



CITY COUNCIL MEETING AGENDA
February 21, 2023
7:00pm

1) Call to Order

- a) Pledge of Allegiance
- b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Ann MacGregor; Peter Vickery, and Claudia Lacy Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel Director of Public Safety Paul Falls, Director of Administration Allie Polsfuss, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering
- c) Approval of Agenda

2) Special Presentations

- a) 4th Quarter 2023 Financial Update

3) Persons to Be Heard

The City Council invites residents to share new ideas or concerns related to city business not already on the agenda; however, individual question and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or for consideration at a future meeting. The Mayor may use discretion if speakers are repeating views already expressed or ask for a spokesperson for groups of individuals with similar views. Speakers should state their name and home address at the podium before speaking.

4) Consent Agenda

- a) Approve City Council Regular Meeting Minutes from February 5, 2024
- b) Res No. 8-24 Approve Claims
- c) Res. No. 9-24 Reimbursement Resolution for Wells Project
- d) Authorize Mayor and Clerk to Sign Easements for Metropolitan Council over City Property
- e) Award Park Court Resurfacing
- f) Approve Renewal of Professional Services Agreement with LE-AST for Law Enforcement Wellness Services

5) Public Hearings

6) Business Items

- a) Res No. 10-24 Approve Proposal for the Pavement Management Work Plan

7) Administrative Items

- a) Staff Reports
 - i) Elections Update
 - ii) Future Agenda Items

- b) Council Reports

i) Mayor Lisa Whalen – *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Public Safety Advisory Committee; Northwest Hennepin League of Municipalities; Regional Council of Mayors; Minnehaha Creek Watershed District; Mound Fire Advisory Committee (alternate); Westonka Community & Commerce*

ii) Cathleen Reffkin – *Acting Mayor; Economic Development Authority; Personnel Committee; Planning Commission (rotating); Parks Commission (rotating); St. Bonifacius Fire Advisory Committee; Mound Fire Advisory Committee*

iii) Ann MacGregor – *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Personnel Committee; Pioneer-Sarah Creek Watershed Management Commission (alternate)*

iv) Peter Vickery – *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission*

v) Claudia Lacy - *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Westonka Community & Commerce; Gillespie Center Advisory Council*

8) City Administrator Performance Review – Closed Session pursuant to MN § 13D.05, Subd. 3 (a) to evaluate the performance of an individual who is subject to its authority. *(Materials for this item will be sent directly to Council members in a separate email.)*

9) Adjournment

The agenda packet with all background material will be available on the City's website for viewing by the public. Published agenda is subject to change without notice. Information and materials relating to the above items are available for review at city hall by appointment.



CITY OF MINNETRISTA

INFORMATIONAL ITEM 2a

Subject: Financial Update - For 4th Quarter (year-end) 2023

Prepared By: Brian Grimm, Finance Director

Date: February 21, 2024

Item: Attached is a year-to-date revenue report and expenditure by department report for the general fund as well as an overall current cash and investment report. I also for year end attached a revenue by type summary as well as a summary expense report by function for the general fund. The reports attached reflect activity through 4th quarter 2023 (2023 YTD activity).

As you will see included in the attached revenue and expenditure reports, the actual numbers ended up substantially better than expected for revenues and were slightly over in comparison to the 2023 budgeted expenditures.

General fund revenues ended up with our overall collections at about 112% of our budgeted amounts. This can be contributed to 3 main areas where either revenue came in better or unexpected revenues were received.

- 1) **Building permit revenue** – Commercial projects for the Mackenthuns grocery store and the new apartment complex are items that came in during 2023. As well as a strong performance from the residential housing market for new homes within the City.
- 2) **Intergovernmental Revenue** – \$200,000 of the one-time public safety money from the state was allocated here (the other \$176K was to the Capital Equipment Fund). Additionally, the revenues that came in from the drug task force forfeitures were about \$90,000 more than projected.
- 3) **Other (includes investment revenue/market value adjustment)** – The positive variance here was attributed to the investment income/market value adjustment revenue line item. The market was much better in 2023 regarding this.

Actual expenditures ended up coming in at a little over 101% (about \$86,500 more) in comparison to the 2023 budgeted general fund expenditures. Most departments came in at or slightly more/less than budgeted expenditures. The biggest negative variance was in the snow/ice department which is weather dependent as to how much the City spends there. The early parts of 2023 were extremely tough from a weather-wise standpoint for snow/ice removal and additional overtime and supplies cost drove the overage there.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

As you will see from the attached reports the actual total general fund revenues was \$6,629,986. The actual expenditures for the general fund was \$6,139,259. Which resulted in the fund balance in the general fund during 2023 going up by \$490,727. Per the Final 2023 Budget, the City had projected to spend down fund balance of \$149,064 in the general fund.

The current fund balance in the general fund is \$3,026,239. When compared to the 2024 budgeted general fund expenditures of \$6,794,312, this calculates to a general fund balance calculation of 45% when comparing the two numbers.

The current cash and investment total for all funds as of December 2023 is \$15,280,281.85. As you will see on the last page of the packet item, there are a few notes regarding the cash and investment report. One of them pertains to the Maple Crest Debt Fund (Fund 526) and the small negative cash balance of (\$8,842) at the end of 2023.

This information item is a normal update to Council for tracking the 2023 budget to actual numbers. The City's auditors are coming in March so just a reminder that these are preliminary or unaudited numbers.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Revenues Summary

101 General Fund

Department	2023 Budget	2023 Actual	Variance	% of budget variance
Property taxes	\$ 4,155,000	\$ 4,100,025	\$ (54,975)	-1%
Building Permits & Licenses	\$ 809,000	\$ 1,171,350	\$ 362,350	45%
Intergovernmental	\$ 190,500	\$ 492,335	\$ 301,835	158%
Chrages for services	\$ 499,259	\$ 502,626	\$ 3,367	1%
Fines Forfeits	\$ 35,000	\$ 42,200	\$ 7,200	21%
Other	\$ 215,000	\$ 321,450	\$ 106,450	50%
Total	\$ 5,903,759	\$ 6,629,986	\$ 726,227	12.30%

CITY OF MINNETRISTA
Revenue Guideline updated 2023

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Account Descr	2023 YTD Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
FUND 101 GENERAL FUND						
R 101-100-31010 GENERAL PROPER	\$4,037,333.00	\$1,842,725.26	\$3,919,581.24	\$117,751.76	97.08%	\$3,426,896.53
R 101-100-31020 DELINQUENT AD	\$0.00	\$13,170.41	\$44,994.93	-\$44,994.93	0.00%	\$27,733.51
R 101-100-31040 FISCAL DISPARITI	\$117,667.00	\$65,773.50	\$135,448.62	-\$17,781.62	115.11%	\$135,343.41
R 101-200-32120 BUSINESS LICENS	\$6,000.00	\$590.00	\$4,390.00	\$1,610.00	73.17%	\$5,650.00
R 101-200-32210 BUILDING PERMIT	\$700,000.00	\$48,095.85	\$1,019,763.84	-\$319,763.84	145.68%	\$735,287.76
R 101-200-32212 BLDG - ENGINEER	\$45,000.00	\$3,150.00	\$38,677.77	\$6,322.23	85.95%	\$34,775.00
R 101-200-32230 PLUMBING AND H	\$55,000.00	\$4,276.00	\$105,377.72	-\$50,377.72	191.60%	\$55,795.00
R 101-200-32240 DOG LICENSES	\$0.00	\$150.00	\$450.00	-\$450.00	0.00%	\$300.00
R 101-200-32250 ELECTRICAL PERM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-200-32260 OTHER PERMITS	\$3,000.00	\$190.00	\$2,690.00	\$310.00	89.67%	\$2,830.00
R 101-300-33160 FEDERAL GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-300-33265 SAFE & SOBER GR	\$2,000.00	\$0.00	\$17,208.81	-\$15,208.81	860.44%	\$2,293.89
R 101-300-33270 FIRE SERVICES G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-300-33401 LOCAL GOVERNME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-300-33402 HOMESTEAD CRE	\$6,000.00	\$3,073.83	\$6,020.89	-\$20.89	100.35%	\$6,030.55
R 101-300-33406 POST REIMBURSE	\$12,500.00	\$0.00	\$12,122.38	\$377.62	96.98%	\$12,177.80
R 101-300-33407 POLICE AID	\$140,000.00	\$200,000.00	\$336,117.79	-\$196,117.79	240.08%	\$137,074.49
R 101-300-33416 PERA STATE AID	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-300-33425 STATE AID OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,158.97
R 101-300-33510 DRUG TASK FORC	\$10,000.00	\$0.00	\$100,866.58	-\$90,866.58	1008.67%	\$11,474.73
R 101-400-34101 CITY HALL RENT	\$2,000.00	\$500.00	\$2,685.45	-\$685.45	134.27%	\$2,121.80
R 101-400-34103 ZONING AND SUB	\$45,000.00	\$6,770.00	\$42,690.00	\$2,310.00	94.87%	\$47,030.00
R 101-400-34104 WETLAND PERMIT	\$2,000.00	\$0.00	\$2,000.00	\$0.00	100.00%	\$3,800.00
R 101-400-34105 SALE OF MAPS AN	\$500.00	\$0.00	\$94.99	\$405.01	19.00%	-\$178.00
R 101-400-34106 REPORT COPIES	\$1,000.00	\$223.00	\$2,185.00	-\$1,185.00	218.50%	\$2,454.33
R 101-400-34107 ASSESSMENT SEA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-400-34109 MISC FEES	\$500.00	\$0.00	\$1,343.68	-\$843.68	268.74%	\$294.30
R 101-400-34301 STREET STATE AI	\$20,000.00	\$0.00	\$20,000.00	\$0.00	100.00%	\$20,000.00
R 101-400-34303 STREET DEPARTM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-400-34401 CRIME LEVY - ISD	\$50,000.00	\$0.00	\$47,444.40	\$2,555.60	94.89%	\$48,412.80
R 101-400-34501 POLICE SERVICES	\$261,259.00	\$0.00	\$261,259.00	\$0.00	100.00%	\$245,082.00
R 101-400-34502 FIRE SERVICE CAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-400-34940 SQUAD/EQUIP SAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-400-34950 SUPPLIES/MATERI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-400-37170 OTHER/CELL PHO	\$137,000.00	\$104,965.38	\$142,924.94	-\$5,924.94	104.32%	\$153,590.25
R 101-500-35101 COURT FINES	\$35,000.00	\$5,406.76	\$41,470.56	-\$6,470.56	118.49%	\$29,574.74
R 101-500-35104 ALARM FINES	\$0.00	\$200.00	\$650.00	-\$650.00	0.00%	\$450.00

Account Descr	2023 YTD Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
R 101-500-35105 DOG RELEASE	\$0.00	\$0.00	\$80.00	-\$80.00	0.00%	\$290.00
R 101-500-35300 FORFEITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-600-36101 SPECIAL ASSESSM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-610-36210 INTEREST ON INV	\$25,000.00	\$32,597.32	\$132,126.54	-\$107,126.54	528.51%	-\$168,095.46
R 101-620-36230 CONTRIBUTIONS	\$0.00	\$2,200.00	\$4,800.00	-\$4,800.00	0.00%	\$7,520.00
R 101-620-36240 REVENUE COLL FO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 101-620-36250 REFUNDS AND REI	\$10,000.00	\$4,278.53	\$9,852.52	\$147.48	98.53%	\$11,142.50
R 101-620-36251 PD REFUNDS/REI	\$5,000.00	\$300.00	\$3,450.59	\$1,549.41	69.01%	\$750.07
R 101-620-37170 OTHER/CELL PHO	\$170,000.00	\$0.00	\$170,500.00	-\$500.00	100.29%	\$0.00
R 101-620-39101 SALE OF FIXED AS	\$5,000.00	\$0.00	\$717.36	\$4,282.64	14.35%	\$0.00
R 101-700-40000 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,462.54
FUND 101 GENERAL FUND	\$5,903,759.00	\$2,338,635.84	\$6,629,985.60	-\$726,226.60	112.30%	\$5,003,523.51
	\$5,903,759.00	\$2,338,635.84	\$6,629,985.60	-\$726,226.60	112.30%	\$5,003,523.51

Expenditures by Function

Fund 101 General Fund

Function	2023 Budget	2023 Actual	Variance	% of budget variance
General Government	\$ 1,333,369	\$ 1,312,510	\$ 20,859	2%
Public Safety	\$ 3,433,989	\$ 3,486,417	\$ (52,428)	-2%
Public Works - General fund	\$ 1,098,402	\$ 1,173,169	\$ (74,767)	-7%
Park and Recreation	\$ 151,063	\$ 153,721	\$ (2,658)	-2%
Other	\$ 36,000	\$ 13,442	\$ 22,558	63%
Total	6,052,823	6,139,259	(86,436)	-1%

Expenditures by Department**Fund 101 General Fund**

Department	2023 Budget	2023 Actual	Variance	% of budget left
Council	\$ 38,857	\$ 49,873	\$ (11,016)	-28%
Administration	\$ 572,555	\$ 564,041	\$ 8,514	1%
Elections	\$ 630	\$ 2,669	\$ (2,039)	-324%
Auditing and Accounting	\$ 33,600	\$ 33,600	\$ -	0%
Assessing	\$ 198,000	\$ 198,000	\$ -	0%
Attorney	\$ 106,400	\$ 82,596	\$ 23,804	22%
Planning	\$ 299,977	\$ 296,250	\$ 3,727	1%
Governmental Buildings	\$ 83,350	\$ 85,481	\$ (2,131)	-3%
Police	\$ 2,544,631	\$ 2,600,876	\$ (56,245)	-2%
Fire	\$ 627,836	\$ 633,311	\$ (5,475)	-1%
Building Inspection	\$ 261,522	\$ 252,230	\$ 9,292	4%
Engineer	\$ 13,500	\$ 12,847	\$ 653	5%
Street Department	\$ 936,395	\$ 957,467	\$ (21,072)	-2%
Ice and Snow Removal	\$ 121,507	\$ 175,676	\$ (54,169)	-45%
Street Lighting	\$ 27,000	\$ 27,179	\$ (179)	-1%
Park Areas	\$ 151,063	\$ 153,721	\$ (2,658)	-2%
Miscellaneous	\$ 25,000	\$ 4,626	\$ 20,374	81%
Insurance - Unallocated	\$ 11,000	\$ 8,816	\$ 2,184	20%
Transfers	\$ -	\$ -	\$ -	
Total	6,052,823	6,139,259	(86,436)	-1%

CITY OF MINNETRISTA
Expenditure Guideline by Departments - 2023 upd

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Account Descr	2023 YTD Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
FUND 101 GENERAL FUND						
DEPT 41110 COUNCIL						
E 101-41110-101 SALARIES-REGULA	\$28,200.00	\$4,700.00	\$28,200.00	\$0.00	100.00%	\$22,200.00
E 101-41110-122 FICA - EMPLOYER	\$2,157.00	\$359.60	\$2,157.60	-\$0.60	100.03%	\$1,698.60
E 101-41110-201 OFFICE SUPPLIES	\$0.00	\$0.00	\$14.49	-\$14.49	0.00%	\$56.02
E 101-41110-361 GENERAL LIABILIT	\$2,500.00	\$0.00	\$2,003.70	\$496.30	80.15%	\$1,740.44
E 101-41110-433 DUES & SUBSRIPT	\$1,000.00	\$0.00	\$806.99	\$193.01	80.70%	\$1,892.98
E 101-41110-435 COUNCIL TRAIN/R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41110-436 CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41110-437 MISCELLANEOUS E	\$3,000.00	\$350.93	\$4,968.33	-\$1,968.33	165.61%	\$2,852.42
E 101-41110-440 APPRECIATION EV	\$2,000.00	\$5,829.87	\$11,721.86	-\$9,721.86	586.09%	\$0.00
E 101-41110-442 LMA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41110-443 WRA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 41110 COUNCIL	\$38,857.00	\$11,240.40	\$49,872.97	-\$11,015.97	128.35%	\$30,440.46
DEPT 41320 ADMINISTRATION						
E 101-41320-101 SALARIES-REGULA	\$397,102.00	\$51,385.39	\$368,576.90	\$28,525.10	92.82%	\$271,147.67
E 101-41320-102 SALARIES-OVERTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41320-121 PERA - EMPLOYER	\$29,783.00	\$3,709.23	\$25,974.18	\$3,808.82	87.21%	\$19,559.67
E 101-41320-122 FICA - EMPLOYER	\$30,378.00	\$3,755.87	\$27,462.45	\$2,915.55	90.40%	\$20,048.53
E 101-41320-131 HEALTH & LIFE IN	\$39,792.00	\$205.17	\$53,097.84	-\$13,305.84	133.44%	\$33,704.19
E 101-41320-151 WORKMEN S COM	\$2,500.00	\$0.00	\$2,746.76	-\$246.76	109.87%	\$2,561.81
E 101-41320-201 OFFICE SUPPLIES	\$3,000.00	\$1,047.42	\$3,022.84	-\$22.84	100.76%	\$2,378.55
E 101-41320-202 COPY & PRINTING	\$3,500.00	\$0.00	\$3,971.25	-\$471.25	113.46%	\$3,921.37
E 101-41320-302 CONSULTANTS/MI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41320-307 PROFESSIONAL SE	\$5,000.00	\$571.80	\$6,488.71	-\$1,488.71	129.77%	\$4,647.57
E 101-41320-322 POSTAGE	\$7,000.00	\$528.65	\$8,631.12	-\$1,631.12	123.30%	\$7,370.34
E 101-41320-331 TRAVEL EXPENSE	\$0.00	\$0.00	\$298.45	-\$298.45	0.00%	\$0.00
E 101-41320-351 LEGAL NOTICE &	\$1,000.00	\$273.55	\$1,024.31	-\$24.31	102.43%	\$1,748.68
E 101-41320-404 VEHICLE & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41320-410 COMPUTER SERVI	\$30,000.00	\$1,606.57	\$24,380.25	\$5,619.75	81.27%	\$26,442.89
E 101-41320-433 DUES & SUBSRIPT	\$21,000.00	\$2,649.16	\$32,369.25	-\$11,369.25	154.14%	\$26,402.94
E 101-41320-435 COUNCIL TRAIN/R	\$0.00	\$0.00	\$184.40	-\$184.40	0.00%	\$140.40
E 101-41320-437 MISCELLANEOUS E	\$2,500.00	\$526.37	\$5,811.94	-\$3,311.94	232.48%	\$3,616.60
DEPT 41320 ADMINISTRATION	\$572,555.00	\$66,259.18	\$564,040.65	\$8,514.35	98.51%	\$423,691.21
DEPT 41410 ELECTIONS						
E 101-41410-101 SALARIES-REGULA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,678.68
E 101-41410-122 FICA - EMPLOYER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00

