

# **CITY OF ST. AUGUSTA**

## **CITY COUNCIL WORKSHOP MEETING**

**March 18, 2025**

**7:00 pm**

### **AGENDA**

1. Call Meeting to Order – Mayor Schmitz.
2. Pledge of Allegiance.
3. Consent Agenda
  - 3A. Bills Payable
  - 3B. Other
4. Stifel Presentation
5. Detached Structure Discussion
6. Personnel Policy Review/Discussion
7. Adjourn.

REMINDERS: Regular City Council Workshop Meeting, Tuesday, March 18, 2025 7:00pm  
Planning Commission Meeting, Monday, March 31, 2025 6:00pm  
Board of Review and Equalization Meeting, Tuesday, April 1, 2025 5:30pm  
Regular City Council Meeting, Tuesday, April 1, 2025 7:00pm  
Regular City Council Workshop Meeting, Tuesday, April 15, 2025 7:00pm  
Area Cities Meeting, Tuesday, April 29, 2025 5:30pm at site TBD

City of St. Augusta

03/18/25 11:40 AM

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**\*Check Summary Register©**

Checks 03/05/25-03/18/25

	Name	Check Date	Check Amt	
<b>10100</b>	<b>STATE BANK OF KIMBAL</b>			
25247e	BLUE CROSS BLUE SHIELD	3/11/2025	\$4,428.96	Chad - employer paid insurance
25248e	STEARNS ELECTRIC ASSOCIATI	3/12/2025	\$1,852.21	fire dept - fire hall
25249e	PERA	3/13/2025	\$2,156.22	emp pd pera
25250e	STATE BANK OF KIMBALL	3/13/2025	\$3,881.48	941 taxes
25251e	JOHN HANCOCK	3/13/2025	\$1,150.00	g - def comp pay 6 25 Hollermann
26425	FIRE SAFETY USA	3/5/2025	\$200,000.00	CIP - fire dept, used fire truck from Eagan
26426	BLASHACK, CHAD C.	3/13/2025	\$1,779.84	
26427	HILL, MARY M	3/13/2025	\$894.31	
26428	HOLLERMANN, PAUL A.	3/13/2025	\$1,700.85	
26429	KIFFMEYER, MARK G.	3/13/2025	\$1,697.85	
26430	McCABE, WILLIAM R.	3/13/2025	\$2,936.28	
26431	RASMUSON, TERESA M.	3/13/2025	\$156.57	
26432	SCHLUETER, STEVEN F.	3/13/2025	\$115.33	
26433	GREAT AMERICA FINANCIAL SE	3/18/2025	\$121.94	general - copier contract
26434	NTTK	3/18/2025	\$5,000.00	CIP - pw dept, air compressor
26435	WEST CENTRAL SANITATION	3/18/2025	\$262.71	general - garbage service
26436	XCEL ENERGY	3/18/2025	\$1,081.67	general - gas usage city hall
26437	AFLAC	3/18/2025	\$515.48	g - employee paid insurance
26438	CENTER POINT ENERGY	3/18/2025	\$762.32	fire dept - gas usage
26439	MUTT MIT	3/18/2025	\$507.91	parks dept - doggie bags
	<b>Total Checks</b>		<b>\$231,001.93</b>	

Jeffery J Schmitz

FILTER: [Check Date] between #03/05/25# and #03/18/25# and [Check Nbr]>0 and [Cash Act]='10100'

City of St. Augusta

**\*Check Detail Register©**

Batch: 03 18 25 mtg addl

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 STATE BANK OF KIMBAL</b>					
<b>26437</b>	03/18/25	<b>AFLAC</b>			
G 101-21710		Other Deductions	\$364.40	391971	g - employee paid insurance
G 601-21710		Other Deductions	\$75.54	391971	g - employee paid insurance
G 602-21710		Other Deductions	\$75.54	391971	g - employee paid insurance
		Total	\$515.48		
<b>26438 03/18/25 CENTER POINT ENERGY</b>					
E 101-42270-387		Fire Dept Utilities	\$762.32		fire dept - gas usage
		Total	\$762.32		
<b>26439 03/18/25 MUTT MIT</b>					
E 101-45200-220		Repair/Maint Supply	\$507.91	753718	parks dept - doggie bags
		Total	\$507.91		
		<b>10100</b>	<b>\$1,785.71</b>		

Fund Summary

<b>10100 STATE BANK OF KIMBAL</b>	
101 GENERAL FUND	\$1,634.63
601 WATER FUND	\$75.54
602 SEWER FUND	\$75.54
	<u>\$1,785.71</u>

Jeffery J Schmitz

**\*Check Detail Register©**

Batch: Mar 18 2025 mtg

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 STATE BANK OF KIMBAL</b>					
<b>26433</b>	03/18/25	<b>GREAT AMERICA FINANCIAL SERVICES</b>			
E 101-41000-300		support services	\$121.94	38698612	general - copier contract
		Total	\$121.94		
<b>26434</b>	03/18/25	<b>NTTK</b>			
E 450-41130-430		Miscellaneous	\$5,000.00		CIP - pw dept, air compressor
		Total	\$5,000.00		
<b>26435</b>	03/18/25	<b>WEST CENTRAL SANITATION</b>			
E 101-41000-384		Refuse/Garbage Disposal	\$226.17	13382466	general - garbage service
E 101-42270-384		Refuse/Garbage Disposal	\$36.54	13382466	fire dept - garbage service
		Total	\$262.71		
<b>26436</b>	03/18/25	<b>XCEL ENERGY</b>			
E 101-41000-383		Gas Utilities	\$1,081.67	916813613	general - gas usage city hall
		Total	\$1,081.67		
		<b>10100</b>	<b>\$6,466.32</b>		

Fund Summary

<b>10100 STATE BANK OF KIMBAL</b>	
101 GENERAL FUND	\$1,466.32
450 CAPITAL PROJECT FUND	\$5,000.00
	<b>\$6,466.32</b>

Jeffery J Schmitz



# Basic Bond Portfolio Review

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*report as of 03/12/2025*

*Prepared for*

**CITY OF SAINT AUGUST**  
XXXX5881

*Presented by*

**Steven Gapinski**  
(320)654-2688  
steven.gapinski@stifel.com

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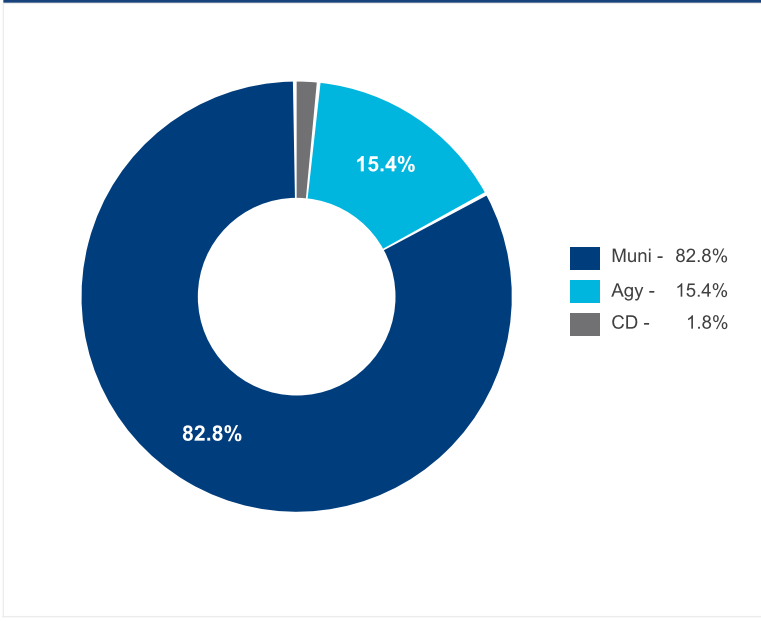
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### Totals & Averages @ Market

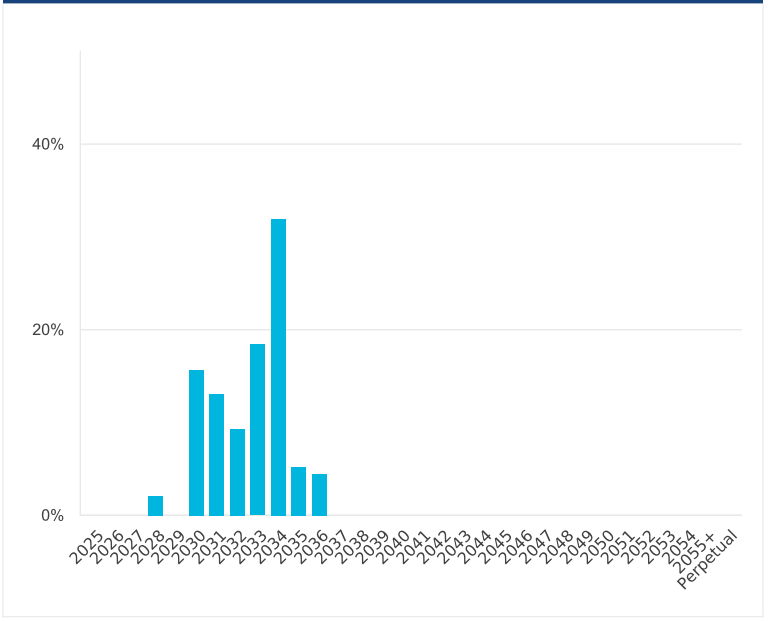
Summary Totals	
Original Face	\$2,195,000
Current Face (Par)	\$2,195,000
Market Principal	\$2,252,072
Accrued Interest	\$29,364
Cash & Cash Alternatives	\$3,435
Fixed Income Funds	\$0
Equity Balance	\$0
<b>Total Portfolio Value</b>	<b>\$2,284,871</b>
Next 12mo Cpn Cash Flow	\$122,900
Generic Annual Cpn Cash Flow	\$122,802
Weighted Averages	
Coupon*	5.595%
Maturity**	7.92 yrs
Duration	5.65
Yield to Worst	5.051%
Yield to Maturity	5.126%
Market Price*	102.600
Tax Lots Holdings Included	48 of 48

\*Par-Wtd, all else Mkt-Wtd.  
 \*\*Avg life used for principal paydowns, and perpetual securities are assigned a 40 year maturity.

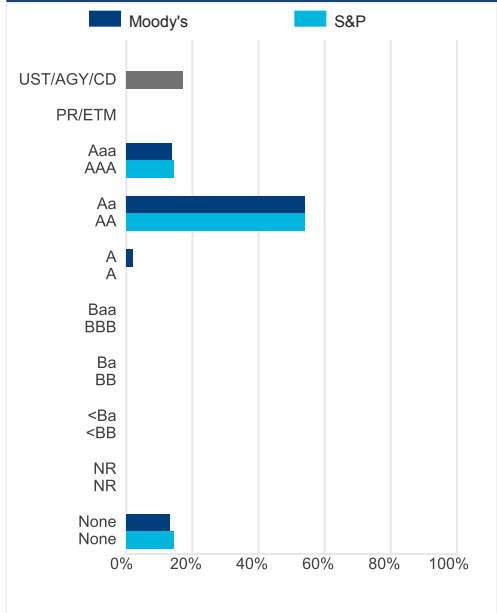
### Asset Class



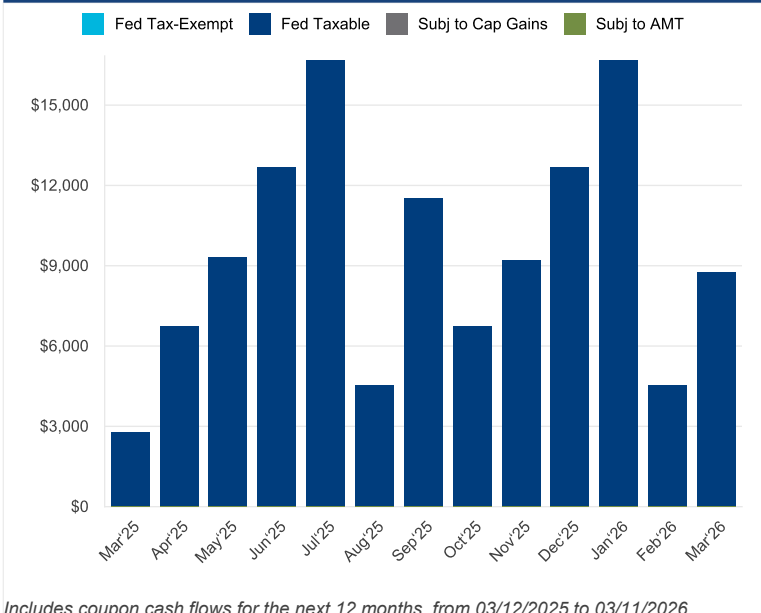
### Maturity



### Ratings - Both

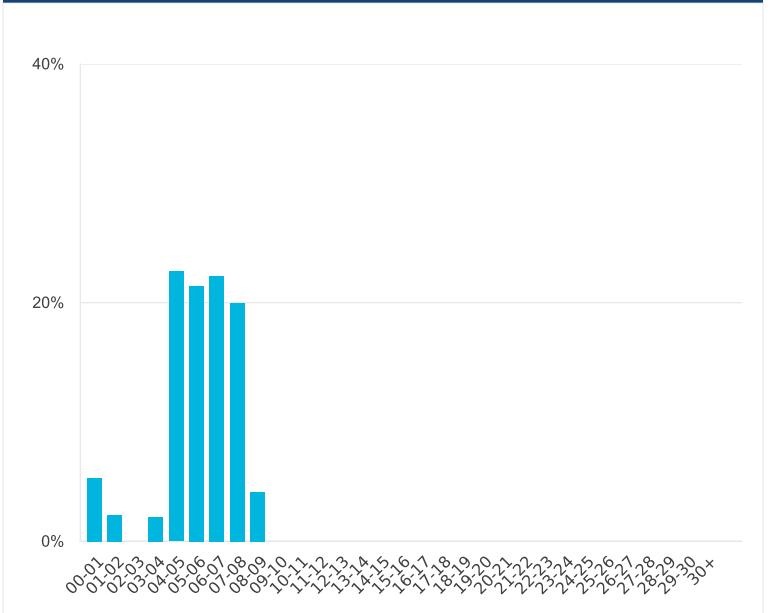


### Coupon Cash Flow



Includes coupon cash flows for the next 12 months, from 03/12/2025 to 03/11/2026.

### Duration



Includes all tax lot holdings with recognized CUSIP, quantity, market price and full analytical calculations on reporting date. Includes coupon cash flows for the next 12 months, from 03/12/2025 to 03/11/2026. Projected Principal Paydowns for CMOs are produced by applying current pool speeds which are updated weekly. Assuming similar market conditions going forward, Projected Principal Paydowns for Pass-Thru securities are produced by calculating and applying concurrent historical speeds to future paydown schedules.

Please see final page of this report for full disclosures.

### Portfolio Review

Issues for Consideration	# Lots	Current Face % Portfolio	Market Principal % Portfolio	12mo Cpn Cash Flow
<b>Holdings Maturing or Called within the next 30 days</b>	-	-	-	-
Proceeds available for reinvestment in the next 30 days.				
<b>Holdings Maturing or Called within the next 90 days</b>	-	-	-	-
Proceeds available for reinvestment in the next 90 days.				
<b>Holdings Rated below Investment Grade</b>	-	-	-	-
Bonds rated Baa3 or higher by Moody's and/or BBB- or higher by Standard & Poors are considered "Investment Grade". US Treasury, Agency, CD, Muni PreRefunded/ETM are assumed Aaa/AAA. Non rated bonds are not considered. Additional information is available at <a href="http://www.moody.com">www.moody.com</a> and/or <a href="http://www.standardandpoors.com">www.standardandpoors.com</a> .				
<b>Holdings with Unrealized Gains greater than 5%</b>	1	\$45,000 2.1%	\$49,119 2.2%	\$2,879 2.3%
Individual tax lot holdings with an unrealized gain of greater than 5% of market principal value. Includes tax lots with purchase data, adjusted cost calculations and current market pricing. Please consult your tax advisor.				
<b>Holdings with Unrealized Losses greater than 5%</b>	3	\$155,000 7.1%	\$152,014 6.7%	\$7,290 5.9%
Individual tax lot holdings with an unrealized loss of greater than 5% of market principal value. Includes tax lots with purchase data, adjusted cost calculations and current market pricing. Please consult your tax advisor.				
<b>Municipal Holdings Out-of-State</b>	38	\$1,695,000 77.2%	\$1,745,530 77.5%	\$97,183 79.1%
For many states, the income from municipal bonds issued within the state is exempt from state income tax for in-state residents. Out-of-state holdings may be subject to state taxation. Please consult your tax advisor. Triple tax-exempt US Territories considered in-state. State of residency/rate provided: MN State IncomeTax: 9.85%				
<b>Municipal Holdings subject to Alternative Minimum Tax (AMT)</b>	-	-	-	-
Income from certain Municipal bonds is subject to Alternative Minimum Tax which some individuals pay in lieu of regular federal income tax. Please consult your tax advisor.				
<b>Holdings De Minimis Rule</b>				
The De Minimis rule entitles the holder to preferential capital gains tax treatment on the appreciation to par if acquired within the De Minimis threshold of 1/4 of one point per full year between the purchase date and maturity. <u>Market price changes during the holding period do not affect the tax treatment for the existing holder.</u> However, as market prices change, the tax treatment to a potential new holder may materially impact the market price and/or marketability of the bond as it approaches or crosses the De Minimis threshold. The impact will vary depending upon the current market price proximity to the De Minimis threshold price. Please consult your tax advisor.				
<b>Holdings above De Minimis threshold close to crossover</b>	-	-	-	-
Holdings where the current market price is within 3% of the De Minimis threshold price. If market prices decline where a new buyer may not be entitled to preferential capital gains tax treatment, the price may decline at a faster rate. Please consult your tax advisor.				

