period allowed for voting in person before election day.

Section 12.18 Delegates to Party Conventions

An employee may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the

committee. The employee may attend any convention of a major political party delegate, including meetings of official convention committees if the employee is a delegate or an alternate delegate to that convention.

Per the statutory requirement, the employee must give at least ten days' written notice of their planned absence to attend committee meetings or conventions. Time away from work for this purpose will be considered unpaid unless the employee chooses to use PTO leave during their absence.

Section 12.19 Regular Leave without Pay

The City Manager or Utility Superintendent may authorize leave without pay for up to thirty days. Leave without pay for greater periods may be granted by the City Council or Public Utility Commission.

Typically, employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward health, dental and life insurance may be continued, if approved by the City Council or Public Utility Commission, for leaves of up to ninety days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, or PTO (annual leave). Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue ESST or PTO (annual leave) based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued PTO and compensatory time must normally be used before an unpaid leave of absence will be approved.

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

Employees receiving leave without pay in excess of thirty calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Manager or Public Utility Commission.

Section 12.20 Family and Medical Leave

The Federal Family and Medical Leave Act (FMLA) applies to all public agencies, including state, local and federal employers, and local education agencies (schools).

(a) Eligibility

To qualify to take FMLA leave under this policy, an employee must meet all the following conditions:

- Have worked for the city for 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive; however, the city will not consider any service seven years prior to the employee's most recent hire date.

- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act ("FLSA") determine the number of hours worked by an employee. The 1250 hours include only on-the-clock hours worked and do not include leave, PTO, or vacation hours.
- Work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

(b) Types of Leave Covered by FMLA

Leave will be granted to all eligible employees for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child, or parent who has a serious health condition;
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position;
- A covered military member's active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave) (described below).

(c) Length and Amount of Leave

The length of FMLA leave is not to exceed 12 weeks in any 12-month period. The leave year is calculated based on a looking forward basis. The entitlement to FMLA leave for the birth or placement of a child for adoption expires 12 months after the birth or placement of that child.

(d) How Leave May Be Taken

FMLA leave may be taken for 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed), or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 work weeks.

Intermittent leave may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary. If an employee is taking intermittent leave or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the city's business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the city may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the city's approval.

(e) Procedure for Requesting Leave and Notice

All employees requesting FMLA leave must provide written or verbal notice of the need for the leave to the City Manager or Utility Superintendent. When the need for the leave is foreseeable, the employee must give verbal or written notice to his/her supervisor at least 30 days prior to the date on which leave is to begin.

If 30 days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures.

The city requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

(f) Certification and Documentation Requirements

For leave due to an employee's serious health condition or that of an employee's family member, the city will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted by the employee to Human Resources within 15 calendar days after leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

When leave is due to an employee's own serious health condition, a return to work or fitness for duty certification (FFD) will be required before an employee can return to work. Failure to provide such certification timely may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, an FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

Recertification of leave may be required if the employee requests an extension of the original length approved by the city or if the circumstances regarding the leave have changed.

Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

(g) Second and Third Medical Opinions

The city may require an employee to obtain a second opinion from a provider which the city selects. If necessary to resolve a conflict between the original certification and the second opinion, the city may require the opinion of a third doctor. This third opinion will be considered final. An employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

(h) Annual Medical Certification and Recertification

Where the employee's need for leave due to the employee's own serious health condition lasts beyond a single leave year, the city will require employees to provide a new medical certification in each subsequent leave year.

(i) Reinstatement

Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits, and other terms and conditions of employment.

(j) Group Health Insurance and Other Benefits, Concurrent Leave and Substitution of Paid Leave

An employee granted leave under this policy will continue to be covered under the city's group health insurance plan under the same conditions and at the same level of city contribution as would have been provided had the employee been continuously employed during the leave period. The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the city.

If there are changes in the city's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

Rights to additional continued benefits will depend on whether leave is paid or unpaid. Any paid disability leave benefits (Short Term Disability or Long Term Disability), ESST, PTO, MNPL, or compensatory time off available to employees for a covered reason (an employee's serious health condition or a covered family member's serious health condition, including worker's compensation leave and Minnesota State Parenting Leave) will run concurrently with FMLA.

(k) Failure to Return to Work After FMLA

Under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least 30 calendar days, the city may require the employee to repay the portion of the monthly cost paid by the city for group health plan benefits. The city may also require the employee to repay any amounts the city paid on the employee's behalf to maintain benefits other than group health plan benefits.

If an employee does not return to work following 12 weeks of FMLA leave, the employee may be subject to COBRA continuation.

If the employee fails to pay the city a portion of the premiums for which he or she is responsible during the FMLA leave and the employee fails to return to work, coverage may end. Loss of coverage for failure to pay premiums is not a qualifying event for purposes of continuation coverage under COBRA.

If the employee does not return from the FMLA leave and coverage ended sometime during the FMLA leave due to lack of payment, there is no COBRA election available. For COBRA to apply, the employee must have been covered on the day before the qualifying event. In this situation, the qualifying event would occur at the time the employee did not return from the leave.