Account Descr	2023 YTD Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
E 101-41410-201 OFFICE SUPPLIES	\$80.00	\$0.00	\$0.00	\$80.00	0.00%	\$221.94
E 101-41410-202 COPY & PRINTING	\$50.00	\$0.00	\$0.00	\$50.00	0.00%	\$813.79
E 101-41410-322 POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41410-404 VEHICLE & EQUIP	\$500.00	\$420.84	\$2,669.04	-\$2,169.04	533.81%	\$3,457.71
E 101-41410-437 MISCELLANEOUS E	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$235.51
DEPT 41410 ELECTIONS	\$630.00	\$420.84	\$2,669.04	-\$2,039.04	423.66%	\$13,407.63
DEPT 41530 AUDITOR						
E 101-41530-301 AUDITING AND AC	\$33,600.00	\$0.00	\$33,600.00	\$0.00	100.00%	\$27,400.00
DEPT 41530 AUDITOR	\$33,600.00	\$0.00	\$33,600.00	\$0.00	100.00%	\$27,400.00
DEPT 41550 ASSESSING						
E 101-41550-310 HENNEPIN COUNT	\$198,000.00	\$0.00	\$198,000.00	\$0.00	100.00%	\$178,000.00
E 101-41550-351 LEGAL NOTICE &	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 41550 ASSESSING	\$198,000.00	\$0.00	\$198,000.00	\$0.00	100.00%	\$178,000.00
DEPT 41610 ATTORNEY						
E 101-41610-304 LEGAL FEES - ATT	\$69,000.00	\$12,864.50	\$46,596.23	\$22,403.77	67.53%	\$61,955.50
E 101-41610-305 PROSECUTING AT	\$36,000.00	\$9,000.00	\$36,000.00	\$0.00	100.00%	\$36,000.00
E 101-41610-311 HR ATTORNEY	\$1,400.00	\$0.00	\$0.00	\$1,400.00	0.00%	\$1,424.50
DEPT 41610 ATTORNEY	\$106,400.00	\$21,864.50	\$82,596.23	\$23,803.77	77.63%	\$99,380.00
DEPT 41910 PLANNING						
E 101-41910-101 SALARIES-REGULA	\$227,032.00	\$26,527.20	\$226,231.20	\$800.80	99.65%	\$196,840.11
E 101-41910-102 SALARIES-OVERTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41910-121 PERA - EMPLOYER	\$17,027.00	\$1,989.54	\$16,967.34	\$59.66	99.65%	\$14,763.01
E 101-41910-122 FICA - EMPLOYER	\$17,368.00	\$1,953.22	\$16,666.50	\$701.50	95.96%	\$14,943.84
E 101-41910-131 HEALTH & LIFE IN	\$26,400.00	\$353.15	\$26,075.17	\$324.83	98.77%	\$26,290.46
E 101-41910-151 WORKMEN S COM	\$1,000.00	\$0.00	\$1,098.71	-\$98.71	109.87%	\$1,030.91
E 101-41910-201 OFFICE SUPPLIES	\$1,100.00	\$0.00	\$1,372.88	-\$272.88	124.81%	\$723.78
E 101-41910-202 COPY & PRINTING	\$1,950.00	\$0.00	\$2,518.73	-\$568.73	129.17%	\$2,331.00
E 101-41910-302 CONSULTANTS/MI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41910-303 ENGINEERING SE	\$5,500.00	\$0.00	\$0.00	\$5,500.00	0.00%	\$2,295.00
E 101-41910-307 PROFESSIONAL SE	\$0.00	\$83.72	\$2,869.61	-\$2,869.61	0.00%	\$1,902.96
E 101-41910-322 POSTAGE	\$100.00	\$0.00	\$0.00	\$100.00	0.00%	\$106.40
E 101-41910-331 TRAVEL EXPENSE	\$200.00	\$0.00	\$140.69	\$59.31	70.35%	\$40.95
E 101-41910-351 LEGAL NOTICE &	\$1,200.00	\$45.38	\$783.79	\$416.21	65.32%	\$991.70
E 101-41910-433 DUES & SUBSRIPT	\$1,000.00	\$0.00	\$901.49	\$98.51	90.15%	\$272.42
E 101-41910-435 COUNCIL TRAIN/R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41910-437 MISCELLANEOUS E	\$100.00	\$0.00	\$623.90	-\$523.90	623.90%	\$0.00
DEPT 41910 PLANNING	\$299,977.00	\$30,952.21	\$296,250.01	\$3,726.99	98.76%	\$262,532.54
DEPT 41940 GOVERNMENT BUILDINGS (CH/PW)						

Account Descr	2023 YTD Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
E 101-41940-101 SALARIES-REGULA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41940-121 PERA - EMPLOYER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41940-122 FICA - EMPLOYER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41940-211 CLEANING & MAIN	\$10,000.00	\$1,358.97	\$7,719.94	\$2,280.06	77.20%	\$7,856.06
E 101-41940-223 BUILDING REPAIR	\$1,000.00	\$0.00	\$1,913.63	-\$913.63	191.36%	\$3,264.97
E 101-41940-321 TELEPHONE	\$14,000.00	\$2,862.27	\$11,456.80	\$2,543.20	81.83%	\$12,750.08
E 101-41940-362 PROPERTY INSUR	\$22,000.00	\$0.00	\$25,454.58	-\$3,454.58	115.70%	\$20,547.53
E 101-41940-381 ELECTRIC UTILITI	\$14,000.00	\$746.90	\$11,951.76	\$2,048.24	85.37%	\$14,444.69
E 101-41940-383 NATURAL GAS	\$5,000.00	\$1,068.52	\$5,924.66	-\$924.66	118.49%	\$5,393.16
E 101-41940-384 REFUSE REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-41940-401 BLDG/STRUCT MAI	\$8,000.00	\$44.98	\$7,136.66	\$863.34	89.21%	\$10,960.27
E 101-41940-402 LAWN MAINTENAN	\$9,250.00	\$380.00	\$12,973.00	-\$3,723.00	140.25%	\$9,542.00
E 101-41940-404 VEHICLE & EQUIP	\$0.00	\$0.00	\$949.83	-\$949.83	0.00%	\$0.00
E 101-41940-437 MISCELLANEOUS E	\$100.00	\$0.00	\$0.00	\$100.00	0.00%	\$124.97
E 101-41940-531 BUILDING IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 41940 GOVERNMENT BUILD	\$83,350.00	\$6,461.64	\$85,480.86	-\$2,130.86	102.56%	\$84,883.73
DEPT 42110 POLICE DEPARTMENT						
E 101-42110-101 SALARIES-REGULA	\$1,593,282.00	\$189,610.18	\$1,523,037.82	\$70,244.18	95.59%	\$1,427,256.52
E 101-42110-102 SALARIES-OVERTI	\$31,000.00	\$5,374.31	\$60,764.56	-\$29,764.56	196.01%	\$52,660.35
E 101-42110-103 SALARIES-SAFE&S	\$5,000.00	\$1,452.89	\$15,330.85	-\$10,330.85	306.62%	\$764.82
E 101-42110-104 SALARIES-DARE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-106 SALARIES-CHFCHA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,188.68
E 101-42110-121 PERA - EMPLOYER	\$256,944.00	\$31,972.49	\$260,613.15	-\$3,669.15	101.43%	\$253,971.94
E 101-42110-122 FICA - EMPLOYER	\$37,805.00	\$4,446.25	\$35,929.52	\$1,875.48	95.04%	\$32,337.58
E 101-42110-131 HEALTH & LIFE IN	\$219,600.00	\$3,616.81	\$219,209.18	\$390.82	99.82%	\$221,172.67
E 101-42110-151 WORKMEN S COM	\$75,000.00	\$0.00	\$80,574.97	-\$5,574.97	107.43%	\$44,679.88
E 101-42110-201 OFFICE SUPPLIES	\$4,000.00	\$718.97	\$3,171.35	\$828.65	79.28%	\$2,093.88
E 101-42110-202 COPY & PRINTING	\$3,500.00	\$252.83	\$3,439.51	\$60.49	98.27%	\$3,914.02
E 101-42110-211 CLEANING & MAIN	\$13,000.00	\$2,484.97	\$13,904.53	-\$904.53	106.96%	\$12,380.39
E 101-42110-212 MOTOR FUELS AN	\$35,000.00	\$6,718.03	\$43,528.76	-\$8,528.76	124.37%	\$42,771.22
E 101-42110-221 EQUIPMENT PART	\$10,000.00	\$1,890.76	\$18,940.74	-\$8,940.74	189.41%	\$15,947.85
E 101-42110-240 SMALL TOOLS AN	\$1,000.00	\$0.00	\$552.36	\$447.64	55.24%	\$450.77
E 101-42110-301 AUDITING AND AC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-304 LEGAL FEES - ATT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-307 PROFESSIONAL SE	\$12,000.00	\$1,266.51	\$19,188.63	-\$7,188.63	159.91%	\$12,980.48
E 101-42110-315 RENT/SIRENS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-319 KENNEL CHARGES	\$2,000.00	\$413.00	\$1,613.00	\$387.00	80.65%	\$930.00
E 101-42110-321 TELEPHONE	\$12,000.00	\$2,587.89	\$10,850.70	\$1,149.30	90.42%	\$10,996.16
E 101-42110-322 POSTAGE	\$1,000.00	\$415.60	\$650.66	\$349.34	65.07%	\$171.96
E 101-42110-339 SIREN AND MAINT	\$18,000.00	\$93.00	\$18,073.06	-\$73.06	100.41%	\$18,177.00

Account Descr	2023 YTD Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
E 101-42110-362 PROPERTY INSUR	\$18,000.00	\$0.00	\$22,024.66	-\$4,024.66	122.36%	\$16,201.47
E 101-42110-363 AUTOMOBILE INS	\$14,000.00	\$0.00	\$12,769.00	\$1,231.00	91.21%	\$12,909.00
E 101-42110-381 ELECTRIC UTILITI	\$36,000.00	\$3,104.51	\$39,067.47	-\$3,067.47	108.52%	\$39,372.88
E 101-42110-383 NATURAL GAS	\$7,000.00	\$1,005.06	\$6,456.21	\$543.79	92.23%	\$8,657.49
E 101-42110-401 BLDG/STRUCT MAI	\$20,000.00	\$1,120.00	\$14,115.42	\$5,884.58	70.58%	\$11,423.28
E 101-42110-404 VEHICLE & EQUIP	\$16,000.00	\$5,775.15	\$21,275.12	-\$5,275.12	132.97%	\$18,688.88
E 101-42110-410 COMPUTER SERVI	\$36,000.00	\$13,461.40	\$57,128.34	-\$21,128.34	158.69%	\$49,385.40
E 101-42110-415 RADIO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-416 RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-417 UNIFORMS	\$16,000.00	\$1,501.37	\$15,246.19	\$753.81	95.29%	\$17,743.57
E 101-42110-418 RECRUITING	\$3,000.00	\$5,233.54	\$14,628.96	-\$11,628.96	487.63%	\$11,359.96
E 101-42110-428 RESERVE OFFICER	\$1,000.00	\$202.98	\$597.91	\$402.09	59.79%	\$0.00
E 101-42110-431 TRAIN/MTG/EXP &	\$10,000.00	\$331.47	\$9,946.95	\$53.05	99.47%	\$8,097.58
E 101-42110-432 DRUG TASK FORC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-433 DUES & SUBSRIPT	\$6,000.00	\$2,184.20	\$13,659.14	-\$7,659.14	227.65%	\$9,056.94
E 101-42110-434 POLICE TRAINING	\$15,000.00	\$2,875.00	\$19,084.78	-\$4,084.78	127.23%	\$13,106.64
E 101-42110-435 COUNCIL TRAIN/R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-437 MISCELLANEOUS E	\$3,000.00	\$183.41	\$3,107.04	-\$107.04	103.57%	\$1,611.93
E 101-42110-440 APPRECIATION EV	\$8,500.00	\$0.00	\$12,373.09	-\$3,873.09	145.57%	\$7,729.97
E 101-42110-441 CORRECTION FEE	\$5,000.00	\$871.75	\$3,022.08	\$1,977.92	60.44%	\$5,565.96
E 101-42110-450 DARE/CRIME PREV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-510 CITIZEN CORPS C	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-511 CERT TEAM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-512 VOLUNTEERS IN P	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-513 MEDICAL RESERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42110-560 EQUIP AND FURNI	\$0.00	\$0.00	\$7,000.00	-\$7,000.00	0.00%	\$0.00
E 101-42110-590 PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 42110 POLICE DEPARTMEN	\$2,544,631.00	\$291,164.33	\$2,600,875.71	-\$56,244.71	102.21%	\$2,385,757.12
DEPT 42210 FIRE DEPARTMENT						
E 101-42210-307 PROFESSIONAL SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42210-316 FIRE CONTRACT M	\$348,047.00	\$0.00	\$348,224.00	-\$177.00	100.05%	\$259,473.00
E 101-42210-317 FIRE SATELLITE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42210-318 FIRE CONTRACT S	\$279,789.00	\$5,298.00	\$285,087.00	-\$5,298.00	101.89%	\$253,762.00
DEPT 42210 FIRE DEPARTMENT	\$627,836.00	\$5,298.00	\$633,311.00	-\$5,475.00	100.87%	\$513,235.00
DEPT 42401 BUILDING INSPECTION						
E 101-42401-101 SALARIES-REGULA	\$166,845.00	\$19,623.93	\$166,825.15	\$19.85	99.99%	\$149,662.08
E 101-42401-102 SALARIES-OVERTI	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%	\$16.91
E 101-42401-107 SEASONAL SALARI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42401-121 PERA - EMPLOYER	\$12,513.00	\$1,471.80	\$12,511.89	\$1.11	99.99%	\$11,226.03

Account Descr	2023 YTD Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
E 101-42401-122 FICA - EMPLOYER	\$12,764.00	\$1,496.44	\$12,691.82	\$72.18	99.43%	\$11,475.26
E 101-42401-131 HEALTH & LIFE IN	\$26,400.00	\$263.54	\$25,340.20	\$1,059.80	95.99%	\$27,285.25
E 101-42401-151 WORKMEN S COM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42401-201 OFFICE SUPPLIES	\$1,000.00	\$0.00	\$611.10	\$388.90	61.11%	\$401.16
E 101-42401-202 COPY & PRINTING	\$1,000.00	\$380.90	\$2,300.56	-\$1,300.56	230.06%	\$970.96
E 101-42401-303 ENGINEERING SE	\$31,000.00	\$5,571.00	\$28,241.00	\$2,759.00	91.10%	\$25,868.00
E 101-42401-306 BUILDING INSPEC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42401-308 PLAN REVIEW FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-42401-404 VEHICLE & EQUIP	\$1,500.00	\$2,361.14	\$3,715.14	-\$2,215.14	247.68%	\$1,126.69
E 101-42401-433 DUES & SUBSRIPT	\$2,500.00	\$0.00	-\$77.00	\$2,577.00	-3.08%	\$2,955.61
E 101-42401-437 MISCELLANEOUS E	\$1,000.00	\$0.00	\$69.98	\$930.02	7.00%	\$57.30
DEPT 42401 BUILDING INSPECTI	\$261,522.00	\$31,168.75	\$252,229.84	\$9,292.16	96.45%	\$231,045.25
DEPT 42600 ENGINEER						
E 101-42600-303 ENGINEERING SE	\$13,500.00	\$3,000.00	\$12,846.50	\$653.50	95.16%	\$12,000.00
E 101-42600-309 WETLAND REVIEW	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 42600 ENGINEER	\$13,500.00	\$3,000.00	\$12,846.50	\$653.50	95.16%	\$12,000.00
DEPT 43121 STREET DEPARTMENT						
E 101-43121-101 SALARIES-REGULA	\$400,360.00	\$52,841.06	\$388,310.25	\$12,049.75	96.99%	\$399,737.31
E 101-43121-102 SALARIES-OVERTI	\$6,000.00	\$409.64	\$2,503.86	\$3,496.14	41.73%	\$8,394.32
E 101-43121-105 SALARIES-PAGER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-43121-121 PERA - EMPLOYER	\$27,869.00	\$3,993.79	\$28,701.22	-\$832.22	102.99%	\$30,003.24
E 101-43121-122 FICA - EMPLOYER	\$28,426.00	\$3,926.14	\$29,023.66	-\$597.66	102.10%	\$30,680.99
E 101-43121-131 HEALTH & LIFE IN	\$69,740.00	\$1,105.64	\$66,743.60	\$2,996.40	95.70%	\$68,843.81
E 101-43121-151 WORKMEN S COM	\$25,000.00	\$0.00	\$27,467.74	-\$2,467.74	109.87%	\$25,710.78
E 101-43121-201 OFFICE SUPPLIES	\$500.00	\$250.69	\$1,011.76	-\$511.76	202.35%	\$781.78
E 101-43121-211 CLEANING & MAIN	\$5,500.00	\$942.00	\$6,564.65	-\$1,064.65	119.36%	\$5,834.89
E 101-43121-212 MOTOR FUELS AN	\$25,000.00	\$3,960.13	\$24,429.02	\$570.98	97.72%	\$26,014.74
E 101-43121-215 SHOP MATERIALS	\$6,000.00	\$386.99	\$2,396.65	\$3,603.35	39.94%	\$4,815.88
E 101-43121-221 EQUIPMENT PART	\$16,000.00	\$1,696.65	\$39,289.00	-\$23,289.00	245.56%	\$10,374.94
E 101-43121-224 STREET MAINTEN	\$225,000.00	\$21,023.95	\$206,308.95	\$18,691.05	91.69%	\$132,967.25
E 101-43121-240 SMALL TOOLS AN	\$2,000.00	\$717.36	\$956.23	\$1,043.77	47.81%	\$1,467.10
E 101-43121-307 PROFESSIONAL SE	\$10,000.00	\$83.72	\$7,956.82	\$2,043.18	79.57%	\$10,878.06
E 101-43121-321 TELEPHONE	\$11,000.00	\$3,058.35	\$11,958.14	-\$958.14	108.71%	\$10,560.14
E 101-43121-363 AUTOMOBILE INS	\$12,000.00	\$0.00	\$13,491.00	-\$1,491.00	112.43%	\$11,831.00
E 101-43121-381 ELECTRIC UTILITI	\$7,000.00	\$128.71	\$6,004.65	\$995.35	85.78%	\$8,353.23
E 101-43121-383 NATURAL GAS	\$5,500.00	\$706.53	\$6,665.94	-\$1,165.94	121.20%	\$6,620.40
E 101-43121-401 BLDG/STRUCT MAI	\$10,000.00	\$440.00	\$5,516.32	\$4,483.68	55.16%	\$2,643.57
E 101-43121-404 VEHICLE & EQUIP	\$25,000.00	\$4,169.29	\$61,300.07	-\$36,300.07	245.20%	\$29,401.34
E 101-43121-410 COMPUTER SERVI	\$4,000.00	\$286.14	\$5,035.11	-\$1,035.11	125.88%	\$6,323.92