Includes all tax lot holdings with recognized CUSIP. ATY/TEY calculations use a Fed Tax rate of 24.00%, a Cap Gains Tax rate of 20.00%, a State of MN, and a State Tax rate of 9.85%.

Please see final page of this report for full disclosures.



Issues for Consideration

**Holdings below De Minimis threshold close to crossover**

Holdings where the current market price is within 3% of the De Minimis threshold price. If market prices increase where a new buyer may be entitled to preferential capital gains tax treatment, the price may increase at a faster rate. Please consult your tax advisor.

# Lots	Current Face % Portfolio	Market Principal % Portfolio	12mo Cpn Cash Flow
-	-	-	-
	-	-	-

## Position Details

CUSIP Asset	Curr Face % Port	Account # Held	Mdy / S&P (Underlying)	Issue Description	Coupon Maturity	Mkt Px Duration	Px To	Date	Yield	ATY	TEY	Acq Date Acq Px / Yld	Tot Adj Cost Adj Cost Px	Mkt Principal Accr Int	Unreal G/L % Adj Cost
815626GQ3 <i>Muni</i>	45 2.05%	xxxx5881 <i>Held</i>	Aa2/AA (Aa2/-)	SEDGWICK CNTY KANS UNI SCH DIST NO 259 WICHITA - BUILD AMERICA BOND	6.220% 10/01/2028	103.284 3.08	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	10/01/2025 10/01/2028 -	0.241% 5.194% (w) 6.022%	0.159% 3.436%	0.241% 5.194%	08/11/2023 104.899 / 5.122%	\$46,584 103.519	\$46,478 \$1,260	(\$106) (0.2%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Sinking   Extraordinary Calls   General Obligation   Education   Semi-Annual Pay   SUBJECT TO MAKE WHOLE CALL +50BP															
717883NM0 <i>Muni</i>	50 2.28%	xxxx5881 <i>Held</i>	Aa3/AA (Baa2/NR)	PHILADELPHIA PA SCH DIST	6.615% 06/01/2030	105.356 4.32	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	06/01/2026 06/01/2030 -	2.129% 5.420% (w) 6.279%	1.408% 3.585%	2.129% 5.420%	04/15/2024 105.107 / 5.617%	\$52,224 104.447	\$52,678 \$937	\$454 0.9%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Sinking   Extraordinary Calls   General Obligation   Education   AGMC Insured   Semi-Annual Pay															
717883NM0 <i>Muni</i>	65 2.96%	xxxx5881 <i>Held</i>	Aa3/AA (Baa2/NR)	PHILADELPHIA PA SCH DIST	6.615% 06/01/2030	105.356 4.32	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	06/01/2026 06/01/2030 -	2.129% 5.420% (w) 6.279%	1.408% 3.585%	2.129% 5.420%	06/12/2024 105.224 / 5.574%	\$68,019 104.645	\$68,481 \$1,218	\$462 0.7%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Sinking   Extraordinary Calls   General Obligation   Education   AGMC Insured   Semi-Annual Pay															
837545GH9 <i>Muni</i>	50 2.28%	xxxx5881 <i>Held</i>	Aaa/AAA (Aaa/-)	SOUTH DAKOTA CONSERVANCY DISTREV	5.646% 08/01/2030	104.271 4.60	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	08/01/2026 08/01/2030 -	2.484% 4.737% (w) 5.415%	1.643% 3.134%	2.484% 4.737%	08/28/2024 104.581 / 4.749%	\$52,106 104.211	\$52,136 \$329	\$30 0.1%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Sinking   Extraordinary Calls   Revenue   Utilities   Semi-Annual Pay															
91754RQD2 <i>Muni</i>	40 1.82%	xxxx5881 <i>Held</i>	Aa2/AA (Aa2/-)	UTAH ST BRD HIGHER ED REV - UNIVERSITY OF UTAH HOSP & CLINICS	6.241% 08/01/2030	103.582 4.52	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	08/01/2025 08/01/2030 -	-2.975% 5.462% (w) 6.025%	-3.982% 3.613%	-2.975% 5.462%	04/26/2023 107.210 / 5.042%	\$42,234 105.584	\$41,433 \$291	(\$801) (1.9%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Sinking   Extraordinary Calls   Revenue   Healthcare   Semi-Annual Pay															
511662AT5 <i>Muni</i>	40 1.82%	xxxx5881 <i>Held</i>	Aa2/- (Aa2/-)	LAKELAND FLA CAP IMPT REV	5.929% 10/01/2030	103.285 4.58	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	10/01/2025 10/01/2030 -	-0.042% 5.239% (w) 5.740%	-0.056% 3.466%	-0.042% 5.239%	07/10/2020 122.742 / 3.291%	\$45,312 113.280	\$41,314 \$1,067	(\$3,998) (8.8%)
Material Events   FEDERALLY TAXABLE   Make Whole Call   Sinking   Extraordinary Calls   Revenue   Government   Semi-Annual Pay															
31359MGK3 <i>Agy</i>	40 1.82%	xxxx5881 <i>Held</i>	Aaa/AA+	FEDERAL NATL MTG ASSN	6.625% 11/15/2030	112.280 4.69	<i>Maturity</i> <i>Curr Yield</i>	11/15/2030 -	4.170% (w) 5.900%	2.758%	4.170%	04/24/2024 111.321 / 4.605%	\$43,991 109.976	\$44,912 \$869	\$921 2.1%
Moody's Outlook Stable   S&P Outlook Stable   FNMA   Semi-Annual Pay															
49474E3U5 <i>Muni</i>	50 2.28%	xxxx5881 <i>Held</i>	Aaa/AAA (Aaa/-)	KING CNTY WASH	6.047% 12/01/2030	103.769 4.73	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	12/01/2026 12/01/2030 -	3.755% 5.273% (w) 5.827%	2.484% 3.488%	3.755% 5.273%	08/02/2024 106.324 / 4.873%	\$52,894 105.787	\$51,884 \$857	(\$1,009) (1.9%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Sinking   Extraordinary Calls   General Obligation   Government   Semi-Annual Pay															
3130AYQP4 <i>Agy</i>	40 1.82%	xxxx5881 <i>Held</i>	Aaa/AA+	FEDERAL HOME LOAN BANKS	4.750% 01/30/2031	100.175 0.85	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	01/30/2026 01/30/2031 -	4.539% (w) 4.715% 4.742%	3.450% 3.583%	5.215% 5.417%	02/01/2024 100.950 / 4.249%	\$40,325 100.813	\$40,070 \$227	(\$255) (0.6%)
Moody's Outlook Negative   S&P Outlook Stable   Callable   FHLB   Semi-Annual Pay															

Includes all tax lot holdings with recognized CUSIP. For preferred securities, # of shares is displayed instead of current face value, which is represented in thousands (000).  
The (w) in the Yield column indicates which yield value is the Yield to Worst (YTW).  
Duration figure represents modified duration to worst.  
ATY/TEY calculations use a Fed Tax rate of 24.00%, a Cap Gains Tax rate of 20.00%, a State of MN, and a State Tax rate of 9.85%.

### Position Details

CUSIP Asset	Curr Face % Port	Account # Held	Mdy / S&P (Underlying)	Issue Description	Coupon Maturity	Mkt Px Duration	Px To	Date	Yield	ATY	TEY	Acq Date Acq Px / Yld	Tot Adj Cost Adj Cost Px	Mkt Principal Accr Int	Unreal G/L % Adj Cost
913366EQ9 <i>Muni</i>	40 1.82%	xxxx5881 <i>Held</i>	Aa3/AA- (Aa3/-)	UNIV CALIF REGTS MED CTR POOLED REV	6.398% 05/15/2031	104.271 4.98	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	05/15/2026 05/15/2031 -	2.669% 5.569% (w) 6.136%	1.766% 3.684%	2.669% 5.569%	08/21/2023 104.560 / 5.660%	\$41,516 103.789	\$41,708 \$839	\$193 0.5%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Sinking   Extraordinary Calls   Pro-Rata   Revenue   Healthcare   Semi-Annual Pay															
913366EQ9 <i>Muni</i>	35 1.59%	xxxx5881 <i>Held</i>	Aa3/AA- (Aa3/-)	UNIV CALIF REGTS MED CTR POOLED REV	6.398% 05/15/2031	104.271 4.98	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	05/15/2026 05/15/2031 -	2.669% 5.569% (w) 6.136%	1.766% 3.684%	2.669% 5.569%	06/14/2024 105.359 / 5.457%	\$36,703 104.865	\$36,495 \$734	(\$208) (0.6%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Sinking   Extraordinary Calls   Pro-Rata   Revenue   Healthcare   Semi-Annual Pay															
913366EQ9 <i>Muni</i>	40 1.82%	xxxx5881 <i>Held</i>	Aa3/AA- (Aa3/-)	UNIV CALIF REGTS MED CTR POOLED REV	6.398% 05/15/2031	104.271 4.98	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	05/15/2026 05/15/2031 -	2.669% 5.569% (w) 6.136%	1.766% 3.684%	2.669% 5.569%	08/23/2024 106.850 / 5.177%	\$42,548 106.371	\$41,708 \$839	(\$840) (2.0%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Sinking   Extraordinary Calls   Pro-Rata   Revenue   Healthcare   Semi-Annual Pay															
913366EQ9 <i>Muni</i>	35 1.59%	xxxx5881 <i>Held</i>	Aa3/AA- (Aa3/-)	UNIV CALIF REGTS MED CTR POOLED REV	6.398% 05/15/2031	104.271 4.98	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	05/15/2026 05/15/2031 -	2.669% 5.569% (w) 6.136%	1.766% 3.684%	2.669% 5.569%	03/10/2025 106.194 / 5.211%	\$37,165 106.187	\$36,495 \$734	(\$671) (1.8%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Sinking   Extraordinary Calls   Pro-Rata   Revenue   Healthcare   Semi-Annual Pay															
499526BL4 <i>Muni</i>	75 3.42%	xxxx5881 <i>Held</i>	-IAA (-BBB-)	KNOX CNTY TENN HEALTH EDL & HSG FAC BRD STUDENT HSG REV - PROVIDENT GROUP-UTK PPTYS LLC - UNIV OF TENN PROJ	6.125% 07/01/2031	102.194 5.13	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	07/01/2029 07/01/2031 -	5.542% 5.704% (w) 5.994%	3.666% 3.773%	5.542% 5.704%	06/25/2024 104.500 / 5.347%	\$78,079 104.105	\$76,646 \$919	(\$1,433) (1.8%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Long First Coupon   Sinking   Extraordinary Calls   Revenue   Housing   BAM Insured   Semi-Annual Pay															
88275FZP7 <i>Muni</i>	20 0.91%	xxxx5881 <i>Held</i>	Aaa/AA+ (Aaa/-)	TEXAS ST DEPT OF HSG & CMNTY AFFAIRS SINGLE FAMILY REV	5.465% 09/01/2031	103.846 5.42	<i>Maturity</i> <i>Curr Yield</i>	09/01/2031 -	4.767% (w) 5.263%	3.153%	4.767%	01/03/2024 104.200 / 4.802%	\$20,729 103.646	\$20,769 \$36	\$40 0.2%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Extraordinary Calls   Revenue   Housing   Semi-Annual Pay															
88275FZQ5 <i>Muni</i>	40 1.82%	xxxx5881 <i>Held</i>	Aaa/AA+ (Aaa/-)	TEXAS ST DEPT OF HSG & CMNTY AFFAIRS SINGLE FAMILY REV	5.465% 03/01/2032	103.735 5.76	<i>Maturity</i> <i>Curr Yield</i>	03/01/2032 -	4.827% (w) 5.268%	3.193%	4.827%	12/28/2023 103.665 / 4.914%	\$41,286 103.215	\$41,494 \$73	\$208 0.5%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Extraordinary Calls   Revenue   Housing   Semi-Annual Pay															
45129YU79 <i>Muni</i>	35 1.59%	xxxx5881 <i>Held</i>	Aa1/- (Aa1/-)	IDAHO HSG & FIN ASSN SINGLE FAMILY MTG REV	5.122% 07/01/2032	102.002 5.65	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	01/01/2032 07/01/2032 -	4.773% (w) 4.793% 5.021%	3.157% 3.171%	4.773% 4.793%	09/03/2024 100.861 / 4.979%	\$35,283 100.808	\$35,701 \$359	\$418 1.2%
Material Events   FEDERALLY TAXABLE   Callable   Extraordinary Calls   Revenue   Housing   Semi-Annual Pay															
60416UED3 <i>Muni</i>	40 1.82%	xxxx5881 <i>Held</i>	Aa1/AA+ (Aa1/-)	MINNESOTA ST HSG FIN AGY	5.150% 07/01/2032	102.607 5.99	<i>Maturity</i> <i>Curr Yield</i>	07/01/2032 -	4.722% (w) 5.019%	3.589%	5.425%	09/17/2024 105.625 / 4.292%	\$42,129 105.322	\$41,043 \$412	(\$1,086) (2.6%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Short First Coupon   Extraordinary Calls   Revenue   Housing   Semi-Annual Pay															

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 Duration figure represents modified duration to worst.  
 ATY/TEY calculations use a Fed Tax rate of 24.00%, a Cap Gains Tax rate of 20.00%, a State of MN, and a State Tax rate of 9.85%.