Section 12.21 Reasonable Work Time for Nursing Mothers and Lactating Employees

Nursing mothers and lactating employees will be provided reasonable paid break times (which may run concurrently with already provided break times) to express milk.

The city will provide a clean, private and secure room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

Section 12.22 Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Manager or Utility Superintendent on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes. The assignment of light duty work is at the discretion of the City Manager or Utility Superintendent.

When an employee is unable to perform the essential requirements of their job due to a temporary disability, they will notify the Department Head in writing as to the nature and extent of the disability and the reason why they are unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability.

The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the Department Head is to forward a copy of the report to the City Manager or Utility Superintendent. The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

If the city offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The city will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

Section 12.23 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth without advice of a licensed health care provider or certified doula:

- More frequent or longer restroom, food, and water breaks.
- Seating; and/or
- Limits on lifting over 20 pounds.

Additionally, an employer must provide reasonable accommodations, including, but not limited to, temporary leaves of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods and limits to heavy lifting to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

Section 12.24 Volunteer Emergency Response Leave

The City of Springfield supports employee participation in local emergency services and recognizes the importance of these roles in serving the community. With prior approval from the employee's department head or the City Manager, employees may be permitted to respond to emergency calls for the Springfield Ambulance Service or Springfield Fire Department during their scheduled workday.

Employees approved for such activities will be compensated at their regular rate of pay for time spent on these duties during their normal working hours. During this time, they are not eligible for additional on-call or call-out pay from the City, as they are already receiving regular wages. However, when they are using PTO or receiving holiday pay, they are eligible for on-call and call-out compensation.

Outside of scheduled City work hours, employees who serve with the Springfield Ambulance Service or Springfield Fire Department will be compensated as other paid volunteers. Applicable state and federal overtime laws will apply if total hours worked—combining City duties and volunteer emergency response—exceed established thresholds for overtime eligibility.

Approval of participation during the workday is subject to operational needs and may be limited or revoked at the City's discretion to ensure adequate staffing and uninterrupted City services. Participation is voluntary.

Article XIII. RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about conduct that is, and is not, appropriate in the workplace and other city-sponsored social events.

The city acknowledges this policy cannot possibly predict all situations that might arise, and also recognizes that some employees can be exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Section 13.01 Applicability

Maintaining a respectful public service work environment is a shared responsibility. This policy is intended to express to all employees, volunteers, members of boards and commissions, applicants, contractors/vendors, elected officials and members of the public the expectations by the City of Springfield for respectful workplace conduct both in the workplace and other city-sponsored social events.

Section 13.02 Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect employees to accept verbal and other abuse from any customer.

An employee may request that a Department Head intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a Department Head. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their Department Head about the incident as soon as possible.

Section 13.03 Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

(a) Violent behavior:
includes the use of physical force, harassment, bullying or intimidation.

(b) Discriminatory behavior:
includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.

(c) Offensive behavior:
may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior.
Accordingly, employees are encouraged to discuss with their fellow employees and Department Head what is regarded as offensive, considering the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences

between work groups about what is appropriate in other circumstances unique to a work group.
If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their Department Head or the City Manager/Utility Superintendent.

(d) Sexual harassment:
can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

(e) Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Section 13.04 Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their Department Head or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police, ask the individual to leave the area, and/or take other reasonable action.

If employees see or overhear what they believe is a violation of this policy, employees should advise a Department Head, the Utility Superintendent, the City Manager, or City Attorney promptly.

Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a Department Head. In the event the disrespectful behavior occurring involves the employee's

Department Head, the employee should contact human resources, the City Manager, or the Utility Superintendent.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions.
Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your Department Head, human resources or the City Manager/Utility Superintendent. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your Department Head about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a Department Head or the City Manager/Utility Superintendent.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the next level of management, either the City Manager/Utility Superintendent, the council/public utility commission member, or the City Attorney.

Section 13.05 Department Head's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.
In the case of sexual harassment or discriminatory behavior, a Department Head must report the allegations promptly to the City Manager/Utility Superintendent, who will determine whether an investigation is warranted. A Department Head must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, Department Heads will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the Department Head may choose to handle the matter informally.

The Department Head may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Department Heads, when talking with the reporting employee, will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the city cannot promise complete confidentiality, due to the need to investigate the issue properly.

However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. Formal investigations will be prompt, impartial, and thorough.
The person being interviewed may have someone of his/her own choosing present during the interview. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

Step 3. The Department Head must notify the City Manager/Utility Superintendent about the allegations (assuming the allegations do not involve the City Manager/Utility Superintendent). For more information about what to do when allegations involve the City Manager, Utility Superintendent, the Mayor, a Councilmember, or Public Utility Commission member, reports should be made to the City Attorney.

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The city will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Step 7. The city will take reasonable and timely action, depending on the circumstances of the situation.

The city is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy.

The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Section 13.06 Special Reporting Requirements

When the Department Head is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Manager/Utility Superintendent who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If the Utility Superintendent is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the City Manager, Public Utility Commission, and City Council regarding appropriate investigation and action.