Account Descr	2023 YTD Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
E 101-43121-415 RADIO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-43121-416 RENTAL	\$2,000.00	\$0.00	\$200.00	\$1,800.00	10.00%	\$780.00
E 101-43121-417 UNIFORMS	\$8,000.00	\$2,931.42	\$11,611.48	-\$3,611.48	145.14%	\$7,937.09
E 101-43121-433 DUES & SUBSRIPT	\$1,000.00	\$0.00	\$467.45	\$532.55	46.75%	\$2,606.45
E 101-43121-437 MISCELLANEOUS E	\$3,500.00	\$10.80	\$3,553.06	-\$53.06	101.52%	\$3,469.93
DEPT 43121 STREET DEPARTMEN	\$936,395.00	\$103,069.00	\$957,466.63	-\$21,071.63	102.25%	\$847,032.16
DEPT 43125 ICE AND SNOW REMOVAL						
E 101-43125-101 SALARIES-REGULA	\$36,480.00	\$409.32	\$58,007.39	-\$21,527.39	159.01%	\$43,243.61
E 101-43125-102 SALARIES-OVERTI	\$6,000.00	\$0.00	\$19,029.24	-\$13,029.24	317.15%	\$17,763.68
E 101-43125-121 PERA - EMPLOYER	\$2,736.00	\$30.69	\$5,751.99	-\$3,015.99	210.23%	\$4,572.30
E 101-43125-122 FICA - EMPLOYER	\$2,791.00	\$31.01	\$5,665.73	-\$2,874.73	203.00%	\$4,555.54
E 101-43125-131 HEALTH & LIFE IN	\$13,000.00	\$9.55	\$15,731.94	-\$2,731.94	121.01%	\$14,155.60
E 101-43125-151 WORKMEN S COM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-43125-212 MOTOR FUELS AN	\$20,000.00	\$145.42	\$10,008.84	\$9,991.16	50.04%	\$14,395.04
E 101-43125-221 EQUIPMENT PART	\$6,500.00	\$893.98	\$4,251.21	\$2,248.79	65.40%	\$2,909.74
E 101-43125-224 STREET MAINTEN	\$31,000.00	\$11,945.25	\$54,159.32	-\$23,159.32	174.71%	\$51,089.03
E 101-43125-307 PROFESSIONAL SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-43125-404 VEHICLE & EQUIP	\$2,500.00	\$0.00	\$3,001.00	-\$501.00	120.04%	\$7,545.00
E 101-43125-433 DUES & SUBSRIPT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,425.00
E 101-43125-437 MISCELLANEOUS E	\$500.00	\$0.00	\$69.37	\$430.63	13.87%	\$119.98
E 101-43125-560 EQUIP AND FURNI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 43125 ICE AND SNOW REM	\$121,507.00	\$13,465.22	\$175,676.03	-\$54,169.03	144.58%	\$161,774.52
DEPT 43126 MACHINERY & EQUIPMENT						
E 101-43126-560 EQUIP AND FURNI	\$0.00	\$709.00	\$709.00	-\$709.00	0.00%	\$0.00
DEPT 43126 MACHINERY & EQUIP	\$0.00	\$709.00	\$709.00	-\$709.00	0.00%	\$0.00
DEPT 43160 STREET LIGHTING						
E 101-43160-381 ELECTRIC UTILITI	\$27,000.00	\$5,637.07	\$27,179.45	-\$179.45	100.66%	\$32,908.98
DEPT 43160 STREET LIGHTING	\$27,000.00	\$5,637.07	\$27,179.45	-\$179.45	100.66%	\$32,908.98
DEPT 45202 PARK AREAS						
E 101-45202-101 SALARIES-REGULA	\$42,000.00	\$3,094.40	\$44,695.64	-\$2,695.64	106.42%	\$41,339.39
E 101-45202-102 SALARIES-OVERTI	\$0.00	\$0.00	\$170.10	-\$170.10	0.00%	\$917.87
E 101-45202-107 SEASONAL SALARI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-121 PERA - EMPLOYER	\$3,150.00	\$232.08	\$2,765.84	\$384.16	87.80%	\$2,526.18
E 101-45202-122 FICA - EMPLOYER	\$3,213.00	\$235.71	\$3,439.48	-\$226.48	107.05%	\$3,246.61
E 101-45202-131 HEALTH & LIFE IN	\$7,000.00	\$146.02	\$9,392.24	-\$2,392.24	134.17%	\$8,492.82
E 101-45202-151 WORKMEN S COM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-201 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-202 COPY & PRINTING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00

Account Descr	2023 YTD Budget	DECEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
E 101-45202-215 SHOP MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-221 EQUIPMENT PART	\$500.00	\$0.00	\$1,320.97	-\$820.97	264.19%	\$148.81
E 101-45202-302 CONSULTANTS/MI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-362 PROPERTY INSUR	\$23,000.00	\$0.00	\$23,654.07	-\$654.07	102.84%	\$21,992.41
E 101-45202-384 REFUSE REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-401 BLDG/STRUCT MAI	\$10,000.00	\$2,509.18	\$19,902.24	-\$9,902.24	199.02%	\$15,128.96
E 101-45202-402 LAWN MAINTENAN	\$60,000.00	\$2,497.00	\$45,785.50	\$14,214.50	76.31%	\$51,926.97
E 101-45202-404 VEHICLE & EQUIP	\$500.00	\$0.00	\$0.00	\$500.00	0.00%	\$0.00
E 101-45202-433 DUES & SUBSRIPT	\$1,200.00	\$0.00	\$1,260.00	-\$60.00	105.00%	\$625.00
E 101-45202-437 MISCELLANEOUS E	\$500.00	\$1,025.00	\$1,334.71	-\$834.71	266.94%	\$880.44
E 101-45202-530 IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-45202-590 PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 45202 PARK AREAS	\$151,063.00	\$9,739.39	\$153,720.79	-\$2,657.79	101.76%	\$147,225.46
DEPT 49020 MISCELLANEOUS						
E 101-49020-307 PROFESSIONAL SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 101-49020-433 DUES & SUBSRIPT	\$0.00	\$0.00	\$17.31	-\$17.31	0.00%	\$0.00
E 101-49020-437 MISCELLANEOUS E	\$25,000.00	\$237.19	\$3,900.75	\$21,099.25	15.60%	\$17,104.24
E 101-49020-530 IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 49020 MISCELLANEOUS	\$25,000.00	\$237.19	\$3,918.06	\$21,081.94	15.67%	\$17,104.24
DEPT 49240 INSURANCE UNALLOCATED						
E 101-49240-361 GENERAL LIABILIT	\$11,000.00	\$0.00	\$8,816.29	\$2,183.71	80.15%	\$7,657.94
DEPT 49240 INSURANCE UNALLO	\$11,000.00	\$0.00	\$8,816.29	\$2,183.71	80.15%	\$7,657.94
FUND 101 GENERAL FUND	\$6,052,823.00	\$600,686.72	\$6,139,259.06	-\$86,436.06	101.43%	\$5,475,476.24
	\$6,052,823.00	\$600,686.72	\$6,139,259.06	-\$86,436.06	101.43%	\$5,475,476.24

DECEMBER 2023 CASH and INVESTMENTS

DATE	12/31/2023
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FUND NO.	DESCRIPTION	TOTAL CASH & INVESTMENTS
101	General Fund	3,822,331.12 *
401	Capital Improvement Program	487,497.09
402	Emergency Warning Siren Fund	251,835.33
404	Park Dedication Fund	818,129.54
406	Road Maintenance Fund	1,764,170.23
407	Tree Replacement Fund	352,743.56
433	2023 Street Projects Capital Fund	1,219,373.94
490	Street Improvement Capital Projects	346,211.88 **
501	Equipment Certificates Fund	303,297.77
526	Maple Crest Debt	(8,841.79) ***
527	CIP Project Bonds (Facilities)	418,653.36
528	Game Farm South Bay Project Debt Fund	190,690.61
529	Highland Road Debt Fund	99,005.43
532	2017 A Street Projects Debt	531,189.76
533	2023 Street Projects Debt Fund	625,158.67
601	Water Fund	2,068,713.02
602	Sewer Fund	971,123.95
651	Storm Water Drainage Fund	724,896.69
671	Recycling Fund	103,866.38
673	Cable Fund	53,914.68
801	Land use Agency	136,320.63
	TOTAL	15,280,281.85

Notes to Cash and Investments Report (4th quarter 2023)

- 1) * **General Fund (101)**- Actual Fund Balance is \$3,026,239. Most of the difference in comparison to the cash and investments total has to do with the temporary CO deposits the City is holding as well as year-end accounts payable and accrual items.
- 2) ****Street Improvement Capital Project Fund (490)** – Actual Fund Balance is \$36,614. Most of the cash and investments number is escrows and deposits we have for sealcoating and other related street items.
- 3) **Maple Crest Street Improvement Debt Fund (526)** – The cash balance in this fund is at a negative number (\$8,842). We will need to make a year end adjustment to allocate funds to get that to zero for purposes of the 2023 year end audit. A transfer in from the general fund or other fund will be needed. Assessments that were paid off early caused the assessment revenue to be lower than projected over the last several years. This will need to be looked at for the next several years as to funding sources until this debt is paid off in 2027.



CITY COUNCIL MEETING MINUTES February 5, 2024

1) Call to Order

a) Pledge of Allegiance

b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Peter Vickery, and Claudia Lacy
Staff: Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Paul Falls, Director of Administration Allie Polsfuss, Director of Public Works Gary Peters.
Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering. Absent: Ann MacGregor, Jasper Kruggel, Ann Meyerhoff.

a) Approval of Agenda

Mayor Whalen amended the agenda to add Senator Morrison to Special Presentations.

Motion by Reffkin, seconded by Vickery to adopt the Agenda as amended.

MOTION PASSED 3-0. Absent: MacGregor, Lacy.

2) Special Presentations

a) Mayor Whalen swore in Tyler Anderson to the Minnetrista Police Department.

b) Senator Morrison gave Council a Legislative Update.

3) Persons to Be Heard

4) Consent Agenda

a) Approve City Council Regular Meeting Minutes from January 22, 2024

b) Res No.25-24 Approve Claims

c) Approve Offer of Promotion to Joshua Brown from Police Officer to Sergeant effective February 6, 2024

d) Approve Offer of Promotion to Carter Ostlie from Public Works Maintenance Worker to Sewer Operator effective February 6, 2024

e) Approve Interim Pay for Public Works Maintenance Worker Adam Hegeholz effective February 6, 2024

f) Res No.26-24 Awarding Task Order #9 – Well #6 Rehab with AE2S

g) Res. No. 27-24 Approve Street Side Setback Variance at 920 Maple Crest Drive

h) Res. No. 28-24 Approve Preliminary Plat of Karmith Cove

i) Res. No. 29-24 Approve 6 Month Extension to Variance Approval at 7035 Halstead Drive

Motion by Reffkin, seconded by Vickery to Approve the Consent Agenda.

MOTION PASSED 4-0. Absent MacGregor

5) Public Hearings

6) Business Items

a) Res. No. 30-24 Approve Side Yard Setback Variance at 3800 Enchanted Lane

David Abel shared that Joseph Cheney has made a request for a variance to reduce the side yard setback from 15 feet to 10 and 13.8 feet to allow for a new single family home at 3800 Enchanted Lane. Since the original variance request, the Applicant agreed to shift the proposed home location to the north which would allow for compliance with the 15 foot side yard setback, but in a reduction from 15 feet to 8.8 feet on the northern side yard setback.

Abel reminded Council that a previous application was reviewed back in August 2023. Variances for relief from the lakeshore, street side, and side yard setbacks were reviewed. City Council approved the lakeshore setback at 39.1 feet and the street side setback at 26.3 but denied the side yard setback variance requests.

During the Planning Commission meeting, the Applicant stated that they will be working with their neighbor to resolve the property line issue and that they will not pursue any side setback variances at 3790 Enchanted Lane. This factored in the Planning Commission's recommendation as they were more willing to allow relief on the northern setback with the assumption that there will be a 15 foot side setback at 3790 Enchanted Lane.

Mayor Whalen summarized the Planning Commission Meeting and how they came to the final recommendation.

Motion by Reffkin, seconded by Vickery Approving Res. No. 30-24 Approve Side Yard Setback Variance at 3800 Enchanted Lane.

MOTION PASSED 4-0. Absent: MacGregor

7) Administrative Items

a) Staff Reports

Chief Falls gave an overview of the Metro Area Chiefs meeting.

b) Council Reports

i) Mayor Lisa Whalen

ii) Cathleen Reffkin

- Attended the Mound Fire Commission Meeting
- Virtual Personnel Committee Meeting

iii) Ann MacGregor

iv) Peter Vickery

v) Claudia Lacy

9) Adjournment

Motion by Reffkin, seconded by Vickery to adjourn the meeting at 7:37 p.m.
MOTION PASSED 4-0. Absent: MacGregor

Respectfully Submitted,

Ann Meyerhoff
City Clerk

RESOLUTION NO. 8-24

**RESOLUTION APPROVING JUST AND CORRECT
CLAIMS AGAINST CITY FUNDS**

WHEREAS, the City Council of the City of Minnetrista, pursuant to MS 412.241, shall have the full authority over the financial affairs of the City; and

WHEREAS, the City Council reviewed the Claims for payment, with checks numbered 70906 through 70967; electronic checks E1002909 through E1002923; Claims batch includes an electronic transfers for payroll in the amount of \$101,200.37.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$451,971.11 is hereby approved.

ADOPTED this 21st day of February 2024 by a vote of ____ Ayes
____ Nays.

Lisa Whalen, Mayor

ATTEST:

City Clerk

(seal)

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***Check Detail Register©**

Batch: SalesandUse020224,AFLAC020524,Medsurety020524,Xcel020524,PR02012024,HCSP020624,20524PSN,022124AP24,MNPPFA
2-14-24,Xcel021424,022124AP23

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1010 1ST BK OF THE LAKES					
70906	02/21/24	LEIF, ISAAC			
E 673-49600-307		PROFESSIONAL SERVIC	\$375.00	03-119	Worksession and City Council Meeting
		Total	\$375.00		
70907	02/21/24	MID COUNTY			
E 601-49440-212		MOTOR FUELS AND LUB	\$541.20	58802	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	\$541.20	58802	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	\$1,353.00	58802	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	\$270.60	58802	Dyed Diesel Fuel
E 601-49440-212		MOTOR FUELS AND LUB	\$284.45	58869	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	\$284.45	58869	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	\$142.22	58869	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	\$711.11	58869	Dyed Diesel Fuel
E 601-49440-212		MOTOR FUELS AND LUB	\$284.63	59020	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	\$284.63	59020	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	\$142.32	59020	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	\$711.58	59020	Dyed Diesel Fuel
		Total	\$5,551.39		
70908	02/21/24	MINNESOTA DEPT. OF PUBLIC SAFE			
E 601-49440-227		UTILITY SYSTEM MAINT	\$100.00	M-128352	Annual Report 2022
E 601-49440-227		UTILITY SYSTEM MAINT	\$100.00	M-136866	Annual Report 2022
E 601-49440-227		UTILITY SYSTEM MAINT	\$100.00	M-136873	Annual Report 2022
E 601-49440-227		UTILITY SYSTEM MAINT	\$100.00	M-136874	Annual Report 2022
E 601-49440-227		UTILITY SYSTEM MAINT	\$100.00	M-136877	Annual Report 2022
		Total	\$500.00		
70909	02/21/24	MN DNR Eco-Waters			
E 601-49440-227		UTILITY SYSTEM MAINT	\$6,896.98	1970-1386	2023 Water Report
		Total	\$6,896.98		
70910	02/21/24	MORRIES Parts and Service Group			
E 101-43121-404		VEHICLE & EQUIP MAIN	\$153.13	585709	Oil Change Truck 6
		Total	\$153.13		
70911	02/21/24	ALPHA TRAINING & TACTICS LLC			
E 401-42110-560		EQUIP AND FURNISHIN	\$1,232.32	2024-0035	Tactical Armor
E 101-42110-417		UNIFORMS	\$2,535.36	2024-0035	Tactical Armor
		Total	\$3,767.68		
70912	02/21/24	AMAZON CAPITAL SERVICES			
E 601-49440-227		UTILITY SYSTEM MAINT	(\$116.86)	14L7-PT3M-7	Credit
E 601-49440-227		UTILITY SYSTEM MAINT	\$639.98	19RK-QGPM-	Engine Lifts for Pumps at WTPs
E 101-41320-201		OFFICE SUPPLIES	\$132.99	1C1V-ML14-6	Docking Station
E 602-49490-227		UTILITY SYSTEM MAINT	(\$37.99)	1GDD-KTTV-	Credit
E 101-41320-201		OFFICE SUPPLIES	\$467.63	1GG4-CWHH	Gel Pads, Docking Station, Copier Paper, Planner, Printer
E 101-41410-201		OFFICE SUPPLIES	\$111.62	1J71-JY9G-7	Election Supplies
E 101-43121-201		OFFICE SUPPLIES	\$22.99	1JLJ-YMKH-	Power Strips for PW Offices

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Batch: SalesandUse020224,AFLAC020524,Medsurety020524,Xcel020524,PR02012024,HCSP020624,20524PSN,022124AP24,MNPFPA
2-14-24,Xcel021424,022124AP23

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49490-227		UTILITY SYSTEM MAINT	\$213.13	1JL-YSKH-	Soleniod for WTP
E 601-49440-227		UTILITY SYSTEM MAINT	\$185.80	1JL-YSKH-	Disposable Coverals, ARV Pipe Nipples, Ball Valves, Cam Lock Fittings
E 101-43121-215		SHOP MATERIALS	\$131.47	1JL-YSKH-	Toliet Paper, Saw Blades
E 101-41410-201		OFFICE SUPPLIES	\$11.58	1QFG-7NLR-	Clip Boards
E 601-49440-401		BLDG/STRUCT MAINTEN	\$116.86	1QFG-7NLR-	Thermostat WTP
E 101-41320-201		OFFICE SUPPLIES	\$46.68	1QFG-7NLR-	HDMI Cables
E 101-41320-201		OFFICE SUPPLIES	\$70.14	1QRX-TP33-	Calculator
E 101-43121-224		STREET MAINTENANCE	\$235.07	1RL1-YYNJ-4	2 Carburetors and Paper Shredder
E 101-41320-201		OFFICE SUPPLIES	(\$52.99)	1RT6-3DL1-9	Credit
E 101-43121-215		SHOP MATERIALS	\$168.47	1VRH-P3M7-	Wood Shop Supplies
		Total	\$2,346.57		
70913	02/21/24	ASPEN MILLS			
E 101-42110-418		RECRUITING	\$55.95	324146	Uniform
E 101-42110-418		RECRUITING	\$2,100.29	326858	Uniform
E 101-42110-418		RECRUITING	\$247.21	327413	Uniform
		Total	\$2,403.45		
70914	02/21/24	BEAR TREE CARE			
E 601-49440-227		UTILITY SYSTEM MAINT	\$855.00		Removal of Large Oak Tree at Well 3
		Total	\$855.00		
70915	02/21/24	BOYER TRUCKS ST MICHAEL			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$83.98	093P8807	Slack Adjuster and Seal for Truck 13
		Total	\$83.98		
70916	02/21/24	Car-Co Auto Parts			
E 101-42401-404		VEHICLE & EQUIP MAIN	\$43.60	49-734054	Wiper Blades
		Total	\$43.60		
70917	02/21/24	CINTAS			
E 101-43121-417		UNIFORMS	\$124.34	4182376536	Uniforms
E 101-43121-417		UNIFORMS	\$124.34	4183098379	Uniforms
		Total	\$248.68		
70918	02/21/24	CliftonLarsonAllen			
E 101-41530-301		AUDITING AND ACCOUN	\$11,667.00	L241042327	First Installment for 2023 audit services
E 101-41530-301		AUDITING AND ACCOUN	\$254.10	L241044030	Fees related to SAS 145
		Total	\$11,921.10		
70919	02/21/24	COREMARK METALS			
E 101-41110-440		APPRECIATION EVENTS	\$241.47	5462446	Steel for more Fire Pits
		Total	\$241.47		
70920	02/21/24	CULLIGAN			
E 101-42110-211		CLEANING & MAINT SUP	\$141.26	114x9551680	Water
		Total	\$141.26		
70921	02/21/24	DATAWORKS PLUS LLC			
E 101-42110-404		VEHICLE & EQUIP MAIN	\$2,808.00	24.305	Maintenance Fee

