CITY COUNCIL MEETING AGENDA
April 15, 2024
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 Ron Batty, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering

c) Approval of Agenda

2) Special Presentations

i) Hennepin County Commissioner Kevin Anderson

ii) 2024 1st Quarter 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 Work Session Meeting Minutes from March 18, 2024

b) Approve City Council Regular Meeting Minutes from March 18, 2024

c) Res. No. 21-24 Approve Claims

d) Res No. 22-24 Providing for the Prepayment and Redemption of the City's General Obligation Refunding Bonds, Series 2014A

e) Res No. 23-24 Approve 2024 Arbitrage Service Consulting Agreement

f) Res. No. 24-24 Approve Extension for Preliminary Plat of Highlands at Whaletail Lake

g) Res. No. 31-24 Approve Professional Services Agreement for Pavement Coring

h) Res. No.32-24 Well No. 6 Rehab Project

i) Res. No 33-24 Public Safety Fund Budget Amendment

j) Res. No. 34-24 Approve Extension to Variance Approval at 6705 Halstead Avenue

k) Res. No. 35-24 Approve Joint Powers Agreement with Hennepin County for Embedded Social Worker Services

l) Public Works Truck Replacement

m) Approve Strategic Planning Session Summary

n) Approve Conditional Offer of Employment for Andrew Fasching, Public Works

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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, maintaining a rural character, while effectively managing growth.

Maintenance Worker

o) Approve Revisions to the Personnel Policy

5) Public Hearings

6) Business Items

a) Water Supply Plan Update

b) Approve Plans and Specifications and Authorize Advertisement for Bid for Wells 8 and 9

c) Res. No. 36-24 Approve Plans and Specifications, Authorize Distribution of Quotes for West Branch Culvert Replacement Project,

7) Administrative Items

a) Staff Reports

i) City Administrator – City Events

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) 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

CITY COUNCIL AGENDA ITEM 2ii

Subject: Financial Update - For 1st Quarter 2024

Prepared By: Brian Grimm, Finance Director

Date: April 15, 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. The reports attached reflect activity through 1st quarter 2024 (first three months of the year)

As you will see in the attached revenue and expenditure reports, the actual numbers are tracking about where they should be for this point in the year in comparison to the budgeted totals.

Revenues are tracking about where they do at this point each year as our overall collections are at 6% of our budgeted amounts. This is consistent with the prior year's 1st quarter reports, which was at 7%.

Being at that lower revenue percentage at this time of year, is due to the fact that we don't receive our 1st half tax settlement until June/July. Also, generally licenses and permits tend to pick up more in the spring/summer. We have seen licenses and permits tracking fairly well for the 1st quarter though as we are at about 18% of our annual budgeted amount. The other main change from 1st quarter 2023 to 1st quarter 2024 is the drug task force revenues/forfeitures that were received in early 2023. This is a federal process for disbursement, so the City has no control over when we receive these funds.

On the expenditure report most items are tracking as expected as well. Overall general fund expenditures are at about 27% year to date in comparison to the total 2024 general fund budgeted expenditures. This is comparable to previous years as for 2023 it was around 25% at this time.

Some things such as property insurance have been paid through the full year and the fire department contracts have been paid through mid-year while assessing services have not been billed yet by the County and therefore not paid yet.

The current cash and investment total for all funds as of March 2024 is 12,785,740.05.

I also have made a couple notes on the attached notes to cash and investments report page. Regarding differences between cash balance and fund balance.

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 2023 audited financial numbers are scheduled to be presented at the Council meeting on May 20, 2024.

This information item is a normal update to Council for tracking the 2024 budget to actual numbers.

CITY OF MINNETRISTA

Revenue Guideline updated 2024

Account Descr		2024 YTD Budget	MARCH 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget	2023 YTD Amt
FUND 101 GENERAL FUND							
R 101-100-31010	GENERAL PROPER	$4,704,375.00	$0.00	$0.00	$4,704,375.00	0.00%	$0.00
R 101-100-31020	DELINQUENT AD	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-100-31040	FISCAL DISPARITI	$120,000.00	$0.00	$0.00	$120,000.00	0.00%	$0.00
R 101-200-32120	BUSINESS LICENS	$6,000.00	$0.00	$0.00	$6,000.00	0.00%	$230.00
R 101-200-32210	BUILDING PERMIT	$725,000.00	$68,546.61	$129,537.77	$595,462.23	17.87%	$122,823.75
R 101-200-32212	BLDG - ENGINEER	$40,000.00	$4,900.00	$8,400.00	$31,600.00	21.00%	$4,516.50
R 101-200-32230	PLUMBING AND H	$55,000.00	$5,567.00	$13,781.05	$41,218.95	25.06%	$8,840.77
R 101-200-32240	DOG LICENSES	$0.00	$0.00	$0.00	$0.00	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	$1,370.00	$1,630.00	45.67%	$1,220.00
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	$3,000.00	$0.00	$4,170.42	-$1,170.42	139.01%	$500.05
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	$0.00	$0.00	$6,000.00	0.00%	$0.00
R 101-300-33406	POST REIMBURSE	$13,000.00	$0.00	$0.00	$13,000.00	0.00%	$0.00
R 101-300-33407	POLICE AID	$140,000.00	$0.00	$0.00	$140,000.00	0.00%	$0.00
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%	$0.00
R 101-300-33510	DRUG TASK FORC	$50,000.00	$0.00	$0.00	$50,000.00	0.00%	$66,292.53
R 101-400-34101	CITY HALL RENT	$2,200.00	$2,251.01	$1,751.01	$448.99	79.59%	$2,185.45
R 101-400-34103	ZONING AND SUB	$45,000.00	$2,700.00	$9,840.00	$35,160.00	21.87%	$6,640.00
R 101-400-34104	WETLAND PERMIT	$3,000.00	$250.00	$250.00	$2,750.00	8.33%	$0.00
R 101-400-34105	SALE OF MAPS AN	$500.00	$0.00	-$157.00	$657.00	-31.40%	-$146.00
R 101-400-34106	REPORT COPIES	$2,000.00	$258.50	$729.50	$1,270.50	36.48%	$516.50
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	$25.90	$135.90	$364.10	27.18%	$78.68
R 101-400-34301	STREET STATE AI	$20,000.00	$0.00	$10,000.00	$10,000.00	50.00%	$10,000.00
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	$0.00	$50,000.00	0.00%	$0.00
R 101-400-34501	POLICE SERVICES	$278,245.00	$69,606.25	$139,122.50	$139,122.50	50.00%	$130,629.50
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	$175,000.00	$9,869.49	$19,738.98	$155,261.02	11.28%	$9,489.89
R 101-500-35101	COURT FINES	$35,000.00	$2,960.35	$6,382.27	$28,617.73	18.24%	$6,790.20
R 101-500-35104	ALARM FINES	$0.00	$0.00	$200.00	-$200.00	0.00%	$0.00

Account Descr	2024 YTD Budget	MARCH 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget	2023 YTD Amt
R 101-500-35105 DOG RELEASE	$0.00	$0.00	$0.00	$0.00	0.00%	$40.00
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	$100,000.00	$5,999.19	$35,689.96	$64,310.04	35.69%	$25,136.86
R 101-620-36230 CONTRIBUTIONS	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
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	$19,140.00	$0.00	$979.97	$18,160.03	5.12%	$556.49
R 101-620-36251 PD REFUNDS/REI	$2,000.00	$0.00	$4,450.00	-$2,450.00	222.50%	$3,085.98
R 101-620-37170 OTHER/CELL PHO	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-620-39101 SALE OF FIXED AS	$3,000.00	$0.00	$0.00	$3,000.00	0.00%	$717.36
R 101-700-40000 OPERATING TRAN	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
FUND 101 GENERAL FUND	$6,600,960.00	$173,124.30	$386,372.33	$6,214,587.67	5.85%	$400,444.51
	$6,600,960.00	$173,124.30	$386,372.33	$6,214,587.67	5.85%	$400,444.51

CITY OF MINNETRISTA

Expenditure Guideline by Departments - 2024 upd

Account Descr	2024 YTD Budget	MARCH 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget	2023 YTD Amt
FUND 101 GENERAL FUND						
DEPT 41110 COUNCIL						
E 101-41110-101 SALARIES-REGULA	$28,200.00	$2,350.00	$4,700.00	$23,500.00	16.67%	$4,700.00
E 101-41110-122 FICA - EMPLOYER	$2,517.00	$179.80	$359.60	$2,157.40	14.29%	$359.60
E 101-41110-201 OFFICE SUPPLIES	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41110-361 GENERAL LIABILIT	$2,500.00	$0.00	$1,819.81	$680.19	72.79%	$2,003.70
E 101-41110-433 DUES & SUBSRIPT	$1,000.00	$235.59	$643.99	$356.01	64.40%	$351.99
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	$3,300.00	$151.11	$226.17	$3,073.83	6.85%	$1,844.46
E 101-41110-440 APPRECIATION EV	$2,000.00	$1,237.79	$1,505.24	$494.76	75.26%	$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	$39,517.00	$4,154.29	$9,254.81	$30,262.19	23.42%	$9,259.75
DEPT 41320 ADMINISTRATION						
E 101-41320-101 SALARIES-REGULA	$436,737.00	$34,316.70	$102,950.10	$333,786.90	23.57%	$73,501.89
E 101-41320-102 SALARIES-OVERTI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41320-121 PERA - EMPLOYER	$32,755.00	$2,474.48	$7,423.44	$25,331.56	22.66%	$5,246.37
E 101-41320-122 FICA - EMPLOYER	$33,410.00	$2,490.63	$7,506.61	$25,903.39	22.47%	$5,494.53
E 101-41320-131 HEALTH & LIFE IN	$49,680.00	$5,514.93	$22,243.03	$27,436.97	44.77%	$14,866.39
E 101-41320-151 WORKMEN S COM	$3,000.00	$0.00	$3,050.90	-$50.90	101.70%	$2,599.33
E 101-41320-201 OFFICE SUPPLIES	$3,000.00	$217.33	$931.05	$2,068.95	31.04%	$407.24
E 101-41320-202 COPY & PRINTING	$3,500.00	$484.22	$1,118.31	$2,381.69	31.95%	$695.39
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	$2,500.00	$2,659.54	$2,340.46	53.19%	$512.73
E 101-41320-322 POSTAGE	$7,140.00	$1,088.38	$2,139.81	$5,000.19	29.97%	$3,121.64
E 101-41320-331 TRAVEL EXPENSE	$0.00	$38.86	$38.86	-$38.86	0.00%	$196.92
E 101-41320-351 LEGAL NOTICE &	$1,000.00	$0.00	$0.00	$1,000.00	0.00%	$78.38
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	$2,094.98	$5,690.80	$24,309.20	18.97%	$8,131.81
E 101-41320-433 DUES & SUBSRIPT	$22,000.00	$443.98	$13,614.78	$8,385.22	61.89%	$7,582.79
E 101-41320-435 COUNCIL TRAIN/R	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41320-437 MISCELLANEOUS E	$3,000.00	$603.84	$1,074.84	$1,925.16	35.83%	$1,726.69
DEPT 41320 ADMINISTRATION	$630,222.00	$52,268.33	$170,442.07	$459,779.93	27.04%	$124,162.10
DEPT 41410 ELECTIONS						
E 101-41410-101 SALARIES-REGULA	$12,000.00	$5,020.25	$5,020.25	$6,979.75	41.84%	$0.00
E 101-41410-122 FICA - EMPLOYER	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00

Account Descr	2024 YTD Budget	MARCH 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget	2023 YTD Amt
E 101-41410-201 OFFICE SUPPLIES	$300.00	$197.03	$320.23	-$20.23	106.74%	$0.00
E 101-41410-202 COPY & PRINTING	$1,000.00	$117.73	$208.48	$791.52	20.85%	$0.00
E 101-41410-322 POSTAGE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41410-404 VEHICLE & EQUIP	$5,000.00	$48.83	$1,744.79	$3,255.21	34.90%	$2,248.20
E 101-41410-437 MISCELLANEOUS E	$0.00	$20.10	$20.10	-$20.10	0.00%	$0.00
DEPT 41410 ELECTIONS	$18,300.00	$5,403.94	$7,313.85	$10,986.15	39.97%	$2,248.20
DEPT 41530 AUDITOR						
E 101-41530-301 AUDITING AND AC	$37,000.00	$0.00	$11,921.10	$25,078.90	32.22%	$3,150.00
DEPT 41530 AUDITOR	$37,000.00	$0.00	$11,921.10	$25,078.90	32.22%	$3,150.00
DEPT 41550 ASSESSING						
E 101-41550-310 HENNEPIN COUNT	$205,000.00	$0.00	$0.00	$205,000.00	0.00%	$0.00
E 101-41550-351 LEGAL NOTICE &	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
DEPT 41550 ASSESSING	$205,000.00	$0.00	$0.00	$205,000.00	0.00%	$0.00
DEPT 41610 ATTORNEY						
E 101-41610-304 LEGAL FEES - ATT	$69,000.00	$3,038.00	$3,038.00	$65,962.00	4.40%	$3,627.00
E 101-41610-305 PROSECUTING AT	$36,000.00	$0.00	$0.00	$36,000.00	0.00%	$0.00
E 101-41610-311 HR ATTORNEY	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
DEPT 41610 ATTORNEY	$105,000.00	$3,038.00	$3,038.00	$101,962.00	2.89%	$3,627.00
DEPT 41910 PLANNING						
E 101-41910-101 SALARIES-REGULA	$240,708.00	$18,216.00	$54,648.00	$186,060.00	22.70%	$51,360.00
E 101-41910-102 SALARIES-OVERTI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41910-121 PERA - EMPLOYER	$18,053.00	$1,366.20	$4,098.60	$13,954.40	22.70%	$3,852.00
E 101-41910-122 FICA - EMPLOYER	$18,414.00	$1,341.01	$4,025.32	$14,388.68	21.86%	$3,783.22
E 101-41910-131 HEALTH & LIFE IN	$28,800.00	$2,546.24	$9,969.63	$18,830.37	34.62%	$7,957.82
E 101-41910-151 WORKMEN S COM	$1,100.00	$0.00	$1,118.66	-$18.66	101.70%	$1,039.73
E 101-41910-201 OFFICE SUPPLIES	$1,100.00	$0.00	$0.00	$1,100.00	0.00%	$72.47
E 101-41910-202 COPY & PRINTING	$1,950.00	$324.00	$324.00	$1,626.00	16.62%	$250.53
E 101-41910-302 CONSULTANTS/MI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41910-303 ENGINEERING SE	$1,900.00	$0.00	$0.00	$1,900.00	0.00%	$0.00
E 101-41910-307 PROFESSIONAL SE	$0.00	$0.00	$0.00	$0.00	0.00%	$83.72
E 101-41910-322 POSTAGE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41910-331 TRAVEL EXPENSE	$200.00	$0.00	$0.00	$200.00	0.00%	$140.69
E 101-41910-351 LEGAL NOTICE &	$1,200.00	$0.00	$107.26	$1,092.74	8.94%	$103.13
E 101-41910-433 DUES & SUBSRIPT	$1,000.00	$0.00	$0.00	$1,000.00	0.00%	$0.00
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	$700.00	$0.00	$0.00	$700.00	0.00%	$67.30
DEPT 41910 PLANNING	$315,125.00	$23,793.45	$74,291.47	$240,833.53	23.58%	$68,710.61
DEPT 41940 GOVERNMENT BUILDINGS (CH/PW)						