If the City Manager is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a Councilmember or commission member is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the City Manager/Utility Superintendent and referred to the City Attorney.

In cases such as these, it is common for the City Council/PUC to authorize an investigation by an independent investigator (consultant). The independent investigator will report his/her findings to the City Council/PUC. The city/public utility will take reasonable and timely action, depending on the circumstances of the situation.

Pending completion of the investigation, the City Manager or Public Utility Commission may at their discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g., Council Member or Commission Member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

Section 13.07 Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Section 13.08 Retaliation

Retaliation is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report harassing conduct, participate in

investigations, or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.

Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking, retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of Department Head responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities.

Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

- Department Head
- Human Resource Officer
- City Manager/Utility Superintendent
- In the event an employee feels retaliation has occurred by the City Manager/Utility Superintendent or the City Council/Utility Commission, then reporting may be made to the City Attorney.

Department Heads who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the City Manager/Utility Superintendent, or if the complaint is against the City Manager/Utility Superintendent to the City Attorney, who will decide how to proceed in addressing the complaint.

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

Article XIV. POSSESSION AND USE OF DANGEROUS WEAPONS

Possession or use of a dangerous weapon (see Article III for definitions) is prohibited on city property, in city vehicles, or in any personal vehicle which is being used for city business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or

concealed from view within a locked unattended personal vehicle while that person is working on city property.

- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Article XV. SEPARATION FROM SERVICE

Section 15.01 Resignations

Employees wishing to leave the city service in good standing must provide a written resignation notice to their Department Head, per section 12.02 (d). The written resignation must state the effective date of the employee's resignation.

Unauthorized absences from work for a period of three consecutive workdays may be considered as resignation without proper notice. Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the city.

Section 15.02 Severance Pay

Employees who leave the employ of the city in good standing by retirement or resignation will receive pay for unused accrued PTO (annual leave) per section 12.02 (d).

Article XVI. DISCIPLINE

Section 16.01 General Policy

Department Heads are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Springfield. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the city's personnel policies. The Department Head and/or the City Manager or Utility Superintendent will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Section 16.02 No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Section 16.03 Process

The city may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee.

There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any

city employee has a contractual right or guarantee (also known as a property right) to the job they perform.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee. The following are descriptions of the types of disciplinary actions:

(a) Oral Reprimand

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

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

(b) Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the Department Head with prior approval from the City Manager/Utility Superintendent where applicable.

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

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

(c) Suspension With or Without Pay

The City Manager or Public Utility Commission may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination.

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

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay

depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

(d) Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Manager or Public Utility Commission determines a demotion or transfer to be the best solution to the problem. The employee must meet the minimum qualifications for the position to which they are being demoted or transferred.

(e) Salary

An employee's wage or salary increase may be withheld due to performance deficiencies.

(f) Dismissal

The City Manager or Public Utility Commission, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards. Certain officers of the city may have additional protections or procedures as outlined in the City Charter.

If the disciplinary action involves the removal of a qualified veteran, who has completed their initial probationary period, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

Article XVII. GRIEVANCE PROCEDURE

Any dispute between an employee and the city relative to the application, meaning or interpretation of these personnel policies, will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, to the proper Department Head within twenty-one days after the alleged violation or dispute has occurred. The Department Head will respond to the employee in writing within seven calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the City Manager/Utility Superintendent within seven days after the Department Head's response is due. The City Manager/Utility Superintendent will respond to the employee in writing within seven calendar days.

The decision of the City Manager/Utility Superintendent is final for all disputes involving subordinate employees with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Step 3: If the grievance has not been settled in accordance with Step 2, AND the grievance involves the City Manager/Utility Superintendent's performance, it must be presented in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to a personnel committee consisting of two members appointed by the respective body (council or PUC) and delivered via the Finance Manager who will also serve on the committee. The Personnel Committee will respond to the employee in writing as soon as is practicable. If the personnel committee feels the issue should be discussed by the full council or commission, they may call a special meeting with the City Attorney to discuss any potential performance issues in a closed session. The decision of the personnel committee is final for all disputes involving the City Manager/Utility Superintendent with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Section 17.01 Waiver

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

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

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

Article XVIII. EMPLOYEE EDUCATION & TRAINING

The city promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Section 18.01 Policy

The city will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

Section 18.02 Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties and the employee is required to maintain such licensing or accreditation as a condition of employment with the city.

The Department Head and City Manager/Utility Superintendent are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Section 18.03 Job-Related Meetings

Attendance at professional meetings directly related to the performance of the employee's work responsibilities, and at no cost to the city, do not require the approval of the City Manager/Utility Superintendent. Advance Department Head approval is required to ensure adequate department coverage.

Section 18.04 Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's Department Head. All requests must include an estimate of the total cost (training session, travel, meals, parking, rideshares, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the city.

Requests must be approved by the employee's Department Head and the City Manager/Utility Superintendent. Documentation approving conference or training attendance will be provided to the employee. Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounts payable for prompt payment.