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2-14-24,Xcel021424,022124AP23

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,808.00		
70922	02/21/24	ECM Publishers, Inc.			
E 406-43121-351		LEGAL NOTICE & ORD P	\$127.88	984295	2024 Mill and Overlay Project
E 101-41410-202		COPY & PRINTING SUPP	\$24.75	985177	Accuracy Testing
E 101-41410-202		COPY & PRINTING SUPP	\$66.00	985178	Primary Election
Total			\$218.63		
70923	02/21/24	FACTORY MOTOR PARTS			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$113.85	1-9404081	Battery for Skid #33
Total			\$113.85		
70924	02/21/24	AT & T MOBILITY			
E 101-42110-321		TELEPHONE	\$708.59	28733308499	PD Cell Phones
E 101-41940-321		TELEPHONE	\$1,822.92	28733314926	Cell Phones
E 101-43121-321		TELEPHONE	\$1,000.00	28733314926	Cell Phones
Total			\$3,531.51		
70925	02/21/24	FRONTIER OH			
E 601-49440-381		ELECTRIC UTILITIES	\$380.00	952-196-0117	Internet Access
E 101-42110-321		TELEPHONE	\$547.18	952-446-1660	Well #5 Phone Service
E 101-43121-321		TELEPHONE	\$547.18	952-446-1660	Fire Alarm-PW
E 101-41940-321		TELEPHONE	\$547.18	952-446-1660	Well #5 Phone Service
E 101-43121-321		TELEPHONE	\$117.67	952-446-9997	Fire Alarm
Total			\$2,139.21		
70926	02/21/24	Fury Motors			
E 101-42110-221		EQUIPMENT PARTS, TIR	\$149.70	76487	Part
E 101-42110-404		VEHICLE & EQUIP MAIN	\$496.24	778581/1	Unit 77-Alignment, Engine Diagnosis
E 101-42110-404		VEHICLE & EQUIP MAIN	\$92.46	778582/2	Unit 82-Oil Change and Tire Rotation
E 101-42110-404		VEHICLE & EQUIP MAIN	\$48.95	778676/1	Unit 81-Tire Patch and Check Up
Total			\$787.35		
70927	02/21/24	GFOA			
E 101-43121-433		DUES & SUBSRIPT & TR	\$170.00	2462004	Membership-Grimm
Total			\$170.00		
70928	02/21/24	Gopher State One Call			
E 601-49440-227		UTILITY SYSTEM MAINT	\$62.13	4010605	Sewer & Water Locates
E 602-49490-227		UTILITY SYSTEM MAINT	\$62.12	4010605	Sewer & Water Locates
Total			\$124.25		
70929	02/21/24	GREAT AMERICA FINANCIAL SVCS			
E 101-41320-322		POSTAGE	\$26.00	35895993	Postage Machine
Total			\$26.00		
70930	02/21/24	HEGEHOLZ, ADAM			
E 101-43121-417		UNIFORMS	\$224.99		Boots
Total			\$224.99		
70931	02/21/24	HENNEPIN COUNTY INFO TECH DEPT			

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Batch: SalesandUse020224,AFLAC020524,Medsurety020524,Xcel020524,PR02012024,HCSP020624,20524PSN,022124AP24,MNPFA
2-14-24,Xcel021424,022124AP23

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 401-42110-560		EQUIP AND FURNISHIN	\$2,631.61	1000218747	radio lease - PD
E 401-43126-560		EQUIP AND FURNISHIN	\$333.36	1000218781	Radio Lease
		Total	\$2,964.97		
70932	02/21/24	Int'l Union of Oper. Engineers			
G 101-2360		PAYROLL CLEARING UN	\$315.00	Feb 2024	* Union dues
		Total	\$315.00		
70933	02/21/24	LACY, CLAUDIA			
R 101-400-34101		CITY HALL RENT	\$500.00		Rfd Deposit of Firepit
		Total	\$500.00		
70934	02/21/24	LANO EQUIPMENT, INC.			
E 601-49440-402		LAWN MAINTENANCE	\$250.00	03-1054892	Forestry Cutter for Clean Up around Well #3
		Total	\$250.00		
70935	02/21/24	League of Minnesota Cities			
E 101-41110-433		DUES & SUBSCRIPT & TR	\$125.00	400169	City Day on The Hill-Refkin
		Total	\$125.00		
70936	02/21/24	LEIF, ISAAC			
E 673-49600-307		PROFESSIONAL SERVIC	\$675.00	03-120	Worksession and City Council Meetings
		Total	\$675.00		
70937	02/21/24	LELS			
G 101-2360		PAYROLL CLEARING UN	\$916.50	Feb 2024	PD Union Dues (13x\$70.50)
G 101-2360		PAYROLL CLEARING UN	\$124.32	Feb 2024	CSO Union Dues (2x\$62.16)
		Total	\$1,040.82		
70938	02/21/24	LEXISNEXIS RISK DATA MNGMT INC			
E 101-42110-307		PROFESSIONAL SERVIC	\$36.50	1085510-240	Contract Fee
		Total	\$36.50		
70939	02/21/24	LOFFLER			
E 101-41320-410		COMPUTER SERVICES/	\$292.50	4599771	New Computer Set Up
E 101-42110-410		COMPUTER SERVICES/	\$731.25	4600432	New Computer Set Up-PD (2)
E 101-41320-410		COMPUTER SERVICES/	\$1,800.00	4602304	General Support
E 101-42110-410		COMPUTER SERVICES/	\$2,710.21	4602304	General Support
E 101-43121-410		COMPUTER SERVICES/	\$412.78	4602304	General Support
E 601-49440-410		COMPUTER SERVICES/	\$894.37	4602304	General Support
E 602-49490-410		COMPUTER SERVICES/	\$894.37	4602304	General Support
E 401-43126-560		EQUIP AND FURNISHIN	\$1,002.90	CW189528	Server Work
		Total	\$8,738.38		
70940	02/21/24	MATRIX COMMUNICATIONS			
E 101-42110-321		TELEPHONE	\$150.00	M007897	Brown's Phone Programming
		Total	\$150.00		
70941	02/21/24	Media Com			
E 673-49600-307		PROFESSIONAL SERVIC	\$394.90		Internet
		Total	\$394.90		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70942	02/21/24	MEDICA			
E 101-41320-131		HEALTH & LIFE INS - E C	\$4,650.00	62596779816	Insurance Premium
E 101-41910-131		HEALTH & LIFE INS - E C	\$2,200.00	62596779816	Insurance Premium
E 101-43121-131		HEALTH & LIFE INS - E C	\$4,283.95	62596779816	Insurance Premium
E 101-42110-131		HEALTH & LIFE INS - E C	\$15,278.04	62596779816	Insurance Premium
E 101-43125-131		HEALTH & LIFE INS - E C	\$1,012.57	62596779816	Insurance Premium
E 101-45202-131		HEALTH & LIFE INS - E C	\$555.23	62596779816	Insurance Premium
E 601-49440-131		HEALTH & LIFE INS - E C	\$2,266.40	62596779816	Insurance Premium
E 602-49490-131		HEALTH & LIFE INS - E C	\$1,971.40	62596779816	Insurance Premium
E 651-49590-131		HEALTH & LIFE INS - E C	\$684.45	62596779816	Insurance Premium
E 101-42401-131		HEALTH & LIFE INS - E C	\$2,275.00	62596779816	Insurance Premium
		Total	\$35,177.04		
70943	02/21/24	MET COUNCIL			
G 602-2395		SAC CLEARING	\$17,221.05	Jan 2024	* Monthly SAC
		Total	\$17,221.05		
70944	02/21/24	Metropolitan Council WW Servic			
E 602-49490-438		EXPENSE MWCC	\$33,680.86	0001167896	* Monthly Sewer
		Total	\$33,680.86		
70945	02/21/24	METLIFE			
E 101-41320-131		HEALTH & LIFE INS - E C	\$359.66	KN05399000	Dental Insurance
E 101-42401-131		HEALTH & LIFE INS - E C	\$42.75	KN05399000	Dental Insurance
E 101-41910-131		HEALTH & LIFE INS - E C	\$42.75	KN05399000	Dental Insurance
E 101-43121-131		HEALTH & LIFE INS - E C	\$288.26	KN05399000	Dental Insurance
E 101-43125-131		HEALTH & LIFE INS - E C	\$68.13	KN05399000	Dental Insurance
E 101-45202-131		HEALTH & LIFE INS - E C	\$36.69	KN05399000	Dental Insurance
E 101-42110-131		HEALTH & LIFE INS - E C	\$777.07	KN05399000	Dental Insurance
E 601-49440-131		HEALTH & LIFE INS - E C	\$117.38	KN05399000	Dental Insurance
E 602-49490-131		HEALTH & LIFE INS - E C	\$107.95	KN05399000	Dental Insurance
E 651-49590-131		HEALTH & LIFE INS - E C	\$35.64	KN05399000	Dental Insurance
		Total	\$1,876.28		
70946	02/21/24	MAMA			
E 101-41320-433		DUES & SUBSRIPT & TR	\$25.00	1810	Member Lucheon-Kruggel
		Total	\$25.00		
70947	02/21/24	MID COUNTY			
E 101-42110-212		MOTOR FUELS AND LUB	\$666.90	59301	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$849.53	59339	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$626.88	59383	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$626.02	59406	Squad Fuel
E 601-49440-212		MOTOR FUELS AND LUB	\$112.57	59439	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	\$112.57	59439	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	\$281.43	59439	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	\$56.28	59439	Dyed Diesel Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$826.34	59440	Squad Fuel
E 101-43121-212		MOTOR FUELS AND LUB	\$99.95	9371	Gear Lube

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$4,258.47		
70948	02/21/24	MIDLAND GLASS CO, INC			
E 401-42110-560		EQUIP AND FURNISHIN	\$3,800.00	49996	Window Tint on the New Windows
Total			\$3,800.00		
70949	02/21/24	MOUND TRUE VALUE HARDWARE			
E 101-42110-211		CLEANING & MAINT SUP	\$5.98	190479	Keys
E 101-42110-211		CLEANING & MAINT SUP	\$18.27	190491	Knife, Glue and Puty
E 101-42110-211		CLEANING & MAINT SUP	\$4.99	190505	Brush
E 101-42110-211		CLEANING & MAINT SUP	\$47.96	190689	Softner Salt
E 101-42110-211		CLEANING & MAINT SUP	\$24.26	190746	Cleaner, Lysol Wipes
E 101-41110-440		APPRECIATION EVENTS	\$12.99	190814	Tote to store Tree Light Lights
E 101-41110-440		APPRECIATION EVENTS	\$12.99	190816	Tote to store Tree Light Lights
E 601-49440-401		BLDG/STRUCT MAINTEN	\$25.99	190817	Thermostat for Well 3
Total			\$153.43		
70950	02/21/24	PERFORMANCE PETROLEUM CO			
E 101-43121-212		MOTOR FUELS AND LUB	\$601.64	E152999	Bulk Transmission Fluid
E 101-43121-212		MOTOR FUELS AND LUB	\$711.78	E153000	15/40 Diesel Fuel
Total			\$1,313.42		
70951	02/21/24	PREMIUM WATERS, INC			
E 101-41940-211		CLEANING & MAINT SUP	\$108.83	605123-01-24	Water
Total			\$108.83		
70952	02/21/24	PUBLIC WORKS SALES HOLDINGS LLC			
E 602-49490-227		UTILITY SYSTEM MAINT	\$10,090.00	INV2509	Air Relief Valves and Parts for Replacement at FM 1, 13 and 17
Total			\$10,090.00		
70953	02/21/24	Stericycle, Inc.			
E 101-41320-307		PROFESSIONAL SERVIC	\$159.54	8006062068	Shredding Services
Total			\$159.54		
70954	02/21/24	SOUTH LAKE MINNETONKA POLICE			
E 101-42110-307		PROFESSIONAL SERVIC	\$126.92		Consulting Services
E 101-42110-307		PROFESSIONAL SERVIC	\$141.10		Legal Fees
Total			\$268.02		
70955	02/21/24	SQUIRES, CRAIG T			
E 101-42110-417		UNIFORMS	\$273.94		Investigator Clothes
Total			\$273.94		
70956	02/21/24	Star Tribune			
E 101-41320-202		COPY & PRINTING SUPP	\$128.80	7633734	Paper
Total			\$128.80		
70957	02/21/24	SUN LIFE FINANCIAL			
G 101-2340		PAYROLL CLEARING HE	\$934.42	March 2024	LTD
G 101-2340		PAYROLL CLEARING HE	\$604.41	March 2024	STD

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,538.83		
70958	02/21/24	SUNRAM CONSTRUCTION			
E 404-45202-530		IMPROVEMENTS	\$26,236.15	Pay Voucher	Gene Lehner Park Rehab
Total			\$26,236.15		
70959	02/21/24	TASC			
E 101-42110-437		MISCELLANEOUS EXPE	\$60.41	IN3015148	FSA-Admin Fees
Total			\$60.41		
70960	02/21/24	The Standard			
G 101-2380		PAYROLL CLEARING LIF	\$1,936.75	March 2024	* Life Insurance
Total			\$1,936.75		
70961	02/21/24	Toll Gas & Welding Supply			
E 101-43121-215		SHOP MATERIALS	\$25.42	40188982	Welding and Torch Cylinder Demurrage
E 101-43121-215		SHOP MATERIALS	\$295.00	70012924	Torch Gas Cylinder Lease Renewal
Total			\$320.42		
70962	02/21/24	US BANK CORPORATE SYSTEMS			
E 101-42110-434		POLICE TRAINING	\$143.04		Police Training Lodging
E 101-42110-434		POLICE TRAINING	\$143.04		Police Training Lodging
E 101-42110-417		UNIFORMS	\$407.50		Uniforms
E 101-42110-417		UNIFORMS	\$54.70		Uniforms Accessories
E 101-42110-417		UNIFORMS	(\$197.80)		Credit -Return of Uniforms
E 101-42110-417		UNIFORMS	\$18.78		Uniform-Shirts
E 101-42110-201		OFFICE SUPPLIES	\$13.05		Tape Dispenser Gun
E 101-42110-240		SMALL TOOLS AND MIN	\$39.03		Key Tags and Cabinet Lights
E 101-42110-201		OFFICE SUPPLIES	\$83.13		Flash Drives and Notebooks
E 601-49440-437		MISCELLANEOUS EXPE	\$299.42		Senate Bonding Tour Meeting Supplies
E 101-41320-433		DUES & SUBSRIPT & TR	\$70.00		MNGFOA Dues Renewal Grimm
E 101-42401-433		DUES & SUBSRIPT & TR	\$420.00		2024 Bldg Inspections Annual Institute-Pool
E 101-42401-433		DUES & SUBSRIPT & TR	\$420.00		2024 Bldg Inspections Annual Institute-Goodman
E 601-49440-227		UTILITY SYSTEM MAINT	\$9.99		SS Zip ties for Fence Repair at SWTP
E 601-49440-227		UTILITY SYSTEM MAINT	\$3,911.79		Perstatic Pump for Poly Feed at NWTP
E 101-41940-401		BLDG/STRUCT MAINTEN	\$151.61		Bulbs for the Monument Light
E 101-42110-404		VEHICLE & EQUIP MAIN	\$325.00		Car Wash Cards
E 101-42110-201		OFFICE SUPPLIES	\$23.79		Scale
E 101-42110-434		POLICE TRAINING	\$1,100.00		Police Chiefs Convention (2)
E 602-49490-227		UTILITY SYSTEM MAINT	\$106.82		Cam-Lock Connectors
E 101-43121-201		OFFICE SUPPLIES	\$18.09		Keyboard for PW Computer
E 602-49490-227		UTILITY SYSTEM MAINT	(\$51.67)		Credit-Return
E 602-49490-227		UTILITY SYSTEM MAINT	\$25.82		Spray Nozzel Tips
E 101-42110-201		OFFICE SUPPLIES	\$92.00		Portable Hard Drive
E 101-41320-433		DUES & SUBSRIPT & TR	\$20.00		LMC Workshop-Polsfuss
Total			\$7,647.13		
70963	02/21/24	VERIZON WIRELESS			
E 101-42110-321		TELEPHONE	\$40.02	9954982856	PD Cell phones
E 101-43121-321		TELEPHONE	\$40.00	9954982856	PW Cell Phones