Account Descr	2024 YTD Budget	MARCH 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget	2023 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	$8,000.00	$513.69	$1,280.52	$6,719.48	16.01%	$1,230.04
E 101-41940-223 BUILDING REPAIR	$1,000.00	$117.84	$117.84	$882.16	11.78%	$560.72
E 101-41940-321 TELEPHONE	$14,000.00	$894.56	$4,598.01	$9,401.99	32.84%	$2,123.62
E 101-41940-362 PROPERTY INSUR	$25,000.00	$0.00	$26,435.15	-$1,435.15	105.74%	$25,454.58
E 101-41940-381 ELECTRIC UTILITI	$15,000.00	$979.08	$2,931.73	$12,068.27	19.54%	$1,084.10
E 101-41940-383 NATURAL GAS	$5,500.00	$798.40	$1,688.46	$3,811.54	30.70%	$2,721.25
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	$54.39	$452.34	$7,547.66	5.65%	$999.17
E 101-41940-402 LAWN MAINTENAN	$9,250.00	$0.00	$0.00	$9,250.00	0.00%	$0.00
E 101-41940-404 VEHICLE & EQUIP	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41940-437 MISCELLANEOUS E	$100.00	$0.00	$0.00	$100.00	0.00%	$0.00
E 101-41940-531 BUILDING IMPROV	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
DEPT 41940 GOVERNMENT BUILD	$85,850.00	$3,357.96	$37,504.05	$48,345.95	43.69%	$34,173.48
DEPT 42110 POLICE DEPARTMENT						
E 101-42110-101 SALARIES-REGULA	$1,849,738.00	$132,704.51	$417,341.08	$1,432,396.92	22.56%	$341,975.63
E 101-42110-102 SALARIES-OVERTI	$31,000.00	$3,667.16	$15,866.74	$15,133.26	51.18%	$14,760.08
E 101-42110-103 SALARIES-SAFE&S	$5,000.00	$1,265.30	$4,452.33	$547.67	89.05%	$2,507.91
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%	$0.00
E 101-42110-121 PERA - EMPLOYER	$307,973.00	$22,354.44	$69,970.10	$238,002.90	22.72%	$57,985.08
E 101-42110-122 FICA - EMPLOYER	$43,027.00	$3,131.18	$9,639.42	$33,387.58	22.40%	$8,371.95
E 101-42110-131 HEALTH & LIFE IN	$248,400.00	$19,227.57	$74,995.85	$173,404.15	30.19%	$68,029.74
E 101-42110-151 WORKMEN S COM	$85,000.00	$0.00	$86,442.07	-$1,442.07	101.70%	$77,980.02
E 101-42110-201 OFFICE SUPPLIES	$4,000.00	$245.23	$457.20	$3,542.80	11.43%	$581.49
E 101-42110-202 COPY & PRINTING	$3,500.00	$267.33	$607.34	$2,892.66	17.35%	$742.81
E 101-42110-211 CLEANING & MAIN	$13,000.00	$915.68	$1,933.40	$11,066.60	14.87%	$1,942.33
E 101-42110-212 MOTOR FUELS AN	$38,000.00	$3,696.88	$7,292.55	$30,707.45	19.19%	$5,307.99
E 101-42110-221 EQUIPMENT PART	$15,000.00	$2,226.18	$2,993.68	$12,006.32	19.96%	$1,781.23
E 101-42110-240 SMALL TOOLS AN	$1,000.00	$0.00	$39.03	$960.97	3.90%	$124.99
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	$2,476.21	$5,100.73	$6,899.27	42.51%	$11,291.00
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	$0.00	$1,200.00	$800.00	60.00%	$1,200.00
E 101-42110-321 TELEPHONE	$12,000.00	$853.89	$3,651.71	$8,348.29	30.43%	$2,423.33
E 101-42110-322 POSTAGE	$500.00	$0.00	$68.65	$431.35	13.73%	$74.51
E 101-42110-339 SIREN AND MAINT	$18,000.00	$0.00	$4,797.12	$13,202.88	26.65%	$4,649.28

Account Descr	2024 YTD Budget	MARCH 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget	2023 YTD Amt
E 101-42110-362 PROPERTY INSUR	$22,000.00	$0.00	$24,010.37	-$2,010.37	109.14%	$22,024.66
E 101-42110-363 AUTOMOBILE INS	$14,000.00	$0.00	$12,644.00	$1,356.00	90.31%	$12,769.00
E 101-42110-381 ELECTRIC UTILITI	$36,000.00	$7,036.37	$10,799.29	$25,200.71	30.00%	$12,962.12
E 101-42110-383 NATURAL GAS	$8,000.00	$986.11	$2,148.97	$5,851.03	26.86%	$3,288.65
E 101-42110-401 BLDG/STRUCT MAI	$18,000.00	$617.99	$1,519.69	$16,480.31	8.44%	$1,251.92
E 101-42110-404 VEHICLE & EQUIP	$18,000.00	$7,532.31	$11,495.19	$6,504.81	63.86%	$3,334.75
E 101-42110-410 COMPUTER SERVI	$36,000.00	$3,778.60	$9,127.66	$26,872.34	25.35%	$17,884.60
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	$1,966.60	$7,013.60	$8,986.40	43.84%	$1,469.05
E 101-42110-418 RECRUITING	$5,000.00	$2,347.95	$5,215.00	-$215.00	104.30%	$4,435.26
E 101-42110-428 RESERVE OFFICER	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-431 TRAIN/MTG/EXP &	$10,000.00	$0.00	$1,791.58	$8,208.42	17.92%	$969.37
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	$9,000.00	$0.00	$4,888.00	$4,112.00	54.31%	$4,290.00
E 101-42110-434 POLICE TRAINING	$15,000.00	$300.00	$4,996.08	$10,003.92	33.31%	$4,838.00
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	$2,000.00	$29.69	$117.94	$1,882.06	5.90%	$996.61
E 101-42110-440 APPRECIATION EV	$10,000.00	$2,769.21	$5,804.72	$4,195.28	58.05%	$4,937.11
E 101-42110-441 CORRECTION FEE	$5,000.00	$696.84	$696.84	$4,303.16	13.94%	$331.01
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 EQIUP AND FURNI	$0.00	$0.00	$0.00	$0.00	0.00%	$7,000.00
E 101-42110-590 PROGRAMS	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
DEPT 42110 POLICE DEPARTMEN	$2,913,138.00	$221,093.23	$809,117.93	$2,104,020.07	27.77%	$704,511.48
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	$403,225.00	$100,806.25	$201,612.50	$201,612.50	50.00%	$174,112.00
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	$315,618.00	$78,447.75	$156,895.50	$158,722.50	49.71%	$139,894.50
DEPT 42210 FIRE DEPARTMENT	$718,843.00	$179,254.00	$358,508.00	$360,335.00	49.87%	$314,006.50
DEPT 42401 BUILDING INSPECTION						
E 101-42401-101 SALARIES-REGULA	$176,644.00	$13,364.82	$40,168.02	$136,475.98	22.74%	$37,977.60
E 101-42401-102 SALARIES-OVERTI	$5,000.00	$0.00	$0.00	$5,000.00	0.00%	$0.00
E 101-42401-107 SEASONAL SALARI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42401-121 PERA - EMPLOYER	$13,248.00	$1,002.37	$3,012.61	$10,235.39	22.74%	$2,848.32

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E 101-42401-122 FICA - EMPLOYER	$13,513.00	$1,018.94	$3,061.21	$10,451.79	22.65%	$2,888.40
E 101-42401-131 HEALTH & LIFE IN	$28,800.00	$2,515.43	$9,922.91	$18,877.09	34.45%	$7,631.79
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	$500.00	$0.00	$0.00	$500.00	0.00%	$57.36
E 101-42401-202 COPY & PRINTING	$1,000.00	$190.00	$190.00	$810.00	19.00%	$291.46
E 101-42401-303 ENGINEERING SE	$31,000.00	$700.00	$700.00	$30,300.00	2.26%	$2,100.00
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	$0.00	$86.10	$1,413.90	5.74%	$0.00
E 101-42401-433 DUES & SUBSRIPT	$3,000.00	$0.00	$1,566.48	$1,433.52	52.22%	-$525.00
E 101-42401-437 MISCELLANEOUS E	$1,000.00	$0.00	$0.00	$1,000.00	0.00%	$0.00
DEPT 42401 BUILDING INSPECTI	$275,205.00	$18,791.56	$58,707.33	$216,497.67	21.33%	$53,269.93
DEPT 42600 ENGINEER						
E 101-42600-303 ENGINEERING SE	$12,000.00	$1,000.00	$1,000.00	$11,000.00	8.33%	$1,103.50
E 101-42600-309 WETLAND REVIEW	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
DEPT 42600 ENGINEER	$12,000.00	$1,000.00	$1,000.00	$11,000.00	8.33%	$1,103.50
DEPT 43121 STREET DEPARTMENT						
E 101-43121-101 SALARIES-REGULA	$499,323.00	$39,102.64	$114,729.89	$384,593.11	22.98%	$70,478.06
E 101-43121-102 SALARIES-OVERTI	$6,000.00	$54.56	$54.56	$5,945.44	0.91%	$631.30
E 101-43121-105 SALARIES-PAGER	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-43121-121 PERA - EMPLOYER	$31,899.00	$2,792.49	$8,464.48	$23,434.52	26.54%	$5,333.17
E 101-43121-122 FICA - EMPLOYER	$32,536.00	$2,902.85	$8,511.02	$24,024.98	26.16%	$5,280.22
E 101-43121-131 HEALTH & LIFE IN	$80,960.00	$5,653.80	$22,071.19	$58,888.81	27.26%	$21,673.76
E 101-43121-151 WORKMEN S COM	$30,000.00	$0.00	$30,508.96	-$508.96	101.70%	$25,993.34
E 101-43121-201 OFFICE SUPPLIES	$500.00	$135.27	$182.34	$317.66	36.47%	$206.90
E 101-43121-211 CLEANING & MAIN	$6,000.00	$375.00	$875.00	$5,125.00	14.58%	$867.00
E 101-43121-212 MOTOR FUELS AN	$25,000.00	-$694.16	$4,242.91	$20,757.09	16.97%	$4,057.43
E 101-43121-215 SHOP MATERIALS	$6,000.00	$7,555.29	$8,431.45	-$2,431.45	140.52%	$808.85
E 101-43121-221 EQUIPMENT PART	$20,000.00	$514.28	$2,023.36	$17,976.64	10.12%	$24,370.77
E 101-43121-224 STREET MAINTEN	$195,000.00	$322.50	$3,309.72	$191,690.28	1.70%	$6,283.44
E 101-43121-240 SMALL TOOLS AN	$2,000.00	$0.00	$435.10	$1,564.90	21.76%	$99.98
E 101-43121-307 PROFESSIONAL SE	$10,000.00	$300.00	$965.00	$9,035.00	9.65%	$1,068.72
E 101-43121-321 TELEPHONE	$11,000.00	$1,469.40	$3,945.95	$7,054.05	35.87%	$2,760.86
E 101-43121-363 AUTOMOBILE INS	$14,000.00	$0.00	$14,327.00	-$327.00	102.34%	$13,491.00
E 101-43121-381 ELECTRIC UTILITI	$7,000.00	$706.51	$2,137.44	$4,862.56	30.53%	$874.69
E 101-43121-383 NATURAL GAS	$7,000.00	$742.87	$1,643.53	$5,356.47	23.48%	$3,651.46
E 101-43121-401 BLDG/STRUCT MAI	$10,000.00	$0.00	$104.10	$9,895.90	1.04%	$246.32
E 101-43121-404 VEHICLE & EQUIP	$30,000.00	$2,507.94	$15,645.60	$14,354.40	52.15%	$15,741.10
E 101-43121-410 COMPUTER SERVI	$4,000.00	$395.04	$1,093.96	$2,906.04	27.35%	$1,226.63