Section 18.05 Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out-of-state travel are reviewed for approval/disapproval by the City Manager/Utility Superintendent.

Section 18.06 Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act (FLSA).

Per the FLSA, travel time from home to work is generally not work time, no matter how long the commute or if the employee drives a city vehicle. There may be exceptions outlined under the FLSA.

Per the FLSA, overnight travel away from home is work time when it cuts across the employee's workday or typical working hours on a non-working day. Travel time spent as a passenger is not compensable. If training is approved in advance by the City Manager/Utility Superintendent, travel time to and from the training will be paid as hours worked.

Any work an employee is required to perform while traveling must be counted as hours worked, though meal periods and sleep time need not be counted.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Section 18.07 Memberships and Dues

The purpose of membership to various professional organizations must be directly related to the betterment of the services of the city. An appropriate number of memberships per agency, as determined by the City Manager/Utility Superintendent, is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the Department Head.

Section 18.08 Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging, parking, and other necessary expenses incurred. In no case will city funds be used to pay for, or reimburse, for events sponsored by or affiliated with political parties.

The city will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting. Employees will not be reimbursed for meal periods in which a meal has already been included as a part of training or conference admission. The city will also not reimburse employees for the costs of travel for family members.

Employees who find it necessary to use their private automobiles for city travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the city council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of $50 per day per employee will be allowed.

Article XIX. OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Springfield regard the city as their primary employment responsibility. All outside employment is to be reported to the employee's immediate Department Head. If a potential conflict exists based on this policy or any other consideration, the Department Head will consult with the City Manager/Utility Superintendent.

Any city employee accepting employment in an outside position determined by the City Manager/Utility Superintendent to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

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

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved PTO or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Manager/Utility Superintendent.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the city.

Article XX. DRUG FREE WORKPLACE

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

A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the city's intent and obligation to provide a drug-free, safe and secure work environment.
B. Employees using any prescription or over the counter drugs which might impair their work performance should notify their department head. At the option of the department head, an employee may be reassigned to less hazardous duty or be placed on sick leave if impaired work performance might pose a threat to the public confidence or to the safety of the employee or others.
C. The unlawful manufacture, distribution, possession, or use of drugs on city property or while conducting city business is absolutely prohibited. Violations of this policy will

result in disciplinary action, up to and including termination, and may have legal consequences.

D. The city recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
E. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five days after the conviction as required by the Drug-Free Workplace Act of 1988.
F. An employee may be required to submit to alcohol, drug, marijuana, or controlled substance testing when the employee's work performance causes a reasonable suspicion that the employee is impaired due to current intoxication, drug or controlled substance use or in cases where employment has been conditioned upon remaining alcohol, drug or controlled substance free following treatment. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination.
G. Employees who are deemed by the employer to be in a safety sensitive position are required to submit to random alcohol, drug, marijuana, or controlled substance testing.
H. Violation of this policy can result in disciplinary action, including termination. Continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.

Article XXI. DOT DRUG AND ALCOHOL TESTING FOR COMMERCIAL DRIVERS

Employees who are required to maintain a Commercial Driver's License (CDL) and perform safety sensitive duties are subject to random controlled substance and alcohol testing as required by the Federal US Department of Transportation. Safety-sensitive duties include time waiting to be dispatched, time driving, loading/unloading, vehicle inspection, and repairing or attending disabled commercial vehicles.

Given the significant dangers of alcohol and controlled substance use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment.

Section 21.01 Types of Testing

Employees may be asked to submit to testing to the full extent authorized by federal law, including:

a. Pre-Employment Testing: Applicants must consent to a full query of the FMCSA Clearinghouse as a condition of employment, and the city must perform annual limited queries for current drivers.
b. Post-Accident Testing: Post-accident testing will be performed as soon as practicable, within two hours following an accident, and not more than 8 hours following an accident involving a commercial motor vehicle operating on a public road. The city will test each surviving driver for controlled substances and alcohol when the following occurs:
    - The accident involves a fatality or

- The driver receives a citation for a moving traffic violation from the accident and an injury is treated away from the accident scene or
- The driver receives a citation for a moving traffics violation from the accident and a vehicle is required to be towed from the accident scene.

Type of accident involved	Citation issued to the DOT covered CDL driver?	Test must be performed by the City
i. Human fatality	YES	YES
	NO	YES
ii. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
iii. Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	NO

c. Random Testing: All individuals with a commercial driver's license performing safety sensitive duties will be subject to Random Testing through a lottery system.
d. Reasonable Suspicion Testing: Supervisors conducting reasonable suspicion assessments must be trained in identifying indicators of drug/alcohol use.
e. Return to Duty Testing: May be required as a condition of continued employment for individuals participating in prohibited conduct, if the city wishes to reinstate the driver. Return to duty testing must be directly observed.
f. Follow-Up Testing: May be required as a condition of continued employment for individuals participating in prohibited conduct after passing return to duty testing. Follow up testing must be directly observed.

