

# **CITY OF CHASKA**

**STATE OF MINNESOTA**

**2015 COMPREHENSIVE  
ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED DECEMBER 31, 2015**



**CITY OF CHASKA  
STATE OF MINNESOTA**

**COMPREHENSIVE ANNUAL FINANCIAL REPORT**

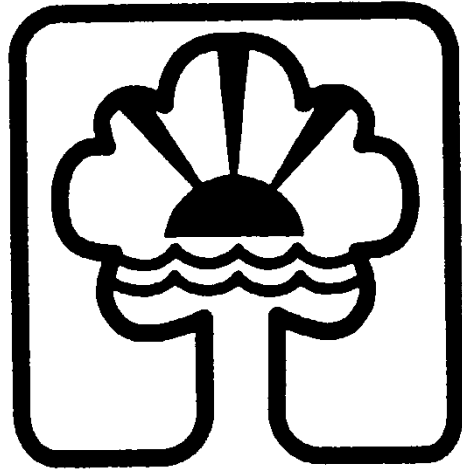
**FOR THE YEAR ENDED  
DECEMBER 31, 2015**

Prepared by:  
Administrative Services Department

Noel J. Graczyk  
Administrative Services Director,  
Treasurer

Lisa M. Nelson  
Finance Manager

Aaron J. Scharpe  
Accounting Supervisor



CHASKA

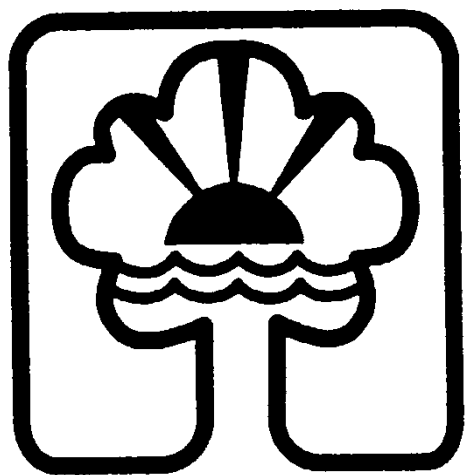
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CHASKA





# City of Chaska

June 23, 2016

**To the Citizens of the City of Chaska,  
Honorable Mayor and Council Members,  
Mr. Matt Podhradsky, City Administrator**

State law requires that all general-purpose local governments publish, each fiscal year, a complete set of financial statements presented in conformity with U.S. generally accepted accounting principles (GAAP) and audited in accordance with U.S. generally accepted auditing standards by a firm of licensed certified public accountants. Pursuant to that requirement, we hereby issue the comprehensive annual financial report (CAFR) for the City of Chaska for the fiscal year ended December 31, 2015.

This report consists of management's representations concerning the finances of the City of Chaska. Consequently, management assumes full responsibility for the completeness and reliability of all the information presented in this report. To provide reasonable basis for making these representations, management of the City of Chaska has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City of Chaska's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the City of Chaska's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The City of Chaska's financial statements have been audited by Malloy, Montague, Karnowski, Radosevich, & Co., P.A., a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the City of Chaska for the fiscal year ended December 31, 2015 are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial presentation. The independent auditor concluded, based upon the audit, that there was reasonable basis for rendering an unmodified opinion that the City of Chaska's financial statements for the fiscal year ended December 31, 2015, are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD & A). This letter of transmittal is designed to complement the MD & A and should be read in conjunction with it. The City of Chaska's MD & A can be found immediately following the report of the independent auditors.

**Profile of the Government**

The City of Chaska was founded in 1851, incorporated March 3, 1891, and since 1975 has operated under a Statutory Plan “A” form of government, as modified, in accordance with *Minnesota State Statutes* Chapter 412.023, Subdivision 5. The Chaska City Council consists of a Mayor, with a two (2) year term of office, and four (4) Council Members, each with a staggered four (4) year term of office. Elections are held on the Tuesday after the first Monday in November, of each even-numbered year. No more than two (2) Council Members’ terms expire in any one (1) year.