### Position Details

CUSIP Asset	Curr Face % Port	Account # Held	Mdy / S&P (Underlying)	Issue Description	Coupon Maturity	Mkt Px Duration	Px To	Date	Yield	ATY	TEY	Acq Date Acq Px / Yld	Tot Adj Cost Adj Cost Px	Mkt Principal Accr Int	Unreal G/L % Adj Cost
917437FF7 <i>Muni</i>	45 2.05%	xxxx5881 <i>Held</i>	Aa2/- (Aa2/-)	UTAH HSG CORP SINGLE FAMILY MTG REV	5.847% 07/01/2032	106.235 5.88	<i>Maturity</i> <i>Curr Yield</i>	07/01/2032 -	4.822% (w) 5.504%	3.190%	4.822%	01/03/2024 103.527 / 5.325%	\$46,401 103.114	\$47,806 \$526	\$1,404 3.0%
Material Events   FEDERALLY TAXABLE   Extraordinary Calls   Revenue   Housing   Semi-Annual Pay															
49127KCJ7 <i>Muni</i>	45 2.05%	xxxx5881 <i>Held</i>	A1/AA (-/BBB+)	KENTUCKY ECONOMIC DEV FIN AUTH LOUISVILLE ARENA PROJ - LOUISVILLE ARENA	4.191% 12/01/2032	95.878 6.41	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	12/01/2027 12/01/2032 -	5.851% 4.836% (w) 4.371%	3.870% 3.199%	5.851% 4.836%	02/16/2024 93.620 / 5.100%	\$42,129 93.620	\$43,145 \$534	\$1,016 2.4%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Revenue   Recreation   AGMC Insured   Semi-Annual Pay															
4624677L9 <i>Muni</i>	45 2.05%	xxxx5881 <i>Held</i>	Aaa/AAA (Aaa/-)	IOWA FIN AUTH SINGLE FAMILY MTG REV	5.845% 01/01/2033	103.940 6.18	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	07/01/2026 01/01/2033 -	2.736% 5.222% (w) 5.623%	1.810% 3.454%	2.736% 5.222%	12/12/2023 102.346 / 5.512%	\$45,935 102.078	\$46,773 \$526	\$838 1.8%
Material Events   FEDERALLY TAXABLE   STATE TAXABLE   S&P Outlook Stable   Sinking   Revenue   Housing   Semi-Annual Pay															
57419UKY3 <i>Muni</i>	85 3.87%	xxxx5881 <i>Held</i>	Aa1/- (Aa1/-)	MARYLAND ST CMNTY DEV ADMIN DEPT HSG & CMNTY DEV	5.064% 03/01/2033	100.928 6.15	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	09/01/2032 03/01/2033 -	4.914% (w) 4.921% 5.017%	3.251% 3.255%	4.914% 4.921%	11/18/2024 100.400 / 5.000%	\$85,333 100.392	\$85,789 \$143	\$456 0.5%
Material Events   FEDERALLY TAXABLE   Callable   Short First Coupon   Extraordinary Calls   Revenue   Housing   Semi-Annual Pay															
641279VU5 <i>Muni</i>	45 2.05%	xxxx5881 <i>Held</i>	-/AA+ (-/-)	NEVADA HSG DIV SINGLE FAMILY MTG REV	5.654% 04/01/2033	104.879 5.99	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	10/01/2032 04/01/2033 -	4.873% (w) 4.912% 5.391%	3.223% 3.249%	4.873% 4.912%	09/27/2023 100.999 / 5.512%	\$45,388 100.863	\$47,196 \$1,145	\$1,807 4.0%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Callable   Extraordinary Calls   Revenue   Housing   Semi-Annual Pay															
57563RTW9 <i>Muni</i>	40 1.82%	xxxx5881 <i>Held</i>	-/AA (-/-)	MASSACHUSETTS EDL FING AUTH ED LN REV	6.069% 07/01/2033	106.011 6.46	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	07/01/2026 07/01/2033 -	1.385% 5.168% (w) 5.725%	0.916% 3.419%	1.385% 5.168%	08/07/2024 108.042 / 4.940%	\$43,041 107.602	\$42,404 \$486	(\$636) (1.5%)
FEDERALLY TAXABLE   Long First Coupon   Sinking   Extraordinary Calls   Revenue   Education   Semi-Annual Pay															
60416TYV4 <i>Muni</i>	50 2.28%	xxxx5881 <i>Held</i>	Aa1/AA+ (Aa1/-)	MINNESOTA ST HSG FIN AGY	5.859% 07/01/2033	104.890 5.54	<i>Next Call</i> <i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	01/01/2032 01/01/2033 07/01/2033 -	5.000% (w) 5.090% 5.127% 5.586%	3.307% 3.367% 3.392%	5.000% 5.090% 5.127%	05/10/2023 108.062 / 4.712%	\$53,300 106.599	\$52,445 \$586	(\$855) (1.6%)
Material Events   FEDERALLY TAXABLE   STATE TAXABLE   S&P Outlook Stable   Callable   Sinking   Revenue   Housing   Semi-Annual Pay															
63968MY52 <i>Muni</i>	45 2.05%	xxxx5881 <i>Held</i>	-/AAA (-/-)	NEBRASKA INVT FIN AUTH SINGLEFAMILY HSG REV	6.398% 09/01/2033	109.153 5.96	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	09/01/2032 09/01/2033 -	4.918% (w) 5.055% 5.861%	3.253% 3.344%	4.918% 5.055%	11/29/2023 102.262 / 6.060%	\$45,901 102.003	\$49,119 \$96	\$3,218 7.0%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Callable   Extraordinary Calls   Revenue   Housing   Semi-Annual Pay															
46613PXS0 <i>Muni</i>	50 2.28%	xxxx5881 <i>Held</i>	Aa1/AA+ (Aa1/-)	JEA FLA WTR & SWR SYS REV	6.210% 10/01/2033	105.230 6.46	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	10/01/2026 10/01/2033 -	2.739% 5.436% (w) 5.901%	1.812% 3.596%	2.739% 5.436%	02/26/2025 106.086 / 5.318%	\$53,030 106.061	\$52,615 \$1,397	(\$416) (0.8%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Negative   Make Whole Call   Sinking   Extraordinary Calls   Revenue   Utilities   Semi-Annual Pay															

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57587GA88 <i>Muni</i>	35 1.59%	xxxx5881 <i>Held</i>	Aa1/AA+ (Aa1/-)	MASSACHUSETTS ST HSG FIN AGY HSG REV	6.428% 12/01/2033	109.217 5.72	<i>Next Call</i> <i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	06/01/2032 06/01/2033 12/01/2033 -	4.895% (w) 5.043% 5.103% 5.886%	3.238% 3.336% 3.376%	4.895% 5.043% 5.103%	07/25/2024 109.635 / 4.932%	\$38,144 108.982	\$38,226 \$637	\$82 0.2%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Callable   Sinking   Revenue   Housing   Semi-Annual Pay															
3130AYWZ5 <i>Agy</i>	50 2.28%	xxxx5881 <i>Held</i>	Aaa/AA+	FEDERAL HOME LOAN BANK	5.000% 02/13/2034	100.272 1.35	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	08/13/2026 02/13/2034 -	4.796% (w) 4.961% 4.986%	3.645% 3.770%	5.510% 5.700%	02/28/2024 101.000 / 4.564%	\$50,457 100.914	\$50,136 \$208	(\$321) (0.6%)
Moody's Outlook Negative   S&P Outlook Stable   Callable   FHLB   Semi-Annual Pay															
3130B0X87 <i>Agy</i>	45 2.05%	xxxx5881 <i>Held</i>	Aaa/AA+	FEDERAL HOME LOAN BANKS	4.750% 03/10/2034	102.188 7.28	<i>Maturity</i> <i>Curr Yield</i>	03/10/2034 -	4.452% (w) 4.648%	3.384%	5.115%	09/24/2024 107.172 / 3.839%	\$48,094 106.875	\$45,985 \$18	(\$2,109) (4.4%)
Moody's Outlook Negative   S&P Outlook Stable   Short First Coupon   FHLB   Semi-Annual Pay															
3133EP6S9 <i>Agy</i>	80 3.64%	xxxx5881 <i>Held</i>	Aaa/AA+	FEDERAL FARM CR BKS	5.800% 03/27/2034	100.052 0.04	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	03/27/2025 03/27/2034 -	4.344% (w) 5.792% 5.797%	3.301% 4.402%	4.991% 6.654%	03/27/2024 100.875 / 4.893%	\$80,646 100.808	\$80,042 \$2,140	(\$605) (0.7%)
Moody's Outlook Negative   S&P Outlook Stable   Callable   FFCB   Semi-Annual Pay															
19648GPY2 <i>Muni</i>	50 2.28%	xxxx5881 <i>Held</i>	Aaa/AAA (Aaa/-)	COLORADO HSG & FIN AUTH	4.692% 05/01/2034	98.208 7.20	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	05/01/2033 05/01/2034 -	4.962% 4.937% (w) 4.778%	3.282% 3.266%	4.962% 4.937%	10/16/2024 101.378 / 4.496%	\$50,658 101.317	\$49,104 \$958	(\$1,554) (3.1%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Callable   Long First Coupon   Extraordinary Calls   Revenue   Housing   Semi-Annual Pay															
810827A70 <i>Muni</i>	60 2.73%	xxxx5881 <i>Held</i>	Aa3/- (-/-)	SCRANTON PA SCH DIST	5.652% 06/15/2034	101.849 7.07	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	06/15/2030 06/15/2034 -	5.243% 5.394% (w) 5.549%	3.468% 3.568%	5.243% 5.394%	01/07/2025 103.300 / 5.205%	\$61,945 103.241	\$61,109 \$829	(\$835) (1.3%)
Material Events   FEDERALLY TAXABLE   Long First Coupon   Sinking   General Obligation   Education   Semi-Annual Pay															
341271AH7 <i>Muni</i>	30 1.37%	xxxx5881 <i>Held</i>	Aa2/AA (Aa2/-)	FLORIDA ST BRD ADMIN FIN CORPREV	5.526% 07/01/2034	102.641 6.86	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	01/01/2034 07/01/2034 -	5.148% (w) 5.164% 5.384%	3.405% 3.416%	5.148% 5.164%	07/09/2024 102.951 / 5.129%	\$30,832 102.775	\$30,792 \$332	(\$40) (0.1%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Long First Coupon   Revenue   Government   Semi-Annual Pay															
341271AH7 <i>Muni</i>	50 2.28%	xxxx5881 <i>Held</i>	Aa2/AA (Aa2/-)	FLORIDA ST BRD ADMIN FIN CORPREV	5.526% 07/01/2034	102.641 6.86	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	01/01/2034 07/01/2034 -	5.148% (w) 5.164% 5.384%	3.405% 3.416%	5.148% 5.164%	11/27/2024 103.615 / 5.025%	\$51,760 103.519	\$51,320 \$553	(\$439) (0.8%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Long First Coupon   Revenue   Government   Semi-Annual Pay															
341271AH7 <i>Muni</i>	50 2.28%	xxxx5881 <i>Held</i>	Aa2/AA (Aa2/-)	FLORIDA ST BRD ADMIN FIN CORPREV	5.526% 07/01/2034	102.641 6.86	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	01/01/2034 07/01/2034 -	5.148% (w) 5.164% 5.384%	3.405% 3.416%	5.148% 5.164%	10/30/2024 102.473 / 5.183%	\$51,195 102.390	\$51,320 \$553	\$126 0.2%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Long First Coupon   Revenue   Government   Semi-Annual Pay															

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341271AH7 <i>Muni</i>	45 2.05%	xxxx5881 <i>Held</i>	Aa2/AA (Aa2/-)	FLORIDA ST BRD ADMIN FIN CORPREV	5.526% 07/01/2034	102.641 6.86	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	01/01/2034 07/01/2034 -	5.148% (w) 5.164% 5.384%	3.405% 3.416%	5.148% 5.164%	01/24/2025 102.121 / 5.225%	\$45,942 102.093	\$46,188 \$497	\$247 0.5%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Long First Coupon   Revenue   Government   Semi-Annual Pay															
3130B2NR2 <i>Agy</i>	90 4.10%	xxxx5881 <i>Held</i>	Aaa/AA+	FEDERAL HOME LOAN BANKS	4.250% 09/07/2034	96.318 7.68	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	09/07/2027 09/07/2034 -	5.864% 4.736% (w) 4.412%	4.457% 3.599%	6.737% 5.441%	09/13/2024 101.450 / 3.732%	\$91,251 101.390	\$86,686 \$64	(\$4,564) (5.0%)
Moody's Outlook Negative   S&P Outlook Stable   Callable   Short First Coupon   FHLB   Semi-Annual Pay															
05610LND2 <i>CD</i>	40 1.82%	xxxx5881 <i>Held</i>	FedFIS 2.485	BMO BK NATL ASSN CHICAGO ILL FDIC Cert #: 16571	4.550% 09/12/2034	99.654 7.67	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	06/12/2025 09/12/2034 -	5.958% 4.595% (w) 4.566%	3.941% 3.040%	5.958% 4.595%	09/12/2024 100.000 / 4.550%	\$40,000 100.000	\$39,862 \$5	(\$138) (0.3%)
Callable   Death Put     BMO   Quarterly Pay															
196480T49 <i>Muni</i>	30 1.37%	xxxx5881 <i>Held</i>	Aaa/AAA (Aaa/-)	COLORADO HSG & FIN AUTH	5.839% 11/01/2034	104.796 5.38	<i>Next Call</i> <i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	11/01/2031 05/01/2033 11/01/2034 -	4.980% (w) 5.110% 5.199% 5.572%	3.294% 3.380% 3.439%	4.980% 5.110% 5.199%	05/31/2024 101.668 / 5.561%	\$30,455 101.516	\$31,439 \$642	\$984 3.2%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Callable   Sinking   Extraordinary Calls   Revenue   Housing   Semi-Annual Pay															
6055805X3 <i>Muni</i>	40 1.82%	xxxx5881 <i>Held</i>	Aa2/AA (Aa2/-)	MISSISSIPPI ST	5.245% 11/01/2034	100.558 7.36	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	11/01/2026 11/01/2034 -	4.881% 5.170% (w) 5.216%	3.229% 3.420%	4.881% 5.170%	09/09/2024 105.047 / 4.616%	\$41,936 104.841	\$40,223 \$769	(\$1,713) (4.1%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Negative   Make Whole Call   Sinking   Extraordinary Calls   General Obligation   Government   Semi-Annual Pay															
462590NZ9 <i>Muni</i>	55 2.51%	xxxx5881 <i>Held</i>	-/AA (-/-)	IOWA STUDENT LN LIQUIDITY CORP STUDENT LN REV	5.343% 12/01/2034	98.553 7.37	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	12/01/2027 12/01/2034 -	5.924% 5.536% (w) 5.421%	3.919% 3.662%	5.924% 5.536%	12/17/2024 101.381 / 5.163%	\$55,744 101.353	\$54,204 \$833	(\$1,540) (2.8%)
FEDERALLY TAXABLE   STATE TAXABLE   Short First Coupon   Sinking   Extraordinary Calls   Revenue   Education   Semi-Annual Pay															
649670KQ8 <i>Muni</i>	45 2.05%	xxxx5881 <i>Held</i>	Aa3/AA- (Aa3/-)	NEW YORK N Y CITY EDL CONSTR FD REV	6.000% 04/01/2035	106.069 7.38	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	04/01/2031 04/01/2035 -	4.831% 5.216% (w) 5.657%	3.196% 3.450%	4.831% 5.216%	06/03/2024 104.346 / 5.462%	\$46,852 104.115	\$47,731 \$1,215	\$879 1.9%
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Make Whole Call   Sinking   Extraordinary Calls   Revenue   Education   Semi-Annual Pay															
914460FU9 <i>Muni</i>	25 1.14%	xxxx5881 <i>Held</i>	Aa1/AA (Aa1/-)	UNIVERSITY MINN - BIOMEDICAL SCIENCE RESEARCH	5.018% 08/01/2035	101.446 8.00	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	08/01/2031 08/01/2035 -	4.752% 4.839% (w) 4.946%	3.143% 3.201%	4.752% 4.839%	02/22/2024 101.889 / 4.801%	\$25,438 101.752	\$25,362 \$146	(\$76) (0.3%)
Material Events   FEDERALLY TAXABLE   STATE TAXABLE   S&P Outlook Stable   Make Whole Call   Sinking   Extraordinary Calls   Revenue   Education   Semi-Annual Pay															
350805AN7 <i>Muni</i>	25 1.14%	xxxx5881 <i>Held</i>	-/AAA (-/-)	FOUNTAIN VY CALIF PENSION OBLIG	4.375% 09/01/2035	96.057 8.25	<i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	09/01/2030 09/01/2035 -	5.213% 4.860% (w) 4.555%	3.448% 3.215%	5.213% 4.860%	07/07/2020 119.534 / 2.785%	\$28,587 114.349	\$24,014 \$36	(\$4,573) (16.0%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   OID   Make Whole Call   Sinking   Revenue   Government   Semi-Annual Pay															

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### Position Details

CUSIP Asset	Curr Face % Port	Account # Held	Mdy / S&P (Underlying)	Issue Description	Coupon Maturity	Mkt Px Duration	Px To	Date	Yield	ATY	TEY	Acq Date Acq Px / Yld	Tot Adj Cost Adj Cost Px	Mkt Principal Accr Int	Unreal G/L % Adj Cost
696543QG5 <i>Muni</i>	20 0.91%	xxxx5881 <i>Held</i>	Aaa/AAA (Aaa/-)	PALM BEACH CNTY FLA PUB IMPT REV - PROFESSIONAL SPORTS FRANCHISE	4.498% 12/01/2035	98.203 8.29	<i>Next Call</i> <i>Sink Fund</i> <i>Maturity</i> <i>Curr Yield</i>	12/01/2025 12/01/2031 12/01/2035 -	7.100% 4.813% 4.713% (w) 4.580%	4.697% 3.184% 3.118%	7.100% 4.813% 4.713%	10/18/2024 99.866 / 4.513%	\$19,973 99.866	\$19,641 \$255	(\$333) (1.7%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Callable   Sinking   Revenue   Recreation   Semi-Annual Pay															
917437MY8 <i>Muni</i>	50 2.28%	xxxx5881 <i>Held</i>	Aa2/- (Aa2/-)	UTAH HSG CORP SINGLE FAMILY MTG REV	5.404% 01/01/2036	101.357 6.25	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	01/01/2033 01/01/2036 -	5.189% (w) 5.237% 5.332%	3.433% 3.464%	5.189% 5.237%	09/23/2024 104.963 / 4.673%	\$52,362 104.725	\$50,678 \$540	(\$1,684) (3.2%)
Material Events   FEDERALLY TAXABLE   Callable   Short First Coupon   Extraordinary Calls   Revenue   Housing   Semi-Annual Pay															
57587GP41 <i>Muni</i>	50 2.28%	xxxx5881 <i>Held</i>	Aa1/AA+ (Aa1/-)	MASSACHUSETTS ST HSG FIN AGY HSG REV	4.907% 06/01/2036	98.545 8.40	<i>Next Call</i> <i>Maturity</i> <i>Curr Yield</i>	06/01/2033 06/01/2036 -	5.125% 5.078% (w) 4.979%	3.390% 3.359%	5.125% 5.078%	09/30/2024 102.308 / 4.581%	\$51,102 102.204	\$49,272 \$695	(\$1,829) (3.6%)
Material Events   FEDERALLY TAXABLE   S&P Outlook Stable   Callable   Short First Coupon   Extraordinary Calls   Revenue   Housing   Semi-Annual Pay															

Includes all tax lot holdings with recognized CUSIP. For preferred securities, # of shares is displayed instead of current face value, which is represented in thousands (000).