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42110-321		TELEPHONE	\$97.64	9955022400	PD Cell phones
		Total	\$177.66		
70964	02/21/24	WARNING LITES OF MINNESOTA			
E 101-43121-224		STREET MAINTENANCE	\$676.02	5354	Safety Barricade Parts
		Total	\$676.02		
70965	02/21/24	WASTE MANAGEMENT OF WI-MN			
E 671-43230-384		REFUSE REMOVAL	\$19,234.68	7888195-159	* Recycling
E 671-43230-384		REFUSE REMOVAL	\$91.81	9036753-228	* Organics
		Total	\$19,326.49		
70966	02/21/24	WEGNER, RYAN			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$50.29		Meeting Meals Reimbursement
		Total	\$50.29		
70967	02/21/24	XCEL ENERGY			
E 101-41940-381		ELECTRIC UTILITIES	\$988.04	51-6565407-3	Electricity-City Hall
E 101-43121-381		ELECTRIC UTILITIES	\$289.35	51-6565407-3	Electricity-PW
E 101-43160-381		ELECTRIC UTILITIES	\$58.18	51-6565407-3	Electricity-Signal MNDOT
E 101-45202-401		BLDG/STRUCT MAINTEN	\$13.30	51-6565407-3	Electricity-Hunters Trail
E 101-43121-381		ELECTRIC UTILITIES	\$468.16	51-6565407-3	Electricity
E 602-49490-381		ELECTRIC UTILITIES	\$2,067.58	51-6565409-5	Electricity-Lift Stations
		Total	\$3,884.61		
1002909 e	02/02/24	MINNESOTA DEPT. OF REV.			
R 601-400-37110		WATER SALES	\$230.00		Sales and Use Tax 2023
R 101-400-34105		SALE OF MAPS AND CO	\$157.00		Sales and Use Tax 2023
		Total	\$387.00		
1002910 e	02/06/24	MEDSURETY, LLC			
E 101-41320-437		MISCELLANEOUS EXPE	\$34.00		Cobra Administration
		Total	\$34.00		
1002911 e	02/06/24	AFLAC			
G 101-2348		AFLAC INS	\$147.45		* Supplemental Insurance
		Total	\$147.45		
1002912 e	02/06/24	XCEL ENERGY			
E 101-43160-381		ELECTRIC UTILITIES	\$200.43	51-6565411-9	Electricity-Street Lights
E 101-42110-381		ELECTRIC UTILITIES	\$3,762.92	51-95957547-	Electricity-Police
		Total	\$3,963.35		
1002913 e	02/06/24	EDWARD JONES			
G 101-2370		PAYROLL CLEARING DE	\$3,582.68		* Deferred Comp w/h
		Total	\$3,582.68		
1002914 e	02/06/24	HCSP			
G 101-2370		PAYROLL CLEARING DE	\$275.00		* HCSP Retirement
		Total	\$275.00		
1002915 e	02/06/24	ICMA			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-2370		PAYROLL CLEARING DE	\$400.00		* Roth IRA Contributions
		Total	\$400.00		
1002916 e	02/06/24	Internal Revenue Service			
G 101-2300		PAYROLL CLEARING FE	\$14,915.14		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FI	\$14,801.00		* PR - SS/Medicare w/h
		Total	\$29,716.14		
1002917 e	02/06/24	MINNESOTA DEPT. OF REV.			
G 101-2310		PAYROLL CLEARING ST	\$6,981.80		* State w/h
		Total	\$6,981.80		
1002918 e	02/06/24	Optum			
G 101-2347		HSA CLEARING ACCT	\$5,664.13		HSA Employer and Employee Cont
		Total	\$5,664.13		
1002919 e	02/06/24	Public Employees Retirement			
G 101-2330		PAYROLL CLEARING PE	\$30,711.80		* Pera w/h
		Total	\$30,711.80		
1002920 e	02/06/24	PSN			
E 601-49440-307		PROFESSIONAL SERVIC	\$815.79	1/22/24	MONTHLY ONLINE PAYMENT FEES JANUARY 2024
E 602-49490-307		PROFESSIONAL SERVIC	\$815.80	1/22/24	MONTHLY ONLINE PAYMENT FEES JANUARY 2024
E 651-49590-307		PROFESSIONAL SERVIC	\$543.87	1/22/24	MONTHLY ONLINE PAYMENT FEES JANUARY 2024
E 671-43230-307		PROFESSIONAL SERVIC	\$543.87	1/22/24	MONTHLY ONLINE PAYMENT FEES JANUARY 2024
		Total	\$2,719.33		
1002921 e	02/07/24	HCSP			
G 101-2370		PAYROLL CLEARING DE	\$5,462.56		* Severance Pmt Thompson
		Total	\$5,462.56		
1002922 e	02/13/24	MN PUBLIC FACILITIES AUTHORITY			
E 601-47000-611		BOND INTEREST	\$305.36	2/21/2024	Interest on 2010 MN Public Facilities Note (Well 2A)
E 601-47000-611		BOND INTEREST	\$28,230.00	2/21/2024	Interest on 2016 MN Public Facilities Note (Treatment Plants)
		Total	\$28,535.36		
1002923 e	02/13/24	XCEL ENERGY			
E 601-49440-381		ELECTRIC UTILITIES	\$937.05	51-6565410-8	Electricity-Wells/Watertower
		Total	\$937.05		
1010		1ST BK OF THE LAKES	\$350,770.74		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

1010 1ST BK OF THE LAKES

101 GENERAL FUND	\$175,400.93
401 CAPITAL IMPROVEMENT PROGRAM	\$9,000.19
404 PARK DEDICATION FUND	\$26,236.15
406 ROAD MAINTENANCE FUND	\$127.88
601 WATER FUND	\$49,036.28
602 SEWER FUND	\$68,390.09
651 STORM WATER MGMT FUND	\$1,263.96
671 RECYCLING FUND	\$19,870.36
673 CABLE	\$1,444.90
	\$350,770.74



CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION ITEM 4C

Subject: Item – Resolution No. 9-24 Adopt Reimbursement Resolution regarding 2024 Wells Projects

Prepared By: Brian Grimm, Finance Director

Meeting Date: February 21, 2024

Item: Attached is the resolution adopting a reimbursement resolution in conjunction with the upcoming 2024 Wells Projects. The estimated principal cost of the project at this time of \$1,500,000 is included in the resolution. This bonding issue is a budgeted/projected item for sometime during 2024. The bonding would finance items associated with the 2024 Wells Projects.

<p><u>Recommended City Council Action:</u> Res No. 9-24 Adopt Reimbursement regarding 2024 Wells Projects.</p>

Does Recommended Action meet City Mission Statement? x Yes No
Does Recommended Action meet City Goals/Priorities? x Yes No
Explain:

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

CITY OF MINNETRISTA, MINNESOTA

RESOLUTION NO. 9-24

**DECLARING THE OFFICIAL INTENT OF THE
CITY OF MINNETRISTA TO REIMBURSE
CERTAIN EXPENDITURES FROM THE PROCEEDS
OF BONDS TO BE ISSUED BY THE CITY**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of Minnetrista, Minnesota (the “City”) expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (the “Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, MINNESOTA AS FOLLOWS:

1. The City proposes to undertake the construction of street improvements related to the 2024 Wells Projects improvement project (the “Project”).

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$1,500,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City’s budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted by the City Council of the City of Minnetrista, Minnesota this 21st day of February 2024, by a vote of _____ ayes and _____ nays.

Mayor

ATTEST:

City Clerk

CITY OF MINNETRISTA



CITY COUNCIL CONSENT AGENDA ITEM 4d

Subject: Metropolitan Council Easement over City Property

Prepared By: Nickolas Olson, Senior City Planner

Though: David Abel, Community Development Director

Meeting Date: February 21, 2024

Issue: The Metropolitan Council Environmental Services Interceptor Operations is looking to install a natural gas service along with onsite permanently installed backup generator to provide onsite emergency power to provide contingency and the highest level of operational service. The proposed location of these improvements are two parcels of land in the Douglas Beach and Enchanted Island neighborhoods on property owned by the City of Minnetrista. The Metropolitan Council is asking for easements over the properties in the general form attached hereto. The easement document has been reviewed by the City's Planning, Engineering, and Legal staff and is an acceptable form.

Recommended Action: Motion to Authorize Mayor and City Clerk to sign an easement for Metropolitan Council over City Property in the Douglas Beach and Enchanted Island neighborhoods.

Attachments:

1. Location Maps
2. Form of Metropolitan Council Easement over City Property





Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Parcel 1 (PID# 25-117-24-13-0010)



1 in = 50 Ft



-  City Boundary
-  City Mask
-  Address Labels
-  Parcels



Parcel 3 (PID# 25-117-24-41-0008)



1 in = 50 Ft

-  City Boundary
-  Address Labels
-  Parcels



PERMANENT EASEMENT AGREEMENT

THIS PERMANENT EASEMENT AGREEMENT (this “Agreement”) is made this _____ day of _____, 2024 (the “Effective Date”), by and between the City of Minnetrista, a Minnesota municipal corporation (“Grantor”) and the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota (“Grantee”) (each individually referred to as a “Party” and collectively referred to as the “Parties”).

Whereas, Grantor is the fee owner of real property that is legally described on the attached **Exhibit A-1 and A-2** (the “Property”); and

Whereas, Grantee is installing a natural gas service along with an onsite permanently installed backup generator to provide onsite emergency power to provide contingency and the highest level of operational service for Grantee’s new gravity interceptor; and

Whereas, the permanent easement will be needed for the new gravity interceptor being constructed by Grantee along with maintenance holes, over, under and across portions of the Property; and

NOW THEREFORE, for valuable consideration, the Parties agree as follows:

1. Grant of Easement. Grantor, as the owner of the Property in consideration of One Dollar and other good and valuable consideration to it in hand paid, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey to Grantee, its agents, contractors, permittees, successors and assigns, the following described non-exclusive easement:

a. Permanent Sanitary Sewer Easement. A permanent non-exclusive sanitary sewer easement legally described on the attached **Exhibit B-1 and B-2** (the “Permanent Easement Areas”) and depicted as **Exhibit C-1 and C-2**, over, under, above and across the Property for, without limitation, the location, installation, construction, inspection, repair, replacement,

maintenance, use, and operation of an interceptor and other waste-water related improvements (the "Permanent Easement").

- i. The Permanent Easement includes the rights of ingress and egress over and across the Property by Grantee and its agents, employees, permittees, assigns and contractors, for the use of the Permanent Easement Areas as may be necessary in the exercise of the rights and privileges herein granted.
- ii. The above-described Permanent Easement further includes the right to cut, trim, or remove from the Permanent Easement Areas any hardscaping, trees, shrubs, undergrowth, landscaping, and other vegetation as in the Grantee's judgment unreasonably interferes with the use of the Permanent Easement Areas by Grantee, its permittees, successors and assigns, provided that Grantee shall take all reasonable precautions to prevent any damage to the Property.
- iii. Subsequent to the Effective Date of this Agreement, with respect to Grantor and its successors and assigns will not erect, construct, or create any building, improvement, obstruction, perpendicular utility crossing, or structure of any kind, either above or below the surface of the easement area or plant any trees, or stockpile construction debris or construction equipment, or change the grade thereof of the Permanent Easement Areas without the express written consent of the Grantee. The property legally described on Exhibit C-2 is currently being used as a public street. Grantee agrees that Grantor may continue to maintain a public street in this location. Grantee understands that Grantor's maintenance of a public street also includes the placement and maintenance of any improvements that are authorized to be located within a public right-of-way, including the placement, maintenance, or repair of public and private utilities.

2. Soil Compaction and Restoration. Unless otherwise agreed to in writing by Grantor, Grantee will make reasonable efforts to restore the Permanent Easement Areas including soil compaction to a level compatible with the expected restoration conditions and matching the original surface grade as far as practicable. Grantee shall restore the surface to like condition existing on the Effective Date of this Agreement, consisting of either grass seeding or sodding, either paved or gravel surface restoration and compatible storm water drainage required as a result of the restoration work.

3. Representation of Ownership. Grantor represents that it is the lawful owner and is in lawful possession of the Property and has lawful right and authority to convey and grant the Permanent Easement.

4. Notices and Demands. All notices, requests, demands, consents, and other communications required or permitted under this Agreement shall be in writing and shall be deemed to have been duly and properly given three business days after the date of mailing if deposited in a receptacle of the United States mail, first class postage prepaid, addressed to the intended recipient as follows:

Grantor: City of Minnetrista
7701 County Road 110W
Minnetrista, MN 55364
Attn: City Administrator

Grantee: Metropolitan Council
390 Robert Street North
St. Paul, MN 55101-1805
Attn: Real Estate Office

5. Amendment of Agreement. This Agreement may only be amended by written agreement signed and notarized by both Parties or their successors or assigns.

6. Miscellaneous.

a. Binding Covenant. The provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the Parties and their successors and assigns and shall constitute a covenant running with the land.

b. Waiver. No waiver of any provision of this Agreement shall be binding unless executed in writing by the Party making the waiver. No waiver of any provision of this Agreement shall be deemed to constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver unless the written waiver so specifies.

c. Liability. Each Party is responsible for their own acts and omissions and the results thereof to the extent authorized by the law. This shall not be construed to waive any liability limits or immunities including those arising under Minnesota Statutes Chapter 466.

d. Governing Law. This Agreement is governed, construed, and enforced under the laws of the State of Minnesota without regard to conflicts of law provisions.

e. Counterparts. This Agreement may be executed in any number of counterparts, each of which is to be deemed to be an original and the counterparts together constitute one and the same Agreement. A physical copy or electronic copy of this Agreement, including its signature pages, will be binding, and deemed to be an original.

f. Severability. The provisions of this Agreement are severable, and in the event that any provision is held to be invalid or unenforceable, the Parties intend that the remaining provisions will remain in full force and effect.

g. No Presumption against Drafter. This Agreement has been negotiated at arm's length and with the opportunity for the Parties to consult legal counsel regarding its terms. Accordingly, this Agreement shall be interpreted to achieve the intent and purpose of the Parties, without any presumption against the drafting party.

h. Authority of Signatory. Each party to this Agreement warrants to the other that it has the right and authority to enter into this Agreement.

The remainder of this page is intentionally left blank.

CITY OF MINNETRISTA

Its: City Clerk

[illegible]

The foregoing instrument was acknowledged before me this _____ day of _____, 2024, by Lisa Whalen, its Mayor and by Ann Meyerhoff, its City Clerk on behalf of the City of Minnetrista, a Minnesota municipal corporation, on behalf of the City, Grantor.

Notary Public

METROPOLITAN COUNCIL,
a public corporation and political subdivision of the
State of Minnesota,

By: _____
Philip J. Walljasper

Its: Acting Regional Administrator

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

This foregoing instrument was acknowledged before me on the ____ day of _____, 2024, by Philip J. Walljasper, as Acting Regional Administrator of the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota, on its behalf.

Notary Public

Drafted By:
Metropolitan Council
Real Estate Office
390 North Robert Street
St. Paul, MN 55101

EXHIBIT A-1 – LEGAL DESCRIPTION OF THE PROPERTY

That part of the following described tract:

That part of Lot 10 Enchanted Island Park, in Government Lot 4, Section 25, Township 117 North, Range 24 West, described as follows:

Beginning at the northwest corner of Lot #10, Enchanted Island Park, in Govt. Lot #4, Section 25 T-117 N. R. 24 W.; thence easterly along the north line of said Lot #10, 104.1 feet to the point of beginning of the tract of land to be described; thence in a southeasterly direction parallel with west line of said Lot, 129.0 feet; thence in a north easterly direction making an angle of 48 degrees 55 minutes with the last mentioned line 46.2 feet; thence deflecting in a northwesterly direction 47 degrees 45 minutes, 57.5 feet to the beginning of a curve whose radius is 75.5 feet and with a central angle of 77 degrees; thence deflecting in a northwesterly direction along said curve to a point where it intersects the north line of said Lot #10, thence westerly along said north line of Lot #10 to the point of beginning.

(Abstract Property)

EXHIBIT A-2 – LEGAL DESCRIPTION OF THE PROPERTY

That part of Lot 11, Block 1, DOUGLAS ADDITION, according to the recorded plat,
Hennepin County Minnesota

Torrens Property – Certificate of Title 829159

Exhibit B-1 – Easement Areas Legal Descriptions

That part of Lot #10, Enchanted Island Park, in Govt. Lot #4, Section 25 T-117 N. R. 24 W Hennepin County, Minnesota, lying northerly of the following described line;

Commencing at the Northwest corner of OUTLOT A, found in plat of KODADEK'S ENCHANTED ISLAND PARK, HENNEPIN COUNTY, MINNESOTA; thence North 79 degrees 20 minutes 2.83 feet; thence South 20 degrees 44 minutes East 35.47 feet to the point of beginning; thence North 78 degrees 34 minutes East 35 feet to a point on the West line of LOT 1, BLOCK 1, KODADEK'S ENCHANTED ISLAND PARK plat and said line there terminating.

Exhibit B-2 – Easement Areas Legal Descriptions

A permanent easement for sanitary sewer purposes over, under, and across the property described in Exhibit A-2, described as follows:

The northerly 90 feet of the westerly 20 feet of said Lot 11, Lot 11, Block 1 Douglas Addition, Hennepin County, Minnesota