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E 101-43121-415 RADIO LEASE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-43121-416 RENTAL	$1,000.00	$0.00	$0.00	$1,000.00	0.00%	$0.00
E 101-43121-417 UNIFORMS	$1,000.00	$684.83	$1,987.19	-$987.19	198.72%	$2,485.78
E 101-43121-433 DUES & SUBSRIPT	$8,500.00	$1,053.40	$1,223.40	$7,276.60	14.39%	$0.00
E 101-43121-437 MISCELLANEOUS E	$3,500.00	$2,090.00	$2,090.00	$1,410.00	59.71%	$1,359.76
DEPT 43121 STREET DEPARTMEN	$1,042,218.00	$68,664.51	$249,003.15	$793,214.85	23.89%	$208,990.54
DEPT 43125 ICE AND SNOW REMOVAL						
E 101-43125-101 SALARIES-REGULA	$62,795.00	$2,371.20	$10,898.24	$51,896.76	17.36%	$53,078.55
E 101-43125-102 SALARIES-OVERTI	$6,000.00	$27.28	$1,036.50	$4,963.50	17.28%	$15,613.50
E 101-43125-121 PERA - EMPLOYER	$5,160.00	$179.88	$895.08	$4,264.92	17.35%	$5,126.24
E 101-43125-122 FICA - EMPLOYER	$5,263.00	$176.55	$889.94	$4,373.06	16.91%	$5,037.15
E 101-43125-131 HEALTH & LIFE IN	$15,000.00	$1,144.79	$4,692.62	$10,307.38	31.28%	$7,410.63
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	-$1,504.61	$851.70	$19,148.30	4.26%	$6,868.03
E 101-43125-221 EQUIPMENT PART	$6,500.00	$0.00	$0.00	$6,500.00	0.00%	$2,912.34
E 101-43125-224 STREET MAINTEN	$45,000.00	$0.00	$0.00	$45,000.00	0.00%	$24,151.29
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	$0.00	$2,500.00	0.00%	$0.00
E 101-43125-433 DUES & SUBSRIPT	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-43125-437 MISCELLANEOUS E	$2,000.00	$0.00	$0.00	$2,000.00	0.00%	$69.37
E 101-43125-560 EQIUP AND FURNI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
DEPT 43125 ICE AND SNOW REM	$170,218.00	$2,395.09	$19,264.08	$150,953.92	11.32%	$120,267.10
DEPT 43160 STREET LIGHTING						
E 101-43160-381 ELECTRIC UTILITI	$33,000.00	$329.36	$3,479.82	$29,520.18	10.54%	$2,635.80
DEPT 43160 STREET LIGHTING	$33,000.00	$329.36	$3,479.82	$29,520.18	10.54%	$2,635.80
DEPT 45202 PARK AREAS						
E 101-45202-101 SALARIES-REGULA	$41,255.00	$1,018.36	$2,291.31	$38,963.69	5.55%	$2,365.20
E 101-45202-102 SALARIES-OVERTI	$0.00	$0.00	$170.10	-$170.10	0.00%	$0.00
E 101-45202-107 SEASONAL SALARI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-45202-121 PERA - EMPLOYER	$3,144.00	$76.38	$184.62	$2,959.38	5.87%	$203.04
E 101-45202-122 FICA - EMPLOYER	$3,227.00	$78.13	$188.47	$3,038.53	5.84%	$207.11
E 101-45202-131 HEALTH & LIFE IN	$7,000.00	$625.10	$2,435.96	$4,564.04	34.80%	$3,380.16
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
E 101-45202-215 SHOP MATERIALS	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-45202-221 EQUIPMENT PART	$300.00	$0.00	$31.05	$268.95	10.35%	$540.07
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	$22,173.30	$826.70	96.41%	$23,654.07

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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	$15,000.00	$360.63	$390.12	$14,609.88	2.60%	$39.19
E 101-45202-402 LAWN MAINTENAN	$65,000.00	$0.00	$0.00	$65,000.00	0.00%	$0.00
E 101-45202-404 VEHICLE & EQUIP	$500.00	$0.00	$63.75	$436.25	12.75%	$0.00
E 101-45202-433 DUES & SUBSRIPT	$750.00	$0.00	$0.00	$750.00	0.00%	$1,305.00
E 101-45202-437 MISCELLANEOUS E	$500.00	$0.00	$0.00	$500.00	0.00%	$0.00
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	$159,676.00	$2,158.60	$27,928.68	$131,747.32	17.49%	$31,693.84
DEPT 45203 CULTURAL & RECREATION						
E 101-45203-307 PROFESSIONAL SE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
DEPT 45203 CULTURAL & RECREA	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
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	$0.00	$0.00	0.00%	$0.00
E 101-49020-437 MISCELLANEOUS E	$23,000.00	$0.00	$1,500.00	$21,500.00	6.52%	$0.00
E 101-49020-530 IMPROVEMENTS	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
DEPT 49020 MISCELLANEOUS	$23,000.00	$0.00	$1,500.00	$21,500.00	6.52%	$0.00
DEPT 49240 INSURANCE UNALLOCATED						
E 101-49240-361 GENERAL LIABILIT	$11,000.00	$0.00	$8,007.19	$2,992.81	72.79%	$8,816.29
DEPT 49240 INSURANCE UNALLO	$11,000.00	$0.00	$8,007.19	$2,992.81	72.79%	$8,816.29
FUND 101 GENERAL FUND	$6,794,312.00	$585,702.32	$1,850,281.53	$4,944,030.47	27.23%	$1,690,626.12
	$6,794,312.00	$585,702.32	$1,850,281.53	$4,944,030.47	27.23%	$1,690,626.12

	MARCH 2024 CASH and INVESTMENTS
DATE	03/31/2024

FUND NO.	DESCRIPTION	TOTAL CASH & INVESTMENTS	
101	General Fund	2,648,133.97	*
401	Capital Improvement Program	426,792.89	
402	Emergency Warning Siren Fund	259,480.83	
404	Park Dedication Fund	820,837.72	
406	Road Maintenance Fund	1,755,971.83	
407	Tree Replacement Fund	356,534.34	
433	2023 Street Projects Capital Fund	1,131,696.88	
490	Street Improvement Capital Projects	371,857.60	**
501	Equipment Certificates Fund	198,237.19	
526	Maple Crest Debt	113.73	
527	CIP Project Bonds (Facilities)	101,076.57	
528	Game Farm South Bay Project Debt Fund	96,259.42	
529	Highland Road Debt Fund	96,590.89	
532	2017 A Street Projects Debt	376,148.24	
533	2023 Street Projects Debt Fund	488,657.28	
601	Water Fund	1,644,776.79	
602	Sewer Fund	949,485.69	
651	Storm Water Drainage Fund	800,696.17	
671	Recycling Fund	90,849.76	
673	Cable Fund	44,049.38	
801	Land use Agency	127,492.88	
	TOTAL	**12,785,740.05**	

Notes to Cash and Investments Report (1st quarter 2024)

1) *** General Fund (101)-** Actual Fund Balance is $1,642,814. Most of the difference in comparison to the cash and investments total has to do with the temporary CO deposits the City is holding.

2) ****Street Improvement Capital Project Fund (490) –** Actual Fund Balance is $39,383. Most of the cash and investments number is escrows and deposits we have for sealcoating and other related street items

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CITY COUNCIL
WORK SESSION MEETING MINUTES
March 18, 2024

1) **Call to Order**
Acting Mayor Reffkin called the meeting to order at 5:30 p.m. **Roll Call of Attendees:**
Present – Council : Acting Mayor Cathleen Reffkin, Peter Vickery, Claudia Lacy; Staff – City Administrator Jasper Kruggel, Community Development Director David Abel, Finance Director Brian Grimm, Police Chief Paul Falls, Public Works Director Gary Peters, Administration Director Allie Polsfuss, City Clerk Ann Meyerhoff.
Absent: Mayor Whalen, Council Member MacGregor

2) **Discussion on Maple Crest Bond – Fund 526 (2014 A)** Finance Director Brian Grimm explained that as part of the financial update at the February 21, 2024 Council Meeting, a brief discussion was had about the Maple Crest Debt fund having a small negative cash balance. This came about from some larger special assessments paying off early and losing out on the interest revenue over the last several years and going forward.
This bond was originally issued in 2008 and then refinanced in 2014. If the City continues to pay this off through the regularly scheduled payments through 2027 the gap will continue to grow by about $10,000-$15,000 a year.
Staff confirmed with bond fiscal agent Ehlers that this bond could be paid off early during 2024. There is $200,000 of total principal left to be paid and about $15,000 of interest. The City could save about $12,000-$13,000 of interest by paying this bond off in full. The funding source recommended to pay this off would be the Road Maintenance Fund. The fund has a balance of about $1.8 million right now. Any minimal remaining assessment revenue that would come in on the Maple Crest Project over the next few years would go into this fund.

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Council discussed the recommendation and decided to pay the bond off early.

3) **Public Safety Equipment Requests and Funding**

Police Chief Falls submitted a request to Council for Automatic License Plate Readers (ALPR). He state that they have been in use for many years and capture images of license plates and vehicles. ALPR then compares the information with databases like NCIC to identify stolen vehicles, wanted persons, etc.

ALPR also provides real-time alerts directly to officers when a stolen vehicle or wanted person is detected. Additionally, ALPR is an outstanding investigative tool allowing officers to search for particular vehicles or license plates after the fact as part of an ongoing investigation.

Orono PD, West Hennepin Public Safety and South Lake Minnetonka Public Safety all have APLR cameras in use. There will be 4 cameras, 2 on Hwy 92 and 2 on Hwy 7. The cost to implement four ALPR cameras is $13,600 with the necessary infrastructure. The annual recurring cost is $12,000. The cameras are owned, installed and maintained by Flock Safety.

Chief Falls stated that he would like to purchase 4 patrol rifles. Right now our officers do not have rifles assigned to them. They are just in patrol cars. Adding 4 more rifles would give the opportunity to assign each officer their own rifle and not have to share. The total price is $9,500.00. Administrator Kruggel added that normally this would be built into the budget but we didn't get this request prior to the budget being approved.

Lastly Chief Falls talked about red dot sights. Technology has advanced to fit these sights on hand guns. He is still in the research process for this and will bring this back after they find what works best with the guns they use.

4) **Temporary Greenhouse Discussion**

Community Development Director David Abel asked for direction from City Council on how to proceed with a recent request for a greenhouse within the Mackenthun's parking lot. This is the first request for something like this and city code does not address it.

Staff has reached out to a few other communities and there seems to be a wide range in which each community process requests like this. Some do an over-the-counter temporary structure permit and others go as far as requiring an interim use permit (IUP) which would have condition that go with the approval for the operation.

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Council had a discussion and directed Staff to issue the permit over-the-counter.

5) Adjourn

Motion by Vickery seconded by Lacy to adjourn at 6:30 p.m.

Respectfully Submitted,

Ann Meyerhoff
City Clerk

DRAFT

CITY COUNCIL MEETING MINUTES
March 18, 2024

1) Call to Order

Acting Mayor Reffkin called the meeting to order at 7:00 p.m.

a) Pledge of Allegiance

b) Introductions: City Council: Cathleen Reffkin, 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 Absent: Mayor Lisa Whalen, Council Member MacGregor.

c) Approval of Agenda

Motion by Vickery, seconded by Lacy to approve the agenda.

Motion Passed 3-0. Absent: Whalen, MacGregor

2) Special Presentations

3) Persons to Be Heard

4) Consent Agenda

a) Approve Work Session Meeting Minutes from February 21, 2024

b) Approve City Council Regular Meeting Minutes from February 21, 2024

c) Res. No. 10-24 Approve Claims

d) Approve Property Lease Agreement for Trista Fields

e) Approve Conditional Offer Letter for Miguel Montes De Oca, Public Works Maintenance Worker

f) Accept the Resignation of Jonathan Geyen, Public Works Maintenance Worker effective March 22, 2024.

g) Approve Summary from City Administrator Performance Review

h) Approve Amendment to Public Works 2024 Equipment Capital Improvement Project

i) Approve Capital Improvement Equipment Purchase

j) Award Street Sweeping Services to Carefree Services, inc.

k) Award Park Trail Overlay Paving to JBT Blacktopping

l) Woodland Cove 11th Addition

i. Res. No. 11-24 Approve 3rd Amendment to Master Development Agreement

ii. Res. No. 12-24 Approve Final Plat of Woodland Cove 11th Addition

iii. Res. No. 13-24 Approve Subdivision Agreement for Woodland Cove 11th Addition

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m) Woodland Cove 12th Addition

i. Res. No. 14-24 Approve Final Plat of Woodland Cove 12th Addition

ii. Res. No. 15-24 Approve Site Plan for Lot 1, Block 1, Woodland Cove 12th Addition

n) Res. No. 16-24 Approve Change Order 2 for City Project 01-2023 Street Reconstruction and Utility Improvement Project

o) Res. No. 17-24 Approve Professional Services for Pavement Management Plan

Motion by Lacy seconded by Vickery to approve Consent Agenda
Motion Passed 3-0. Absent Whalen, MacGregor

5) Public Hearings

6) Business Items

a) Authorize City Councilmembers for Fire District Subcommittee

City Administrator Kruggel stated that on March 5, 2024, an initial meeting convened related to the formation of a fire district that includes the Minnetrista fire service area. This complex initiative will require a series of meetings and it has been requested that Minnetrista designate individuals to participate in these meetings and process. The individuals appointed will not have any decision –making authority, but will represent the City of Minnetrista in these meetings and report back to City Council.

Kruggel recommended designating Mayor Lisa Whalen, Council Member Cathleen Reffkin and himself as the Minnetrista representatives related to the fire district discussion.

Motion by Lacy, seconded by Vickery to Authorize City Councilmembers for Fire District Subcommittee.
Motion passed 3-0. Absent: Whalen, MacGregor

b) Res. No. 18-24 Regarding Various Housing Bills

City Administrator Kruggel shared that there are a series of bills circulating this Minnesota Legislative Session related to the State preempting local zoning authority and issuing State mandated zoning Standards.

The various bills being circulated this legislative session are a threat to Minnetrista and essentially eliminate local zoning authority related to housing. Such measures would change the landscape of Minnetrista, supersede the decades of planning, and potentially cause major hardships related to infrastructure costs to the community.

Kruggel recommended adopting Resolution 18-24 which expresses strong opposition to these bills, demanding that zooning authority continues to be locally controlled versus State mandated. Staff will circulate this resolution with local representatives,

the house and Senate Housing Committees, and the Governor of Minnesota.