The (w) in the Yield column indicates which yield value is the Yield to Worst (YTW).

Duration figure represents modified duration to worst.

ATY/TEY calculations use a Fed Tax rate of 24.00%, a Cap Gains Tax rate of 20.00%, a State of MN, and a State Tax rate of 9.85%.

### Reinvestment Proceeds Available this Month (03/12/2025 - 03/31/2025)

Coupon Payments	\$2,768.77	
Projected Principal Paydowns	-	
Maturing Proceeds	-	
Called Bond Proceeds	-	
<b>Total Available</b>	<b>\$2,768.77</b>	

### Reinvestment Proceeds Available next Month (04/01/2025 - 04/30/2025)

		Cumulative (03/12/2025 - 04/30/2025)
Coupon Payments	\$6,759.95	\$9,528.72
Projected Principal Paydowns	-	-
Maturing Proceeds	-	-
Called Bond Proceeds	-	-
<b>Total Available</b>	<b>\$6,759.95</b>	<b>\$9,528.72</b>

### Reinvestment Proceeds Available next Month (05/01/2025 - 05/31/2025)

		Cumulative (03/12/2025 - 05/31/2025)
Coupon Payments	\$9,319.10	\$18,847.82
Projected Principal Paydowns	-	-
Maturing Proceeds	-	-
Called Bond Proceeds	-	-
<b>Total Available</b>	<b>\$9,319.10</b>	<b>\$18,847.82</b>

*Includes all tax lot holdings with recognized CUSIP. This report is a summary of the Cash Flow available for reinvestment by time period based upon holder settlement dates. More detail is available in the "Cash Flow by Payment Date" report and the "Cash Flow by Position" report. The cash flows displayed are only estimates. Your actual interest and principal payments may be higher or lower than these estimates. Projected Principal Paydowns for CMOs are produced by applying current pool speeds which are updated weekly. Assuming similar market conditions going forward, Projected Principal Paydowns for Pass-Thru securities are produced by calculating and applying concurrent historical speeds to future paydown schedules.*

Please see final page of this report for full disclosures.

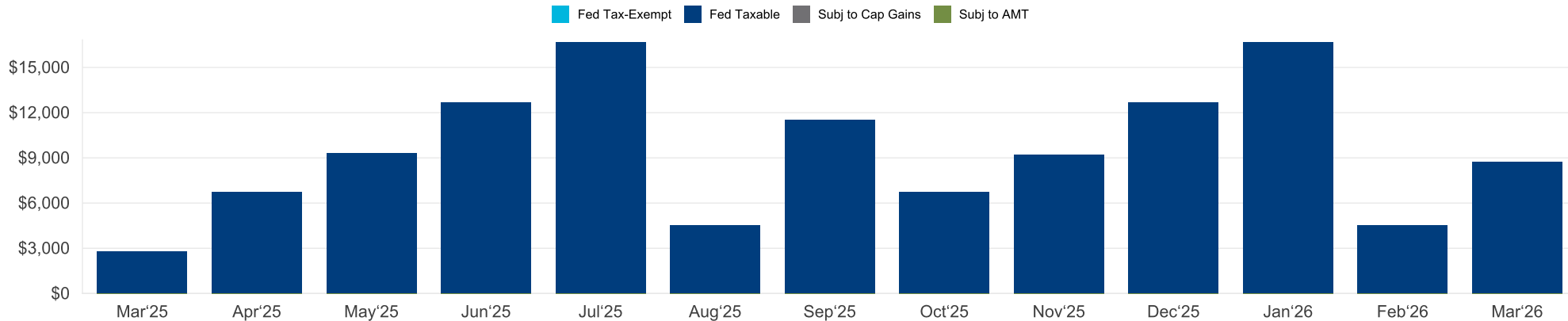


### Coupon Cash Flow by Asset Class / Type

Time Period: 03/12/2025 - 03/11/2026

	Mar'25	Apr'25	May'25	Jun'25	Jul'25	Aug'25	Sep'25	Oct'25	Nov'25	Dec'25	Jan'26	Feb'26	Mar'26	Total	%Tot
Agency	\$2,320	-	\$1,325	-	\$950	\$1,250	\$5,301	-	\$1,325	-	\$950	\$1,250	\$2,981	\$17,652	14.4%
Agency Pass-Thru	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Asset-Backed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CD	\$449	-	-	\$459	-	-	\$459	-	-	\$454	-	-	-	\$1,820	1.5%
CMO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corporate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Muni: Fed Tax	-	\$6,760	\$7,994	\$12,225	\$15,719	\$3,287	\$5,778	\$6,760	\$7,896	\$12,225	\$15,719	\$3,287	\$5,778	\$103,427	84.2%
Muni: Tax-Exempt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Muni: Subj AMT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pfd: Fed Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pfd: Tax-Exempt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pfd: Cap Gains	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Treasury	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$2,769</b>	<b>\$6,760</b>	<b>\$9,319</b>	<b>\$12,683</b>	<b>\$16,669</b>	<b>\$4,537</b>	<b>\$11,538</b>	<b>\$6,760</b>	<b>\$9,221</b>	<b>\$12,678</b>	<b>\$16,669</b>	<b>\$4,537</b>	<b>\$8,759</b>	<b>\$122,900</b>	<b>100.0%</b>
Fed Tax-Exempt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fed Taxable	\$2,769	\$6,760	\$9,319	\$12,683	\$16,669	\$4,537	\$11,538	\$6,760	\$9,221	\$12,678	\$16,669	\$4,537	\$8,759	\$122,900	100.0%
Subj to Cap Gains	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subj to AMT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

### Coupon Cash Flow



Includes all tax holdings with recognized CUSIP, quantity, market price and full analytical calculations on reporting date. Includes coupon cash flows for the next 12 months, from 03/12/2025 to 03/11/2026. Totals are the sum of rounded displayed values. The cash flows displayed are only estimates. Your actual interest and principal payments may be higher or lower than these estimates. Projected Principal Paydowns for CMOs are produced by applying current pool speeds which are updated weekly. Assuming similar market conditions going forward, Projected Principal Paydowns for Pass-Thru securities are produced by calculating and applying concurrent historical speeds to future paydown schedules.

Please see final page of this report for full disclosures.

### Total Cash Flow By Position

Time Period: 03/12/2025 - 03/11/2026

CUSIP	Asset	Curr Face	Issue Description	Coupon	Maturity	Payment Date	Coupon	Fed Tax	Subj Cap Gains	Subj AMT	Principal	Cumulative Total
05610LND2	CD	40	BMO BK NATL ASSN CHICAGO ILL	4.550%	09/12/2034	03/12/2025	\$448.77	Y	N	N	-	\$448.77
3133EP6S9	Agy	80	FEDERAL FARM CR BKS	5.800%	03/27/2034	03/27/2025	\$2,320.00	Y	N	N	-	\$2,768.77
46613PXS0	Muni	50	JEA FLA WTR & SWR SYS REV	6.210%	10/01/2033	04/01/2025	\$1,552.50	Y	N	N	-	\$4,321.27
511662AT5	Muni	40	LAKELAND FLA CAP IMPT REV	5.929%	10/01/2030	04/01/2025	\$1,185.80	Y	N	N	-	\$5,507.07
641279VU5	Muni	45	NEVADA HSG DIV SINGLE FAMILY	5.654%	04/01/2033	04/01/2025	\$1,272.15	Y	N	N	-	\$6,779.22
649670KQ8	Muni	45	NEW YORK N Y CITY EDL CONSTR	6.000%	04/01/2035	04/01/2025	\$1,350.00	Y	N	N	-	\$8,129.22
815626GQ3	Muni	45	SEDGWICK CNTY KANS UNI SCH	6.220%	10/01/2028	04/01/2025	\$1,399.50	Y	N	N	-	\$9,528.72
19648GPY2	Muni	50	COLORADO HSG & FIN AUTH	4.692%	05/01/2034	05/01/2025	\$1,270.75	Y	N	N	-	\$10,799.47
196480T49	Muni	30	COLORADO HSG & FIN AUTH	5.839%	11/01/2034	05/01/2025	\$875.85	Y	N	N	-	\$11,675.32
6055805X3	Muni	40	MISSISSIPPI ST	5.245%	11/01/2034	05/01/2025	\$1,049.00	Y	N	N	-	\$12,724.32
31359MGK3	Agy	40	FEDERAL NATL MTG ASSN	6.625%	11/15/2030	05/15/2025	\$1,325.00	Y	N	N	-	\$14,049.32
913366EQ9	Muni	150	UNIV CALIF REGTS MED CTR	6.398%	05/15/2031	05/15/2025	\$4,798.50	Y	N	N	-	\$18,847.82
462590NZ9	Muni	55	IOWA STUDENT LN LIQUIDITY	5.343%	12/01/2034	06/01/2025	\$1,469.33	Y	N	N	-	\$20,317.14
49127K CJ7	Muni	45	KENTUCKY ECONOMIC DEV FIN	4.191%	12/01/2032	06/01/2025	\$942.98	Y	N	N	-	\$21,260.12
49474E3U5	Muni	50	KING CNTY WASH	6.047%	12/01/2030	06/01/2025	\$1,511.75	Y	N	N	-	\$22,771.87
57587GA88	Muni	35	MASSACHUSETTS ST HSG FIN	6.428%	12/01/2033	06/01/2025	\$1,124.90	Y	N	N	-	\$23,896.77
57587GP41	Muni	50	MASSACHUSETTS ST HSG FIN	4.907%	06/01/2036	06/01/2025	\$1,226.75	Y	N	N	-	\$25,123.52
696543QG5	Muni	20	PALM BEACH CNTY FLA PUB IMPT	4.498%	12/01/2035	06/01/2025	\$449.80	Y	N	N	-	\$25,573.32
717883NM0	Muni	115	PHILADELPHIA PA SCH DIST	6.615%	06/01/2030	06/01/2025	\$3,803.62	Y	N	N	-	\$29,376.94
05610LND2	CD	40	BMO BK NATL ASSN CHICAGO ILL	4.550%	09/12/2034	06/12/2025	\$458.74	Y	N	N	-	\$29,835.68
810827A70	Muni	60	SCRANTON PA SCH DIST	5.652%	06/15/2034	06/15/2025	\$1,695.60	Y	N	N	-	\$31,531.28
341271AH7	Muni	175	FLORIDA ST BRD ADMIN FIN	5.526%	07/01/2034	07/01/2025	\$4,835.25	Y	N	N	-	\$36,366.53
45129YU79	Muni	35	IDAHO HSG & FIN ASSN SINGLE	5.122%	07/01/2032	07/01/2025	\$896.35	Y	N	N	-	\$37,262.88
4624677L9	Muni	45	IOWA FIN AUTH SINGLE FAMILY	5.845%	01/01/2033	07/01/2025	\$1,315.12	Y	N	N	-	\$38,578.01
499526BL4	Muni	75	KNOX CNTY TENN HEALTH EDL &	6.125%	07/01/2031	07/01/2025	\$2,296.88	Y	N	N	-	\$40,874.88
57563RTW9	Muni	40	MASSACHUSETTS EDL FING	6.069%	07/01/2033	07/01/2025	\$1,213.80	Y	N	N	-	\$42,088.68
60416UED3	Muni	40	MINNESOTA ST HSG FIN AGY	5.150%	07/01/2032	07/01/2025	\$1,030.00	Y	N	N	-	\$43,118.68
60416TYV4	Muni	50	MINNESOTA ST HSG FIN AGY	5.859%	07/01/2033	07/01/2025	\$1,464.75	Y	N	N	-	\$44,583.43

For preferred securities, # of shares is displayed instead of current face value, which is represented in thousands (000).

Includes all recognized CUSIPs. Includes coupon cash flows for the next 1 year, based on tax holding settlement date, from 03/12/2025 to 03/11/2026.

The cash flows displayed are only estimates. Your actual interest and principal payments may be higher or lower than these estimates.

Projected Principal Paydowns for CMOs are produced by applying current pool speeds which are updated weekly.

Assuming similar market conditions going forward, Projected Principal Paydowns for Pass-Thru securities are produced by calculating and applying concurrent historical speeds to future paydown schedules.

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### Total Cash Flow By Position

Time Period: 03/12/2025 - 03/11/2026

CUSIP	Asset	Curr Face	Issue Description	Coupon	Maturity	Payment Date	Coupon	Fed Tax	Subj Cap Gains	Subj AMT	Principal	Cumulative Total
917437MY8	Muni	50	UTAH HSG CORP SINGLE FAMILY	5.404%	01/01/2036	07/01/2025	\$1,351.00	Y	N	N	-	\$45,934.43
917437FF7	Muni	45	UTAH HSG CORP SINGLE FAMILY	5.847%	07/01/2032	07/01/2025	\$1,315.58	Y	N	N	-	\$47,250.01
3130AYQP4	Agy	40	FEDERAL HOME LOAN BANKS	4.750%	01/30/2031	07/30/2025	\$950.00	Y	N	N	-	\$48,200.01
837545GH9	Muni	50	SOUTH DAKOTA CONSERVANCY	5.646%	08/01/2030	08/01/2025	\$1,411.50	Y	N	N	-	\$49,611.51
914460FU9	Muni	25	UNIVERSITY MINN	5.018%	08/01/2035	08/01/2025	\$627.25	Y	N	N	-	\$50,238.76
91754RQD2	Muni	40	UTAH ST BRD HIGHER ED REV	6.241%	08/01/2030	08/01/2025	\$1,248.20	Y	N	N	-	\$51,486.96
3130AYWZ5	Agy	50	FEDERAL HOME LOAN BANK	5.000%	02/13/2034	08/13/2025	\$1,250.00	Y	N	N	-	\$52,736.96
350805AN7	Muni	25	FOUNTAIN VY CALIF PENSION	4.375%	09/01/2035	09/01/2025	\$546.88	Y	N	N	-	\$53,283.83
57419UKY3	Muni	85	MARYLAND ST CMNTY DEV	5.064%	03/01/2033	09/01/2025	\$2,152.20	Y	N	N	-	\$55,436.03
63968MY52	Muni	45	NEBRASKA INVT FIN AUTH	6.398%	09/01/2033	09/01/2025	\$1,439.55	Y	N	N	-	\$56,875.58
88275FZQ5	Muni	40	TEXAS ST DEPT OF HSG & CMNTY	5.465%	03/01/2032	09/01/2025	\$1,093.00	Y	N	N	-	\$57,968.58
88275FZP7	Muni	20	TEXAS ST DEPT OF HSG & CMNTY	5.465%	09/01/2031	09/01/2025	\$546.50	Y	N	N	-	\$58,515.08
3130B2NR2	Agy	90	FEDERAL HOME LOAN BANKS	4.250%	09/07/2034	09/07/2025	\$1,912.50	Y	N	N	-	\$60,427.58
3130B0X87	Agy	45	FEDERAL HOME LOAN BANKS	4.750%	03/10/2034	09/10/2025	\$1,068.75	Y	N	N	-	\$61,496.33
05610LND2	CD	40	BMO BK NATL ASSN CHICAGO ILL	4.550%	09/12/2034	09/12/2025	\$458.74	Y	N	N	-	\$61,955.07
3133EP6S9	Agy	80	FEDERAL FARM CR BKS	5.800%	03/27/2034	09/27/2025	\$2,320.00	Y	N	N	-	\$64,275.07
46613PXS0	Muni	50	JEA FLA WTR & SWR SYS REV	6.210%	10/01/2033	10/01/2025	\$1,552.50	Y	N	N	-	\$65,827.57
511662AT5	Muni	40	LAKELAND FLA CAP IMPT REV	5.929%	10/01/2030	10/01/2025	\$1,185.80	Y	N	N	-	\$67,013.37
641279VU5	Muni	45	NEVADA HSG DIV SINGLE FAMILY	5.654%	04/01/2033	10/01/2025	\$1,272.15	Y	N	N	-	\$68,285.52
649670KQ8	Muni	45	NEW YORK N Y CITY EDL CONSTR	6.000%	04/01/2035	10/01/2025	\$1,350.00	Y	N	N	-	\$69,635.52
815626GQ3	Muni	45	SEDGWICK CNTY KANS UNI SCH	6.220%	10/01/2028	10/01/2025	\$1,399.50	Y	N	N	-	\$71,035.02
196480T49	Muni	30	COLORADO HSG & FIN AUTH	5.839%	11/01/2034	11/01/2025	\$875.85	Y	N	N	-	\$71,910.87
19648GPY2	Muni	50	COLORADO HSG & FIN AUTH	4.692%	05/01/2034	11/01/2025	\$1,173.00	Y	N	N	-	\$73,083.87
6055805X3	Muni	40	MISSISSIPPI ST	5.245%	11/01/2034	11/01/2025	\$1,049.00	Y	N	N	-	\$74,132.87
31359MGK3	Agy	40	FEDERAL NATL MTG ASSN	6.625%	11/15/2030	11/15/2025	\$1,325.00	Y	N	N	-	\$75,457.87
913366EQ9	Muni	150	UNIV CALIF REGTS MED CTR	6.398%	05/15/2031	11/15/2025	\$4,798.50	Y	N	N	-	\$80,256.37
462590NZ9	Muni	55	IOWA STUDENT LN LIQUIDITY	5.343%	12/01/2034	12/01/2025	\$1,469.33	Y	N	N	-	\$81,725.70
49127KCJ7	Muni	45	KENTUCKY ECONOMIC DEV FIN	4.191%	12/01/2032	12/01/2025	\$942.98	Y	N	N	-	\$82,668.67

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Includes all recognized CUSIPs. Includes coupon cash flows for the next 1 year, based on tax holding settlement date, from 03/12/2025 to 03/11/2026.