The City Administrator is appointed by the Chaska City Council and also serves as the City Clerk. A City Attorney is retained and appointed by the Chaska City Council. The Administrative Service Director also serves as the Treasurer.

The primary mission of the City of Chaska is to enhance and maintain the high quality of life of its “shareholders”, the citizens of Chaska, which have been nurtured in the community since its incorporation in 1891. Consistent with its mission, the City will strive to maintain its unique historical small town image and sense of community while supporting well-planned, orderly growth. To achieve its mission, the city has established six (6) ongoing core strategies:

- Enhance Chaska’s high quality of life.
- Plan orderly community development.
- Maintain a sense of community and small town values.
- Assure that quality basic municipal services are provided.
- Maintain a commitment to excellence.
- Develop and maintain partnerships.

The City of Chaska provides a full range of services, including police and fire protection; the construction and maintenance of highways, streets, and other infrastructure; and recreational activities and cultural events. The City also operates ten (10) enterprises: electric, water, sewer, and storm water utilities; a community center, two (2) golf courses, curling and event center, a turbine generator utility and direct fiber internet service. In addition to these governmental and enterprise activities, the Chaska City Council serves as the board of the Chaska Economic Development Authority (Chaska EDA). The Chaska EDA is included in this report as a blended component unit.

The annual budget serves as the foundation for the City of Chaska’s financial planning and control. The objectives of these budgetary controls are to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the Chaska City Council. Activities of the General Fund and certain special revenue and capital project funds are included in the annual appropriated budget. Debt service budgetary control is established by bond sale resolution covenants. Project-length financial plans are adopted for capital projects funds. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is established at the fund level. Expenditures for departments or divisions that exceed appropriations are not authorized unless additional revenue sources or fund balance are identified and available. Unused appropriated expenditures lapse at year-end.

**Factors Effecting Financial Condition**

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which the City of Chaska operates.

Since the year 2000, the City of Chaska has seen a significant amount of growth in the local economy. In 2000, the population in the City was approximately 17,500. By 2010 the population was 23,770, a 35 percent increase, and is forecast to increase to 28,500 by 2020. This rapid increase in population can be attributed to the addition of approximately 200 - 500 housing units per year, between the years 2002 and 2006, as well as the addition of a significant amount of commercial development in the community. This commercial development included small boutiques and large service centers such as Home Depot, Super Target and Kohl's.

Chaska saw the majority of its industrial development growth in the late 1980's and early 1990's. Nearly 8,000 jobs were created, with over 13,000 jobs total in the community. The industrial park was at full capacity in the 1990's, with the exception of only a few remaining sites. Companies such as Entegris, FSI, Lifecore Biomedical, Beckman Coulter, and Lake Region Medical all offered several hundred jobs at each facility. Housing and commercial development occurring after 2000 resulted directly from both a strong housing market and a significant number of jobs available in Chaska.

As with other communities across the country, the City of Chaska saw a significant drop in new housing development beginning in 2006. The most significant drop occurred in the five (5) year period 2006 - 2011. From 2002 to 2006 annual average taxable market value increased by an average of 10 - 12 percent each year. While we have seen significant market value decreases over the past several years, the housing and commercial economy has again seen a return to growth in 2015. In terms of taxable value, it is estimated that assessed market values will continue to increase and are now back to levels seen prior to 2008.

In 2015, building permits continued to see a rebound, as we saw approximately 133 new residential units added in the community and a new commercial industrial project. There were also three (3) residential developments that broke ground in 2014 and one (1) in 2015. In total these developments will create an additional 244 single-family homes. Also, a 125-unit senior assisted living project at Highway 41 and Hazeltine Boulevard is currently under construction. There is also a new 17,500 square foot Goodwill store to be added to the Chaska Commons Commercial Center.