Motion by Vickery, seconded by Lacy to Adopt Resolution 18-24 Regarding Various Housing Bills.
Motion Passed 3-0. Absent: Whalen, MacGregor

c) City Project 01-24 2024 Street Improvement Project

i) Res. No. 19-24 Accept Bids and Award Contract

City Engineer Alyson Fauske shared that there were 8 bids for the 2024 Overlay Project, City Project No. 01-24. The project consists of mill and overlay of Ambjor Lane, Hermitage Circe, Hermitage Trial, Stonebridge Lane, and Nike Road.

The bid opening was held on February 21, 2024. The lowest responsive bid was received from Wm. Mueller & Sons of Hamburg, Minnesota in a grand total bid amount of $287,106.70. Wm. Mueller & Sons has satisfactorily completed street project of this type and was the paving contractor on Minnetrista's 2023 Street and Utility Improvement Project.

The project as-bid, in the grand total amount of $287,106.70 is a unit price contract, meaning that the contractor is paid for the actual contract units constructed. The improvements are proposed to be funded through City Funds. The estimated total cost for the project is $390,272.04, which includes a 5% construction contingency, authorized indirect costs to-date and the proposed construction services costs. The pre-bid estimated cost was $452,666.34 including 20% indirect costs and a 5% construction contingency. The majority of the difference between the engineer's opinion of probable cost and the low bid was mobilization, cost for blacktop, and cost of topsoil.

Motion by Lacy, seconded by Vickery to Adopt Resolution 19-24 Accept Bids and Award Contract.
Motion Passed 3-0. Absent: Whalen, MacGregor

ii) Res. No. 20-24 Approve Professional Services Agreement for Construction Administration

Public Works Director, Gary Peters shared that as part of the engineering services for the 2024 Mill and Overlay Project, Staff requested a professional services proposal from WSB to perform construction engineering services. The fee estimate assumes that a construction observer will only be present for six hours per day, five days per week for two weeks, and four hours per day, five days per week for an additional week. WSB has provided the scope of services and estimated fees the amount not to exceed $22,085 without prior Council authorization.

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The improvements are proposed to be funded through a combination of City Funds. The construction bid amount is $287,106.70 and proposed indirect costs at 20% are within the indirect costs.

Motion by Vickery, seconded by Lacy to Adopt Resolution 20-24, Approving Professional Services Agreement for Construction Administration.
Motion passed 3-0. Absent: Whalen, MacGregor

d) Res. No. 21-24 City Project 02-24 Pavement Maintenance Project
   i) Approve Professional Services Agreement for Design Bidding and Construction Administration
   ii) Authorize the Preparation and Distribution of Quote Packages.
   Public Works Director Gary Peters summarized the 2024 Pavement Maintenance Project which includes:
   - Crack fill of 0.6 miles of streets
   - Crack fill and reclamite of 1.1 miles of streets
   - Crack fill, fog seal and seal coat of 0.8 miles of streets
   - Fog seal the two parking lots in Lisle Park
   - Fog seal the 577 ft paved portion of the trail in Slow Creek Park

The total estimate project cost of the improvements is $122,212.15. The project will be funded by the Road Maintenance Fund. The contract will include unit price work for crack filling by the linear foot. If some streets required more linear feet of crack filling than anticipated, it may necessitate that some other streets are postponed until the 2025 Pavement Maintenance Project in order to keep the project on budget.

Motion by Vickery, seconded by Lacy to Adopt Resolution 21-24, Approving a Professional Services Agreement and Authorizing the Preparation and Distribution of the Quote Package for the 2024 Pavement Maintenance Project
Motion passed 3-0 Absent: Whalen, MacGregor.

7) Administrative Items

a) Staff Reports
   i) City Clerk- PNP Elections Report
   ii) City Administrator- Upcoming Events
   Recycle day May 4th, State of the City May 7th, Trista Day May 18th, City Bus Tour June 4th

b) Council Reports
   i) Mayor Lisa Whalen – Absent
   ii) Cathleen Reffkin
   iii) Ann MacGregor – Absent

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iv) Peter Vickery

v) Claudia Lacy –

- Gillespie Center update
- Attended Planning Commission Meeting

8) Adjournment

Motion by Lacy, seconded by Vickery to adjourn meeting at 7:42 p.m.

Respectfully submitted,

Ann Meyerhoff
City Clerk

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RESOLUTION NO. 21-24

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 71108 through 71206; electronic checks E1002946 through E1002964; Claims batch includes an electronic transfers for payroll in the amount of $192,966.87.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of $680,537.68 is hereby approved.

ADOPTED this 15th day of April 2024 by a vote of ____ Ayes _____ Nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
City Clerk

(seal)

CITY OF MINNETRISTA

*Check Detail Register©

Batch: PR03142024,04032024HP,31524 bridge,PR032824,Medsurety040224,AFLAC040324,Tasc040324,40324 PSN,041524AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1010 1ST BK OF THE LAKES					
71108	04/03/24	**AE2S**			
E 601-49440-303		ENGINEERING SERV	$6,651.25	93555	Wells 8 and 9 Design
E 601-49440-303		ENGINEERING SERV	$10,820.00	93556	Water System Planning
E 601-49440-303		ENGINEERING SERV	$4,862.75	93557	Ae2S General Services
E 601-49440-303		ENGINEERING SERV	$8,398.50	93558	Well#6 Rehab Billing
		Total	$30,732.50		
71109	04/03/24	**ASPEN MILLS**			
E 101-42110-417		UNIFORMS	$1,140.00	330042	Custom Patches
		Total	$1,140.00		
71110	04/03/24	**Bryan Rock Products**			
E 651-49590-224		STREET MAINTENANCE	$443.26	63183	4-12" Rip-Rap Rock
		Total	$443.26		
71111	04/03/24	**CALIBRE PRESS**			
E 101-42110-433		DUES & SUBSRIPT & TR	$259.00	24100672	Training
		Total	$259.00		
71112	04/03/24	**CANON FINANCIAL SERVICES INC**			
E 101-42110-202		COPY & PRINTING SUPP	$95.49	32254385	Copier-PD
		Total	$95.49		
71113	04/03/24	**CANTEEN REFRESHMENT SVCS**			
E 101-43121-211		CLEANING & MAINT SUP	$105.00	MSP93747	Filter Change
E 101-42110-211		CLEANING & MAINT SUP	$105.00	MSP93748	Filter Change
		Total	$210.00		
71114	04/03/24	**Car-Co Auto Parts**			
E 601-49440-404		VEHICLE & EQUIP MAIN	$37.09	49-737417	Headlight Bulb-#7
		Total	$37.09		
71115	04/03/24	**CENTERPOINT ENERGY**			
E 601-49440-383		NATURAL GAS	$2,499.00	3001160100a	Installation of Gas Service and Meter
		Total	$2,499.00		
71116	04/03/24	**CINTAS**			
E 101-43121-417		UNIFORMS	$128.28	4107422270	Uniforms
E 101-43121-417		UNIFORMS	$124.34	4180146456	Uniforms
E 101-43121-417		UNIFORMS	$128.28	4186702123	Uniforms
		Total	$380.90		
71117	04/03/24	**CliftonLarsonAllen**			
E 101-41530-301		AUDITING AND ACCOUN	$11,666.00	L241137761	Second Installment for 2023 Audit Services
		Total	$11,666.00		
71118	04/03/24	**CONCENTRA**			
E 101-43121-437		MISCELLANEOUS EXPE	$531.00	103951831	Pre Employment
		Total	$531.00		

*Check Detail Register©

Batch: PR03142024,04032024HP,31524 bridge,PR032824,Medsurety040224,AFLAC040324,Tasc040324,40324 PSN,041524AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
71119	04/03/24	**CORE AND MAIN**			
E 601-49440-227		UTILITY SYSTEM MAINT	$748.04	INV0005662	Calibration Vials for Spectrophotometer
E 602-49490-227		UTILITY SYSTEM MAINT	$270.02	SO7666	LS #8 Floats
		Total	$1,018.06		
71120	04/03/24	**CULLIGAN**			
E 101-42110-211		CLEANING & MAINT SUP	$158.95		Water
		Total	$158.95		
71121	04/03/24	**Earl F. Anderson Inc.**			
E 101-43121-224		STREET MAINTENANCE	$249.20	0135648-IN	Misc Signs for Tree Lighting
E 101-41410-404		VEHICLE & EQUIP MAIN	$1,056.00	0135648-IN	Elections -Flag
E 101-43121-224		STREET MAINTENANCE	$67.20	0135649-IN	Woodland Dr
E 101-43121-224		STREET MAINTENANCE	$2,837.00	0135674-IN	Street Sign Posts
		Total	$4,209.40		
71122	04/03/24	**ENGEL WATER TESTING**			
E 601-49440-227		UTILITY SYSTEM MAINT	$630.00	24-27702	1st Qtr Water Testing Fees
		Total	$630.00		
71123	04/03/24	**EROSION PRODUCTS, LLC**			
E 651-49590-224		STREET MAINTENANCE	$599.40	INV-2024031	Erosion Bio Logs
		Total	$599.40		
71124	04/03/24	**FASTENAL COMPANY**			
E 601-49440-227		UTILITY SYSTEM MAINT	$40.20	MNWAC7748	Paint for GV Caps
E 101-42110-211		CLEANING & MAINT SUP	$108.77	MNWAC7748	Eyewash Solution for PD
		Total	$148.97		
71125	04/03/24	**FERGUSON ENTERPRISES LLC**			
E 601-49440-227		UTILITY SYSTEM MAINT	$710.20	0258204	Line Freezing Tool for Curb Stop inspections
		Total	$710.20		
71126	04/03/24	**FRONTIER OH**			
E 601-49440-381		ELECTRIC UTILITIES	$390.00	952-196-1926	Treatment Plant Internet Line
E 101-43121-321		TELEPHONE	$117.67	952-446-9997	Fire Alarm-PW
E 601-49440-381		ELECTRIC UTILITIES	$107.35	952-472-1082	Well #5 Phone Service
		Total	$615.02		
71127	04/03/24	**Gopher State One Call**			
E 601-49440-227		UTILITY SYSTEM MAINT	$149.85	3080605a	Sewer & Water Locates-ReIssue
E 602-49490-227		UTILITY SYSTEM MAINT	$149.85	3080605a	Sewer & Water Locates-ReIssue
E 601-49440-227		UTILITY SYSTEM MAINT	$149.85	3080605-Ina	Sewer & Water Locates
E 602-49490-227		UTILITY SYSTEM MAINT	$149.85	3080605-Ina	Sewer & Water Locates
		Total	$599.40		
71128	04/03/24	**GREAT AMERICA FINANCIAL SVCS**			
E 101-41320-322		POSTAGE	$175.85	36106554	Postage Meter
		Total	$175.85		
71129	04/03/24	**GREATER MN COMMUNICATIONS**			

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Batch: PR03142024,04032024HP,31524 bridge,PR032824,Medsurety040224,AFLAC040324,Tasc040324,40324 PSN,041524AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43121-437		MISCELLANEOUS EXPE	$416.00	30141	Winter/Spring Newsletter
E 101-42401-202		COPY & PRINTING SUPP	$600.00	30141	Winter/Spring Newsletter
E 101-41320-202		COPY & PRINTING SUPP	$800.00	30141	Winter/Spring Newsletter
E 101-42110-202		COPY & PRINTING SUPP	$200.00	30141	Winter/Spring Newsletter
E 101-41910-202		COPY & PRINTING SUPP	$500.00	30141	Winter/Spring Newsletter
		Total	$2,516.00		
71130	04/03/24	**HAWKINS INC**			
E 601-49440-227		UTILITY SYSTEM MAINT	$210.00	6710323	Chlorine
E 601-49440-227		UTILITY SYSTEM MAINT	$3,721.01	6718688	WTP Chemicals
		Total	$3,931.01		
71131	04/03/24	**Hennepin County Treasurer**			
E 101-41320-307		PROFESSIONAL SERVIC	$1,417.45		Truth and Taxation Notices 23-24
E 101-41320-307		PROFESSIONAL SERVIC	$841.50	0324-36	Special Assessment Invoice
		Total	$2,258.95		
71132	04/03/24	**HOTSY MINNESOTA**			
E 101-43121-215		SHOP MATERIALS	$519.08	CM21532	Pressure Washer Check and Soap Fill
		Total	$519.08		
71133	04/03/24	**KENNEDY & GRAVEN, CHARTERED**			
E 101-41610-304		LEGAL FEES - ATTORNE	$3,000.00	MN415-0000	General
E 101-41610-304		LEGAL FEES - ATTORNE	$399.00	MN415-0014	Administration
G 801-1170		LAND USE RECEIVABLE	$1,602.75	MN415-0027	* Woodland Cove Lake Second Addn
G 801-1170		LAND USE RECEIVABLE	$355.25	MN415-0037	* Simple Subdivision for Thaler Williams Lane
G 801-1170		LAND USE RECEIVABLE	$775.00	MN415-0037	* Woodland Cove 11th Addn
G 801-1170		LAND USE RECEIVABLE	$390.00	MN415-0037	* Metropolitan Council Easements
G 801-1170		LAND USE RECEIVABLE	$1,503.50	MN415-0038	* Woodland Cove 12th Addn
E 101-41610-304		LEGAL FEES - ATTORNE	$700.00	MN415-0038	Sunnyfield Road Code Enforcement
		Total	$8,725.50		
71134	04/03/24	**Kenneth Potts P.A**			
E 101-41610-305		PROSECUTING ATTORN	$9,000.00	1st Qtr 2024	Prosecution Services
		Total	$9,000.00		
71135	04/03/24	**KOCH, SPENCER**			
E 101-42110-417		UNIFORMS	$47.64		Handcuff Case
		Total	$47.64		
71136	04/03/24	**KWIK TRIP**			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	$2.75		Training
		Total	$2.75		
71137	04/03/24	**LAKETOWN ELECTRIC CORP**			
E 101-41940-401		BLDG/STRUCT MAINTEN	$894.58	40161	Replacement of 5 Fixtures to LED in City Hall
		Total	$894.58		
71138	04/03/24	**LANGUAGE LINE SERVICES**			
E 101-42110-307		PROFESSIONAL SERVIC	$17.85		Interpretation
		Total	$17.85		