The cash flows displayed are only estimates. Your actual interest and principal payments may be higher or lower than these estimates.

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### Total Cash Flow By Position

Time Period: 03/12/2025 - 03/11/2026

CUSIP	Asset	Curr Face	Issue Description	Coupon	Maturity	Payment Date	Coupon	Fed Tax	Subj Cap Gains	Subj AMT	Principal	Cumulative Total
49474E3U5	Muni	50	KING CNTY WASH	6.047%	12/01/2030	12/01/2025	\$1,511.75	Y	N	N	-	\$84,180.42
57587GA88	Muni	35	MASSACHUSETTS ST HSG FIN	6.428%	12/01/2033	12/01/2025	\$1,124.90	Y	N	N	-	\$85,305.32
57587GP41	Muni	50	MASSACHUSETTS ST HSG FIN	4.907%	06/01/2036	12/01/2025	\$1,226.75	Y	N	N	-	\$86,532.07
696543QG5	Muni	20	PALM BEACH CNTY FLA PUB IMPT	4.498%	12/01/2035	12/01/2025	\$449.80	Y	N	N	-	\$86,981.87
717883NM0	Muni	115	PHILADELPHIA PA SCH DIST	6.615%	06/01/2030	12/01/2025	\$3,803.62	Y	N	N	-	\$90,785.50
05610LND2	CD	40	BMO BK NATL ASSN CHICAGO ILL	4.550%	09/12/2034	12/12/2025	\$453.75	Y	N	N	-	\$91,239.25
810827A70	Muni	60	SCRANTON PA SCH DIST	5.652%	06/15/2034	12/15/2025	\$1,695.60	Y	N	N	-	\$92,934.85
341271AH7	Muni	175	FLORIDA ST BRD ADMIN FIN	5.526%	07/01/2034	01/01/2026	\$4,835.25	Y	N	N	-	\$97,770.10
45129YU79	Muni	35	IDAHO HSG & FIN ASSN SINGLE	5.122%	07/01/2032	01/01/2026	\$896.35	Y	N	N	-	\$98,666.45
4624677L9	Muni	45	IOWA FIN AUTH SINGLE FAMILY	5.845%	01/01/2033	01/01/2026	\$1,315.12	Y	N	N	-	\$99,981.58
499526BL4	Muni	75	KNOX CNTY TENN HEALTH EDL &	6.125%	07/01/2031	01/01/2026	\$2,296.88	Y	N	N	-	\$102,278.45
57563RTW9	Muni	40	MASSACHUSETTS EDL FING	6.069%	07/01/2033	01/01/2026	\$1,213.80	Y	N	N	-	\$103,492.25
60416UED3	Muni	40	MINNESOTA ST HSG FIN AGY	5.150%	07/01/2032	01/01/2026	\$1,030.00	Y	N	N	-	\$104,522.25
60416TYV4	Muni	50	MINNESOTA ST HSG FIN AGY	5.859%	07/01/2033	01/01/2026	\$1,464.75	Y	N	N	-	\$105,987.00
917437MY8	Muni	50	UTAH HSG CORP SINGLE FAMILY	5.404%	01/01/2036	01/01/2026	\$1,351.00	Y	N	N	-	\$107,338.00
917437FF7	Muni	45	UTAH HSG CORP SINGLE FAMILY	5.847%	07/01/2032	01/01/2026	\$1,315.58	Y	N	N	-	\$108,653.58
3130AYQP4	Agy	40	FEDERAL HOME LOAN BANKS	4.750%	01/30/2031	01/30/2026	\$950.00	Y	N	N	-	\$109,603.58
837545GH9	Muni	50	SOUTH DAKOTA CONSERVANCY	5.646%	08/01/2030	02/01/2026	\$1,411.50	Y	N	N	-	\$111,015.08
914460FU9	Muni	25	UNIVERSITY MINN	5.018%	08/01/2035	02/01/2026	\$627.25	Y	N	N	-	\$111,642.32
91754RQD2	Muni	40	UTAH ST BRD HIGHER ED REV	6.241%	08/01/2030	02/01/2026	\$1,248.20	Y	N	N	-	\$112,890.52
3130AYWZ5	Agy	50	FEDERAL HOME LOAN BANK	5.000%	02/13/2034	02/13/2026	\$1,250.00	Y	N	N	-	\$114,140.52
350805AN7	Muni	25	FOUNTAIN VY CALIF PENSION	4.375%	09/01/2035	03/01/2026	\$546.88	Y	N	N	-	\$114,687.40
57419UKY3	Muni	85	MARYLAND ST CMNTY DEV	5.064%	03/01/2033	03/01/2026	\$2,152.20	Y	N	N	-	\$116,839.60
63968MY52	Muni	45	NEBRASKA INVT FIN AUTH	6.398%	09/01/2033	03/01/2026	\$1,439.55	Y	N	N	-	\$118,279.15
88275FZQ5	Muni	40	TEXAS ST DEPT OF HSG & CMNTY	5.465%	03/01/2032	03/01/2026	\$1,093.00	Y	N	N	-	\$119,372.15
88275FZP7	Muni	20	TEXAS ST DEPT OF HSG & CMNTY	5.465%	09/01/2031	03/01/2026	\$546.50	Y	N	N	-	\$119,918.65
3130B2NR2	Agy	90	FEDERAL HOME LOAN BANKS	4.250%	09/07/2034	03/07/2026	\$1,912.50	Y	N	N	-	\$121,831.15
3130B0X87	Agy	45	FEDERAL HOME LOAN BANKS	4.750%	03/10/2034	03/10/2026	\$1,068.75	Y	N	N	-	\$122,899.90

For preferred securities, # of shares is displayed instead of current face value, which is represented in thousands (000).

Includes all recognized CUSIPs. Includes coupon cash flows for the next 1 year, based on tax holding settlement date, from 03/12/2025 to 03/11/2026.

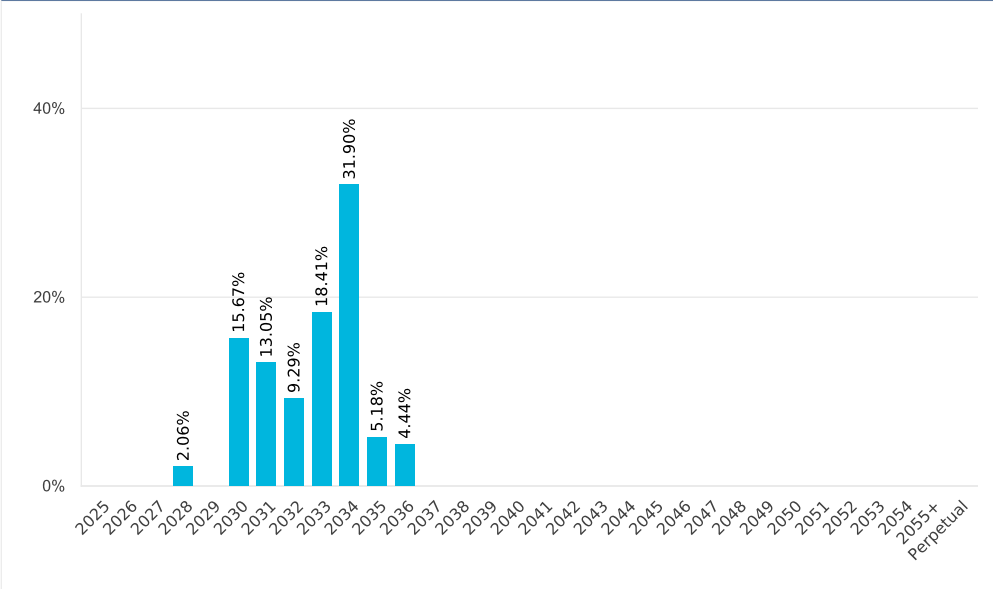
The cash flows displayed are only estimates. Your actual interest and principal payments may be higher or lower than these estimates.

Projected Principal Paydowns for CMOs are produced by applying current pool speeds which are updated weekly.

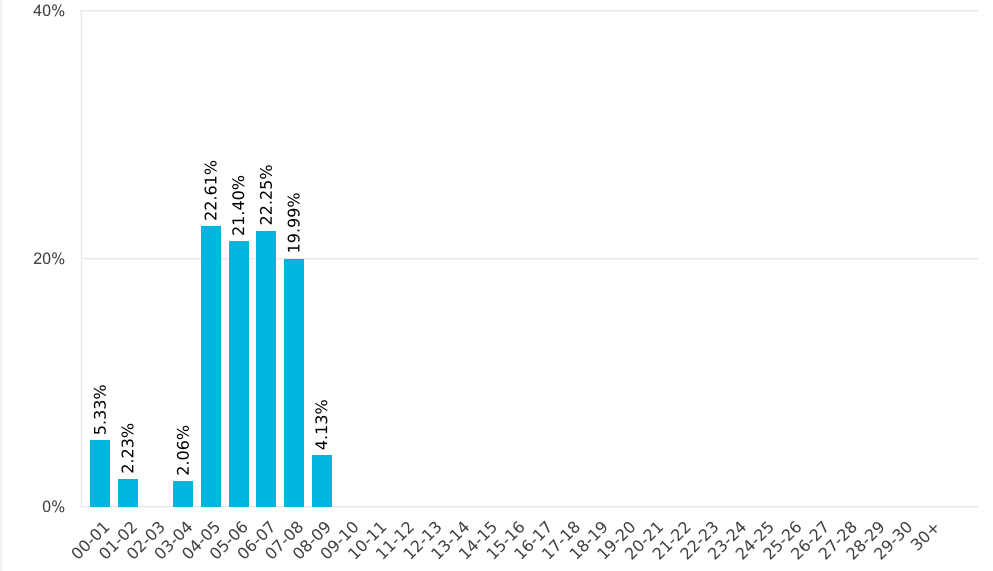
Assuming similar market conditions going forward, Projected Principal Paydowns for Pass-Thru securities are produced by calculating and applying concurrent historical speeds to future paydown schedules.

Please see final page of this report for full disclosures.

## Maturity



## Duration



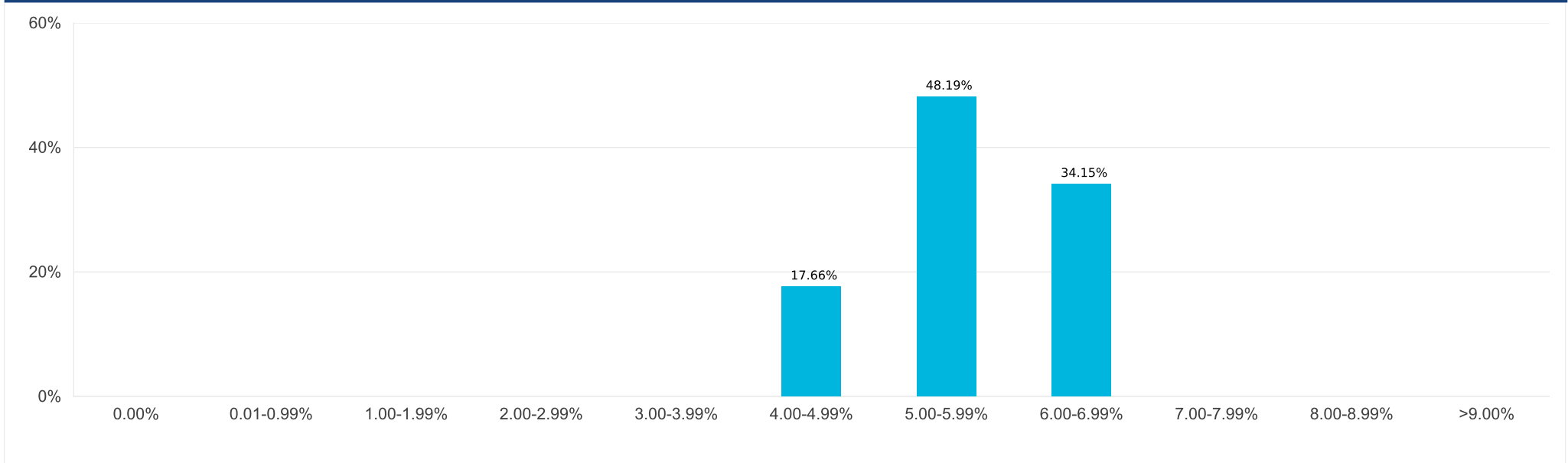
Displays represent % of market principal for all tax lot holdings with a recognized CUSIP, quantity, current market price and full analytical calculations. Average life used for principal paydowns, and perpetual securities are assigned a 40 year maturity. Duration figure represents modified duration to worst.

## Exposure Detail

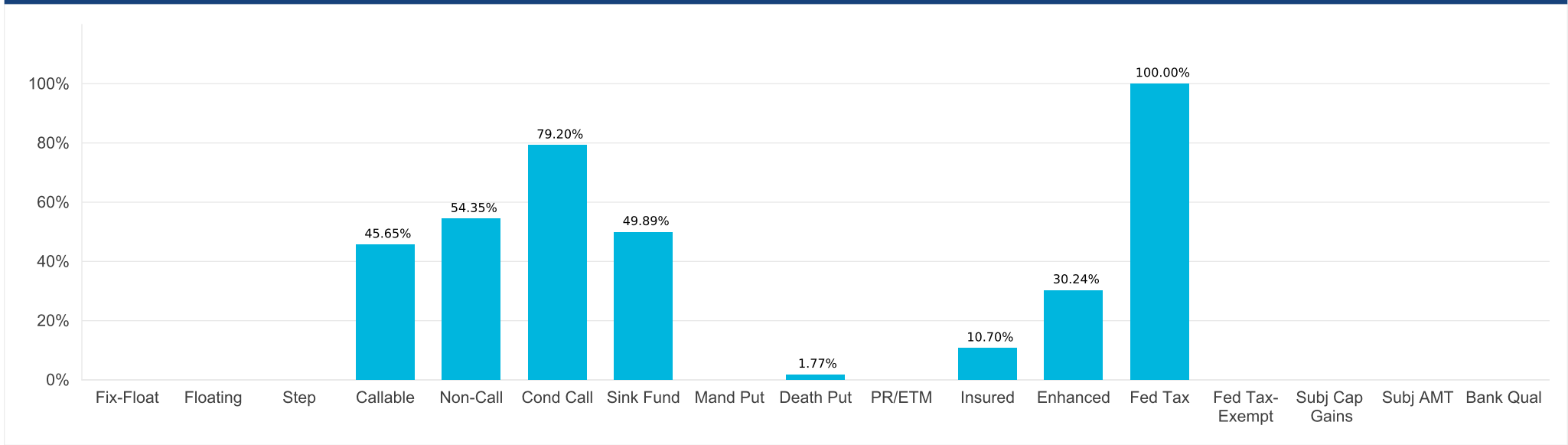
Year	Maturity Average Maturity 7.9 yrs				Duration to Worst Average Duration 5.6				
	Curr Face	%	Mkt Principal	%	Range	Curr Face	%	Mkt Principal	%
2025					00-01	\$120,000	5.47%	\$120,112	5.33%
2026					01-02	\$50,000	2.28%	\$50,136	2.23%
2027					02-03				
2028	\$45,000	2.05%	\$46,478	2.06%	03-04	\$45,000	2.05%	\$46,478	2.06%
2029					04-05	\$485,000	22.10%	\$509,245	22.61%
2030	\$335,000	15.26%	\$352,838	15.67%	05-06	\$460,000	20.96%	\$481,882	21.40%
2031	\$285,000	12.98%	\$293,891	13.05%	06-07	\$490,000	22.32%	\$501,027	22.25%
2032	\$205,000	9.34%	\$209,188	9.29%	07-08	\$450,000	20.50%	\$450,266	19.99%
2033	\$395,000	18.00%	\$414,567	18.41%	08-09	\$95,000	4.33%	\$92,927	4.13%
2034	\$715,000	32.57%	\$718,411	31.90%	09-10				
2035	\$115,000	5.24%	\$116,747	5.18%	10-11				
2036	\$100,000	4.56%	\$99,951	4.44%	11-12				
2037					12-13				
2038					13-14				
2039					14-15				
2040					15-16				
2041					16-17				
2042					17-18				
2043					18-19				
2044					19-20				
2045					20-21				
2046					21-22				
2047					22-23				
2048					23-24				
2049					24-25				
2050					25-26				
2051					26-27				
2052					27-28				
2053					28-29				
2054					29-30				
2055+					30+				
Perpetual									

Please see final page of this report for full disclosures.