Section 21.02 Prohibited Conduct

- No driver may use alcohol while performing safety-sensitive functions.
- No driver may use alcohol within 4 hours of duty performing safety-sensitive functions.
- No driver may use controlled substances without a valid prescription.
- No driver may use alcohol within 8 hours of an accident requiring testing, unless they have already completed testing.
- No driver may possess or use cannabis, even with a medical card or cannabis prescription per federal law.
- No driver may alter, substitute, or attempt to alter or substitute samples for testing.
- No driver may refuse required tests.

Section 21.03 Testing Procedures

Individuals to be tested are selected using MMUA's MRO lottery system which is compliant with federal law. Staff members selected for random testing will be notified the morning of the

testing appointment and tested by third party medical staff following procedures outlined in federal law.

Alcohol tests typically use breath/saliva devices; drug tests typically use split urine samples. Test results will be reported directly to the city by collection site staff and will be reviewed by the MRO. Employees may request a split-specimen reanalysis within 72 hours of a positive result.

Section 21.04 Refusal to Test

Refusal by a driver to submit to controlled substance or alcohol testing will be considered a positive test result, will cause disqualification from performing safety-sensitive functions, and may appear on the driver's permanent record. Drivers who refuse to submit to testing will be subject to discipline, up to an including termination. The city will report a driver's refusal to submit to a DOT test for drug or alcohol use to the Clearinghouse within three business days. If an applicant refuses to submit to pre-employment controlled substance testing, any applicable conditional offer will be withdrawn.

For purposes of this section, a driver is considered to have refused to submit to an alcohol or controlled substance test when the driver:

- Fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing.
- Fails to provide adequate urine for controlled substance testing without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine testing.
- Fails to report for testing within a reasonable period of time, as determined by the city.
- Fails to remain at a testing site until testing is complete.
- In the case of directly observed or monitored collection, fails to permit observation or monitoring.
- Fails or declines to take a second test as required by the city and/or collector.
- Fails to undergo a medical examination as directed by the city pursuant to federal law.
- Refuses to complete and sign the alcohol testing form, to provide a breath or saliva sample, to provide an adequate amount of breath, or otherwise cooperate in any way that prevents the completion of the testing process.
- Engages in conduct that clearly obstructs the testing process.

Section 21.05 Consequences of Policy Violations

Because changes in applicable law and the city's practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the city will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law. This policy does not in any way affect or change the status of any at-will employee.

Drivers who test positive or refuse testing will be removed from safety-sensitive duties and may face disciplinary action including termination. Return to duty in safety sensitive positions is not guaranteed, requires negative test result(s), Substance Abuse Professional (SAP) evaluation, completion of SAP recommendations and follow-up testing if applicable. Employees are required to pay all costs associated with follow-up testing.

Section 21.06 Record Keeping and Confidentiality

All testing records are confidential and will be disclosed only as required by law. Drivers may request copies of their testing records. The city will report required information to the FMCSA Clearinghouse.

Article XXII. CITY DRIVING POLICY

This policy applies to all employees whose ability to drive is essential to their job as well as any employees who may drive a city vehicle in the course of their duties including driving to trainings. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.

The city may examine driving records for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate Department Head on the first workday after any temporary, pending or permanent action is taken on their license and to keep their Department Head informed of any changes thereafter. The city will determine appropriate action on a case-by-case basis.

Article XXIII. CELLULAR PHONES

Section 22.01 City Issued Phones and Cell Phone Stipends

The City of Springfield recognizes that certain positions require reliable mobile communication due to the nature of their duties. A city-issued cellular phone may be provided to employees in positions that:

- Require participation in on-call rotations,
- Involve work at multiple duty locations or off-premises sites,
- Are supervisory in nature, or
- Otherwise necessitate regular access to phone communications for city business.

Eligibility for a city-issued phone will be determined by the City Manager or Utility Superintendent and is subject to approval by the City Council or Public Utilities Commission (PUC), as appropriate.

In lieu of a city-issued phone, the City Council or PUC may approve a monthly stipend toward the cost of an employee's personal cell phone when used for work-related purposes. The amount of the stipend will be determined by the Council or PUC based on operational needs, frequency of use, and budgetary considerations.

Employees receiving a stipend must maintain an active phone plan, ensure their phone is operational during required hours, and comply with all city policies regarding appropriate use, data security, and confidentiality.

Section 22.02 Cell Phone Use

This policy is intended to define acceptable and unacceptable uses of city issued cellular telephones. Its application is to ensure cellular phone usage is consistent with the best interests of the city without unnecessary restriction of employees in the conduct of their duties.

This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure city employees exercise the highest standards of propriety in their use.

Cellular telephones provided by the city are intended for the use of city employees in the conduct of their work for the city. Nothing in this policy will limit reasonable and prudent personal use of such telephones or equipment provided:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained, or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
    - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a state law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above “City Driving Policy” for more information on reporting driver’s license restrictions.

Regardless of who pays the bill, cell phone records about city business are subject to the Minnesota Government Data Practices Act.

What this means is that if a request was received, the city would be under the obligation to determine what information is public data and what information is private data and would need access to the employee’s phone records and possibly the phone itself in order to provide the data being requested.

Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

An employee will not be reimbursed for business-related calls without prior authorization from the City Manager/Utility Superintendent.

Use of public resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the

circumstances. Incidental and occasional personal use may be permitted with the consent of the Department Head.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible. Long distance or international personal calls made by employees on a city-provided cellular phone must be paid for by the employee through reimbursement to the city based on actual cost listed on the city's phone bill.

Article XXIV. SAFETY

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the city.

To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each Department Head.

Section 23.01 Reporting Accidents and Illnesses

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

Section 23.02 Safety Equipment/Gear

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

Upon his/her supervisors' approval, Public Utility and Public Works Department employees may purchase any OSHA approved safety shoes/boots to protect against workplace injury. Upon submission of a paid receipt the city will purchase or reimburse the actual cost of the boots up to $250 for 2025. Purchases or reimbursements in excess of this policy may be authorized when deemed necessary at the discretion of the department head. One pair of shoes/boots may be replaced annually when deemed necessary by the supervisor. All employees who are provided safety-toed shoes/boots are required to wear such shoes/boots when on duty unless the supervisor determines it is not necessary.

The City will purchase required safety clothing for employees as deemed necessary by the department head. This includes, but is not limited to, high-visibility shirts and jackets, gloves, and fire-retardant clothing to ensure staff are properly equipped for safety in their roles.

If the employee would rather wear safety glasses instead of goggles, the employee shall pay the cost of the examination (health insurance may cover this) and the cost of the frames. The city will reimburse the employee for the cost of the lenses.

The Springfield Personnel Policy Handbook and associated amendments have been enacted by the Springfield City Council and Public Utility Commission to provide a system of personnel administration through the City departments. This manual ensures that recruitment efforts, selection, placement, promotion, retention and separation of City employees are based upon an employee's qualifications and fitness, and are in compliance with Federal and State laws. This handbook also serves to assist and promote communication between supervisors and employees, and most importantly, serves to protect and clarify the rights and responsibilities of employees.

ACKNOWLEDGMENT FORM:

I understand as an employee, that this handbook describes important information regarding my employment with the City of Springfield/Springfield Municipal Utilities. I have received a copy of the handbook as amended, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Date:_____ _____

Employee Signature

_____

Employee Name (printed)

THE CITY RESERVES THE RIGHT TO REPEAL, MODIFY OR AMEND THESE POLICIES AT ANY TIME, WITH OR WITHOUT NOTICE. NONE OF THESE PROVISIONS SHALL BE DEEMED TO CREATE A VESTED CONTRACTUAL RIGHT IN ANY EMPLOYEE NOR TO LIMIT THE AUTHORITY OF THE CITY COUNCIL OR PUBLIC UTLITY COMMISSION TO REPEAL OR MODIFY THESE RULES. THE POLICIES ARE NOT TO BE INTERPRETED AS PROMISES OF SPECIFIC TREATMENT.

ORDINANCE NO. _____

The City Council of the City of Springfield, Minnesota, does ordain:

That Section 1.52 of the City Code shall be amended to read in its entirety as follows:

Section 1.52 The schedule of fees is as follows:

MISCELLANEOUS		
	Black/White Copies	$0.25
	Color Copies	$0.50
	Receiving Fax	$1.00/page
	Sending Fax	$2.00 – 1st page, $1.00 additional
	Long Distance Phone Call	$1.00
	Assessment Search	$10.00
	Candidate Filing Fee	$10.00
	Notary Public	$2.00 per signature
LICENSES		
	Tobacco	$100.00
	Off-Sale	$200.00
	On-Sale	$1400.00
	Sunday Liquor	$200.00
	Club	$100.00
	Wine/Strong Beer	$200.00
	Temporary Liquor License	$20.00 per day
	Sanitation	$25.00
	Transient Merchant	$500.00 annually
	Peddler	$100 weekly plus $25.00 for additional person
	Dog/Cat Lifetime License	$45.00
SEXUALLY ORIENTED BUSINESS		
	Investigation Fee	$250.00
	Annual License	$1,500.00
RENTAL HOUSING LICENSE		
	License 2-4 units per property	$50.00 per unit
	License 5 or more units per property	$45.00 per unit
	Maximum License Fee per property	$600.00
	Re-inspection Fee per unit	$55.00
FIRE		
	Structure in City Limits	$500.00
	In City Limits – not Structure	$750.00
	Outside City Limits	$750.00 for 1st hour
		~~$150~~ $250per hour after 1st hour