*Check Detail Register©

Batch: PR03142024,04032024HP,31524 bridge,PR032824,Medsurety040224,AFLAC040324,Tasc040324,40324 PSN,041524AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
71139	04/03/24	**LANO EQUIPMENT, INC.**			
E 101-43121-221		EQUIPMENT PARTS, TIR	$122.38	03-1062975	Drive Belt for #29
		Total	$122.38		
71140	04/03/24	**League of Minnesota Cities**			
E 101-41110-433		DUES & SUBSRIPT & TR	$125.00	401562	City Day on the Hill-Whalen
E 101-41320-433		DUES & SUBSRIPT & TR	$425.00	402151	2024 LMC Annual Conference-Kruggel
		Total	$550.00		
71141	04/03/24	**LE-AST SERVICE CONSELING**			
E 101-42110-307		PROFESSIONAL SERVIC	$245.00	1348	Check Ups
E 101-42110-307		PROFESSIONAL SERVIC	$320.00	1387	Check Ups
		Total	$565.00		
71142	04/03/24	**LEGEND COMPANIES**			
E 101-42110-401		BLDG/STRUCT MAINTEN	$855.00	112930	March Planned Maintenance
		Total	$855.00		
71143	04/03/24	**LEIF, ISAAC**			
E 673-49600-307		PROFESSIONAL SERVIC	$375.00	03-122	3/18/24 Worksession and CC Mtg
		Total	$375.00		
71144	04/03/24	**LOFFLER**			
E 401-43126-560		EQIUP AND FURNISHIN	$128.65	CW192735	Server Upgrades
		Total	$128.65		
71145	04/03/24	**Media Com**			
E 673-49600-307		PROFESSIONAL SERVIC	$394.90		Internet
		Total	$394.90		
71146	04/03/24	**Metropolitan Council WW Servic**			
E 602-49490-227		UTILITY SYSTEM MAINT	$1,702.03	0001170246	Capacity Charge for N WTP
E 602-49490-227		UTILITY SYSTEM MAINT	$8,714.80	0001170247	Capacity Charge for S WTP
		Total	$10,416.83		
71147	04/03/24	**METERING AND TECHNOLOGY**			
E 601-49440-227		UTILITY SYSTEM MAINT	$24.99	INV4623	Itron Splice Kit
		Total	$24.99		
71148	04/03/24	**MEYERHOFF, ANN**			
E 101-41320-433		DUES & SUBSRIPT & TR	$80.40		Mileage for MCFOA Conference
		Total	$80.40		
71149	04/03/24	**MID COUNTY**			
E 601-49440-212		MOTOR FUELS AND LUB	$247.79	59593	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	$247.79	59593	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	$619.48	59593	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	$123.89	59593	Dyed Diesel Fuel
E 601-49440-212		MOTOR FUELS AND LUB	$317.41	59632	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	$317.41	59632	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	$793.52	59632	Dyed Diesel Fuel

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Batch: PR03142024,04032024HP,31524 bridge,PR032824,Medsurety040224,AFLAC040324,Tasc040324,40324 PSN,041524AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43125-212		MOTOR FUELS AND LUB	$158.70	59632	Dyed Diesel Fuel
		Total	$2,825.99		
71150	04/03/24	**MINNESOTA PUMP WORKS**			
E 602-49490-227		UTILITY SYSTEM MAINT	$3,999.00	INV023771	Lift Station Aerator for Grease Build Up
E 602-43251-530		IMPROVEMENTS	$70,103.25	INV023773	Installation of New Pumps and Wetwell Pipping at LS 8
		Total	$74,102.25		
71151	04/03/24	**MN RURAL WATER ASSOCIATION**			
E 601-49440-227		UTILITY SYSTEM MAINT	$200.00		MRWA Renewal Membership
E 602-49490-227		UTILITY SYSTEM MAINT	$200.00		MRWA Renewal Membership
		Total	$400.00		
71152	04/03/24	**MN STATE PATROL COMMERCIAL VEH**			
E 101-43121-224		STREET MAINTENANCE	$50.00		Decals for Inspections
		Total	$50.00		
71153	04/03/24	**MOUND TRUE VALUE HARDWARE**			
E 602-49490-227		UTILITY SYSTEM MAINT	$10.99	191241	Spray form Seal for FS#14
E 601-49440-322		POSTAGE	$52.24	191254	Mailing of MDH Samples
E 101-43121-401		BLDG/STRUCT MAINTEN	$38.98	191339	Sealant for PW Gutters
		Total	$102.21		
71154	04/03/24	**NCPERS MINNESOTA - 632400**			
G 101-2380		PAYROLL CLEARING LIF	$224.00	63240042024	*PERA life Ins Employer Paid
		Total	$224.00		
71155	04/03/24	**Capital One Trade Credit**			
E 101-43121-224		STREET MAINTENANCE	$255.55	53427436	Battery Pole Chain Saw
		Total	$255.55		
71156	04/03/24	**OFFICE OF MNIT SERVICES**			
E 101-42110-410		COMPUTER SERVICES/	$100.00	DV24020439	WAN Services
		Total	$100.00		
71157	04/03/24	**SCHNEBLY, MEGAN**			
E 406-43121-530		IMPROVEMENTS	$309.00		Invisible Fence Repair
		Total	$309.00		
71158	04/03/24	**SHERWIN WILLIAMS CO**			
E 101-43121-221		EQUIPMENT PARTS, TIR	$101.98	3072-4	Paint for Chipper Fenders
		Total	$101.98		
71159	04/03/24	**TASC**			
E 101-41320-437		MISCELLANEOUS EXPE	$60.41	IN3072497	Admin fees
		Total	$60.41		
71160	04/03/24	**US BANK EQUIPMENT FINANCE**			
E 101-41320-307		PROFESSIONAL SERVIC	$41.86	525196184	Copier
E 101-41910-307		PROFESSIONAL SERVIC	$41.86	525196184	Copier
E 101-43121-307		PROFESSIONAL SERVIC	$41.86	525196184	Copier

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Batch: PR03142024,04032024HP,31524 bridge,PR032824,Medsurety040224,AFLAC040324,Tasc040324,40324 PSN,041524AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49440-307		PROFESSIONAL SERVIC	$41.86	525196184	Copier
E 602-49490-307		PROFESSIONAL SERVIC	$41.88	525196184	Copier
		Total	$209.32		
71161	04/03/24	**USA BLUEBOOK**			
E 602-49490-227		UTILITY SYSTEM MAINT	$283.58		Lift Station Floats
		Total	$283.58		
71162	04/03/24	**USA SECURITY**			
E 101-43121-401		BLDG/STRUCT MAINTEN	$104.97	12404143	Monitoring
E 101-42110-404		VEHICLE & EQUIP MAIN	$336.25	40850	Repair and Support for Door Reader
		Total	$441.22		
71163	04/03/24	**VERIZON WIRELESS**			
E 101-42110-321		TELEPHONE	$40.01	9959927134	PD Camera
E 101-43121-321		TELEPHONE	$40.01	9959927134	PW Scada System
		Total	$80.02		
71164	04/03/24	**WS&D PERMIT SERVICE INC**			
R 101-200-32210		BUILDING PERMITS	$71.00	MG-23012 R	Permit Cancel Refund 2950 Northview Dr
G 101-2100		BLDG GEN - STATE SUR	$1.00	MG-23012 R	Surcharge Refund
		Total	$72.00		
71165	04/03/24	**XCEL ENERGY**			
E 101-43160-381		ELECTRIC UTILITIES	$5,823.07	51-6565411-9	Electricity-Street Lights
E 101-42110-381		ELECTRIC UTILITIES	$4,042.32	51-9597547-2	Electricity-Police
		Total	$9,865.39		
71166	04/15/24	**ACTION FLEET, INC**			
E 101-42110-404		VEHICLE & EQUIP MAIN	$47.50	I6812	Unit 78-Labor Hours
E 401-42110-540		MOTOR VEHICLES & MA	$13,130.94	I6825	Unit 85-Set up for New Squad
		Total	$13,178.44		
71167	04/15/24	**ADVANTAGE PROPERTY MAINTENANCE**			
E 101-45202-402		LAWN MAINTENANCE	$3,350.00		Lawn Service
E 601-49440-402		LAWN MAINTENANCE	$1,000.00		Lawn Service
E 602-49490-402		LAWN MAINTENANCE	$195.00		Lawn Service
E 101-41940-402		LAWN MAINTENANCE	$450.00		Lawn Service
		Total	$4,995.00		
71168	04/15/24	**AMAZON CAPITAL SERVICES**			
E 101-41320-201		OFFICE SUPPLIES	$30.97	11KP-HHYG-	Cleaning Supplies
E 101-43121-221		EQUIPMENT PARTS, TIR	$239.99	11KY-NDLN-	Back Rack Frame for Truck #16
E 601-49440-227		UTILITY SYSTEM MAINT	$818.00	11KY-NDLN-	Water Meter Ends
E 101-43121-221		EQUIPMENT PARTS, TIR	$139.99	11KY-NDLN-	Back Rack Mounting Kit
E 101-41320-201		OFFICE SUPPLIES	$29.97	13PP-HXDF-	Paper Plates for City Hall
E 401-42110-540		MOTOR VEHICLES & MA	$126.52	13PP-HXDF-	Cord Reels for PD Squad Cars
E 101-43121-201		OFFICE SUPPLIES	$29.99	13PP-HXDF-	Camera for PW Computer
E 101-41320-202		COPY & PRINTING SUPP	$13.49	14VT-1PTN-4	Tax Forms
E 101-43121-215		SHOP MATERIALS	$68.40	1DQG-4HTY-	Equipment Part and Shop Supplies
E 101-41320-201		OFFICE SUPPLIES	$10.99	1GJV-WKR7-	Scanner Cleaning Card

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41320-201		OFFICE SUPPLIES	$80.16	1RHQ-WRK	City hall Kitchen Supplies
E 101-41320-201		OFFICE SUPPLIES	$20.89	1T9V-J7VR-Y	Wireless Keyboard
E 101-43121-221		EQUIPMENT PARTS, TIR	$502.99	1WV4-T9T3-	Truck Frame Rust Protector and Heavy Duty Tow Strap
		Total	$2,112.35		
71169	04/15/24	**CANTEEN REFRESHMENT SVCS**			
E 101-42110-211		CLEANING & MAINT SUP	$179.06	MSP94506	Coffee
		Total	$179.06		
71170	04/15/24	**Car-Co Auto Parts**			
E 101-43121-221		EQUIPMENT PARTS, TIR	$1,746.09	49-737877	Equipment Filters
		Total	$1,746.09		
71171	04/15/24	**Center Point Energy**			
E 601-49440-383		NATURAL GAS	$18.18	10654144-4	Gas Utility
E 601-49440-383		NATURAL GAS	$582.21	10658039-2	Gas Utility
E 601-49440-383		NATURAL GAS	$27.40	10658041-8	Gas Utility
E 601-49440-383		NATURAL GAS	$20.46	11144790-0	Gas Utility
E 601-49440-383		NATURAL GAS	$17.72	11431330-7	Gas Utility
E 601-49440-383		NATURAL GAS	$18.04	11553312-7	Gas Utility
E 601-49440-383		NATURAL GAS	$18.56	11833736-9	Gas Utility
E 101-41940-383		NATURAL GAS	$482.39	5651357-5	Gas Utility - Gov't Bldg
E 601-49440-383		NATURAL GAS	$73.27	5659223-1	Gas - Well #5
E 601-49440-383		NATURAL GAS	$473.66	6401076054-	Gas Utility
E 101-43121-383		NATURAL GAS	$223.58	6744979-3	Gas Utility - PW
E 101-42110-383		NATURAL GAS	$541.58	8486433-9	Gas Utility - PD
E 101-43121-383		NATURAL GAS	$181.31	8486442-0	Gas Utility - PW
		Total	$2,678.36		
71172	04/15/24	**CHARTER COMMUNICATIONS/LEROC**			
E 101-42110-307		PROFESSIONAL SERVIC	$50.00		Subpoena
		Total	$50.00		
71173	04/15/24	**CINTAS**			
E 101-43121-417		UNIFORMS	$123.04	4188152691	Uniforms
E 101-43121-417		UNIFORMS	$122.53	4188863156	Uniforms
		Total	$245.57		
71174	04/15/24	**CLASSIC CLEANING COMPANY**			
E 101-41940-211		CLEANING & MAINT SUP	$400.00	36118	Monthly Cleaning City Hall/PW March
E 101-43121-211		CLEANING & MAINT SUP	$375.00	36118	Monthly Cleaning City Hall/PW March
E 101-42110-211		CLEANING & MAINT SUP	$1,176.00	36119	Montly Cleaning March -Toliet Paper and Towels
		Total	$1,951.00		
71175	04/15/24	**CliftonLarsonAllen**			
E 101-41530-301		AUDITING AND ACCOUN	$698.25	L241155688	SAS 145
		Total	$698.25		
71176	04/15/24	**CORE AND MAIN**			
E 601-49440-227		UTILITY SYSTEM MAINT	$2,823.80	SO8172	Water Testing Chemicals