Other development opportunities within the City of Chaska include:

Block 6/Firemen's Park Redevelopment - This site was identified as a "catalyst site" in the City's Downtown Master Plan. The City has gathered feedback from community stakeholders over the past two (2) years and developed the block and park area as a 50,000 square-foot city-owned events center that includes a world-class curling facility, bar and restaurant, and event/reception space for parties up-to 300 people. In addition, a ten-plus acre park will be redeveloped and enhanced with more walking trails, improved recreation facilities, better connections to the rest of the city, etc. The project has received planning approvals and construction commenced in February of 2015. The redevelopment is projected to be completed in early summer 2016. The goals of the project are to enhance recreational facilities/community gathering spaces, bring more people/traffic downtown, and honor/embrace history and tradition of the community.

Industrial Parks – there are two (2) existing industrial parks located within Chaska with a combined capacity of 679 acres. Currently there are over one hundred enterprises occupying the parks, the largest of which include Lake Region Manufacturing, FSI International Inc., Beckman Coulter, Bailiwick, and Lifecore Biomedical. There are a few remaining sites within the industrial park. Lifecore Biomedical just completed a 20,000 square foot addition which will bring several new research and development jobs to town.

The City has approximately 390 acres of corporate/industrial land that is beginning to be developed along Highway 212. There is room for 5.5 million square feet of office and industrial space which will be marketed towards bioscience and high-tech companies. When completed, it is expected to add between \$300 and \$500 million of taxable market value as well as 4,000 – 6,000 quality jobs. An interchange off of highway 212 at County Road 140 is being sought to support this project. The interchange is currently being considered in the State’s Bonding Bill.

The first project in this new industrial area was United Health Group’s 250,000 square foot data center that began operations in 2012. The second project is Stream Data’s 115,000 square foot data center that completed construction in late 2014. The City is also working with a third company for development of approximately a 100,000 square foot data center facility in this industrial park, which is slated to start construction in the fall of 2016. The City is actively recruiting other data centers to locate in the remaining vacant parcels in this area.

Southwest Chaska Master Plan – the City recently completed its SW Chaska Master Plan. The plan guides development and land use for an undeveloped two (2) square mile area in southwest Chaska along Highway 212. While most of this area was originally determined to be residential, the new master plan allows for more corporate uses and allows the residential development to be more consistent with market conditions. To support access to the southwest Chaska area, the City received conditional approval in late 2011 for the addition of an interchange off of the 212 highway at Carver County Road 140, which will open up additional land for corporate/industrial development. This interchange is currently being considered in the States Bonding Bill. The first of three (3) housing developments have broken ground in this area, with an additional fourth (4) 250 lot subdivision currently being considered for approval.

**Long-Term Financial Planning**

Each year the City develops a five (5) year financial forecast. The primary purpose of the forecast is to project available revenues and anticipated expenditures for all operating funds supported by property tax levies. In addition, the forecast is used to establish the City’s maximum tax levy, which is required through the Truth in Taxation public hearing process. In preparing the five (5) year forecast, every attempt is made to accurately and conservatively estimate revenues and expenditures. The 2016 Budget and five (5) year forecast were both developed based on the following objectives:

1. Support budget programs that help Chaska strengthen its mission of being “The Best Small Town in Minnesota”.
2. Maintain existing high-quality service levels, funding new programs only after our existing, necessary programs are funded.
3. Limit tax levy growth to capture only new growth and inflation.
4. Fully fund scheduled maintenance and replacement of equipment/property.
5. Increase levy additionally only if new services levels or assets are being added.
6. Budget utilizing a plan that avoids draw-down of the City’s General Fund reserve.
7. Fully levy to support our adopted Street Reconstruction Program.

Key factors which impact both the costs of providing services and the City's revenue resources are changes in Chaska's population and households.

The current 2015 - 2019 Financial Forecast strives to balance existing service levels within the forecasted revenues while at the same time maintaining a low property tax rate. Chaska's tax levy continues to be one of the lowest in the metropolitan area and significantly lower than neighboring communities. Results of customer service evaluations indicate that citizens are very happy with the level of services provided by the City.