Exhibit C-1 – Easement Area Depiction

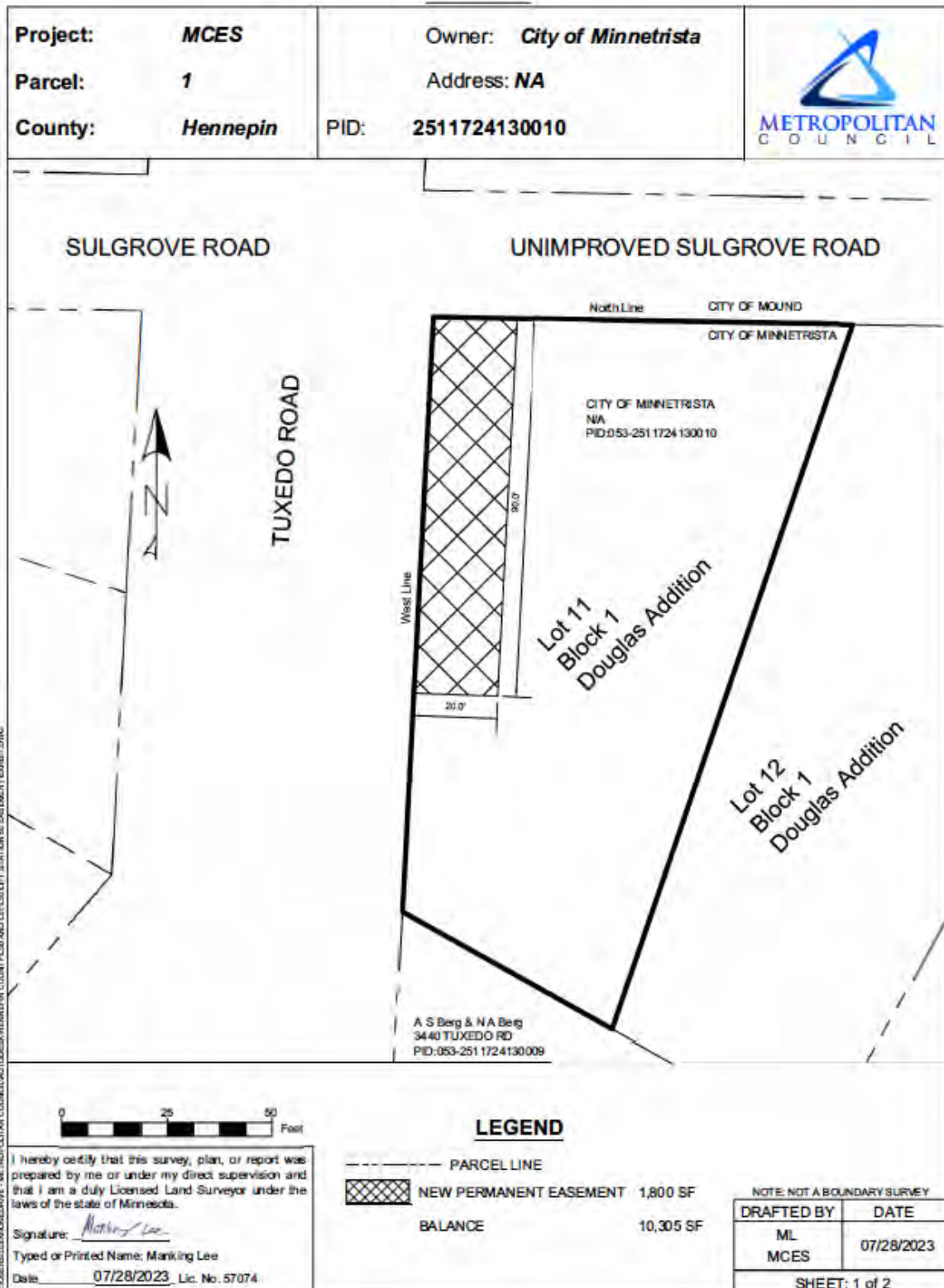
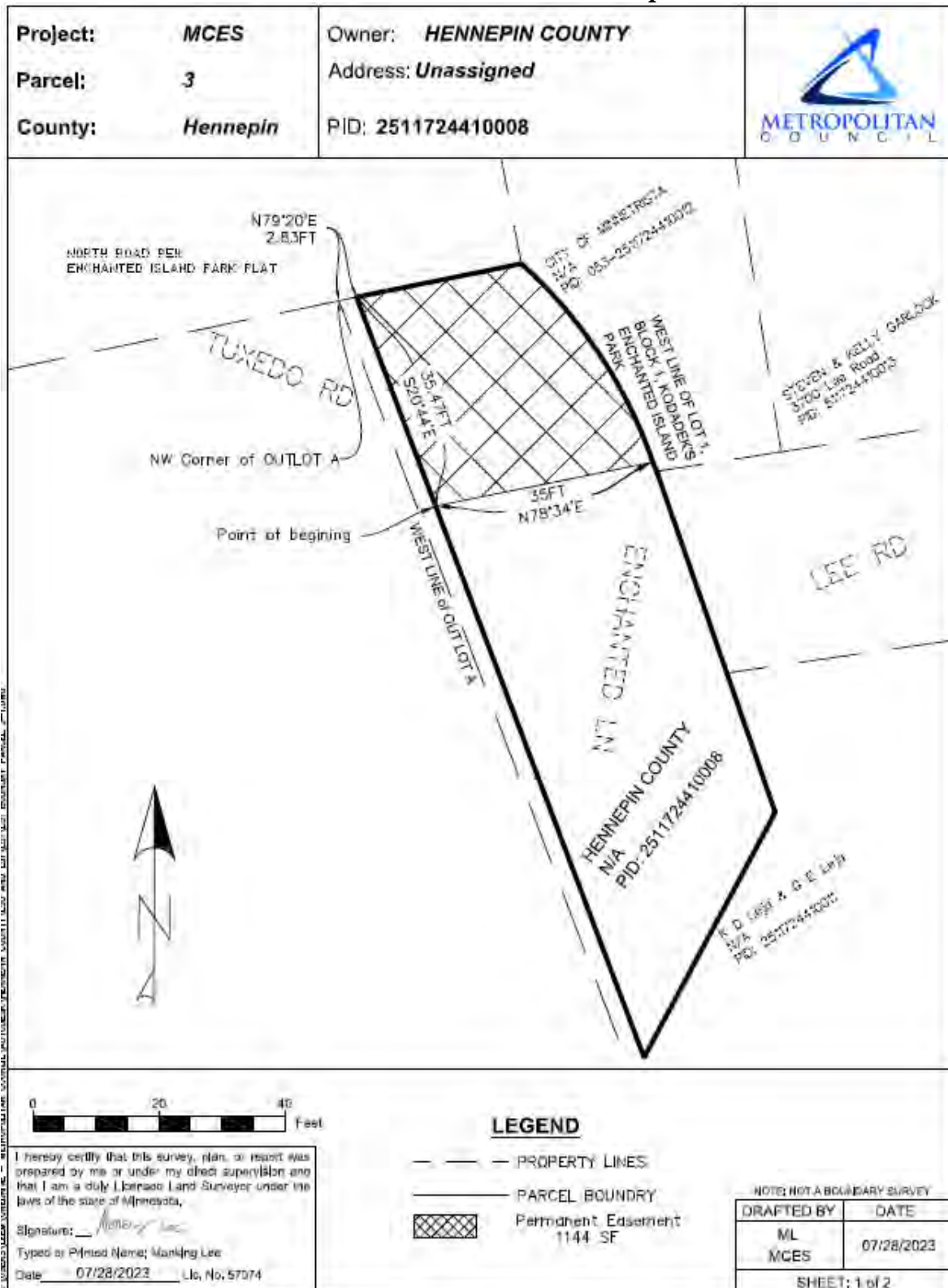


Exhibit C-2 – Easement Area Depiction



CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM 4e



Subject: Award city park court resurfacing to ATE Recreation

Prepared By: Gary Peters, Public Work Director

Meeting Date: Wednesday, February 21, 2024

Issue:

The basketball courts at Linden Park, Merz Marsh Park and Douglas Park, as well as the tennis courts Lisle Park are in need of resurfacing.

Overview:

Visual inspections of the court surfaces show that the surface coatings are peeling in places and cracks have formed. The courts should be resurfaced every 7 years and were last done as follows:

- Linden Park – 2016
- Lisle Ct – 2015 (when installed)
- Merz Marsh Park – 2017
- Douglas Park – n/a (new concrete installed in 2022).

These courts will not only be striped for basketball and tennis, but pickleball as well. One contractor submitted a quote with a crack repair system called ARMOR for the larger cracks (please see attached information). I researched this product and found that it was developed in the 1990's and marketed in 2000. I read several testimonials and watched numerous videos on the product. It can stand extreme temperature changes and has been used from Canada to the Caribbean. Several testimonials stated that the repairs have lasted 10+ years, with one repair going on for 15 years. I believe that this system of repair is truly worth the extra expense.

Fiscal Impact:

Four local court resurfacing contractors were contacted and asked if they would like to quote this project. While all said yes, only three returned quotes. Those quotes are attached, and they are as follows:

Contractor	Linden Park	Lisle Park	Merz Marsh Park	Douglas Park	Total Cost
ATE Recreation	\$12,930.00	\$17,147.00	\$4,826.00	\$8,666.00	\$43,569.00
Court Surfaces & Repair	Lump Sum Quoted				\$36,975.00
C and H Sport Surfaces	\$16,995.00	\$8,800.00	\$6,950.00	\$16,900.00	\$49,645.00
Surface Pro					\$0.00
CIP Estimate	\$10,000.00	\$20,000.00	\$6,000.00	\$6,000.00	\$42,000.00

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

The contractor recommended resurfacing the basketball and tennis courts in city parks is ATE Recreation at a price of \$43,569.00.

Funding for this court resurfacing will be paid for out of the 404 Parks Dedication Fund.

Recommended City Council Action:

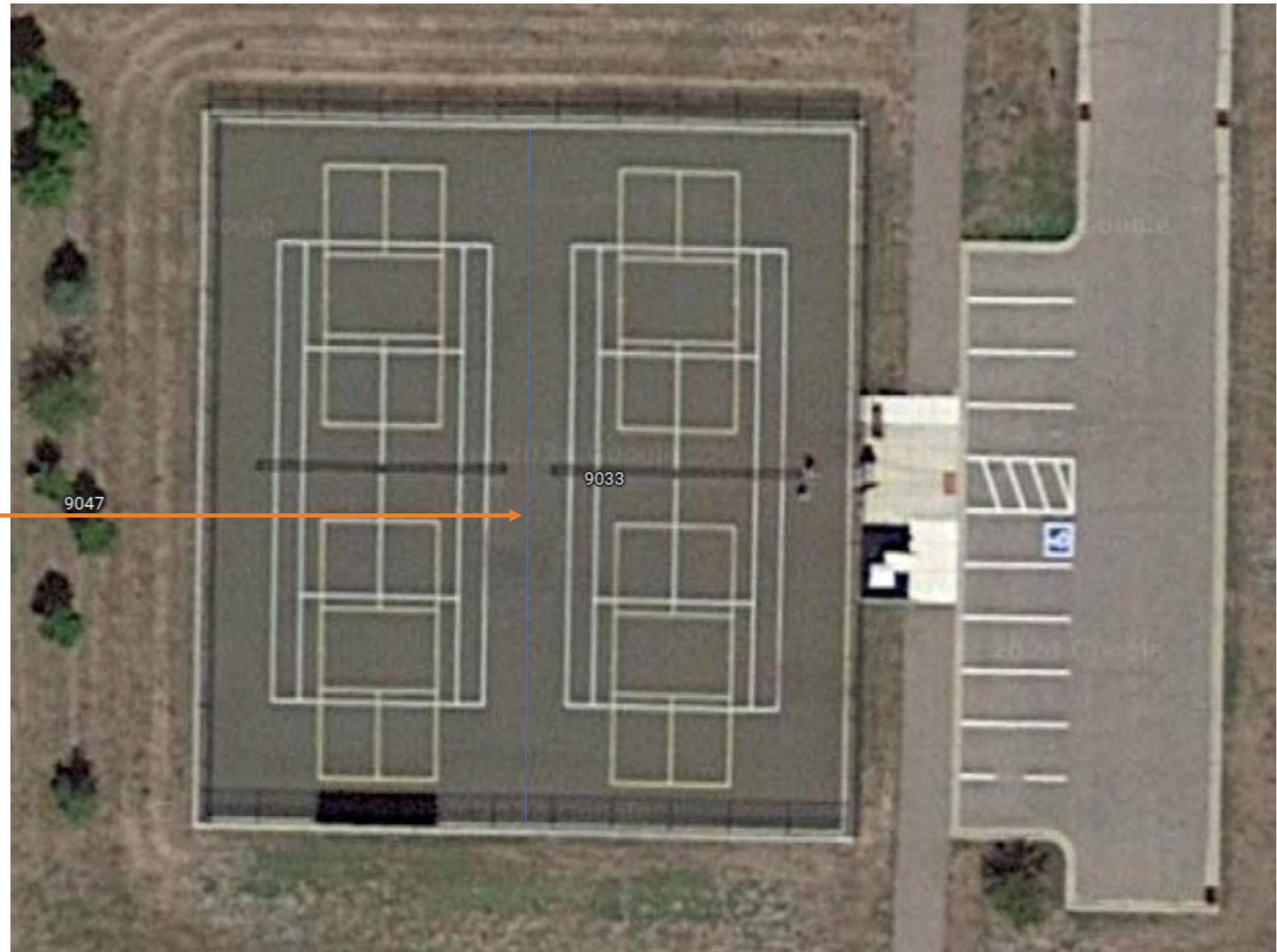
Motion to approve ATE Recreation for resurfacing the basketball and tennis courts in city parks at a cost of \$43,569.00.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Lisle Park Tennis

- 110' x 120' Double Tennis Court with pickleball striping
- ARMOR Crack Repair & SportMaster Resurfacing
- Control joint to be repaired with ARMOR Crack Repair System



Lisle Park Tennis



Control joint to be repaired the length of the court with ARMOR Crack Repair



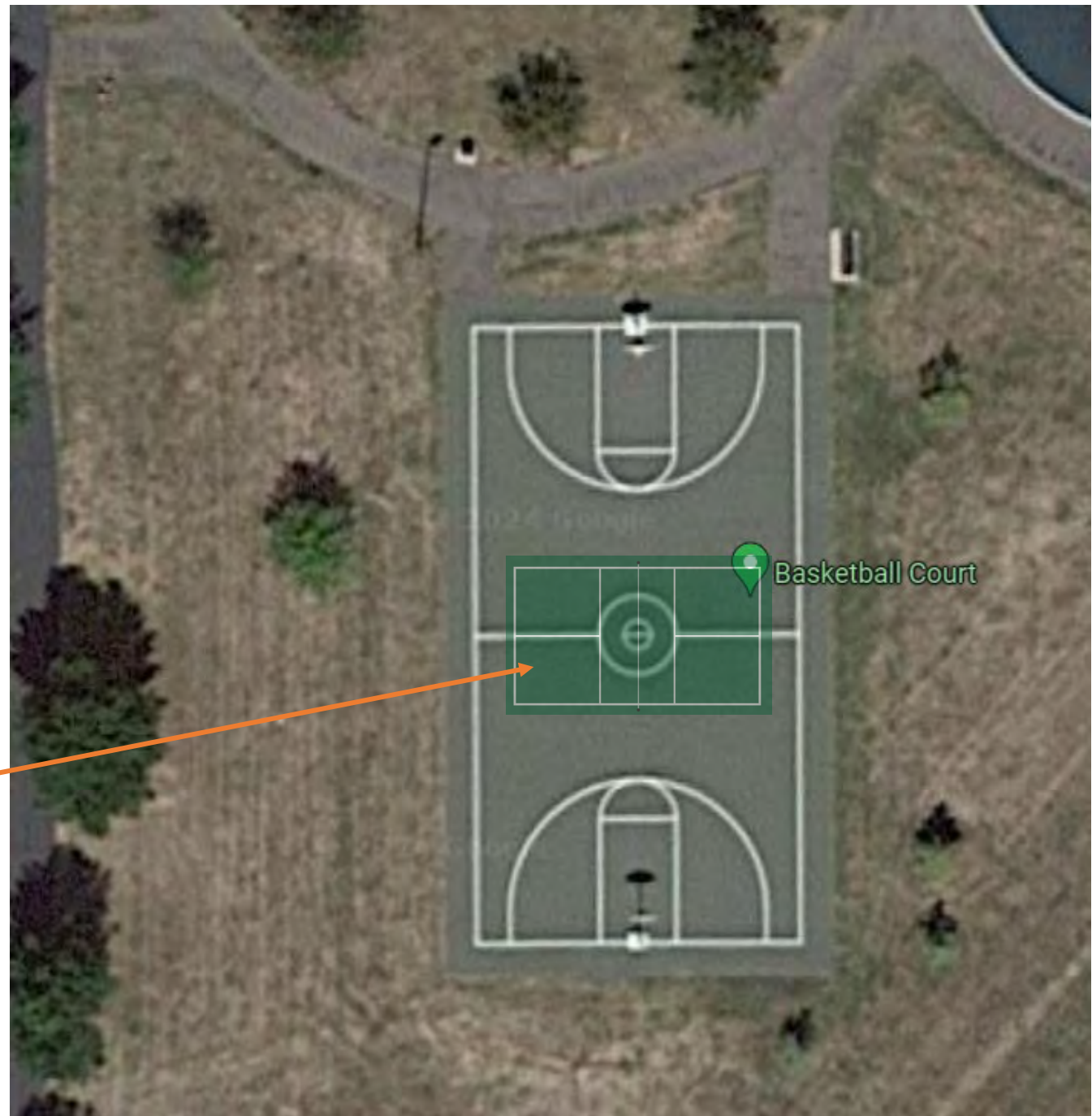
Approximately 50 square ft of birbaths to be filled



‘spider web’ surface cracks – to be filled with acrylic crack patch prior to resurfacing

Linden Park Basketball

- 60' x 100' Full Court Basketball
- ARMOR Crack Repair & SportMaster Resurfacing
- Approximately 50 lineal ft of surface cracks to be repaired with ARMOR Crack Repair system prior to resurfacing
- Pickleball lines to be striped at center court (no separate court surfacing, just line striping)



Linden Park Basketball



Example of cracks to be repaired with ARMOR Crack Repair system



Merz Marsh Park Basketball

- 30' x 50' Half Court Basketball
- SportMaster Resurfacing
- Existing acrylic coatings are delaminating from the asphalt, to be completely removed prior to resurfacing the court



Merz Marsh Park Basketball



Existing acrylic coatings are peeling off the asphalt and require complete removal before resurfacing



Douglas Park Pickleball

- 40' x 50' New Concrete Pickleball Court
- SportMaster Acrylic Surfacing,
~~Putterman Pickleball Posts & net install~~ Removed posts & nets
- Control joints to be filled with acrylic crack fill prior to surfacing the concrete



Douglas Park Pickleball





Before



Crack Filling

ARMOR Crack Repair Process



Tape



Fabric

ARMOR Crack Repair Process



Fiberglass



Coat with Acrylic
Resurfacer

ARMOR Crack Repair Process



Final Product



2023 Court Building Portfolio

Owner

Privately Owned

Scope of Work

Constructed a pickleball court including excavation, concrete, and fencing installation. ATE Recreation surfaced the court with SportMaster, and installed Putterman Athletics pickleball net posts and windscreen.

Completed September 2023



Owner

Privately Owned

Scope of Work

Surfaced a concrete pickleball court with the SportMaster acrylic system.

Completed September 2023



Owner

Privately Owned

Scope of Work

Constructed a new asphalt pickleball court including excavation and asphalt. ATE Recreation surfaced the court with SportMaster, and installed Putterman Athletics pickleball net posts.

Completed August 2023



Owner

Forte I Apartments
Pete Stencil, Owner of
The Stencil Group
(605)-362-4663

Scope of Work

Installed a new SportMaster
acrylic pickleball court surface
over concrete.

Completed September 2022



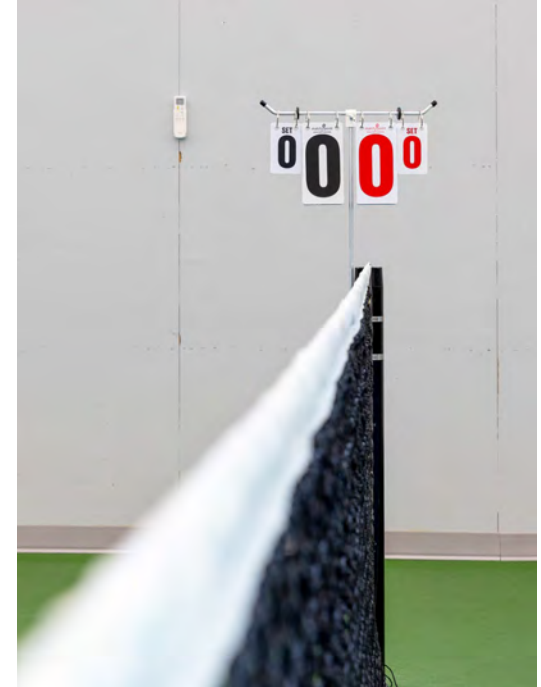
Owner

Privately Owned

Scope of Work

ATE Recreation installed a SportMaster ProCushion court with Tennis, Pickleball, and Basketball game lines. Installed Putterman Athletics Tennis Net, wall padding and curtains, and First Team basketball goals.

Completed January 2023



Owner

The Nic on Fifth Apartments
Todd Longen, Director of Construction
for Cushman & Wakefield Construction
Services
(612)-225-0069

Scope of Work

ATE Recreation installed a new SportMaster ProCushion pickleball court in a previously unused retail space. The court is an amenity used by apartment residents.

Completed January 2023



Owner

City of Goodview – Memorial Park

Scope of Work

ATE Recreation surfaced a battery of three asphalt pickleball courts with SportMaster acrylic coating system.