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	$2,823.80		
71177	04/15/24	**CULLIGAN**			
E 101-42110-211		CLEANING & MAINT SUP	$169.31	114x9639480	Water
		Total	$169.31		
71178	04/15/24	**ECM Publishers, Inc.**			
E 101-41910-351		LEGAL NOTICE & ORD P	$37.13	993228	Public Hearing CUP
		Total	$37.13		
71179	04/15/24	**FASTENAL COMPANY**			
E 101-43121-215		SHOP MATERIALS	$88.42	MNWAC7757	Hardware Bin Supply
		Total	$88.42		
71180	04/15/24	**FRONTIER OH**			
E 101-41940-321		TELEPHONE	$548.92	952-446-1660	Monthly Phone Service
E 101-43121-321		TELEPHONE	$548.93	952-446-1660	Monthly Phone Service
E 101-42110-321		TELEPHONE	$548.93	952-446-1660	Monthly Phone Service
E 601-49440-381		ELECTRIC UTILITIES	$380.00	952-446-1660	Monthly Phone Service
		Total	$2,026.78		
71181	04/15/24	**Fury Motors**			
E 101-42110-404		VEHICLE & EQUIP MAIN	$90.24	779153/1	Unit 79-Oil Change, Tire Rotation and Multipoint Inspection
E 101-42110-404		VEHICLE & EQUIP MAIN	$2,724.63	779197/3	Unit 78-Service Drivetrain Repair
E 101-42110-404		VEHICLE & EQUIP MAIN	$346.91	779383/1	Unit 81-Mount and Balance
E 101-42110-221		EQUIPMENT PARTS, TIR	$1,689.91	779466/3	Unit 68-The Works, Brakes
E 101-42110-404		VEHICLE & EQUIP MAIN	$48.95	779741/1	Unit 76-Patch Tire
		Total	$4,900.64		
71182	04/15/24	**Gopher State One Call**			
E 601-49440-227		UTILITY SYSTEM MAINT	$62.77	4030606	Sewer & Water Locates
E 602-49490-227		UTILITY SYSTEM MAINT	$62.78	4030606	Sewer & Water Locates
		Total	$125.55		
71183	04/15/24	**HENNEPIN COUNTY INFO TECH DEPT**			
E 401-42110-560		EQIUP AND FURNISHIN	$2,631.61	1000225062	radio lease - PD
E 401-43126-560		EQIUP AND FURNISHIN	$333.36	1000225096	Radio Lease
		Total	$2,964.97		
71184	04/15/24	**Int'l Union of Oper. Engineers**			
G 101-2360		PAYROLL CLEARING UN	$315.00	April 2024	* Union dues
		Total	$315.00		
71185	04/15/24	**LAKE MINNETONKA CONSERVATION**			
E 651-49590-307		PROFESSIONAL SERVIC	$5,585.75	2024Q2Mintr	LMCD Levy Pmt
		Total	$5,585.75		
71186	04/15/24	**LANDS END BUSINESS OUTFITTERS**			
E 101-42110-417		UNIFORMS	$207.82	SIN11951511	Uniforms
		Total	$207.82		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
71187	04/15/24	**LELS**			
G 101-2360		PAYROLL CLEARING UN	$916.50	April 2024	PD Union Dues (13x$70.50)
G 101-2360		PAYROLL CLEARING UN	$124.32	April 2024	CSO Union Dues (2x$62.16)
		Total	$1,040.82		
71188	04/15/24	**LEXISNEXIS RISK DATA MNGMT INC**			
E 101-42110-307		PROFESSIONAL SERVIC	$38.50	1085510-240	Contract Fee
		Total	$38.50		
71189	04/15/24	**LOFFLER**			
E 401-43126-560		EQIUP AND FURNISHIN	$199.50	4662343	Watchguad Subscription
		Total	$199.50		
71190	04/15/24	**Metropolitan Council WW Servic**			
E 602-49490-438		EXPENSE MWCC	$33,680.86	0001170585	* Monthly Sewer
		Total	$33,680.86		
71191	04/15/24	**MID COUNTY**			
E 101-42110-212		MOTOR FUELS AND LUB	$804.83	59548	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	$909.66	59563	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	$875.86	59594	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	$534.59	59633	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	$612.35	59647	Squad Fuel
E 601-49440-212		MOTOR FUELS AND LUB	$155.84	59648	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	$155.84	59648	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	$389.60	59648	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	$77.91	59648	Dyed Diesel Fuel
		Total	$4,516.48		
71192	04/15/24	**MOUND TRUE VALUE**			
E 101-42110-211		CLEANING & MAINT SUP	$14.28	191308	Liner and Tray Set
E 101-42110-211		CLEANING & MAINT SUP	$22.77	191326	Cascade, Dish Soap
E 101-42110-211		CLEANING & MAINT SUP	$9.29	191429	Tape
E 101-42110-211		CLEANING & MAINT SUP	$6.79	191447	Ziplock Bags
		Total	$53.13		
71193	04/15/24	**OFFICE DEPOT**			
E 101-41320-201		OFFICE SUPPLIES	$50.99	35948699300	Labels
E 101-41910-201		OFFICE SUPPLIES	$75.94	36148969900	Copy Paper and Plates
E 101-41320-201		OFFICE SUPPLIES	$10.50	36148982300	Napkins
		Total	$137.43		
71194	04/15/24	**Per Mar Security Services**			
E 601-49440-227		UTILITY SYSTEM MAINT	$105.30	3266897	N WTP Plant Monitoring
E 601-49440-227		UTILITY SYSTEM MAINT	$105.30	3266898	S WTP Plant Monitoring
E 601-49440-227		UTILITY SYSTEM MAINT	$795.00	3291121	N WTP Fire Protection System Monitoring
E 601-49440-227		UTILITY SYSTEM MAINT	$66.66	3291122	N WTP Alarm Monitoring
E 101-43121-401		BLDG/STRUCT MAINTEN	$795.00	3291123	New Fire Protection Monitoring
E 101-43121-401		BLDG/STRUCT MAINTEN	$80.50	3291124	PW Fire Monitoring
E 601-49440-227		UTILITY SYSTEM MAINT	$795.00	3291125	S WTP New Fire Protection Monitoring Equip

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49440-227		UTILITY SYSTEM MAINT	$88.34	3291126	S WTP Fire Protection Monitoring
		Total	$2,831.10		
71195	04/15/24	**PLUNKETTS**			
E 601-49440-227		UTILITY SYSTEM MAINT	$36.40	8492746	Pest Control
E 601-49440-227		UTILITY SYSTEM MAINT	$56.98	8492760	Pest Control
E 601-49440-227		UTILITY SYSTEM MAINT	$56.98	8493748	Pest Control
E 601-49440-227		UTILITY SYSTEM MAINT	$35.00	8496221	Pest Control
E 101-42110-401		BLDG/STRUCT MAINTEN	$175.27	8496396	Pest Control
E 101-41940-401		BLDG/STRUCT MAINTEN	$118.28	8496491	Pest Control
		Total	$478.91		
71196	04/15/24	**PSHRA-MN**			
E 101-41320-433		DUES & SUBSRIPT & TR	$150.00		Membership-Polsfuss
		Total	$150.00		
71197	04/15/24	**Stericycle, Inc.**			
E 101-41320-307		PROFESSIONAL SERVIC	$14.35		Shredding Services
E 101-41320-307		PROFESSIONAL SERVIC	$170.06	8006685074	Shredding Services
		Total	$184.41		
71198	04/15/24	**SKYLINE SALT SOLUTIONS**			
E 101-43125-224		STREET MAINTENANCE	$9,284.37	103700	Road De-icing Salt
		Total	$9,284.37		
71199	04/15/24	**STREICHER'S**			
E 101-42110-417		UNIFORMS	$9.99	I1684919	Unifom
E 101-42110-417		UNIFORMS	$1,736.99	I1687958	Tatical Assult Carrier, Patches,Vest
E 101-42110-417		UNIFORMS	$121.97	I1688984	Patches, Body Cam Cases, Holster
E 101-42110-417		UNIFORMS	$46.99	I1689000	Body Cam Case
E 101-42110-417		UNIFORMS	$327.92	I1689538	Uniform
		Total	$2,243.86		
71200	04/15/24	**SUN LIFE FINANCIAL**			
G 101-2340		PAYROLL CLEARING HE	$604.41	May 2024	STD
G 101-2340		PAYROLL CLEARING HE	$959.14	May 2024	LTD
		Total	$1,563.55		
71201	04/15/24	**The Standard**			
G 101-2380		PAYROLL CLEARING LIF	$1,936.75	May 2024	* Life Insurance
		Total	$1,936.75		
71202	04/15/24	**Toll Gas & Welding Supply**			
E 101-43121-215		SHOP MATERIALS	$25.42	40192031	Torch and Welding Cylinder Demurrage
		Total	$25.42		
71203	04/15/24	**UNITED SYSTEMS AND SOFTWARE**			
E 601-49440-227		UTILITY SYSTEM MAINT	$575.00	105405	Itron Upgrade for Hourly Meter Usage Download
		Total	$575.00		
71204	04/15/24	**US BANK CORPORATE SYSTEMS**			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42110-418		RECRUITING	$144.00		SSA-Background
E 101-42110-201		OFFICE SUPPLIES	$38.61		Batteries/Markers
E 101-42110-201		OFFICE SUPPLIES	$21.98		Paper
E 101-42110-440		APPRECIATION EVENTS	$54.02		Trista Day Flyer Paper
E 101-42110-201		OFFICE SUPPLIES	$30.38		Keyboard
E 101-42110-433		DUES & SUBSRIPT & TR	$125.00		Disks/Drives
E 101-42110-433		DUES & SUBSRIPT & TR	$90.00		Koch-POST License Renewal
E 101-42110-433		DUES & SUBSRIPT & TR	$190.00		IACP Membership
E 101-41110-437		MISCELLANEOUS EXPE	$98.38		Council Meeting Food
E 101-41320-433		DUES & SUBSRIPT & TR	$322.14		Meyerhoff-MCFOA Conference Lodging
E 101-41110-433		DUES & SUBSRIPT & TR	$425.00		LMC Annual Conference Registration Whalen
E 101-42110-437		MISCELLANEOUS EXPE	$148.36		Ribbon Cutting- Police Fitness Center
E 101-43121-433		DUES & SUBSRIPT & TR	$124.75		Amazon Account Registration
E 101-41320-433		DUES & SUBSRIPT & TR	$124.75		Amazon Account Registration
E 601-49440-433		DUES & SUBSRIPT & TR	$124.75		Amazon Account Registration
E 602-49490-433		DUES & SUBSRIPT & TR	$124.75		Amazon Account Registration
E 101-41320-433		DUES & SUBSRIPT & TR	($532.59)		Credit-MCMA Lodging-Kruggel
E 101-41110-437		MISCELLANEOUS EXPE	$9.99		Event Listing Fee-State of the City
E 101-41320-433		DUES & SUBSRIPT & TR	$67.99		Domain Hosting Services Renewal
E 101-42110-201		OFFICE SUPPLIES	$81.25		Thumb Drive
E 101-42110-433		DUES & SUBSRIPT & TR	$180.00		POST License Board Licenses
		Total	$1,993.51		
71205	04/15/24	**VERIZON WIRELESS**			
E 401-42110-560		EQIUP AND FURNISHIN	$560.16	9959966599	MDC Connections
		Total	$560.16		
71206	04/15/24	**WSB & ASSOCIATES**			
E 433-43122-303		ENGINEERING SERV	$8,943.62	R-020668-00	2023 Street and Utility Reconstruction Proj
E 601-43241-303		ENGINEERING SERV	$8,417.52	R-020668-00	2023 Street and Utility Reconstruction Proj
E 602-49490-303		ENGINEERING SERV	$175.36	R-020668-00	2023 Street and Utility Reconstruction Proj
E 433-43122-303		ENGINEERING SERV	$1,397.93	R-020764-00	2023 Street Overlay Project
E 601-43241-303		ENGINEERING SERV	$14.72	R-020764-00	2023 Street Overlay Project
E 602-49490-303		ENGINEERING SERV	$58.85	R-020764-00	2023 Street Overlay Project
E 101-42401-303		ENGINEERING SERV	$210.00	R-021390-00	* Bldg Permits/Review 2023
E 404-45202-303		ENGINEERING SERV	$268.50	R-021557-00	Gene Lehner Park Design and Construction
E 601-49440-303		ENGINEERING SERV	$500.00	R-023835-00	General Engineering Svcs
E 602-49490-303		ENGINEERING SERV	$500.00	R-023835-00	General Engineering Svcs
E 651-49590-303		ENGINEERING SERV	$500.00	R-023835-00	General Engineering Svcs
E 101-42600-303		ENGINEERING SERV	$1,000.00	R-023835-00	General Engineering Svcs
E 651-49590-303		ENGINEERING SERV	$363.00	R-023836-00	West Branch Culverty Repl
G 801-1170		LAND USE RECEIVABLE	$474.00	R-023836-00	Misc Easement Requests
E 601-49440-303		ENGINEERING SERV	$4,316.88	R-023846-00	2024 GIS Service
E 602-49490-303		ENGINEERING SERV	$4,316.87	R-023846-00	2024 GIS Service
E 406-43121-303		ENGINEERING SERV	$4,170.50	R-023861-00	2024 Mill and Overlay
G 801-1170		LAND USE RECEIVABLE	$829.50	R-024326-00	* Woodland Cove 11th
E 101-42401-303		ENGINEERING SERV	$278.00	R-024386-00	2024 WCA Services
G 801-1170		LAND USE RECEIVABLE	$278.00	R-024386-00	2024 WCA Services
E 101-42401-303		ENGINEERING SERV	$1,120.00	R-024501-00	* Bldg Permits/Review