### Coupon Rates



### Security Attributes



Displays represent % of market principal for all tax lot holdings with a recognized CUSIP, quantity, and market price on reporting date.

Please see final page of this report for full disclosures.

Term	Definition
<b>% Fixed Income Account</b>	Percentage that the Tax Lot represents of either the Total Par or Market Value of the Account.
<b>% Principal (G/L)</b>	Percentage that Gain/(Loss) is of Current Market Principal Value.
<b>Accrued Interest</b>	Total Accrued Interest of Tax Lots with a current Market Price and full analytical calculations assuming regular way Settlement for each asset class from the as-of report Date.
<b>Acquisition Cost - Total</b>	The sum of each Tax Lot's Principal Cost, for all Tax Lots with an Acquisition Price.
<b>Acquisition Price</b>	The Price at which each Tax Lot was Purchased on the Original Trade Date.
<b>Acquisition Price - Average</b>	Original Principal Cost-weighted Acquisition Price, for all Tax Lots with an Acquisition Price available.
<b>Acquisition Settlement Date</b>	The Settlement Date when each Tax Lot was Purchased. Used for Acquisition calculations.
<b>Acquisition Trade Date</b>	The Date when each Tax Lot was Purchased. Used for Long/Short-term Gain/(Loss) determination and calculation of Settlement Date if not provided (greater of regular way or Dated Date).
<b>Acquisition Yield To Worst</b>	Purchase Yield to Worst on Acquisition Settlement Date, for each Tax Lot with an Acquisition Price and Acquisition Date. Used for daily calculation of Adjusted Cost (book) Price values.
<b>Actual Coupon Cash Flow</b>	Total Coupon payments over the next 12 months, for all recognized Tax Lots where Cash Flow data is available.
<b>Adjusted Cost</b>	Adjusted Cost (book) Price at current Market Settlement Date, for each Tax Lot. Uses the Constant Yield Methodology, determined by the IRS.
<b>Adjusted Cost - Total</b>	The sum of each Tax Lot's Adjusted Principal Cost on current Market Settlement Date, for all Tax Lots with an Acquisition Price.
<b>Adjusted Price</b>	Current Face Value-weighted average Adjusted (book) Price, for Tax Lots with an Acquisition Price, Acquisition Date, current Market Price, and full analytical calculations.
<b>Adjusted Principal Cost</b>	Total Adjusted Principal (book) Cost on report Date, for Tax Lots with an Acquisition Price, Acquisition Date, current Market Price, and full analytical calculations.
<b>After-Tax Yield</b>	After-Tax Yield (to Worst, to Call, to Maturity) for each Tax Lot with a current Market Price and full analytical calculations. Assumes Fed Inc/Cap Gain rates of 37% / 20.0% or Account-specific rates and residency settings.
<b>After-Tax Yield - Average</b>	Average Market Principal-weighted After-Tax Yield (to Worst, to Call, to Maturity) for all Tax Lots with a current Market Price and full analytical calculations. Cognizant of the Account-specific State of Residence and Tax Rates.
<b>Asset Held</b>	Indicates if the Tax Lot is Held-Internally, or Held-Away (Externally) to the Account.
<b>Benchmark</b>	Descriptor for the Benchmark Scale name and data point used in the spread calculation.
<b>Call</b>	The next Date and Price where the Issuer has the option to return Principal prior to Maturity.
<b>Cash &amp; Equivalents Balance</b>	Aggregated \$ value of Cash and Assets which are deemed to be Cash equivalents.
<b>Convexity</b>	The rate at which Duration changes in response to interest rate changes. A positive value indicates Prices will rise more rapidly in a Bull Market (Yields down) and fall more slowly in a Bear Market (Yields up). The opposite is true for negatively Convexed bonds. Non-Callable bonds have positive Convexity. Typically bonds with shorter Calls have negative Convexity.
<b>Convexity - Average</b>	Market Principal-weighted Average Convexity, for all Tax Lots with a current Market Price and full analytical calculations.
<b>Corporate Debt Ranking</b>	The Ranking of the security in the company's Debt/Capital Structure. Examples: Senior Unsecured, Subordinated, Junior, etc.
<b>Corporate Sector</b>	Industrial classification of Corporate Bond Issuers by line of business.
<b>Coupon</b>	The rate at which when applied to the Par Value will determine the annualized Cash Flow paid to the investor.
<b>Coupon - Average</b>	Average Coupon Rate-weighted by Current Face Value (Market Value-weighted optional), for all Tax Lots with current Market Prices and full analytical calculations.
<b>CUSIP</b>	An industry-standard, unique, nine character alpha-numeric identifier for registered securities.
<b>Current Face Value</b>	The Original Face Value multiplied by the Factor on the as-of report Date, for each Tax Lot with a current Market Price and full analytical calculations.
<b>Current Face Value - Total</b>	The sum of each Tax Lot's Original Face Value multiplied by the Factor on the as-of report Date, for all Tax Lots with a current Market Price and full analytical calculations.
<b>Current Market Price</b>	Current Face Value-weighted average Current Market Price, for Tax Lots with an Acquisition Price, Acquisition Date, current Market Price, and full analytical calculations.
<b>Current Market Principal</b>	Total Principal Value at current Market Prices on report Date, for Tax Lots with an Acquisition Price, current Market Price, and full analytical calculations.
<b>Current Yield</b>	Annual Income divided by the Current Price. Represents the return the bondholder would receive if purchasing the bond today and holding it for one year.
<b>De Minimis Delta Price</b>	The difference between the current Market Price and the De Minimis Threshold Price, reflecting the Price change necessary for a new owner to be subject to a different tax treatment.
<b>De Minimis Delta Yield</b>	The difference between the current Market Yield To Worst and the De Minimis threshold Yield To Worst, reflecting the Yield To Worst change necessary for a new owner to be subject to a different tax treatment.
<b>De Minimis Price</b>	The De Minimis threshold Price. Purchasing a bond at a Price above the Threshold will result in favorable tax treatment if held to maturity.
<b>De Minimis Rule</b>	The De Minimis rule states that Capital Gains Tax must be paid on a bond Purchased at a discount of the Face Value in excess of a quarter point per year between the time of Acquisition and Maturity. If the Acquisition Price is above the De Minimis Threshold, then the bondholder will be entitled to preferential Tax treatment on the Appreciation to Par ( ^ De Minimis Threshold). If the Acquisition Price is below/equal to the De Minimis Threshold, then all Appreciation to Par is subject to ordinary tax rates ( v De Minimis Threshold). The tax treatment to existing client holdings is determined by the Acquisition Price and will not change during the life of the bond if held to Maturity. However, as Market Prices change, the different tax treatment to a new owner may materially impact the Market Price and/or Marketability of the bond if a sale is anticipated. De Minimis Status Indicator if each bond is above or below/equal to the De Minimis Threshold at the current Market Price. Purchasing a bond above the threshold results in favorable tax treatment if held to maturity.
<b>De Minimis Status</b>	Indicator if each bond is above or below/equal to the De Minimis Threshold at the current Market Price. Purchasing a bond above the threshold results in favorable tax treatment if held to maturity.
<b>De Minimis Yield</b>	The De Minimis threshold Yield. Purchasing a bond at a Yield below the Threshold will result in favorable tax treatment if held to maturity.
<b>Equity Value - Total</b>	Aggregated \$ value for all Equity holdings.
<b>Estimated Gain/(Loss)</b>	Difference between Current Market Principal and Adjusted Principal (book) Cost, for Tax Lots with an Acquisition Price, Acquisition Date, current Market Price, and full analytical calculations.
<b>Face Value at Acquisition</b>	Current Face Value (applying factors as-of Acquisition Date), for Tax Lots with an Acquisition Price, Acquisition Date, current Market Price, and full analytical calculations.
<b>Face Value at Acquisition - Total</b>	The sum of each Tax Lot's Current Face Value (applying factors as-of each Tax Lot Acquisition Date), for all Tax Lots with an Acquisition Price, Acquisition Date, current Market Price, and full analytical calculations.
<b>Fixed Income Fund Balance</b>	Aggregated \$ value for all Fixed Income Mutual and ETF fund balances.
<b>Gain/(Loss)</b>	Unrealized Gain/(Loss), of each Tax Lot with: 1) current Market Prices and full analytical calculations, and 2) Acquisition Date and Price with full analytical and Adjusted Cost (book) Price calculations.
<b>Gain/(Loss) - Total</b>	The sum of each Tax Lot's unrealized Gain/(Loss), for all Tax Lots with: 1) current Market Prices and full analytical calculations, and 2) Acquisition Date and Price with full analytical and Adjusted Cost (book) Price calculations.

<b>Generic Annual Cpn Cash Flow</b>	Represents a generic year of coupon income not considering long/short First Coupons, Acquisition Date, Maturity Date, Payment Delay, nor Ex-Dividend Dates. This figure is simply Par Value multiplied by the Coupon Rate.
<b>Issue Description</b>	A brief description of the Issuing entity.
<b>Market Price</b>	The current day's Evaluated Price of a security provided by third party data sources.
<b>Market Price - Average</b>	Average current Market Price, weighted by Par Value (Market Value-weighted optional), for all Tax Lots with current Market Prices and full analytical calculations.
<b>Market Principal Value</b>	Total Market Principal Value, for each Tax Lot with a current Market Price and full analytical calculations.
<b>Market Value</b>	Principal Value of each Tax Lot at current Market Price on current Market Settlement Date.
<b>Market Value - Total</b>	The sum of each Tax Lot's Principal Value and Accrued Interest, at current Market Price on current Market Settlement Date, for all Tax Lots with a current Market Price.
<b>Maturity</b>	The original Date when Principal is scheduled to be returned. May be Adjusted for Pre-refunded and Mandatory Put bonds. Certain securities may reflect Average Life based upon Principal Pay-Down assumptions.
<b>Maturity - Average</b>	Average Maturity Date, weighted by Market Value (Par Value-weighted optional), for all Tax Lots with current Market Prices and full analytical calculations.
<b>Modified Duration</b>	An indicator of the bond's sensitivity to interest rate changes at the current Market Price. Represents the percentage change in Price or a one percent (100bp) change in Yield.
<b>Modified Duration - Average</b>	Average Modified Duration, weighted by Market Value (Par Value-weighted optional), for all Tax Lots with current Market Prices and full analytical calculations.
<b>Moody Rating - Average</b>	Market Principal-weighted average official Moody Rating, for all Tax Lots with a current Market Price and full analytical calculations. US Treasury, Agency, CD, and Municipal Pre-Refunded/Escrowed-To-Maturity are assumed to have a rating of AAA. NR/UR not included in average rating.
<b>Moody's/S&amp;P</b>	Official credit rating of the issuer provided by Moody's (Mdy) and/or Standard & Poor's (S&P) rating services.
<b>Muni Enhancement</b>	Any further credit enhancement for a Municipal Bond Issuer. May include participation in state programs, collateral pledged, LOC, etc.
<b>Muni Insurance</b>	Indicator if the timely payment of Principal and Interest are Insured by a third party Insurer.
<b>Muni Purpose</b>	General project industry type indicating Use of Proceeds of debt sale. Examples include education, healthcare, housing, etc.
<b>Muni Refund</b>	Indicator if the bond is Pre-Refunded or Escrowed-to-Maturity. Applies to Municipal bonds.
<b>Muni Type</b>	High level source of payment by Issuer. General Obligation, Revenue or Tobacco.
<b>OA Effective Duration</b>	Option Adjusted Effective Duration.
<b>OA Effective Duration - Average</b>	Average Option Adjusted Effective Duration, weighted by Market value (Par Value-weighted optional), for all Tax Lots with current Market Prices and full analytical calculations.
<b>Original Acquisition Price</b>	Original Principal cost-weighted Acquisition Price, for each Tax Lot with an Acquisition Price, Acquisition Date, current Market Price, and full analytical calculations.
<b>Original Face Value</b>	Original Face Value of each Tax Lot position with an Acquisition Price, Acquisition Date, current Market Price, and full analytical calculations.
<b>Original Face Value - Total</b>	The sum of each Tax Lot's Original Face Value, for all Tax Lots with an Acquisition Price, Acquisition Date, current Market Price, and full analytical calculations.
<b>Original Principal Cost</b>	Original Principal Cost, for each Tax Lot with an Acquisition Price, current Market Price, and full analytical calculations.
<b>Original Principal Cost - Total</b>	The sum of each Tax Lot's Original Principal Cost, for all Tax Lots with an Acquisition Price, current Market Price, and full analytical calculations.
<b>Portfolio Value - Total</b>	The sum of Total Market Value, Cash, Equity, and Fund balances.
<b>Price to</b>	The "worst" Date to which the bond is Priced at the current Market Price. Examples include Maturity, next Call Date/Price, Avg Life, Pre-Refunded Date, Mandatory Put Date, etc.
<b>Priced Current Face Value</b>	Total Current Face Value (applying factors as-of report Date), for all Tax Lots with a current Market Price.
<b>Priced Market Principal</b>	Total Market Principal Value, for all Tax Lots with a current Market Price.
<b>Priced Orig Face Value</b>	Total Original Face Value, for all Tax Lots with a current Market Price.
<b>Priced Positions</b>	Number of Tax Lots with a current Market Price vs Total Tax Lots.
<b>S&amp;P Rating - Average</b>	Market Principal-weighted average official Standard & Poor's Rating, for all Tax Lots with a current Market Price and full analytical calculations. US Treasury, Agency, CD, and Municipal Pre-Refunded/Escrowed-To-Maturity are assumed to have a rating of AAA. NR/UR not included in average rating.
<b>Spread TM</b>	The difference between YTM and the appropriate benchmark scale Yield, calculated daily and expressed in basis points.
<b>Spread TW</b>	The difference between YTW and the appropriate benchmark scale Yield, calculated daily and expressed in basis points.
<b>State</b>	The State of Issuance from which the Municipal Bond Issuer is located.
<b>Tax-Equivalent Yield</b>	Tax-Equivalent Yield (to Worst, to Call, to Maturity) for each Tax Lot with a current Market Price and full analytical calculations. Assumes Fed Inc/Cap Gain rates of 37% / 20.0% or Account-specific rates and residency settings.
<b>Tax-Equivalent Yield - Average</b>	Average Market Principal-weighted Tax-Equivalent Yield (to Worst, to Call, to Maturity) for all Tax Lots with a current Market Price and full analytical calculations. Cognizant of the Account-specific State of Residence and Tax Rates.
<b>Tax Lots Included</b>	Number of Tax Lots with an Acquisition Price, Acquisition Date, current Market Price, and full analytical vs Tax Lots with an Acquisition Price available.
<b>Underlying</b>	Credit rating of the underlying Municipal Bond Issuer without consideration for Insurance, Credit Enhancements, or other sources of debt service payments.
<b>Yield to Maturity</b>	The Yield based upon the current Market Price, not considering Call Dates.
<b>Yield to Maturity - Average</b>	Average Yield to Maturity, weighted by Market value (Par Value-weighted optional), for all Tax Lots with current Market Prices and full analytical calculations.
<b>Yield to Maturity - Average (Cost)</b>	Face Value at Acquisition-weighted average Yield to Maturity, for each Tax Lot with an Acquisition Price, Acquisition Date, current Market Price, and full analytical calculations.
<b>Yield to Maturity - Average (Market)</b>	Market Principal-weighted average Yield to Maturity, for each Tax Lot with an Acquisition Price, Acquisition Date, current Market Price, and full analytical calculations.
<b>Yield to Worst</b>	The lowest possible Yield based upon the current Market Price, considering Call Dates, Maturity Dates, and principal Pay-Downs.
<b>Yield to Worst - Average</b>	Average Yield to Worst weighted by Market Value (Par Value-weighted optional), for all Tax Lots with current Market Prices and full analytical calculations.
<b>Yield to Worst - Average (Cost)</b>	Face Value at Acquisition-weighted Average Acquisition (book) Yield to Worst, for all Tax Lots with an Acquisition Price, Acquisition Date, current Market Price, and full analytical calculations.
<b>Yield to Worst - Average (Market)</b>	Market Principal-weighted average Yield to Worst, for all Tax Lots with an Acquisition Price, Acquisition Date, current Market Price, and full analytical calculations.