Completed July 2023



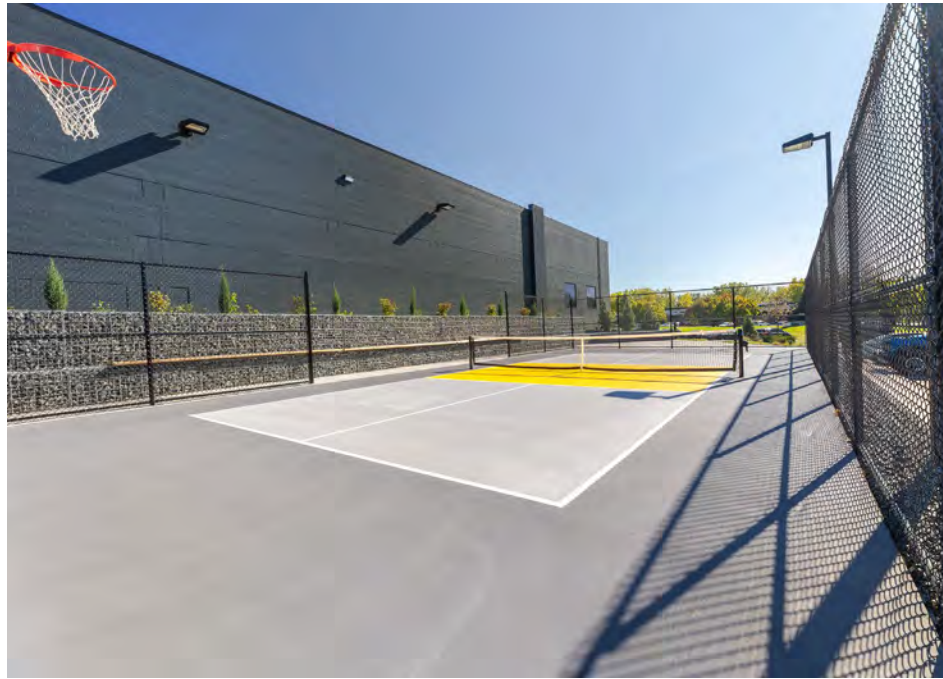
Owner

Tricam Industries, Sullivan Day
Construction

Scope of Work

Installed SportMaster acrylic
pickleball court surface and
Putterman pickleball post and
net. Supplied and Installed a
Dominator 60 basketball goal.

Completed July 2023



Owner

Privately Owned

Scope of Work

Installed ARMOR crack repair system coated with SportMaster acrylic tennis court surface and Wimbledon wooden tennis net post and net.

Completed July 2023



Owner

Alexandria MN Public Schools

Scope of Work

Removed failing tennis court coatings, filled and repaired cracks, and re-surfaced four tennis courts with pickleball lines added.

Completed August 2022





Court Surfaces & Repair, Inc.



Troy D. Carlson • 16215 Yalta St. NE • Ham Lake, MN 55304 • 612-386-9171 • Fax: 763-785-7929
thcarlson@msn.com • www.csr-1.com

February 6, 2024

RE: SURFACING OF TENNIS, BASKETBALL COURTS

Minnetrista Parks – Lisle, Linden, Merz Marsh & Douglas Parks

The process to surface courts is as follows:

- High-pressure blow entire surface clean of dirt and debris.
- Power-wash and Hydro-Scrub all courts to remove loose materials.
- Fill and blend cracks to surface with Acrylic crack binder.
- Shot blast new concrete to remove sealer applied to surface (Douglas Park Only).
- Acid etch concrete & fill saw joints with elastomeric crack filler (Douglas Park Only).
- Patch and blend low areas, ("birdbaths") to surrounding surface.
- Apply (2) textured coats of acrylic blended resurfacer to fill surface imperfections.
- Apply (2) textured acrylic color coats to the surface, colors Dark Green.
- Upon curing roller apply 2" white playing lines per ASBA specifications.

*CSR will need a water source supplied near each facility locations.

Lisle Park (2) tennis court & pickleball striping, **Linden Park** (1) basketball court & pickleball striping, **Merz Marsh Park** (1/2) basketball & **Douglas Park** (1/2) basketball & pickleball lines:

Total cost for surfacing & striping \$ 36,975.00. Prices do not include bond fees.

CSR is fully insured for your project and will issue a certificate of insurance if requested. All work has a one-year *manufacturer's warranty* on materials used. *Warranty does not cover expansion joints.* If you have questions please call me @ (763)-783-8086.

The above price and specifications are satisfactory and are hereby accepted. CSR is authorized to do the above work specified. Payment is to be made upon completion of above specified work. *Note:* This proposal may be withdrawn if not accepted within 10 days.

Date Accepted ____/____/____ Signature _____ PO # _____
(Please assign a PO# and or mail / fax one signed copy. Fax (763)-785-7929.)

Thank you,

Troy D. Carlson
Court Surfaces & Repair Inc.

Court Proposal



Customer

City of Minnetrista, MN
Attn: Gary Peters, Public Works Director
garypeters@ci.minnetrista.mn.us
7701 County Rd 110W, Minnetrista MN 55364
(952) 241-2532

Contractor

ATE Recreation
6405 State Highway 25 SW
Montrose MN 55363
Phone: 763-447-1533
www.ateinstallations.com

Notes:

Date

Proposal No.

2/6/2024

1

o Quote is valid for 20 days unless accepted earlier by returning signed copy of this contract.

o Lisle Park - 9033 Partridge Rd - 110' x 120' Double Tennis Court - ARMOR Crack Repair & SportMaster Resurfacing

ARMOR crack repair on one control joint measuring 120' long. Control joint to be cleaned and filled with acrylic patch mix and sanded smooth. After priming filled cracks with patch binder, ARMOR release tape is applied over the cracks and covered with two layers of ARMOR fabric. Note that some types of surface cracks are not able to be repaired with ARMOR. Miscellaneous surface cracks not able to be repaired by ARMOR (per ARMOR specifications) will be filled with acrylic patch mix prior to resurfacing.

Resurfacing includes one coat of acrylic resurfacer, two coats of color, and white line striping. Two court colors to be selected from the SportMaster color chart. Pickleball striping will be added as secondary to tennis lines.

DESCRIPTION	QTY	UNIT PRICE	TOTAL
ARMOR Crack Repair & Sport Master Tennis Surfacing	13,200	1.30	\$ 17,147

o Linden Park - 3900 Hunters Tr - 60' x 100' Full Court Basketball - ARMOR Crack Repair & SportMaster Acrylic Resurfacing

Approximately 50 linear ft of surface cracks to be cleaned and filled with acrylic patch mix and sanded smooth. After priming filled cracks with patch binder, ARMOR release tape seals the cracks and is then covered with two layers of ARMOR fabric. Note that some types of surface cracks are not able to be repaired with ARMOR. Any types of cracks not able to be repaired by ARMOR (per ARMOR specifications) will be filled with acrylic patch mix prior to resurfacing. Pre-install walk will be conducted to delineate cracks that will be repaired with ARMOR and those that cannot be.

After ARMOR repair is completed, court will be surfaced with one coat of acrylic resurfacer, two coats of color, and white basketball line striping. One set of pickleball court lines to be striped at center court. One court color to be selected from the SportMaster color chart.

DESCRIPTION	QTY	UNIT PRICE	TOTAL
ARMOR Crack Repair & Sport Master Basketball Surfacing	6,000	2.16	\$ 12,930

o Merz Marsh Park - 4230 Turtle Rd - 30' x 50' Half Basketball Court - SportMaster Acrylic Resurfacing

The existing acrylic coatings are delaminating from the underlying asphalt, so complete removal of the coatings is required prior to surfacing the court.

After existing acrylic coatings are removed, courts will be surfaced with one coat of acrylic resurfacer, two coats of color, and white half court basketball line striping. One court color to be selected from the SportMaster color chart.

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Sport Master Basketball Surfacing	1,500	3.22	\$ 4,826

o Douglas Park - 3441 Tuxedo Rd - 40' x 50' New Concrete Pickleball Court - SportMaster Acrylic Surfacing

Control joints to be cleaned and filled with acrylic patch mix and sanded smooth. After priming filled cracks with patch binder, court surface will be cleaned and primed with acrylic adhesion promoter. Court to be surfaced with two coats of acrylic resurfacer, two coats of color, and white pickleball line striping, with half court basketball striping as secondary. Up to three court colors to be selected from the SportMaster color chart.

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Sport Master Pickleball Surfacing	2,000	4.33	\$ 8,666

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Lisle Park Tennis	13,200	1.30	\$ 17,147
Linden Park Basketball	6,000	2.16	\$ 12,930
Merz Marsh Park Basketball	1,500	3.22	\$ 4,826
Douglas Park Pickleball	2,000	4.33	\$ 8,666

Total \$ 43,569

Please sign and date below to confirm acceptance of the above terms

Signature: _____

Date: _____

Adam Eskola
ATE Recreation

TIM CARLSON
2312 SEURER ST.
NEW MARKET, MN 55054
PHONE: 952-461-5678
FAX: 952-461-5679



February 13, 2024

Gary Peters, P.W.D
City of Minnetrista
7701 Co. Rd. 110 W
Minnetrista, MN 55364
Email: garypeters@ci.minnetrista.mn.us

RE: TENNIS, BASKETBALL AND PICKLEBALL RESURFACE PROJECTS 2024

Gary,
Thank you for contacting C & H Sport Surfaces, Inc. regarding your court facilities. We have been in the Tennis Court, Running Track and Basketball Court industry for over 50 years and we pride ourselves on quality workmanship and dependable service. We use the highest quality, 100% acrylic surfacing products for longer lasting and stronger playing surfaces. C & H Sport Surfaces, Inc. is a member of the BBB, USTA and MASMS.

LISLE PARK, LINDER PARK, MERZ PARK STANDARD 4 COAT ACRYLIC REPAIR AND RESURFACING PROCESS TO INCLUDE:	
<ul style="list-style-type: none">• Power spray/hydro wash entire surface to remove loose materials, dirt and debris that have accumulated over the years.• Scrape and high pressure blow any remaining loose materials down to a solid substate.• Clean, fill and blend cracks to surface using Acrylic Patch crack filler, mixed according to the manufacture specifications.• Patch and blend low areas of depth, "bird baths", > 1/8", after one hour of sun using Acrylic Patch, mixed according to the manufacture specifications.• Prime necessary areas to enhance bonding of the new surface application.• Apply 2, black, sand fortified, 100% Acrylic Resurfacer filler coat over the entire asphalt surface according to the manufacturer specifications.• Apply 2, textured, acrylic color coats over the entire court surface according to the manufacturer's specifications. Color to be all dark green.• Upon curing, apply 2" white or yellow tennis playing lines according to USTA layout specifications (Lisle Park).• Apply pickleball playing lines according to USAPA layout specifictions and/or regulation basketball playing lines (Lisle, Linder, Merz Parks).	
Lisle Park (2 Tennis Courts with 2 sets of white playing lines, 4 sets of yellow pickleball playing lines).....	\$ 16,995.00
Linder Park (1 Full Basketball Court with white regulation playing lines, 1 set of yellow Pickleball playing lines).....	\$ 8,800.00
Merz Park (1/2 Basketball Court with white regulation playing lines).....	\$ 6,950.00
<div>*A water pressured source will be needed at project location. *1 year manufacturer product warranty. *Approximate 5 day down time per site. *Sprinkler system to be turned off around project location. *Use of SportMaster products. *Summer 2024 completion.</div>	

DOUGLAS PARK CONCRETE ½ BASKETBALL COURT SURFACING PROCESS TO INCLUDE (APPROX 222 sy):	
<ul style="list-style-type: none">• Scrape/sweep and high pressure blow the entire surface of loose materials, dirt and debris.• Acid etch entire concrete surface using Muriatic Acid to enhance bonding of the new surface application. Rinse thoroughly.• Prime concrete surface with Concrete Promoter to enhance bonding of the new surface application.• Patch and blend low areas of depth, > 1/8", after 1 hour of drainage, using Acrylic Patch mixed according to the manufacturer specifications.• Fill 1/8" control joints with an elastomeric crack filler. Control joints cut by others.• Apply 1, black, sand fortified, 100% Acrylic Resurfacer filler coat over the entire concrete playing surface according to the manufacturer specifications.• Apply 2, textured, acrylic color coats over the entire concrete playing surface according to the manufacturer specifications. Color to be all dark green.• Upon curing, apply 1 set of 2", white, regulation playing lines. Lines to include: border, 3 pt line, and free throw lane.	
Total cost to complete this project.....	\$11,950.00
Shotblast surface to create a uniform texture and to remove sealer/curing compounds for proper adhesion of new surface-Additional.....	\$ 4,950.00
<div>* A pressured water source will be needed near project location. * Use of SportMaster Surfacing Products. * Sprinkler system near project location must be turned off. * Concrete to meet ASBA and SportMaster specifications. * Summer 2024 completion. * Approximate 7 days for completion of project</div>	

C & H Sport Surfaces, Inc.

Since 1970

TIM CARLSON
2312 SEURER ST.
NEW MARKET, MN 55054
PHONE: 952-461-5678
FAX: 952-461-5679



___ Lisle Park ___ Linder Park ___ Merz Park ___ Douglas Park

C & H Sport Surfaces, Inc. is fully insured for your project, and will issue a certificate of insurance upon request. If you have any questions, please contact Tim at 952-461-5678.

Thank you,

Tim S. Carlson
C & H Sport Surfaces, Inc.

Acceptance of Proposal: The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified above. Payment is to be made within 30 days of project completion date. An interest rate of 15% will be added to all accounts that exceed the 30 day project completion date. Any collection fees due to nonpayment are to be paid by the customer. Cracks are not a warranty item. Upon acceptance, the surface may be played on.

Date: ___ / ___ / ___ Authorized Signature: _____

A signed contract or PO# is required to schedule this project. I have read and understand the Terms and Conditions on page 3 of this contract.

NOTE: We reserve the right to withdraw this proposal if not accepted within 15 days.

C & H SPORT SURFACES, INC.

TERMS AND CONDITIONS: (upon acceptance of the proposal become binding to the contract, PLEASE INITIAL BELOW.)

- 1) **PRICING:** The prices set forth herein are based upon current prices and may be subject to change.
- 2) **CHANGE ORDERS:** An additional charge may be made to purchases for any material or labor additional to that specified herein necessary to make a complete installation in a workmanlike manner.
- 3) **SITE CONDITIONS:** Obstructions of any form that may interfere with the installation shall be moved by Purchaser/Owner prior to commencing work. This contract does not contemplate the encountering of rock, swampy conditions, boulders, concrete, wood, etc. Should any of these conditions be encountered, Purchaser/Owner shall pay the actual cost of the additional work caused thereby, unless stated in this proposal.
- 4) **JOB DELAYS:** When work is started by C & H Sport Surfaces, Inc. under this contract, work may be continued to completion without interruption, including, without limitations, interruptions caused by other contractors or changes in the plans of the Purchaser. In the event that C & H Sport Surfaces, Inc. is required to withdraw from work after starting, Purchaser/Owner agrees to pay charges covering the actual expensed incurred. It is understood that when C & H Sport Surfaces, Inc.'s crew reports to the job site, this constitutes starting work.
C & H Sport Surfaces, Inc. shall not be responsible for delays, defaults or damages occasioned by any causes beyond C & H Sport Surfaces, Inc.'s control, including, without limitations, governmental actions or orders, embargoes, strikes, lock-outs, fires and weather.
- 5) **UNDERGROUND OBSTRUCTIONS:** Before work is started, Purchaser/Owner is required to furnish C & H Sport Surfaces, Inc. with the location and character of any underground wire, pipes, sewers, conduits, obstructions, conditions, or restrictions of any nature which might interfere with or be damaged by C & H Sport Surfaces, Inc. in the course of the work or which might be the cause of injuries, or other damages. If the Purchaser/Owner fails to do so, or if any of the aforesaid are omitted from the information furnished to C & H Sport Surfaces, Inc., the Purchaser/Owner agrees to release, indemnify, hold harmless and defend C & H Sport Surfaces, Inc. from and against any and all liability, loss damages, fines and expenses caused thereby or from any claims, demands, or suits base thereon.
- 6) **WARRANTY:** (If included in proposal) All materials used hereunder are guaranteed for a period of one or two years from manufacturer's defects under normal use and in the event of any material failure, it will be repaired at labor costs only. The products used are guaranteed with respect to uniformity and quality. This warranty does not cover any form of surface cracking or re-cracking. In no event shall C & H Sport Surfaces, Inc. be liable for any consequential damages. There are no warranties which extend beyond the description of the face hereof, unless stated in the proposal.
- 7) **PATCHING:** of low areas may not completely eliminate the ponding of water when resurfacing of old tennis courts since acceptable or original drainage specifications may no longer exist.
- 8) **MEASUREMENTS:** refer to surface coatings and are based on flat asphalt playing surface dimensions inside from fence to fence. Additional asphalt on the outside the fence is not included and may be colored at additional costs.
- 9) **BUILDING PERMITS:** Permits if needed, including the payment of fees therefore shall be the sole responsibility of Purchaser/Owner.
- 10) **BONDS, ADDITIONAL INSURED AND CERTIFICATES OF INSURANCE:** may be issued upon request. For additional coverages or amounts of coverages, additional charges will be added to the contract if necessary.
- 11) **WATER SOURCE:** Access to a pressured water source is required at or near project location at no cost to C & H Sport Surfaces Inc.
- 12) **PREVAILING WAGES:** This contract does not include prevailing wages unless "Noted" on page 1 of contract.
- 13) **PAYMENT:** Payment shall be net cash upon receipt of invoice with 18% annual interest charges on accounts past 30 days. All accounts are payable in United State funds, free of exchange, collection or other charges. C & H Sport Surfaces, Inc. reserves the right to lien the owner of the property if timely payment is not received. Should the buyer default in its obligation herein, the buyer shall, in addition to other obligations herein, be liable to C & H Sport Surfaces, Inc. for all costs of collection including reasonable attorney's fees.
- 14) **THE PURCHASER/OWNER:** shall provide and maintain necessary fences, temporary enclosures and barricades to adequately protect the project from persons and animals not involved with the contracted work, unless stated in the proposal.
- 15) **SALE TERMS:** The above and foregoing terms and conditions are the final expression of the terms and conditions of this contract, and are intended as a complete and exhaustive statement of the agreement. Modifications or change shall only be permitted by a signed writing between the Purchaser and C & H Sport Surfaces, Inc. This contract shall not be assigned by Purchaser, in whole or in part, without the written consent of C & H Sport Surfaces, Inc. and shall be binding upon the successors, administrators, executors or assigns of the parties hereto. Waiver of any default shall not be considered as a waiver of any subsequent default. No conditions, terms, agreements, or stipulations other than those stated Herein shall be binding on C & H Sport Surfaces, Inc. C & H Sport Surfaces, Inc. can terminate this contract at any time for any reason.
- 16) **LAW:** This contract is subject to all applicable laws, regulations and ordinances of any federal, state or local governmental authority or agency.
- 17) **SURFACE INSPECTION:** During the physical inspection, it may be difficult to determine how a surface will respond to power spraying. While power spraying, bubbling or peeling may occur. If bubbling or peeling occurs, scraping of the surface, down to a solid substrate may be necessary. If extensive or excessive surface peeling and/or a solid substrate cannot be found, other options will need to be explored, most likely adding significant additional costs and time to complete the project.

____ INITIAL AND RETURN COPY WITH SIGNED CONTRACT

CITY OF MINNETRISTA



CONSENT AGENDA ITEM 4f

Subject: Professional Services Agreement with LE-AST for Law Enforcement Wellness Services.

Prepared By: Allie Polsfuss, Director of Administration
Paul Falls, Director of Public Safety

Meeting Date: February 21, 2024

Issue:

Staff is requesting approval of the contract renewal with LE-AST for Law Enforcement Wellness Services.