In 2008, the City updated the comprehensive plan which is part of a mandate from Metropolitan Council to make local plans consistent with its updated Regional Development Framework coupled with Chaska's rapid growth and changing conditions. The next update will be completed in 2018. Chaska's 2030 Comprehensive Plan guides the direction of the City in several major areas: land use, transportation, environment, parks and trails, and public facilities. Each of these areas is examined in a comprehensive manner, in order to take advantage of opportunities, avoid problems, and work toward building a stronger community.

### **Major Initiatives**

One of the City's main initiatives has been with the development and implementation of our Downtown Master Plan. Chaska has a historic downtown core with commercial buildings and homes over 100 years old. A major focus of this initiative is to define how the City, businesses and residents reinvest back into this unique area, to make it economically viable into the future.

Three (3) major projects associated with this are the complete redevelopment of a major park space (Firemen's Park) in the heart of our downtown, the complete replacement of all streets and utilities in our historic downtown core, as well as the redevelopment of City Square West. The City Square West project is an initiative currently being worked on to enhance downtown services, such as a 30,000 square foot library and transit facility. Construction is estimated to start in 2018.

A second major initiative is the start of our new Capital Improvement Plan, which will add additional revenue each year to reinvest back into existing assets in our community, keeping them viable into the future. A key piece of this initiative is the addition of \$1 million annually to the General Fund to reinvest into parks, streets, and trails.

**City of Chaska, Minnesota**

**For the Year Ended December 31, 2015**

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**Awards**

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Chaska for its comprehensive annual financial report (CAFR) for fiscal year ended December 31, 2014. The Certificate of Achievement is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government financial reports.

In order to be awarded a Certificate of Achievement, a government unit must publish an easily readable and efficiently organized CAFR whose contents conform to program standards. A CAFR must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one (1) year only. The City of Chaska has received a Certificate of Achievement for the last twenty-six consecutive years (fiscal years ended 1989 - 2014). We believe our current report continues to conform to the Certificate of Achievement program requirements, and we are submitting it to GFOA.

**Acknowledgements**

The preparation of this report was made possible by the dedicated service of the City staff, and in particular, members of the Administrative Services Department. Special recognition is in order to Aaron J. Scharpe, Accounting Supervisor, who assisted in the preparation and production of this report.

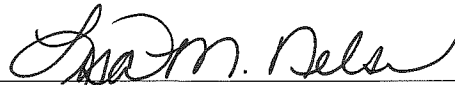
We would like to express appreciation to Matt Podhradsky, the City Administrator, and to the Honorable Mayor and Chaska City Council members for their interest and support in planning and conducting the financial operations of the City.

Respectfully Submitted,



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Noel J. Graczyk  
Administrative Services Director,  
Treasurer  
City of Chaska



---

Lisa M. Nelson  
Finance Manager  
City of Chaska



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**City of Chaska  
Minnesota**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**December 31, 2014**

A handwritten signature in black ink, reading "Jeffrey R. Emer". The signature is written in a cursive, flowing style.

Executive Director/CEO

# Organization and Administrative Structure

## City of Chaska, Minnesota

For the Year December 31, 2015

**ORGANIZATIONAL STRUCTURE**

City of Chaska Residents and Businesses

Elected Five Member City Council		
Appointed Boards	Council Selected Outside Professional Advisors	Appointed Positions
Planning Commission	Independent Financial Auditing Firm	City Attorney
Parks Recreation and Arts (Cable)	Financial Consulting Firm	City Administrator (City Clerk)
Human Rights Commission	Engineering Consulting Firm	