*Check Detail Register©

Batch: PR03142024,04032024HP,31524 bridge,PR032824,Medsurety040224,AFLAC040324,Tasc040324,40324 PSN,041524AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 801-1170		LAND USE RECEIVABLE	$1,826.75	R-024629-00	* Woodland Cove Outlot F
		Total	$39,960.00		
1002946 e	03/18/24	**Internal Revenue Service**			
G 101-2300		PAYROLL CLEARING FE	$14,129.21		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FI	$14,794.48		* PR - SS/Medicare w/h
		Total	$28,923.69		
1002947 e	03/18/24	**MINNESOTA DEPT. OF REV.**			
G 101-2310		PAYROLL CLEARING ST	$6,639.72		* State w/h
		Total	$6,639.72		
1002948 e	03/18/24	**Public Employees Retirement**			
G 101-2330		PAYROLL CLEARING PE	$29,464.60		* Pera w/h
		Total	$29,464.60		
1002949 e	03/18/24	**ICMA**			
G 101-2370		PAYROLL CLEARING DE	$290.00		* Roth IRA Contributions
G 101-2370		PAYROLL CLEARING DE	$100.00		* 457 Deferred Comp Contributions
		Total	$390.00		
1002950 e	03/18/24	**EDWARD JONES**			
G 101-2370		PAYROLL CLEARING DE	$3,548.84		* Deferred Comp w/h
		Total	$3,548.84		
1002951 e	03/18/24	**HCSP**			
G 101-2370		PAYROLL CLEARING DE	$250.00		* HCSP Retirement
		Total	$250.00		
1002952 e	03/18/24	**Optum**			
G 101-2347		HSA CLEARING ACCT	$5,624.63		HSA Employer and Employee Cont
		Total	$5,624.63		
1002953 e	03/21/24	**BRIDGEWATER BANK**			
E 101-41320-437		MISCELLANEOUS EXPE	$162.25	4/15/2024	Remote Deposit & Positive Pay Monthly Fee
		Total	$162.25		
1002954 e	04/03/24	**Internal Revenue Service**			
G 101-2300		PAYROLL CLEARING FE	$13,746.77		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FI	$14,797.74		* PR - SS/Medicare w/h
		Total	$28,544.51		
1002955 e	04/03/24	**MINNESOTA DEPT. OF REV.**			
G 101-2310		PAYROLL CLEARING ST	$6,646.15		* State w/h
		Total	$6,646.15		
1002956 e	04/03/24	**Public Employees Retirement**			
G 101-2330		PAYROLL CLEARING PE	$29,443.90		* Pera w/h
		Total	$29,443.90		
1002957 e	04/03/24	**ICMA**			
G 101-2370		PAYROLL CLEARING DE	$290.00		* Roth IRA Contributions

*Check Detail Register©

Batch: PR03142024,04032024HP,31524 bridge,PR032824,Medsurety040224,AFLAC040324,Tasc040324,40324 PSN,041524AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-2370		PAYROLL CLEARING DE	$100.00		Deferred Comp Contributions
		Total	$390.00		
1002958 e	04/03/24	**EDWARD JONES**			
G 101-2370		PAYROLL CLEARING DE	$3,555.93		* Deferred Comp w/h
		Total	$3,555.93		
1002959 e	04/03/24	**Optum**			
G 101-2347		HSA CLEARING ACCT	$5,624.63		HSA Employer and Employee Cont
		Total	$5,624.63		
1002960 e	04/03/24	**HCSP**			
G 101-2370		PAYROLL CLEARING DE	$250.00		* HCSP Retirement
		Total	$250.00		
1002961 e	04/03/24	**MEDSURETY, LLC**			
E 101-41320-131		HEALTH & LIFE INS - E C	$30.00	30437	Cobra Administration
		Total	$30.00		
1002962 e	04/03/24	**AFLAC**			
G 101-2348		AFLAC INS	$98.30		Supplemental Insurance
		Total	$98.30		
1002963 e	04/04/24	**TASC**			
G 101-2346		PR CLEARING DAYCARE	$1,249.98		* Dependent Care
		Total	$1,249.98		
1002964 e	04/04/24	**PSN**			
E 601-49440-307		PROFESSIONAL SERVIC	$129.52	4/15/2024	Monthly Online Payment Fees March 2024_water
E 602-49490-307		PROFESSIONAL SERVIC	$129.51	4/15/2024	Monthly Online Payment Fees March 2024_sewer
E 651-49590-307		PROFESSIONAL SERVIC	$86.34	4/15/2024	Monthly Online Payment Fees March 2024_SWM
E 671-43230-307		PROFESSIONAL SERVIC	$86.34	4/15/2024	Monthly Online Payment Fees March 2024_Recycling
		Total	$431.71		
		1010 1ST BK OF THE LAKES	$487,570.81		

*Check Detail Register©

Batch: PR03142024,04032024HP,31524 bridge,PR032824,Medsurety040224,AFLAC040324,Tasc040324,40324 PSN,041524AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment

Fund Summary

1010 1ST BK OF THE LAKES	
101 GENERAL FUND	$249,592.87
401 CAPITAL IMPROVEMENT PROGRAM	$17,110.74
404 PARK DEDICATION FUND	$268.50
406 ROAD MAINTENANCE FUND	$4,479.50
433 2023 STREET PROJECTS	$10,341.55
601 WATER FUND	$63,718.64
602 SEWER FUND	$125,590.27
651 STORM WATER MGMT FUND	$7,577.75
671 RECYCLING FUND	$86.34
673 CABLE	$769.90
801 LANDUSE AGENCY	$8,034.75
	$487,570.81

CITY OF MINNETRISTA

CONSENT AGENDA ITEM 4d

Subject: Res No 22-24 Providing for the Prepayment and Redemption of the City's General Obligation Refunding Bonds, Series 2014 A

Prepared By: Brian Grimm, Finance Director

Meeting Date: April 15, 2024

Item: As part of the Council worksession on March 18th, a discussion was had about the Maple Crest Debt fund having a small negative cash balance (about -$8,800). This came about from some larger special assessments paying off early and losing out on the interest revenue over the last several years and going forward.

Background: This bond was originally issued in 2008 and then refinanced in 2014 (2014 A Bond). If the City continues to pay this off through the regularly scheduled payments through 2027, the gap will continue to grow by about $10,000-$15,000 a year.

Discussion/Timeline: The consensus from the meeting was to bring back a resolution to coordinate paying off these bonds early in the next couple of months. With approval by resolution this evening, here is the proposed timeline for the prepayment and redemption of the bonds.

- City Council adopts Resolution on April 15 calling the Bonds with attached Notice of Call for Redemption.
- City sends Notice of Call for Redemption to Ehlers paying agent by April 16.
- Ehlers continuing disclosure files a material event notice on EMMA within 10 business days of receiving the Notice of Call for Redemption.
- Ehlers paying agent mails the Notice of Call for Redemption to the bondholders by May 1.
- City deposits sufficient funds to redeem the Bonds on June 1.

Funding: The funding source recommended to pay this off would be the Road Maintenace Fund (Fund 406). The fund has a balance of about $1.8 million right now. Any minimal remaining assessment revenue that would come in on the

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Maple Crest Project over the next few years would then go into Fund 406. As well as the flexibility to levy that additional $35,000 a year to the Road Maintenance Fund in lieu of having the Maple Crest Debt Service levy.

Recommended City Council Action: To approve the attached resolution and notice of call for redemption for the 2014 A Bonds.

CITY OF MINNETRISTA, MINNESOTA

RESOLUTION NO. 22-24

RESOLUTION PROVIDING FOR THE PREPAYMENT AND REDEMPTION OF A THE CITY'S GENERAL OBLIGATION REFUNDING BONDS, SERIES 2014A

BE IT RESOLVED By the City Council of the City of Minnetrista, Minnesota (the "City"), as follows:

1. The City previously issued its General Obligation Refunding Bonds, Series 2014A (the "Bonds"), dated September 11, 2014, in the original aggregate principal amount of $1,080,000. The Bonds are currently outstanding in the principal amount of $200,000 and are subject to call for prior redemption on December 1, 2023, and any date thereafter, at a price of par plus accrued interest. Redemption may be in whole or in part, and if in part, at the option of the City and in such order as the City will determine and within a maturity selected by Bond Trust Services Corporation, Roseville, Minnesota, acting as the registrar for the Bonds (the "Registrar"). Prepayments will be at a price of par plus accrued interest.

2. It is determined that it is in the best interests of the sound financial management of the City that the Bonds maturing on December 1, 2025 through December 1, 2027 be prepaid and redeemed on June 1, 2024, or the first date for which the Registrar of the Bonds can provide proper notice to the holders of the Bonds, and the Bonds are hereby called for redemption in the aggregate principal amount of $200,000.

3. The Registrar is authorized and directed to mail notice of call for redemption of the Bonds in the form attached hereto as EXHIBIT A to the registered owners of the Bonds to be redeemed at the address shown on the registration books kept by the Registrar.

Adopted by the City Council of the City of Minnetrista, Minnesota this 15th day of April, 2024, by a vote of _____ ayes and _____ nays.

_____
Mayor

ATTEST:

_____
City Clerk

EXHIBIT A

NOTICE OF CALL FOR REDEMPTION

$1,080,000
CITY OF MINNETRISTA, MINNESOTA
GENERAL OBLIGATION REFUNDING BONDS
SERIES 2014A

NOTICE IS HEREBY GIVEN that, by order of the City Council of the City of Minnetrista, Minnesota (the "City"), there have been called for redemption and prepayment on

June 1, 2024

all outstanding bonds (the "Bonds") of the City designated as the General Obligation Refunding Bonds, Series 2014A, dated September 11, 20214, having a stated maturity date of December 1 in the years 2025 through 2027, both inclusive, totaling $200,000 in principal amount, and with the following CUSIP numbers:

Year of Maturity	Amount to Be Redeemed	CUSIP
2025	$100,000	604229 LC6
2027	100,000	604229 LE2

The Bonds are being called at a price of par plus accrued interest to June 1, 2024, on which date all interest on said Bonds will cease to accrue. Redemption shall be within a maturity chosen by random selection by Bond Trust Services Corporation, as paying agent and registrar. The Holders of the Bonds hereby called for partial redemption are requested to present their bond for payment at the main office of Bond Trust Services Corporation, 3060 Centre Pointe Drive, Roseville, Minnesota 55113, on or before June 1, 2024.

Important Notice: In compliance with the Jobs and Growth Tax Relief Reconciliation Act of 2003, federal backup withholding tax will be withheld at the applicable backup withholding rate in effect at the time the payment by the redeeming institutions if they are not provided with your social security number or federal employer identification number, properly certified. This requirement is fulfilled by submitting a W-9 Form, which may be obtained at a bank or other financial institution.

Dated: _____, 2024.

BY ORDER OF THE CITY COUNCIL OF THE CITY OF MINNETRISTA, MINNESOTA

By /s/ Jasper Kruggel
City Administrator
City of Minnetrista, Minnesota

CITY OF MINNETRISTA

CONSENT AGENDA ITEM 4e

Subject: Item – Resolution no 23-24 Approve 2024 Arbitrage Services

Prepared By: Brian Grimm, Finance Director

Meeting Date: April 15, 2024

Item: Attached is a resolution approving arbitrage services for 2024. The services would be provided by Ehlers and Associates per the terms of the attached resolution and attached contract.

For context, Ehlers has reviewed our debt portfolio and made recommendations as to which bonds should be reviewed for a potential arbitrage liability and which ones are probably OK due to exemptions or exceptions. Arbitrage can occur when interest rates rise and the entity earns a higher interest rate on its weighted average interest portfolio in comparison to the interest rate on the applicable tax exempt bonds. A potential liability can occur to the IRS based on the calculations and reports at interim periods based on the laws that govern tax exempt financing.

Based on Ehlers review, the 3 bonds the City is looking to have reviewed for 2024 are the 2014A, 2014B and 2019A Bonds These services for these Bonds would be provided on an hourly rate with a not to exceed (maximum) amount of $1,000 maximum for 2024 as per the addendum contract for arbitrage monitoring services report. If there is an arbitrage amount due, the amount would change to a not to exceed (maximum) amount for 2024 of $1,250. For the efforts that go with filing the appropriate reports and documents with the IRS. The services provided would be an installment arbitrage review and not a full report based on the size, scope and term of these bonds. Subsequent resolutions would be brought to Council for consideration for approval in subsequent years based on the attached calendar as deemed necessary and per annual review.

In total for the 3 bonds it would be a maximum fee of $3,000 if no arbitrage liability is due. It would be up to a maximum of $3,750 if all 3 bonds ended up having an arbitrage liability.

Recommended City Council Action: Res no 23-24 Approving 2024 Arbitrage Services

Does Recommended Action meet City Mission Statement? x Yes No
Does Recommended Action meet City Goals/Priorities? x Yes No
Explain: Resolution regarding approving 2024 Arbitrage Services

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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 MINNESTRISTA, MINNESOTA

RESOLUTION NO. 23-24

RESOLUTION APPROVING ARBITRAGE SERVICE CONSULTING AGREEMENT FOR 2024 WITH EHLERS AND ASSOCIATES FOR COMPLYING WITH ARBITRAGE REQUIREMENTS

WHEREAS, the City of Minnetrista has issued tax exempt bonds which have arbitrage monitoring requirements.

WHEREAS, Staff requested a quote/proposal for arbitrage services from Ehlers and Associates for Arbitrage Services for 2024

WHEREAS, Staff received and reviewed the proposal and that it was a prudent contract/agreement to enter into for 2024.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the City selects to enter into a contract for 2024 with Ehlers and Associates at a quoted not to exceed amount of $3,000 if no arbitrage liability is found on the 2014 A, 2014 B or 2019 A Bond issues. Or a not to exceed $3,750 amount in the case of a payment due to the IRS on all 3 bond issues.

The foregoing resolution was adopted by the Minnetrista City Council this 15th day of April, 2024 by a vote of _____ ayes and _____ nays.

_____
Mayor

ATTEST:

_____
City Clerk

EHLERS
LEADERS IN PUBLIC FINANCE

MASTER AGREEMENT FOR ARBITRAGE MONITORING SERVICES

City of Minnetrista
7701 County Road 110 West
Minnetrista, MN 55364

Effective as of May 23, 2019
This Master Agreement covers the City of Minnetrista's current outstanding obligations

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Ehlers & Associates, Inc. ("Ehlers") and the City of Minnetrista, Minnesota ("Client") do hereby mutually agree to the following with regard to the provision of arbitrage monitoring services. In consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, it is agreed by and between Ehlers and Client as follows:

All current outstanding obligations are subject to the arbitrage provisions of the Internal Revenue Code of 1986 and related Treasury regulations. To comply with the statute and regulations the Client must undertake certain calculations. Ehlers will provide certain arbitrage monitoring services for all funds related to these obligations to assist the Client in complying with the arbitrage provisions, all as more particularly described in this Agreement.