Overview

Over the past several years, the impact of employee mental health on organizations has been heavily scrutinized, especially in law enforcement. Unfortunately, the lack of support for employee mental health has been highlighted in the law enforcement community during the past year with the suicides of multiple police officers across the state. Not only has this affected the mental wellness of Police Officers, but it has also impacted employers with an increase in PTSD disability claims.

In 2023 the City Council approved an agreement with LE-AST to provide mandatory annual police officer mental health check-ins, and optional short-term individual therapy in an effort to provide additional mental health support to our licensed officers. The Minnetrista Public Safety Department completed their first year with the mandatory annual mental health check in program. This program has been well received by staff. As a result of the mandatory check in, staff have become familiar and comfortable with the mental health staff, which is evident because staff are also utilizing some of the additional mental health services available to them. There is no doubt that this level of mental health services and accessibility are vital to officer wellness, which is not only a benefit to staff but the community as well. Staff recommends renewal of the contract to continue to offer these services to our Law Enforcement staff.

Attachment A includes the 2024 renewal of the contract with LE-AST for their services. The City attorney has reviewed the contract with LE-AST. There were no changes to the contract from 2023 and this agreement will remain effective until December 31, 2024.

Recommended City Council Action: Approve Professional Services Agreement with LE-AST Services and Counseling LLC effective January 1, 2024.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

**PROFESSIONAL SERVICES AGREEMENT
WITH LEAST SERVICES/COUNSELING LLC**

Contract Number _____

Contractor SSN or Federal ID Number 45-5313928

I. OPENING PARAGRAPH

This Professional Services Agreement (“Agreement”) is made effective as of the 1st day of January, 2024 by and between the City of MINNETRISTA, a Minnesota municipal corporation (the “City”) and LEAST Services/Counseling LLC, a Minnesota limited liability company (the “Contractor”)(the City and the Contractor are collectively referred to as “the Parties”) for services to be provided by the Contractor to the City under the terms of this Agreement.

II. RECITALS

WHEREAS, the Contractor is a Minnesota limited liability company focused on counseling services for incidents arising in the City;

WHEREAS, the Contractor represents that it has the requisite skills to assist City employees, officials, contractors, and agents and policy makers in providing psychological services including counseling, consultation, and training to the MINNETRISTA Public Safety Department (“Professional Services”);

WHEREAS, the City believes that the provision of Contractor’s Professional Services to MINNETRISTA Public Safety Department (“MPSD”) promotes public health, safety, morals, and the general welfare;

WHEREAS, the City desires to engage the Professional Services of the Contractor, and the Contractor desires to assist the City with its Professional Services; and

WHEREAS, the parties wish to set forth in writing the terms and conditions of this Agreement.

NOW, THEREFORE, in return for the mutual agreements set forth below, the parties agree as follows:

AGREEMENT

III. SCOPE OF AGREEMENT

LEAST Services/Counseling agrees to provide psychological services including counseling, consultation, and training to the MPSD Public Safety Department. Examples of this service include:

- Provide confidential counseling services to MPSD employees seeking assistance for stress related mental health issues that may affect work performance;
- Provide training to the MPSD related to/and intended to promote the psychological and emotional health of to MPSD employees;
- Respond to incidents identified by MPSD supervisory personnel as critical incidents;
- Respond to support and advise the Crisis Intervention Team/Negotiators of the MPSD;
- Periodically perform ride along with to MPSD officers; and
- Any other services mutually agreed upon in writing between the parties.

Confidential services will be provided at a location agreed upon by the City and Contractor.

The Contractor shall provide the required personnel and related support services to effectively and efficiently provide its Professional Services. The Professional Services provided by the Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.

The Contractor shall exercise due professional care to comply with applicable federal, state, and local laws, ordinances, and regulations in performing Professional Services under this Agreement.

IV. COMPENSATION

1. Mental Health Check-Ups

- a. The Contractor shall be compensated at a rate of \$140 per hour for annual Mental Health Check-Ups.

2. Counseling, Consultation, and Other General Work

- a. The Contractor shall be compensated at a rate of \$145 per hour for Professional Services not otherwise specified in this Section IV of this Agreement.

3. Training

- a. \$190 per hour for mental health-related training. Training preparation will be paid at \$95 per hour.

4. Retainer

- a. The Contractor will be compensated \$180 per month for contract retainer fee and for being available outside of normal business hours. This compensation is separate from any time spent responding to incidents where travel and crisis response is requested, or substantial time on the phone is requested.

5. Mileage and Drive Time

- a. Contractor mileage shall be reimbursed at the current Federal IRS mileage rate. Mileage shall be documented by the Contractor and documentation provided to the city.
- b. Contractor shall be compensated \$25 per hour for driving time.

6. Total Compensation:

The total compensation under this Agreement to be paid to the Contractor for Professional Services (including reimbursement expenses) shall not exceed \$10,000 per 12-month period. Any expenses for supplies over \$50.00 per month must be approved in advance by the City. Receipts shall be provided to the City for all expenses for which reimbursement is sought. The Contractor shall be required to submit a monthly work time report to the City by the 15th of each month. Payments will be due upon 30 days receipt.

The City will not honor a claim for any services that are performed by the Contractor that are not specified in this Agreement that are not expressly pre-approved the City.

V. RECORDS

The Contractor shall maintain such records as are deemed necessary by the City to ensure that the Professional Services are provided as represented by the Contractor. The Contractor shall maintain the records in a manner that ensures confidentiality to service recipients; however the Contractor shall provide disclosure of identities to the City or a third party if so required by law or regulation. All reports provided to the Contractor shall be securely maintained in locked file drawers or a locked room. Professional documentation must be handled in accordance with Minnesota State Law, including, Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

VI. EXCHANGE OF INFORMATION

Upon request, the City will provide the Contractor with all available, relevant materials and information pertaining to all Contractor's performance of the Professional Services.

The Contractor acknowledges that the City may withhold information, data, or reports when the release of such information could compromise an ongoing criminal or civil investigation, when it contains information regarding child sexual abuse or juvenile offenders, or when dissemination is prohibited by law or regulation.

The Contractor agrees that it will not distribute City Department reports to any third party, except the following: the Minnetrista City Attorney's Office, Hennepin County Attorney's Office, and Hennepin County Probation Office. The Contractor further agrees that it will not provide copies of City Department reports to victims or offenders and will refer any individual or entity that requests such information to the City Department. The Contractor agrees that it will not attach a City Department report to an Order for Protection. The Contractor's use of City Department reports for training or technical assistance must be pre-approved in writing by the City's Director of Public Safety, and Contractor's usage of

such reports must be consistent with the requirements of any applicable local, state, or federal law, rule, or regulation.

VII. EFFECTIVE DATE AND TERMINATION DATE

This Agreement shall be in full force and effect from January 1, 2024 through December 31, 2024 unless otherwise extended by the City or terminated earlier under Paragraph XVII, Cancellation.

VIII. ENTIRE AGREEMENT

The entire agreement of the parties is contained in this Agreement and any addenda or amendments signed by both parties. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter of this Agreement. This Agreement is valid only when signed by both parties. Any amendments to this Agreement shall be in writing, signed by the City and the Contractor.

IX. SUBSTITUTIONS AND ASSIGNMENTS

Professional Services by the Contractor will be performed by the Contractor. Upon the prior written approval of the City, the Contractor may subcontract, substitute or assign the performance of the Professional Services to a third party. Said prior written approval must be evidenced by a written amendment of this Agreement signed by the City and the Contractor.

X. CONTRACT ADMINISTRATION

All provisions of this Agreement shall be coordinated and administered by the persons identified in Paragraph XVIII, Notices.

XI. INDEPENDENT CONTRACTOR

It is agreed that Contractor, its employees, officers, agents, and assignees, will act as an independent contractor and not an employee of the City for any purpose. The Contractor will no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits, or other rights or benefits offered to employees of the City. Any and all actions which arise as a consequence of any act or omission on the part of the Contractor, its employees, subcontractors, or agents, or other persons engaged by the Contractor in the performance of Professional Services, shall not be the obligation or responsibility of the City. The Contractor, employees, subcontractors, or agents, shall not be entitled to any of the rights, privileged or benefits of the City employees, except as otherwise states in this Agreement.

XII. INSURANCE AND INDEMNIFICATION

The Contractor shall maintain the insurance coverage as set forth in **Exhibit A** during the term of this Agreement.

The Contractor and subcontractors of the Contractor shall indemnify, defend and hold harmless the City and its officials, employees, contractors and agents from claims, losses, liabilities and expenses (including reasonable attorneys' fees and expenses of litigation) caused by any neglect act or omission by the Contractor, engaged by the Contractor in the performance of the Professional Services pursuant to this Agreement. Likewise, the City agrees that it will indemnify, defend and hold harmless the Contractor, and its employees, contractors and agents against any and all claims, losses, liabilities and expenses (including reasonable attorneys' fees and expenses of litigation) which the Contractor may hereafter sustain, incur, or be required to pay arising out of the negligent act or omission by the City in the performance of the City's obligations under this Agreement.

XIII. DATA PRACTICES

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the Contractor because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy. The Contractor must immediately report to the City any requests from third parties for information related to this Agreement including arising out of the Professional Services being performed by the Contractor pursuant to this Agreement. The Contractor agrees to promptly respond to inquiries from the City concerning data request.

XIV. AUDIT DISCLOSURE

In accordance with Minnesota Statutes Section 16C.05, subdivision 5, Contractor's books, records, document and accounting procedures and practices relevant to this Agreement are subject to examination by the City and the Minnesota State Auditor for a minimum of six years from the expiration of this Agreement.

XV. DISCRIMINATION

The Contractor agrees not to discriminate in providing Professional Services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any this section may lead to immediate termination of this Agreement.

XVI. APPLICABLE LAW

The law of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation which may arise under the Agreement will be in and under those courts located within the State of Minnesota, regardless of the place of business, residence or incorporation of the Contractor.

XVII. TERMINATION

This Agreement may be terminated by either party at any time with or without cause, upon thirty days written notice to the other party. In the case of termination, the City shall only pay the Contractor on a pro rata basis for Professional Services rendered in accordance with this Agreement prior to the effective date of termination.

XVIII. NOTICES

Any notice, approval, or demand authorized or required under this Agreement shall be in writing and shall be sent by U.S. first class mail to the other party as follows:

To the Contractor: LEAST Services/Counseling LLC
 Scott Marks MSW, LICSW
 PO Box 1742
 Minnetonka, MN 55345

To the City: City of Minnetrista
 7701 Co Rd 110 W
 Minnetrista, MN 55364
 Attn: City Administrator

XIX. CONFLICT OF INTEREST/CODE OF ETHICS

The Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety. In the event of a conflict, the Contractor, with the consent of the City, shall arrange for suitable alternative representation. It is the intent of the Contractor to refrain from handling matters for any other person or entity that may pose a conflict of interest, or may not be in the best interests of the City.

The Contractor agrees that it will not represent any other party or other client which may create a conflict of interest in its work with the City. If Contractor is unclear whether a conflict of interest exists, Contractor will immediately contact the Department to request an interpretation.

The Contractor agrees to be bound by the State of Minnesota's Code of Ethics. Contractor certifies that to the best of its knowledge all employees participating in this Agreement will comply with this Code. It is agreed by the parties that any violation of the Code of Ethics may be grounds for the termination of this Agreement.

[The rest of this page was left blank intentionally.]

IN WITNESS WHEREOF, by attaching my signature below I represent that I have the requisite authority to enter into this Agreement on behalf of the City of Minnestrista or LEAST Services/Counseling LLC and have executed this Professional Services Agreement effective as of the date first written above.

CITY OF XXXX

By _____
Lisa Whalen, Mayor

By _____
Ann Meyerhoff, City Clerk

LEAST SERVICES/COUNSELING LLC

By _____
Scott Marks, Owner

EXHIBIT A
Insurance Requirements

General Liability:

\$1,000,000	Each Occurrence
\$1,000,000	Personal Injury/Advertising Injury
\$2,000,000	Annual Aggregate
\$5,000	Medical Payments (optional)

Workers' Compensation:

\$100,000	Each Accident
\$500,000	Policy Limit
\$100,000	Each Disease

Statutory Limits Apply

These Workers' Compensation requirements listed herein are not mandatory until and unless the Contractor hires an employee or is otherwise required by law to provide workers' compensation insurance.

Umbrella/Excess Liability:

\$1,000,000 Each Occurrence and Annual Aggregate

CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION ITEM 6a



Subject: Approve Professional Services Agreement for a Pavement Management Work Plan

Prepared By: Alyson Fauske, PE, City Engineer

Meeting Date: February 21, 2024

Issue:

Should the City Council approve a Professional Services Agreement for a Pavement Management Work Plan?

Background/Discussion:

Pavement condition inspections are typically performed every three to five years so that staff has updated information to use when recommending potential street improvement projects. The last Pavement Management Work Plan is dated September 21, 2021 and is based on data collected in 2021.

The proposed Pavement Management Work Plan includes the following:

1. Update the City's pavement management database to the PAVER software, such as adding street segments constructed, reconstructed or overlaid since 2021.
2. Perform detailed inspections of the City's paved roadways (approximately 52 miles) to input distress data into the PAVER program and determine the Pavement Condition Index (PCI). A newly constructed street has a PCI of 100 and a completely deteriorated street has a PCI of 0.
3. Pavement Summary and Report Update with maps that illustrate the PCIs, a spreadsheet with detailed information on the street sections, and recommended pavement activities.
4. Pavement Analysis to optimize budget and roadway system performance.
5. Provide recommendations for a 5-year Capital Improvement plan.

The City's engineering staff utilizes the Pavement Work Plan to develop the City's Capital Improvement Plan for streets, which includes a more robust budget that includes street casting adjustments, estimated curb replacement, anticipated drainage improvements, and estimated sanitary sewer and watermain repairs.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

The timeline for the Pavement Management Work Plan is as follows:

Pavement Inspections completed.....June 30, 2024
5-year Capital Improvement Plan completed.....August 31, 2024
Present findings to the City Council.....October 28, 2024

Recommended City Council Action: Staff recommends approval of Resolution 10-24 approving the Professional Services Agreement for the Pavement Management Work Plan.

Does Recommended Action meet City Mission Statement? ☒ Yes ☐ No

Does Recommended Action meet City Goals/Priorities? ☒ Yes ☐ No

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.



February 14, 2024

Honorable Mayor and Council Members
City of Minnetrista
7701 West County Road 110
Minnetrista, MN

Re: Pavement Management Work Plan
City of Minnetrista, MN

I am pleased to submit this work plan on behalf of WSB to continue to implement the City of Minnetrista's pavement management system. We plan on working closely with City personnel in completing the tasks as summarized below.

Cost Summary

It is proposed that this project be billed hourly on a cost not to exceed basis, with total cost not exceeding **\$30,880**. If you agree with the terms as outlined in this proposal, please sign where indicated below and return a copy to our office.

The following tasks will be completed as part of this work plan:

1. Data Collection and Management

WSB personnel will make necessary updates to the City's pavement management database using the PAVER software.

As part of this process, the City will:

- Provide a segment specific list of maintenance updates that occurred since 2021 (the last year WSB provided pavement management services) including but not limited to construction and pavement preservation projects.
- Review and provide comments on proposed street segments to be inspected. The City will verify a map of streets planned for inspection before the field inspections begin.

WSB will:

- Make any necessary segment updates of in the pavement database.
- Input maintenance history as provided by the City personnel.
- Maintain data during the duration of the project.

Cost: \$2,500

2. Detailed Inspections of City Pavement

WSB personnel will perform visual distress surveys on the bituminous roads owned and maintained by the City of Minnetrista. This includes approximately 55 miles of bituminous roads.

WSB will:

- Observe and record roadway segment distresses utilizing vehicle mounted instrumentation with imagery and LiDAR. Supplementary data may be obtained by physically walking the pavement as needed.
- Input distress data into the PAVER database and determine the Pavement Condition Index (PCI) for each segment based on ASTM standards.

Cost: \$13,788

3. Pavement Analysis and Summary Report Update

Once the inspections have been completed, WSB will create a pavement management model in PAVER and test up to 4 different budget/maintenance scenarios to determine an optimal maintenance strategy for the City's pavement network.

The City will:

- Provide information needed to accurately model budget and maintenance scenarios in PAVER such as current annual maintenance budget and provide input on construction unit costs.

WSB will:

- Review the PCI data through our quality assurance and quality control processes to ensure that the data is complete and accurate.
- Compute metrics that define the current condition of the City's pavement network such as average PCI.
- Create a pavement model of the City's pavement network in PAVER.
- Run up to 4 different budget and maintenance scenarios using the PAVER model.
- Interpret scenario test results and offer recommendations on a maintenance budget and maintenance best practices.
- Create a detailed map showing the updated PCI of each roadway in 2024.
- Generate a spreadsheet detailing the route name, pavement length, pavement area, and PCI of each segment, which the City can use to assist in developing a Capital Improvement Plan (CIP)
- Provide an update to the 2021 Pavement Management Report

Cost: \$10,368

4. 5-Year CIP

WSB will assist the City in updating the current 5-Year CIP based on the results of the inspections and pavement analysis performed, which will require input from the City.

Cost: \$1,724

5. Meetings/Presentations

WSB will attend a meeting in person with the City.

- The meeting will be to present the findings from the inspection and pavement analysis.

Cost: \$2,500

Project Timeline

Data Collection and Management	Completed by April 30, 2024
Detailed Inspection of City Pavement	Completed by June 30, 2024
Pavement Analysis and Summary Report Update	Completed by August 15, 2024
5-Year CIP	Completed by August 31, 2024
Meetings/Presentation	Completed by October 31, 2024

Thank you for this opportunity to continue to develop the City of Minnetrista's pavement management system. I am confident that the level of service on this project will meet or exceed your expectations. If you should have any questions regarding this proposal, please contact me at 218-341-3614.

Sincerely,

WSB



Matthew Indihar, PE
Pavement Engineer



Michael Rief, PE, DBIA
Sr. VP of Construction Services

ACCEPTANCE: This letter represents our entire understanding of the project scope. If the City of Minnetrista is in agreement, the necessary contract documents can be provided and signed. WSB will start work upon receipt of a signed contract.

ACCEPTED BY:
City of Minnetrista

By: _____

Title: _____

Date: _____

RESOLUTION NO. 10-24

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR A
PAVEMENT MANAGEMENT WORK PLAN**

WHEREAS, the Pavement Management Work Plan is a critical tool for developing recommendations for street improvement projects; and

WHEREAS, the City of Minnetrista's current Pavement Management Work Plan dated September 29, 2021 is based on 2021 pavement inspections; and

WHEREAS, the pavement condition data contained in the Pavement Management Work Plan is recommended to be updated every three to five years.

NOW THEREFORE, BE IT RESOLVED that the City of Minnetrista approves a Professional Services Agreement for the preparation of a Pavement Management Work Plan update.

This resolution was adopted by the City Council of the City of Minnetrista on the 21st day of February, 2024, by a vote of _____ Ayes and _____ Nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

(seal)