**ADMINISTRATIVE STRUCTURE [ 464 Employees (130-11-1-322) ]**

**City Administrator (City Clerk) (1-0-0-0)**

<p><b>Assistant Administrator, Economic Development Coordinator (4-2-0-0)</b>                  (1-0-0-0) Human Resource Coordinator                  (1-0-0-0) Senior Clerk/Admin. Secretary                  (1-0-0-0) Communications                  (0-2-0-0) Cable TV Camera Operator</p> <p><b>Administrative Services (17-5-0-0)</b>                  (1-0-0-0) Administrative Services Director (Treasurer)                  (1-0-0-0) Finance Manager                  (1-0-0-0) Senior Clerk                  (1-0-0-0) Accountant Supervisor                  (1-0-0-0) Senior Accounting Clerk                  (3-1-0-0) Accounting Clerk                  (1-0-0-0) Utility Billing Coordinator                  (1-0-0-0) Assist. Utility Billing Coordinator                  (2-0-0-0) Utility Account Clerk                  (0-4-0-0) Customer Service Representative                  (1-0-0-0) Information Systems Manager                  (4-0-0-0) IS Network Engineer/Field Support</p> <p><b>Community Development (6-0-0-0)</b>                  (1-0-0-0) Building Official                  (3-0-0-0) Building Inspector                  (1-0-0-0) Utility Inspector                  (1-0-0-0) Community Development Clerk</p> <p><b>Planning Services (2-0-0-0)</b>                  (1-0-0-0) Director of Planning and Development                  (1-0-0-0) City Planner                  (0-0-0-0) Temp. City Planner</p> <p><b>Engineering Services (3-0-0-0)</b>                  (1-0-0-0) City Engineer                  (2-0-0-0) Civil Engineer II</p> <p><b>Police Services (26-1-0-0) [23 licensed officers]</b>                  (1-0-0-0) Chief of Police                  (1-0-0-0) Captain                  (5-0-0-0) Sergeant                  (1-0-0-0) Executive Officer                  (2-0-0-0) Detective                  (0-0-0-0) Lieutenant                  (2-0-0-0) School Resource Officer                  (10-0-0-0) Patrol Officer                  (1-0-0-0) Community Partnership Officer                  (1-1-0-0) Community Service Officer                  (2-0-0-0) Secretary/Administrative Assistant</p> <p><b>Public Works Services (20-0-0-17)</b>                  (1-0-0-0) Public Works Superintendent                  (1-0-0-0) Parks Foreman                  (1-0-0-0) Streets Foreman                  (2-0-0-0) Street &amp; Park Leadworkers                  (1-0-0-0) Mechanic Foreman                  (2-0-0-0) Mechanic                  (10-0-0-0) Maintenance III                  (0-0-0-0) Maintenance II                  (0-0-0-0) Maintenance I                  (0-0-0-17) Laborer-Seasonal                  (2-0-0-0) Office/Inventory Clerk</p> <p><b>CHASKA VOLUNTEER FIRE DEPARTMENT (2-0-0-0)</b>                  (1-0-0-0) Fire Chief                  (1-0-0-0) Fire Marshall</p> <p>Chaska Volunteer Fire Department                  37 Active Volunteers</p>	<p><b>Electric Utility Services (13-1-0-0)</b>                  (1-0-0-0) Electrical Director                  (1-1-0-0) Assistant Electrical Director                  (1-0-0-0) Lineworker Foreman                  (6-0-0-0) Lineworker III                  (1-0-0-0) Lineworker I                  (2-0-0-0) Lead Lineworker                  (1-0-0-0) Electric General Mgr.                  (0-0-0-0) Metering/Substation Lineworker</p> <p><b>Water and Sewer Utility Services (9-0-0-2)</b>                  (1-0-0-0) Utility Superintendent                  (1-0-0-0) Water/Sewer Foreman                  (1-0-0-0) Lead Worker                  (4-0-0-0) Maintenance III and II                  (2-0-0-0) Maintenance II                  (0-0-0-0) Maintenance I                  (0-0-0-2) Seasonal Laborer</p> <p><b>Parks Recreation and Arts (20-2-0-238)</b>                  (1-0-0-0) Parks, Recreation and Arts Director</p> <p style="margin-left: 20px;"><b>Parks Recreation and Arts (3-0-0-7)</b>                  (1-0-0-0) Assistant Park, Recreation, Arts Director                  (1-0-0-0) Recreation Program Support                  (1-0-0-0) Office Manager                  (0-0-0-7) Rink Attendant, Outside</p> <p style="margin-left: 20px;"><b>Community Center (14-0-0-231)</b>                  (1-0-0-0) Ice Arena Manager                  (1-0-0-0) Maintenance Supervisor                  (1-0-0-0) Facility Coordinator                  (1-0-0-0) Aquatics Coordinator                  (1-0-0-0) Front Desk Supervisor/Coordinator                  (1-0-0-0) Senior Center Coordinator                  (2-0-0-0) Recreational Programmer                  (1-0-0-0) Fitness Coordinator                  (1-0-0-0) Activities Coordinator                  (0-0-0-15) Rink Attendant/Monitor/Referee                  (4-0-0-21) Custodian/Maintenance                  (0-0-0-66) Pool Staff and Instructors                  (0-0-0-23) Front Desk/Cashier                  (0-0-0-33) Day Care                  (0-0-0-24) Fitness Instructor                  (0-0-0-49) Activities Instructor/Assistant</p> <p style="margin-left: 20px;"><b>Curling Center (2-2-0-0)</b>                  (1-0-0-0) Curling Center Manager                  (1-2-0-0) Curling Staff and Instructors</p> <p><b>Golf Courses (7-0-1-65)</b>                  (1-0-0-0) Golf Professional</p> <p style="margin-left: 20px;">(1-0-1-0) Assistant Golf Professionals</p> <p style="margin-left: 20px;"><b>Chaska Town Course (4-0-0-56)</b>                  (1-0-0-0) Golf Superintendent                  (3-0-0-0) Greenskeeper                  (0-0-0-38) Course Staff                  (0-0-0-18) Seasonal Maintenance</p> <p style="margin-left: 20px;"><b>Chaska Par 30 (1-0-0-9)</b>                  (1-0-0-0) Greenskeeper                  (0-0-0-7) Course Staff                  (0-0-0-2) Seasonal Maintenance</p>
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Key to Number of Employees:

(Regular Full-Time - Regular Part-Time - Seasonal Full-Time - Seasonal Part-Time)

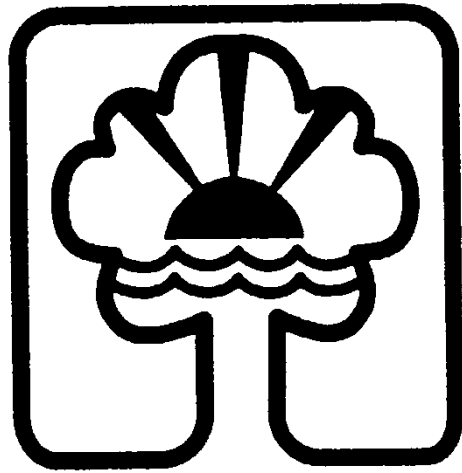


### Elected Officials

<b>MAYOR:</b>	<b>Term of Office</b>	
	<b>From</b>	<b>To</b>
Mark Windschitl	January 01, 2015	December 31, 2016
<b>COUNCIL MEMBERS:</b>		
Paula Geisler, First Ward	January 01, 2015	December 31, 2018
Gregory Boe, Second Ward	January 01, 2013	December 31, 2016
Christopher Schulz, Third Ward	January 01, 2015	December 31, 2018
Jay Rohe, Fourth Ward	January 01, 2013	December 31, 2016

### Administrative Officials

	<b>NAME</b>
<b>CITY STAFF:</b>	
City Administrator, City Clerk	Matt Podhradsky
Assistant City Administrator	Jeff Dahl
Administrative Services Director, Treasurer	Noel Graczyk
Community Development Director	Kevin Ringwald
City Engineer	William Monk
Chief of Police	Scott Knight
Fire Chief	Timothy Wiebe
Public Works Superintendent	Brian Jung
Director of Parks & Recreation	Thomas Redman
Electrical Director	Toby Saxon
Water & Sewer Superintendent	Matt Haefner
Golf Professional	John Kellin
Executive Director of Chaska Economic Development Authority (EDA)	Matt Podhradsky
<b>INDEPENDENT CONSULTANT:</b>	
City Attorney	Luke Melchert



CHASKA