	False Alarm	No charge first annually
		$375 per call after first no charge
	Foam Charges	$150 per pail
	CRP Burn	$35.00 per acre
	Lift Assist	~~$150.00~~ $0.00
	Contract Rate – per section 2026	$330/section
	Contract Rate – per section 2027	$340/section
POLICE		
	Incident Reports	$5.00 for 1st page
		$0.35 each page after first
	Photos	$3.00 each
	Copy of Video Tape	$25.00
	Vehicle Impound Fee	$10.00 per day
	Dog/Cat Impound Fee	$15.00 half day
		$25.00 overnight
	Dog/Cat Adoption Fee	$50.00 plus vet fees
	Golf Cart Permit	$20.00 per Calendar Year per driver
STREET		
	Property Stake Locate	~~$25.00~~ $75.00
	Snow Removal – Residential Sidewalks	$100.00 per hour, minimum 1hr
	Snow Removal – Commercial Lots	$60.00 per load
	Grass Mowing- 1 hour minimum	$100.00 per hour
	Parking Lot Sweeping/Sanding – 1 hour minimum	$100.00 per hour
	Truck Load of Fill – Provide Own Loading and Hauling Equipment	$25.00
ZONING PERMIT FEES		
	$1.00 - $25,000	$50.00
	$25,001.00 - $50,000.00	$75.00
	$50,001.00 - $100,000.00	$100.00
	$100,001.00 - $150,000.00	$150.00
	$150,001.00 - $200,000.00	$200.00
	$200,001.00 - $250,000.00	$250.00
	$250,001.00 - $300,000.00	$300.00
	$300,001.00 - $350,000.00	$350.00
	$350,001.00 - $400,000.00	$400.00
	$400,001.00 - $450,000.00	$450.00
	$450,001.00 – Unlimited	$500.00
	Conditional Use Permit	$200.00
	Variance Application	$200.00
	Application for Vacation of Street/Alley	$100.00

~~**PLUMBING CONECTION PERMIT FEES**~~		
	~~Water~~	~~$20.00~~
	~~Sewer~~	~~$20.00~~
	~~Water Taps (3/4" and 1")~~	~~$50.00~~
AMBULANCE		
	BLS Base Charge	$1,800.00
	ALS Base Charge	$2,500.00
	ALS 2 Base Charge	$2,700.00
	Loaded Mileage	$40.00 per mile
	Treat/No Transport	$500.00
	Lift Assist	~~$150.00~~ $0.00
	Denied Treatment	$0.00
	Contract Rate	$10.00/capita
AIRPORT		
	Hangar Rent – T Hangars	$1.00 per month
	Hangar Rent – City Hangar	$65.00 per month
	Hangar Electric Monthly Base Charge	$5.00
	Electric Usage – kWh	$0.13
POOL		
	Daily admission per day	$5.00
	Family Season Pass	$150.00
	Individual Season Pass	$85.00
	Punch card – 11 punches for the price of 10	$50.00
	Regular Swimming Lesson	$40.00
	Private Swimming Lesson	$30.00 per 30 minutes
	Private Party – Up to 50 people	$150 per hour
	Private Party – Over 50 people	$200 per hour
CAMPGROUND		
	Full Hook-up per night	$40.00
	~~Water & Electric per night~~	~~$35.00~~
	Tent Sites – no electric per night	$15.00
	One tent w/ camper site per night	$12.00
	Weekly Rate – Full Hook-up	$240.00
	Weekly Rate – Water & Electric	$210.00
	Seasonal	$1920.00
SHELTER RENTAL		
	Daily – Shelter #1	$10.00
	Daily – Shelter #2-4 and Browns Park	$30.00
COMMUNITY CENTER		
	FIRE SIDE ROOM	
	Per Hour	$85.00

	Per Day	$250.00
	GARDEN ROOM OR PARKVIEW ROOM	
	Per Hour	$45.00
	Per Day	$125.00
	MULTI-PURPOSE ROOM	
	Per Hour	$35.00
	Per Day	$100.00
	CONFERENCE ROOM	
	Per Hour	$25.00
	Per Day	$50.00
	COMMERCIAL KITCHEN	
	Per Hour	$35.00
	Per Day	$100.00
	FIRESIDE, GARDEN, and PARKVIEW	$500 per day
	Deposit- 2 weeks prior to event	$100.00
	FIRESIDE, GARDEN, PARKVIEW, and MULTI-PURPOSE ROOMS	$600.00 per day
	Deposit- 2 week prior to event	$100.00
	COMPLETE SPRINGFIELD AREA COMMUNITY CENTER	$1,000.00 per day
	Deposit-2 weeks prior (includes damage deposit)	$1,000.00
	Damage Deposit – Refundable	$500.00
	ADDITIONAL SERVICES	
	Table Linens & Napkins per table	$5.00
	Skirting per table	$5.00
	Popcorn Popper – rental	$10.00
	Popcorn Popper – 3 package minimum	$2.00 per package
	Coffee/Lemonade Service (included w/ kitchen only rental)	$25.00
	Risers	$50.00
PUBLIC UTILITIES - POWER		
	Meter Deposit – Residential	$150.00
	Meter Deposit – Commercial	$200.00
	Read In Charge	$25.00
	Delinquent Bill Charge	10%