**Additional information available upon request.****Securities identified herein are subject to availability and changes in price/yield.**

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Yield and average life information shown for Collateralized Mortgage Obligations are based on prepayment assumptions that may or may not be met. Changes in payments may significantly affect yield and average life. Contact your Financial Advisor for information on CMOs and how they react to different market conditions.

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## 15.04 ACCESSORY BUILDINGS

- A) Farm buildings are exempt from the requirements of this Subsection and Accessory Residential Dwellings are regulated by Section 23 of this Ordinance.
- B) Residential Uses:
- 1) One of each of the following accessory buildings are allowed in Residential districts R-R, R-1 and R-2:
    - a. Detached private garage not more than 1,120 square feet or the square footage of the dwelling foundation (excluding garage), whichever is greater.
    - b. A storage shed not exceeding one-hundred twenty (120) square feet and is not permanently affixed.
    - c. A pet kennel not exceeding eighty (80) square feet.
    - d. A carport not greater than nine (9) feet by twenty-two (22) feet or one-hundred ninety-eight (198) square feet .
    - e. Free standing gazebo not greater than twelve (12) feet by twelve (12) feet or one-hundred forty-four (144) square feet.
  - 2) On lots less than five (5) acres, no accessory use, building, structure, or equipment shall be allowed within the required front yard. except for an attached garage.
  - 3) On lots five (5) acres or larger, accessory buildings or structures may be in a front yard if it is no closer to the front lot line than the dwelling or principal building of adjoining properties and, in no case, closer than 150 feet from the front lot line.

### Alternate Language:

If the primary dwelling or structure is more than 150 feet from the front lot line, accessory buildings or structures may be in a front yard if it is no closer than 150 feet from the front lot line.

- 4) The area of an accessory building, structure, and/or detached garage for a single-family dwelling shall not exceed twenty-five (25) percent of the required rear yard area.
- 5) Detached buildings for this ordinance include buildings attached by a breezeway or other similar method, with no continuous frost depth foundation and a fully enclosed attachment meeting all the standards of Section 16.07.
- 6) The combined total floor area of a detached accessory building or buildings or detached garages shall not exceed the following maximum area requirements:

Lot Area Maximum	Total Floor Area of All Detached Accessory Structures
up to 1 acre	1,250 square feet
1 acre to 2.00 acres	1,500 square feet
2.01 to 4.99 acres	2,000 square feet
5 acres to 6.99 acres	2,500 square feet
7.00 acres to 10 Acres	4,000 square feet

10.00 acres or large	No Limit
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7) Accessory buildings with an area of one thousand (1,000) square feet or less may encroach into the required side and rear yard setbacks within the rear yard of a lot unless it is abutting a street. The setback shall not be less than ten (10) feet.

- C) Except as was otherwise noted, accessory buildings and uses for all principal uses shall conform to the setback requirements specified for the respective zoning district in which they are located.
- D) No accessory uses or equipment such as air conditioning cooling structures or condensers that generate noise beyond established state standards may be located in a required side yard except for side yards abutting streets where equipment is fully screened from view

E) Height:

1) Accessory buildings shall comply with the following height limitations:

Zoning District	Maximum Height
A-1	25 feet or the height of the principal structure, whichever is greater
R-R, R-1, R-2	25 feet
B-1, B-2, I-1	35 feet

2) Accessory buildings may exceed the height limitations in Section 15.04.E.1 by conditional use permit subject to the provisions of Section 16.02.A of this Ordinance.

F) Building Type and Standards:

Accessory buildings on all lots less than 10 acres (regardless of building structure type – post/pole versus stick) shall be similar in design to the principal building relative to:

1. Exterior color schemes and detailing
2. Building materials and style
3. Overhang depth and details, if overhang is needed

Similar shall mean that the accessory structure has a substantial likeness, resemblance, or characteristics of the principal structure.

a.

**Section 46.02 R-R DISTRICT DIMENSIONAL STANDARDS Strike 46.02H**

H	Accessory Structure Maximum area:	Lot Area	Maximum Total Floor Area of All Detached Accessory Structures
		1.00 acres or smaller	1,250 square feet
	1.01 to 2.49 acres	1,500 square feet	
	2.50 to 4.99 acres	2,000 square feet	
	5.00 to 6.99 acres	2,500 square feet	
	7.00 acres or 9.99 acres	4,000 square feet	

		10 acres or larger	No Limit
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47.02 R-1 DISTRICT DIMENSIONAL STANDARDS Strike 47.02J

J	Accessory Structure Maximum area:	Lot Area	Maximum Total Floor Area of All Detached Accessory Structures
		1.00 acres or smaller	1,250 square feet

48.02 LOT AREA AND SETBACK REQUIREMENTS strike 48.02J

J	Accessory Structure Maximum area:	Lot Area	Maximum Total Floor Area of All Detached Accessory Structures
		1.00 acres or smaller	1,250 square feet

## **Purpose**

The purpose of the St. Augusta personnel policy is to establish a uniform and equitable system of personnel administration for all employees of the City of St. Augusta. This handbook provides information to you, as an employee of the city, about certain terms and conditions of your employment. It is not, and should not be considered, an employment contract. As discussed later, your continued employment, and the conditions of that employment, are solely within the City's discretion. The handbook summarizes policies and programs related to your employment. All other policies, including the City's safety policy, shall be observed and considered a part of this personnel policy.

While the City will take every effort to keep your employee handbook current, the information and policies described in this handbook may be changed in any way at any time at the sole discretion of the St. Augusta City Council. You are responsible for complying with the current city policy at all times.

These policies apply to all employees of the City of St. Augusta, except if provisions of a contractual agreement between the City Council and the City Clerk-Administrator differ, provisions of the contract will prevail.

The City of St. Augusta is an Equal Employment Opportunity Employer. This means that you and all of your coworkers, as well as applicants for employment, will be treated equally without regard to race, color, creed, age, physical or mental disability, religion, sex, sexual orientation, national origin, marital status or status with regard to public assistance. Harassment of any sort, including sexual harassment, will not be tolerated.

## **Applicability:**

### **General**

The policies set out in this handbook apply to all City of St. Augusta employees except the following:

1. All elected officials and members of city boards, commissions and committees,
2. Volunteer Firefighters and other volunteer personnel,
3. Consultants rendering professional services,
4. Other persons or firms retained by the City on a contract or sub-contract basis,
5. Temporary and emergency employees – as defined herein,

### **Union – Collective Bargaining Units**

The provisions of the policies and procedures included in this handbook shall apply to all organized personnel who work under negotiated agreements with the City. In the event of a conflict between the terms of an employee agreement and the personnel policy, the negotiated agreement shall take precedence and supersede the policies set out in this handbook. Employees subject to union or other collective bargaining contracts shall be regulated by the terms of that contract when the terms of that contract conflict with these policies.

### **Separate Contracts**

The provisions of the policies and procedures set out in this handbook shall apply to any employee working for the City under a separately approved employment contract. In the event of a conflict between the terms of a separate employment contract and these policies the terms of the employment contract shall take precedence and supersede the policies set out in this handbook.

### **Pre-Employment**

An applicant or employee, including volunteer firefighters, appointed to a position must be of sufficient health to satisfactorily perform the essential duties and responsibilities of the position, as described in the applicable job description.

**Merit and/or Fitness Examination.** When required by law or the City Council, applicants merit and/or fitness for a position will be ascertained by written, oral or other examinations designed to evaluate the ability of the applicant to carry out the requirements of the position for which the applicant has applied and the examination is conducted.

**Physical & Psychological Exam.** After a conditional offer of employment has been made, applicants may be required to undergo and pass an appropriate pre-placement health screening, and may be required to undergo a physical and/or psychological examination prior to appointment to a position. A qualified party approved by the City will conduct conditional offer pre-employment physical or psychological examinations required by the City. The City will pay the total cost of such conditional offer, pre-employment examinations. A medical evaluation report shall be prepared and filed with the Clerk-Administrator and included in the employee's personnel file.

If a medical evaluation report indicates that an otherwise eligible applicant for employment has a mental or physical condition which causes such applicant to be considered as a serious health risk, or whenever the applicant is reported to have a condition that may substantially affect the applicant's ability to perform the essential duties and responsibilities of the position involved, the City may declare the applicant ineligible for consideration for appointment to the position.

**Reference Checks.** The City Clerk-Administrator will be allowed to conduct reference checks for any and all applicants to verify information provided in the applicant's application for employment. Items to be verified may include, but are not limited to: previous employment, reasons for leaving previous places of employment, educational attainment, and other relevant information. Reference checks with current employers will be conducted at the time a candidate is a finalist when candidates so request.

**Background Investigations.** The City Council may request the Stearns County Sheriff's department or other law enforcement agencies to provide criminal history data contained in the Minnesota Criminal Justice Information System. This information must only be about the finalists for city positions of employment. The City Council will obtain the written consent of the finalist before the data is requested. Failure to provide this consent may, at the discretion of the City Council, disqualify the applicant from the prospective position.

**Drug & Alcohol Testing.** All offers of employment made by the City to applicants for positions requiring a commercial drivers' license are subject to the condition of passing a pre-employment drug and alcohol test; and the applicant's written consent authorizing former employers to release to the City all information on the applicant's alcohol tests with a concentration of 0.04% or greater, positive controlled substance tests, and refusals to be tested within the preceding two years; pursuant to federal and state laws, and the City's "Drug and Alcohol Free Workplace Policy".

## **Position Classification and Compensation**

**Position Classification Plan.** The position classification plan adopted by the City Council includes all positions covered by this provision of the policy. Positions may be changed into classes if the positions are similar in terms of the range of difficulty and responsibility. New classes may be created if a new position is created and no classes in which it might be included exist in the current classification plan.

**Compensation Plan.** The employee compensation plan is adopted by the City Council and constitutes the official employee compensation plan for all positions in the municipal service, except where labor agreements take precedence. The City Council may amend the compensation plan at any time that it deems necessary in the interest of the City of St. Augusta, good personnel administration, or as recommended by the City Clerk-Administrator.

**Types of Employment.** Employment with the City of St. Augusta may be on full time, regular part time, limited part time, seasonal, or temporary basis, or any other status designated when



employed, at the sole discretion of the City Council. These categories are described/defined as follows:

- Full-time - Regularly scheduled to work forty (40) hours per workweek for fifty-two weeks per calendar year.
- Regular Part-time – Regular work schedule of at least twenty (20) hours per workweek for fifty two (52) weeks per calendar year.
- Limited Part-time – Irregular work schedule, or regular work schedule of less than twenty (20) hours per week, or regularly scheduled to work fewer than thirty (30) weeks per calendar year.
- Seasonal – Routinely employed from year to year by the city to work during a limited or specified time period, for example Park Maintenance or Seasonal Snow Plow operator.
- Temporary – Hired to work for the city for a limited period of time.

**Fair Labor Standards Act – Exempt and Non-Exempt Positions.** As prepared.

## **Work Schedule and Compensation**

**Work Schedule and Hours.** The City Council is the sole authority in determining work schedules. For scheduling purposes the standard workweek begins at 12:01 am each Monday, and ends at midnight each Sunday. The regularly scheduled work week for full-time exempt and non-exempt employees is eight (8) hours per day and forty (40) hours per week, including rest periods and excluding lunch periods. Hours worked in excess of forty (40) per work week by non-exempt employees will be compensated as over-time hours, as discussed later.

Beginning on December 5, 2023 all regular full time employees will follow the winter work schedule for the months of October through April. The winter work schedule will have all regular full time employees working a forty (40) hour schedule per week. The winter time schedule will run Monday through Friday from 8am until 4:30pm. The summer time schedule for office staff will be the same as the winter time schedule and for public works staff will run Monday through Thursday from 6:30am until 5:00pm. Both the summer and winter time schedules are subject to change based on conditions beyond the City's control.

Non-Exempt employees are/will be allowed and encouraged to adjust their hours worked during a workweek so that total hours worked that week do not exceed forty hours with the approval of their immediate supervisor.

Conditions may arise which require employees to work over-time hours with little or no advance notice, such as, but not limited to: snow, sleet, equipment breakdown or other circumstances. The City is not required to provide advance notice in these situations. Failure to work over-time is not grounds for dismissal unless the overtime work is required because of an emergency. Each employee has an obligation to try to work overtime when requested, unless circumstances prevent the employee from working.

It may be necessary to establish regular shifts for some employees or departments based on a schedule other than the standard eight (8) hour workday, or days other than Monday through Friday. The standard forty (40) hour workweek will still apply to those positions, and the

employees affected by these shifts will receive at least two weeks notice of the establishment of such a work schedule, or of being assigned to such a shift.

**Work Attire.** All maintenance employees will be required to wear designated safety apparel. The designated safety apparel includes highly visible reflective vests, t-shirts or coats and steel toed boots that must be worn at all times and other safety gear which will be required when doing tasks that require more safety equipment. This extra gear will include safety glasses, gloves and other apparel depending on the task.

The safety t-shirts and vests will be provided by the City. A boot allowance of \$75/year will be given to all full time maintenance employees annually on a reimbursement basis. The employee must present an invoice or receipt showing the boots that were purchased to be eligible to receive the boot allowance.

**Over-time Pay.** Hours worked in excess of forty (40) per standard work week by part-time and full-time non-exempt employees will be compensated for at one and one-half (1-1/2) times the employee’s regular rate of pay. For the purpose of computing overtime compensation, overtime hours shall not be pyramided, compounded or paid twice for the same hours worked.

**Compensatory Time.** Non-exempt employees may choose to accept compensatory time as compensation for over-time hours worked, at the employee’s discretion. A non-exempt employee may choose compensatory time at a rate of one and one-half (1-1/2) hours of compensatory time for each overtime hour worked over 40 hours per standard work week, in lieu of accepting over-time pay for those over-time hours. Compensatory time may be used in increments of at least one half hour, as approved by the employee’s supervisor. Employees may accrue no more than 80 hours of compensatory time, and Public Safety employees may accrue no more than 160 hours of compensatory time. *Employees will receive over-time pay for unused compensatory time when their employment with the city ceases.*

Non-exempt employees will show on their time card if they wish to receive compensatory time for overtime hours worked rather than over-time pay.

**Compensation for working (scheduled or non-scheduled) on a paid holiday.** The regular work schedule for employees in designated positions may require them to work on city holidays, which are listed later in the manual. Circumstances may also arise which require employees to work on a holiday when not otherwise scheduled. Non-exempt employees will be compensated at the rate of one hour of pay for each hour worked on a paid holiday, plus pay for the entire holiday at the employee’s regular pay rate.

**Time Off**

**Holidays.** Full-time and regular part-time employees receive the following as paid holidays:

<u>Holiday</u>	<u>Date</u>
New Years Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President’s Day	Third Monday in February

Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving (in lieu of Columbus Day)	Fourth Friday in November
Christmas Day	December 25

For the purposes of this policy, when a holiday falls on a Saturday, the preceding Friday will be considered the holiday. When a holiday falls on a Sunday, the following Monday will be considered the holiday.

Note: State statute requires that no public business be conducted on the holidays listed. Also, the policy for when the scheduled holiday falls on a Saturday or Sunday is also spelled out in State Statute (§645.44 subd. 5).

**Vacation.** Full-time employees will accrue paid vacation leave as follows:

Employment Years

During 1<sup>st</sup> through 5<sup>th</sup> year – 10days/yr

During 6<sup>th</sup> year – 11 days/yr

During 7<sup>th</sup> year – 12 days/yr

During 8<sup>th</sup> year – 13 days/yr

During 9<sup>th</sup> year – 14 days/yr

During 10<sup>th</sup> year – 15 days/yr

During 11<sup>th</sup> through 15<sup>th</sup> year – 18 days/yr

After 15 Years - 20days/yr

Regular Part-time employees will accrue vacation based on the ratio of time they normally work in relation to a 40-hour work week. For example, a regular part-time employee who normally works 20 hours per week, will accrue half the vacation time as a full time employee.

Vacation time will be accrued on a calendar year basis, with vacation leave accrued on a pro-rata basis from date of employment to December 31. If an employee begins employment between January 1 and June 30, the year hired will count as the first year of employment for vacation benefits; if the employee begins between July 1 and December 31, the following year constitutes the first year for vacation determination. The vacation allocated on January is considered earned and will be available to use beginning with the first business day of the year. Employees who earn and accrue vacation time may carry over no more than half the time they would normally accrue annually unless specifically approved by the City Council. Employees may choose to cash in unused vacation time, in December, at a rate of 50%. For example, an employee who accrues 10 days per year and who carried over 5 days from the previous year and only used 5 days this calendar year may cash in the remaining 10 days and receive pay for 5 days. The City will pay the employee for any unused vacation time when employment is terminated.