	RECONNECT	
	During Business Hours 7:30 AM to 3:30 PM	$45.00
	After Hours 3:30 Pm to 7:30 AM	$60.00
	Power Supply Cost Adjustment Base	$0.0760
	RESIDENTIAL	
	Service Charge	$16.75
	Energy Charge per kWh	$0.1320
	RESIDENTIAL HEATING (NOVEMBER – APRIL)	
	Service Charge	$16.75
	Energy Charge per kWh -FIRST 1,200 kWh	$0.1320
	Energy Charge per kWh -OVER 1,200 kWh	$0.0910
	COMMERCIAL (LESS THAN 30 Kw)	
	Service Charge	$26.25
	Energy Charge per kWh	$0.1260
	POWER (OVER 30 kW)	
	Service Charge	$45.00
	Demand Charge per kWh	$14.00
	Energy Charge per kWh	$0.0780
	~~Primary Metering Discount~~	~~1.0%~~
	STREET LIGHTING	
	Energy Charge per kWh	$0.1520
PUBLIC UTILITIES – WATER		
	CUSTOMER AVAILABILITY CHARGES	
	5/8”-3/4” Meter	$20.25
	1” Meter	$37.00
	1 ½” Meter	$70.00
	2” Meter	$104.00
	3” Meter	$188.00
	4” Meter	$315.00
	Volume Charge – per 1,000 gallons	
	Residential 0-10,000 gallons	$5.48
	Residential Over 10,000 gallons	$6.73
	Commercial: All Usage	$5.48

PUBLIC UTILITIES – WASTEWATER (SEWER) RATES		
	RESIDENTIAL	
	Customer Availability Charge	$23.50
	*Volume Charge – per 1,000 gallons	$6.05
	*Maximum billed units from May-Oct is the average water usage from Nov-April	
	COMMERCIAL/MULTIO-FAMILY/APARTMENTS	
	Customer Availability Charge	$23.50
	**Volume Charge – per 1,000 gallons	$6.05
	**Based on actual water usage each month	

Adopted and ordered published upon the second reading thereof at the regular meeting of the City Council held the _____ day of _____ 2025.

_____
Lowell Helget, Mayor

Attest:

_____
Justtina M. Erickson, City Clerk

City of Springfield, Minnesota
Employment Agreement

AGREEMENT made this _____ day of _____, 2025, by and between the CITY OF Springfield, a Minnesota municipal corporation ("Employer"), and AMBER DALE ("Employee").

The parties agree as follows:

1. **POSITION**. Employer agrees to employ Employee as its City Manager. Employee agrees to serve as City Manager in accordance with state statutes, City ordinances and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.

2. **PENSION PLAN**. Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law.

3. **SALARY**. Employer shall pay Employee a salary of $117,561.60 per year, beginning January 1, 2026. Employer and Employee agree that a performance review will be conducted annually around the time of the employee’s anniversary date. The Employer agrees to consider an increase in compensation to the Employee dependent upon the results of the performance evaluation.

4. **SENIORITY**. For purposes of employment benefits such as sick leave, vacation leave, and the like, Employee will be credited with having completed six (6) years of employment with the City upon her first day of employment.

5. **PAID TIME OFF**. Employee shall accrue PTO in accordance with the City's personnel policies based on being credited with having completed six (6) years of employment as of her first day of employment.

6. **HOLIDAYS**. Employer shall provide Employee the same holidays as enjoyed by other non-union employees.

7. **GENERAL INSURANCE**. Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

8. **DUES AND SUBSCRIPTIONS**. Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.

9. **PROFESSIONAL DEVELOPMENT**. Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in her outside activities so she will not neglect her primary duties to the Employer.

10. **CIVIC CLUB MEMBERSHIP**. Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee.

11. **AUTOMOBILE**. Employee shall be provided a city vehicle for travel outside of the city on city business if a city vehicle is available. If a city vehicle is not available, employee will be compensated for use of her personal automobile for Employer business travel outside the city based on the IRS automobile reimbursement rate.

12. **GENERAL EXPENSES**. Employer shall reimburse Employee reasonable miscellaneous job-related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation. Employer shall provide employee, at Employer's cost, a cell phone and cell phone service for use by Employee for city business, which employee agrees will not be used for employee's personal use.

13. **HOURS OF WORK**. It is understood the position of City Manager requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent herself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

14. **TERMINATION BENEFITS**. In the event Employee is terminated by the Employer subsequent to the six-month probationary period and six-month performance review, and during such time that Employee is willing and able to perform the duties of City Manager, then in that event, Employer agrees to pay Employee at the time of receipt of her last paycheck a lump sum cash payment equal to six (6) months aggregate salary and to continue to provide and pay for the benefits set forth in paragraph 9 for a period of six (6) months following termination. However, in the event Employee is terminated because of her malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, or if Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by

Employer that she resign, then Employee may, at her option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns her position with Employer, Employee agrees to give the Employer thirty (30) days advance notice. If Employee voluntarily resigns her position with Employer, there shall be no termination pay due to Employee.

15. **GENERAL CONDITIONS OF EMPLOYMENT**. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from her position with Employer, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and City Clerk, and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER:
CITY OF SPRINGFIELD

BY: _____
Its Mayor

AND

BY:_____
Its City Clerk

EMPLOYEE:

_____
Amber Dale