Vacation leave is to be approved by the employee's immediate supervisor. Requests for more than one day of vacation leave to be submitted at least one week in advance.

### **Sick and Safe Time Leave**

Sick and safe time leave is an authorized absence from work with pay, granted to employees. This policy is indented to comply with the provisions of Minnesota Statute §181.9445 – 181.9448 as amended from time to time.

#### Eligible Employees

Employees eligible to earn and accrue sick and safe time leave include:

- Full and regular part-time employees
- Limited part-time employees
- Seasonal and temporary employees

#### Accrual

Sick and safe time leave shall be accrued as follows:

- Full-time employees shall accrue sick and safe time leave at the rate of four (4) hours per month. Sick and safe time leave shall accrue to a maximum of 480 hours. Upon reaching 480 hours of accrued leave, no further accruals shall be allowed.
- Regular part-time employees shall accrue prorated sick and safe time at the rate of one (1) hour for every thirty (30) hours worked. Sick and safe time leave shall accrue to a maximum of 240 hours. Upon reaching 240 hours of accrued leave, no further accruals shall be allowed.
- All other eligible employees shall accrue sick and safe time leave at the rate of one (1) hour for every thirty (30) hours worked to a maximum of eighty (80) hours. Upon reaching an accrual of eighty (80) hours, no further accruals shall be allowed.

Accrued sick leave totaling more than 80 hours (10 days) may be cashed in at a rate of 50% of current earnings. Employees will be eligible to receive a cash payment for any unused sick leave at a rate of 25% of current earnings at the time of retirement or termination.

Sick and safe time can be donated by an employee with excess of 80 hours to any employee who is out of sick and safe time hours. When using donated sick and safe time hours, regardless of the situation, the payout will be at the lowest wage (i.e. an employee who earns \$25/hour is donating hours to an employee who earns \$28/hour, will be paid out at \$25/hour.)

#### Use of Sick and safe time leave

Sick and safe time leave may be used under the following circumstances as provided for under Minnesota Statute §181.9447 as may be amended from time to time.

An eligible employee's:

- 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; or
- need for preventive medical or health care;
- care of a family member:
  - with a 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 preventive 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; or
  - 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;
- 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;
- the employee's inability to work or telework because the employee is: (i) prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or (ii) seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis; and
- when it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee 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.

For the purposes of this policy, a public emergency shall include a declared emergency as defined in Minnesota Statute § 12.03 or a declared local emergency under Minnesota Statute §12.29.

After accrued sick leave has been exhausted, vacation or compensatory leave may be used to the extent the employee is entitled to such leave.

Family member shall be defined as provided in Minnesota Statute §181.9445 subdivision 7 as may be amended from time to time. This shall include:

- An eligible employee's:
  - 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;
  - spouse or registered domestic partner;
  - sibling, stepsibling, 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 parents of the employee; or
  - a child-in-law or sibling-in-law;
- any of the family members listed in clause (1) 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; and

up to one individual annually designated by the employee.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the workday, for each and every day absent;
- Keep his/her immediate supervisor informed of their or their family members status;

After an absence of three (3) or more consecutive days, documentation may require reasonable documentation that the used sick and safe time is covered by this policy. Such documentation shall be as follows:

- For earned sick and safe time related to an illness, medical, or mental condition or diagnosis, reasonable documentation may include a signed statement by a health care professional indicating the need for use of earned sick and safe time. 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 for the purposes of this paragraph may include a written statement from the employee indicating

that the employee is using or used earned sick and safe time for a qualifying purpose covered by this policy.

- For earned sick and safe time under related to domestic abuse, sexual assault and/or stalking, a court record or document signed by a volunteer or employee of a victims services organization, an attorney, a police officer, or an antiviolence counselor as reasonable documentation.
- For earned sick and safe time to care for a family member, reasonable documentation a written statement from the employee indicating that the employee is using or used earned sick and safe time for a qualifying purpose as reasonable documentation.

The city will not require disclosure of details relating to domestic abuse, sexual assault, or stalking or the details of an employee's or an employee's family member's medical condition as related to an employee's request to use earned sick and safe time under this policy.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick and safe time leave will be subject to discipline up to and including termination.

Employees must normally use sick and safe time leave prior to using other paid compensation, and prior to an unpaid leave of absence.,

Sick and safe time leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

**Accrual of Leave during Vacation or Sick Leave.** An employee using earned vacation or sick leave will accrue vacation and sick leave at the standard applicable accrual rate when using vacation or sick leave. For the purpose of calculating the accrual of vacation and sick leave, an employee using earned vacation or sick leave will be considered to be working.

**Parental (Maternity/Paternity) Leave.** See MN Statutes § re: Parental Leave  
Full time and regular part time employees employed by the City for at least one year may request unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six (6) weeks, and must begin not more than six (6) weeks after the birth or adoption of the child. An employee using this leave is entitled to return to work in the same position and at the same rate of pay the employee was receiving before leave began.

This leave will count towards FMLA leave used if the employee has any FMLA leave remaining at the time this leave commences. The two leaves will run concurrently until the twelve week FMLA leave is exhausted. An employee may use accrued vacation or sick leave or compensatory time for either FMLA leave or Parental Leave. However, use of accrued sick leave or vacation leave is not required for the portion of leave counted as parental leave.

### **Family and Medical Leave of Absence (FMLA) Policy**

The US Family and Medical Leave Act of 1993 permits eligible employees (as defined under the Act) to take up to 12 weeks of unpaid leave during a twelve month period for the following reasons: birth of a child; placement of a child with the employee for adoption or foster care; for a serious health condition (as defined under the Act) which makes the employee unable to perform his/her job; to care for the employee's spouse, son or daughter, or parent who has a serious health condition (as defined under the Act).

Eligibility: Employees who have been employed by the City of St. Augusta for at least 12 months and who have worked at least 1,250 hours during the 12 months preceding the requested leave are eligible for FMLA leave.

Notice of Request for FMLA Leave: Employees seeking to use FMLA leave must file a request for FMLA leave to the Clerk-Administrator at least 30 calendar days before the leave would begin where the leave is foreseeable. Employees must notify the Clerk-Administrator as soon as practical if circumstances require that FMLA leave begin in fewer than 30 days.

Medical Certification: If the leave is for a medical reason, the requesting employee must provide a medical certification to the Clerk-Administrator in a timely manner. The certification must state the date of the requested leave's onset, the probable duration of the leave, and the appropriate medical information regarding the requested leave. If the leave is for the employee's own serious health condition, the certification must also state that the employee is unable to perform the functions of his/her job. If the leave is for an ill or injured family member, the certification must state that the employee is needed to care for the family member and include an estimate of the amount of time needed. The City reserves the right to require a second and third medical opinion (at the City's expense) and to require re-certification, at reasonable intervals, of the continuing need for the leave. The City also reserves the right to require a fitness for duty medical certification at the end of a leave taken for the employee's own serious health condition.

Intermittent Leave: Family and Medical (FMLA) Leave may be taken intermittently or on a reduced schedule if such a leave is deemed to be medically necessary. The City may require the employee to transfer, temporarily, to an alternative position, with equivalent pay and benefits, to better accommodate the requested intermittent leave. All requests for intermittent leave will be evaluated on a case by case basis.

Job Protection: An employee returning from FMLA leave will be reinstated in his/her former position, or a position equivalent in pay, benefits and other terms and conditions of employment. The employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been terminated had the employee not been on leave, the employee is not entitled to reinstatement in a former or comparable



position. In such circumstances, the employee retains all rights under the layoff and recall system under a collective bargaining agreement, as if the employee had not taken FMLA leave.

Health Care Coverage The City will continue to pay its share or portion of the premium for employee health care coverage while an employee is on an approved FMLA leave. It will be the responsibility of the employee to pay the employee share of the insurance premium. If an employee's contribution to the payment of medical insurance is more than 30 days late, the City may terminate the employee's insurance coverage (subject to COBRA requirements). The City reserves the right to recover any and all insurance premiums paid on behalf of an employee who chooses not to return to work following FMLA leave.

Use of Accrued Sick Leave, Vacation and Compensatory Time. During the FMLA leave, employees must use accumulated compensatory time prior to taking an unpaid leave. Employees may choose to use accrued vacation and sick leave while on FMLA leave. Benefits such as sick leave or vacation will not accrue during the time of unpaid leave; however, any benefits accrued prior to commencement of the unpaid leave will not be lost.

Policy Statement: This FMLA Leave of Absence Policy is meant to conform with applicable law(s). Therefore, further clarification of specific terms and requirements of this policy can be found in the Federal Regulations interpreting the US Family and Medical Leave Act of 1993.

**Bereavement Leave.** A maximum of five (5) days paid leave may be granted upon request in the event of a death in the employee's immediate family. For the purpose of this specific policy, immediate family will consist of spouse, child, parent, sister, brother, step parent, foster parent, stepchild or foster child, grand parent and employee's mother in law and/or father in law. Up to two additional days of bereavement leave may be granted, when approved by the Clerk-Administrator, in the event of the death of the employee's spouse, child or parent. A one day bereavement leave with pay may be granted upon request in the event of the death of other relatives or when the employee serves as pall-bearer. Bereavement leave may also be taken in the event of death of other persons living in the employee's household, regardless of the relationship with the employee.

**Jury or Witness Duty.** Employees called for jury duty or subpoenaed as a witness in court, or volunteers to serve as a witness in court, shall receive their usual compensation for days they are scheduled for work. The employee is to remit any payments, per diem or fees, except actual expenses related to this service. If an employee is excused from court duty prior to the end of the work shift, the employee shall return to work or make arrangements for a leave for the balance of the day, with or without pay.

**Military.** Minnesota Statutes Sections 192.26 and 192.61 provide that an employee of any municipality who is a member of the National Guard, the Naval Militia, the Officer's Reserve Corps, the Naval Reserve, the Marine Corps Reserve, or any other reserve component of the military or naval forces of the United States is entitled to a leave of absence without loss of pay, seniority status, efficiency rating or benefits for the time such employee is engaged in training or

active service not exceeding a total of fifteen (15) days in any calendar year. Eligible employees shall be paid the difference between their regular pay rate and their lesser military pay provided such off-set is provided by law.

The leave of absence is only in the event the employee returns to employment immediately upon being relieved of military or naval 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 15 day period allowed for the paid leave of absence. Notice will be given to the City at least fifteen (15) working days in advance of the required absence. The 15 day advance notice may be waived under certain circumstances that are not in the employee's reasonable control.

In accordance with State law, eligible employees will be granted an unpaid leave when called to active duty. If the employee has not used their fifteen days of paid military leave when called to active duty, any unused paid time will be allowed prior to the unpaid leave of absence. Eligibility for continuation of insurance will follow the same procedures as for any terminated or laid off employee when called to active duty. The unpaid leave of absence will not be considered work time for purposes of vacation and sick leave accrual.

Employees returning from unpaid military leave have the right to return to their job or to another job of similar status and pay upon completion of active duty in accordance with state and federal laws.

### **Pay periods and pay days**

The bi-weekly pay periods will begin at 12:00am on Friday of the first week and run through 11:59pm Thursday of the second week. Payday will be the Thursday ending the pay period unless a holiday falls on that Thursday then the payday will be the previous Wednesday.

Travel expenses and mileage for approved travel will be reimbursed at the standard IRS rates with receipts.

**Probationary period.** The probationary period shall be regarded as an integral part of the terms and conditions of employment.

Any original appointment as a regular employee shall be subject to an initial probationary period. During the probationary period an employee may be transferred or dismissed at the City's sole discretion for any reason. A probationary employee shall have no right to appeal such a decision. Prior to expiration of the initial probationary period, the employee's performance shall be evaluated in writing by the employee's supervisor and given to the City Clerk-Administrator with a recommendation that the employee be dismissed or a statement that the employee has successfully completed the probationary period and can be considered a regular employee. All employees will have a six month initial probationary period.

### **Performance Evaluations**

The Clerk-Administrator will conduct an annual performance review on all full and regular part-time employees

### **Discipline Generally.**

The City shall have the right to discipline employees as the City Council deems necessary. The City shall have the right to lay off employees independent of the discipline process when the City Council deems necessary.

### **Discipline Process**

The following disciplinary measures are intended only to provide examples of types of discipline that may be imposed by the City. They are not meant to be exclusive, or to require the City to exhaust any particular step, in any particular order, or in any particular circumstance. The type of discipline imposed will be based upon the nature and severity of the infraction and the conditions surrounding the incident. The City retains the sole discretion to determine what behavior warrants disciplinary action and what type of disciplinary action will be imposed. The City reserves the right to terminate employees at any time when it believes such discipline is warranted.

Disciplinary actions taken by the City may include, but are not necessarily limited to the following:

a) Immediate Termination

An employee may be terminated from employment as a first or last disciplinary step.

b) Demotion

An employee may be demoted for disciplinary reasons if the City determines that such demotion is necessary.

c) Suspension

An employee may be suspended when the employee's behavior warrants such disciplinary action.

d) Probation

An employee may receive a specific probationary period determined by the Administrator/Clerk or City Council to rectify behavior which requires disciplinary action.

e) Employee Warning

An employee may receive a verbal or written warning from the Administrator/Clerk or City Council to rectify behavior which requires disciplinary action.

#### REQUEST FOR RECONSIDERATION AND OPTIONAL HEARING PROCEDURE

- a) The procedures outlined in this section of the Agreement are established to provide a review and reconsideration at the employee's request of the application of discipline under this policy.
- b) Request for Reconsideration. A request for reconsideration of any discipline imposed by the City may be made and shall be processed in the following manner:

STEP 1. If the discipline was imposed by the Administrator/Clerk, the employee shall first make a written request for reconsideration by the Administrator/Clerk. Within ten days of such request, the Administrator/Clerk shall provide a written reply to such request. If the disciplinary action is upheld, the Administrator/Clerk shall state the reasons for upholding the disciplinary action.

STEP 2. If the employee is not satisfied with the response to the request for reconsideration, or if the discipline was imposed by the City Council, the employee may request a hearing before the City Council to reconsider the discipline. At such hearing, the employee may appear and present information or argument to the Council relating to the event or events giving rise to the disciplinary action and the disciplinary action imposed. The City Council may take action on the reconsideration request at such hearing, but in any event shall take action on such reconsideration request within 45 days.

Nothing in this Personnel Policy shall be applied in a manner that limits a veteran's rights granted under Minn. Stat. 197.46.

#### **Benefits**

PERA

#### **Use of City Vehicles, Equipment and Property**

Any employee on City business shall use a City vehicle if an appropriate city vehicle is reasonably available. Use of City vehicles, when not part of routine city operations or part of the employee's routine responsibilities and duties of employment, must be approved by the immediate supervisor.

The use of City vehicles for personal reasons is prohibited. Violations of this provision may subject the employee to disciplinary action.

All employees using or operating City vehicles must have a valid drivers license as required for the type of vehicle being operated and follow all traffic regulations; any traffic violation issued to an employee is strictly the employee's responsibility. An employee who receives a DWI, on or off duty, may be subject to dismissal based on the skills required to perform the duties of the position.

Smoking is prohibited in all City vehicles.

City Employees shall not be allowed to use vehicles, equipment or facilities for personal use unless expressly authorized by the City Council.

#### Reasonable Suspicion Drug and Alcohol Testing

Consistent with Minn. Stat. § 181.951, subd. 3, employees will be subject to alcohol and controlled substance testing when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol or a controlled substance; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs or alcohol while working, while on city property, or while operating city vehicles, machinery or any other type of equipment; or
- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol or a controlled substance or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the city's policies concerning alcohol or drugs may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine or blood sample, and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all City employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify [Human Resources/the City Administrator] of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

### **Training, and Meal/mileage Reimbursements**

Periodically, employees will be required or allowed to attend professional training outside of the City of St. Augusta or to use their own personal vehicle for City business. **All overnight travel must be pre-approved.**

Mileage will be paid for anyone using their own vehicle at the current standard IRS Rate (\$.55/mile in 2009). Forms should be submitted to the City Administrator as soon as possible after incurred to be reimbursed with the bi-monthly payables.

Meal Allowance limits when out of the City or on City Business. Itemized receipts must be presented for reimbursement as soon as possible after incurred to be reimbursed with the bi-monthly payables. A maximum of \$35 will be reimbursed for a full day's meals. Alcoholic beverages are not reimbursable.

Hotel/Motel Accommodations when the stay has been pre-approved will be allowed at a standard two queen/one king room rate. Individuals who upgrade for any reason will be required to cover the difference.

Out of State Travel will only be allowed in special circumstances and must also be pre-approved.

**The City Council amended the meal reimbursement amount at their meeting on April 5, 2022 to \$50/day.**