EHLERS RESPONSIBILITIES - SCOPE OF SERVICES

Ehlers agrees to provide the following services to Client:

1. Review the following documents:
    a. Information Return for Tax-Exempt Governmental Obligations (Form 8038-G)
    b. Tax Compliance Certificates
    c. Official Statements
    d. Addendum to Official Statements, if any
    e. Closing Memorandums, if any
    f. Post Sales Reports, if any
    g. Verification Reports, if any
    h. Prior Arbitrage Calculations, if any
    i. Trust Indentures, if any
    j. Credit Enhancement Agreements, if any

2. Calculate the Client's arbitrage liability under Section 148(f) of the Internal Revenue Code of 1986, as amended and applicable Treasury regulations in connection with this obligation, including:
    a. Obtain nonpurpose investment transaction data for all funds related to the outstanding obligations
    b. Review and analyze nonpurpose investment transaction data as required based on the aforementioned documents
    c. Compute/verify the amount of spend-down penalties payable to the IRS for obligations applying such provisions
    d. Confirm the arbitrage yields
    e. Compute/verify the amount of excess earnings, if any, on nonpurpose investments and the value of those earnings as of the applicable computation date
    f. Determine the rebate amounts and rebate payments due to the IRS, if any

g. Compute/verify the yield reduction payments due on yield restricted nonpurpose investments, if any
h. Assist with the purchase of State and Local Government Series of U.S. Treasuries for yield restriction of the investments, if necessary
i. Prepare arbitrage reports, including computational methods and assumptions used in the analysis and conclusions supporting the calculation
j. Prepare IRS Form 8038-T or 8038-R, if required
k. Obtain a legal opinion for the arbitrage reports and IRS Form 8038-T or 8038-R, if required
l. Deliver arbitrage reports, along with legal opinion and IRS Form 8038-T or 8038-R, if applicable

3. Maintain a system for computing and tracking the arbitrage liability and future arbitrage computation dates, as necessary.

4. Evaluate and make recommendations on record keeping practices for those funds and accounts subject to arbitrage compliance.

5. Apprise Client of any changes in the arbitrage regulations that may occur during the term of this Agreement.

6. Client acknowledges that, in its sole discretion, Ehlers may contract with third parties selected by Ehlers for the performance of some of the services to be performed hereunder.

CLIENT RESPONSIBILITIES

Client agrees to provide Ehlers with timely and accurate information regarding pertinent cash and investment activity as well as pertinent revenue and expenditure activities for all funds related to the obligation under review. The information that shall be provided includes:

1. A detailed transaction listing of revenues and expenditures made within all funds related to the obligation under review for the applicable computation periods, including:
   a. Deposits and withdrawals of gross proceeds, including all investment activity such as interest revenues
   b. Any other information Ehlers may deem necessary to complete the calculations such as running balances

2. Client agrees to notify Ehlers of the full redemption of these obligations covered by this Agreement or subsequent Addenda prior to the final stated maturity date. Failure to do so will relieve Ehlers of any responsibilities under this Agreement.

3. Client agrees to notify Ehlers if the Client disagrees with any of the assumptions contained in the summary of computational information of the arbitrage reports. Such notices will be made within ten business days upon Client's receipt of said report.

FEE ARRANGEMENT

Ehlers will charge Client the fees outlined in the attached worksheet for the current outstanding obligations to determine spending exceptions, bona fide debt service fund exemptions, penalty calculations, rebate amounts and yield reduction payments for all funds related to these obligations. Depending on the structure of the transaction, certain complexities may require computational work that extends beyond the scope of a standard arbitrage calculation. Conversely, the amount of computational work required to prepare future arbitrage calculations may decrease due to aggressive expenditures of gross proceeds. Ehlers will charge additional fees and/or offer discounts in accordance with the fee schedule set forth below.

Additions to Base Fee	
IRS Form 8038-T preparation	$500 per form
IRS Form 8038-R preparation	To be negotiated based on size/complexity
Legal opinion	To be determined
Universal cap analysis	To be negotiated based on length of time
Variable rate computation period analysis	To be negotiated based on complexity

Discounts to Base Fee	
Monitoring of debt service fund only	Up to $300 per year
Monitoring of yield restriction only	Up to $250 per year

Ehlers will invoice Client for the amount due. The invoice is due and payable by the Client within 60 days of the invoice date. All current outstanding obligations will be covered by this Agreement. All future obligations issued on or after the effective date shall be under the same term and conditions of the current outstanding obligations that this Master Agreement covers.

LIMIT OF LIABILITY

To the fullest extent permitted by applicable law, the total aggregate liability of Ehlers under this Agreement for any actions or omissions taken by Ehlers in the performance of this Agreement shall be limited to the fees paid by Client to Ehlers under this Agreement. However, such liability limitation shall not apply to the extent penalty and/or interest is imposed on Client by the IRS on any additional rebate amounts or yield reduction payments that results from the gross negligence or intentional misconduct of Ehlers in rendering the services outlined in this Agreement. In such case, it is agreed that Ehlers will be liable only for penalty and/or interest imposed by the IRS on any additional rebate amount or yield reduction payment that results from the gross negligence or intentional misconduct of Ehlers. The Client is ultimately responsible for the completion and filing of IRS Form 8038-T or 8038-R. Client, and not Ehlers, shall be responsible for payment of any rebate amount or yield reduction payment due and any interest or penalty for failure to make timely payments. Under no circumstances shall any employee or agent of Ehlers have any personal liability arising out of this Agreement and no party shall seek or claim any such personal liability.

NO THIRD-PARTY BENEFICIARY

No third party shall have any rights or remedies under this Agreement. This Agreement is made solely for the benefit of the parties hereto, and no other person, partnership, limited liability company, association, or corporation shall acquire or have any rights under this Agreement.

CONFIDENTIALITY: DISCLOSURE OF INFORMATION

Client Information All information, files, records, memoranda and other data of the Client ("Client Information") shall be deemed by the parties to be the property of Client. Ehlers may disclose Client Information to third parties in connection with the performance by it of its duties hereunder.

Ehlers Information Client acknowledges that in connection with the performance by Ehlers of its duties hereunder, Client may become aware of internal files, records, memoranda and other data, including without limitation computer programs of Ehlers ("Ehlers Information"). Client acknowledges that all Ehlers Information, except reports prepared by Ehlers for the Client, is confidential and proprietary to Ehlers, and agrees that Client will not, directly or indirectly; disclose the same or any part thereof to any person or entity except with the express written consent of Ehlers.

TERM / TERMINATION OF CONTRACT

The term of this Agreement shall begin on the effective date of this Agreement and shall continue until such time as the above-referenced obligations are no longer outstanding. Either party may terminate this Agreement with or without cause at any time during the term of this Agreement by sending written notice of termination to the other party at least 30 days prior to the effective date of termination. Should this Agreement be terminated, Ehlers shall have no liability to Client with respect to Client's actions or omissions involving the arbitrage provisions of the Internal Revenue Code of 1986 and related Treasury regulations for the obligations covered by such Agreement.

SEVERABILITY

To the extent any provision of this Agreement shall be determined invalid or unenforceable, the invalid or unenforceable portion shall be deleted from this Agreement, and the validity and enforceability of the remainder shall be unaffected.

EVENT OF DEFAULT OR REFUNDING

Ehlers is relieved of all its liability and obligations agreed to herein should Client be in default on its principal and/or interest payments due on the above referenced obligations. In addition, Ehlers is relieved of all its liability and obligations agreed to herein should the above referenced obligations be refunded.

ENTIRE AGREEMENT

There are no representations, covenants, warranties, promises, agreements, conditions or undertakings, oral or written, between Client and Ehlers other than as set forth herein. Except or otherwise expressly provided herein, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon Ehlers.

AMENDMENT

Ehlers and Client may mutually agree in writing to amend the obligations covered by this Agreement (which amendment shall be reflected in an Addendum to this Agreement), the scope of services and/or the fee arrangement at any time. New obligations are to be added to this Agreement with the same terms and conditions. No modification, alteration, or amendment to this Agreement shall be binding upon any party hereto until such modification, alteration, or amendment is reduced to writing and duly executed by both parties hereto as an Addendum. Addendums will be used when the Client determines an obligation should not be further covered by this Agreement, the Addendum is further described as an Election Form. The Election Form shall relieve Ehlers of all liability for the elected obligation(s) and shall relieve the Client of the Agreement for the elected obligation(s).

GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

NOTICE

All notices given shall be in writing and shall be deemed to have been given when delivered, transmitted by first class, registered or certified mail, postage prepaid and addressed as follows:

If to Client:

City of Minnetrista
7701 County Road 110 West
Minnetrista, MN 55364
Attn: Finance Director

If to Ehlers:

Ehlers & Associates
3060 Centre Pointe Drive
Roseville, MN 55113
Attention: Arbitrage Managing Director

In Witness Whereof, the parties have executed this Agreement this 17th day of June, 20 19

By: Lisa Whalen Title: Mayor

Lisa Whalen

ATTEST: Kris Linquist

Kris Linquist, City Clerk

Ehlers & Associates, Inc.

By: Stephen H. Broden Title: Arbitrage Managing Director

Stephen H. Broden

ADDENDUM CONTRACT FOR ARBITRAGE MONITORING SERVICES

City of Minnetrista
7701 County Rd 110 W
Minnetrista, MN 55364-9553

Effective as of March 29, 2024
For the following Obligations

$1,080,000 General Obligation Refunding Bonds, Series 2014A
$4,495,000 General Obligation Capital Improvement Plan Bonds, Series 2014B
$1,210,000 General Obligation Improvement Refunding Bonds, Series 2019A

With a Closing Date of September 11, 2014, October 29, 2014 and November 6, 2019

Except as otherwise provided in this Addendum, the terms of the Master Agreement for Arbitrage Monitoring Services dated June 17, 2019 (the Master Agreement) shall govern in connection with the above-referenced obligations.

Previous agreements included the 2021 Services Agreement under Resolution No. 069-2021 and the original for 2020 Services Agreement under Resolution No. 066-2020 (approved the aforementioned Master Agreement).

FEE ARRANGEMENT

Ehlers will charge Client a base fee not to exceed $1,000 (or not to exceed $1,250 in the case of a payment due to IRS) for the 2014A, 2014B and 2019A Bonds per obligation to determine spending exceptions, bona fide debt service fund exemptions, penalty calculations, rebate amounts and yield reduction payments for all funds related to the obligations on an annual basis. Depending on the structure of the transaction, certain complexities may require computational work that extends beyond the scope of a standard arbitrage calculation. Conversely, the amount of computational work required to prepare future arbitrage calculations may decrease due to aggressive expenditures of gross proceeds.

Ehlers will invoice Client for the amount due. The invoice is due and payable by the Client within 60 days of the invoice date.

In Witness whereof, the parties have executed this Agreement this day of _____, 20____

By: _____Title: _____

Ehlers & Associates, Inc.

By: _____Title: _Arbitrage Managing Director__

Stephen H. Broden

City of Minnetrista, Minnesota

Outstanding Debt (As of 04/01/2024)

	Original Par Amount	Settlement Date	Final Maturity	Arbitrage Yield	Last Service Type	Last Service Date	Next Service Type	Next Service Date	Service Level	Arbitrage Provider	Budget	Notes
General Obligation												
General Obligation Bonds, Series 2012A	$ 1,550,000	4/26/2012	02/01/2027	0.00000000	Ten year	04/26/2022	Final	02/01/2027	Reporting	Ehlers	$ 750	Debt Service Active and overfunded, updated report recommended.
General Obligation Refunding Bonds, Series 2014A	$ 1,080,000	9/11/2014	12/01/2027	1.61629368	Five year	09/11/2019	Ten year	09/11/2024	Reporting	Ehlers	$ 1,000	Debt Service Active and overfunded, updated report recommended.
General Obligation Capital Improvement Plan Bonds, Series 2014B	$ 4,595,000	10/29/2014	02/01/2030	2.13632784	Five year	10/29/2019	Ten year	10/29/2024	Reporting	Ehlers	$ 1,000	Debt Service Active and overfunded, updated report recommended.
PFA Clean Water State Revolving Fund Loan, 2016	$ 9,074,697	1/27/2016	08/20/2035	0.99997416			N/A	N/A	N/A	Issuer	N/A	Noted as Taxable - No Reporing Required
General Obligation Bonds, Series 2016A	$ 2,995,000	6/9/2016	02/01/2031	1.59612613	Five year	06/09/2021	Ten year	06/09/2026	Reporting	Ehlers	$ 1,000	Debt Service Active and overfunded, updated report recommended.
General Obligation Bonds, Series 2017A	$ 3,100,000	10/12/2017	02/01/2038	2.44097140	Five year	10/12/2022	Ten year	10/12/2027	Reporting	Ehlers	$ 1,000	Debt Service Active and overfunded, updated report recommended.
Taxable General Obligation Refunding Bonds, Series 2017C	$ 2,370,000	10/12/2017	02/01/2030	2.68172592			N/A	N/A	N/A	Issuer	N/A	Taxable - No reporting required
General Obligation Improvement Refunding Bonds, Series 2019A	$ 1,210,000	11/6/2019	02/01/2031	1.52379470			Five year	11/06/2024	Reporting	Ehlers	$ 1,000	Arbitrage yield is lower than market, report recoommended.
General Obligation Bonds, Series 2020A	$ 2,390,000	3/26/2020	02/01/2040	1.46567648			Five year	03/26/2025	Reporting	Ehlers	$ 1,000	Arbitrage yield is lower than market, report recoommended.
General Obligation Bonds, Series 2023A	$ 6,790,000	4/26/2023	02/01/2044	2.90455780			Five year	04/26/2028	Reporting	Ehlers	$ 1,000	Arbitrage yield is lower than market, report recoommended.

CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION 4f

Subject: **Extension Request for Edward & Mary Ryan for Preliminary Plat and Dock Variance Approval for the Highlands on Whaletail Lake**

Prepared By: **David Abel, Community Development Director**

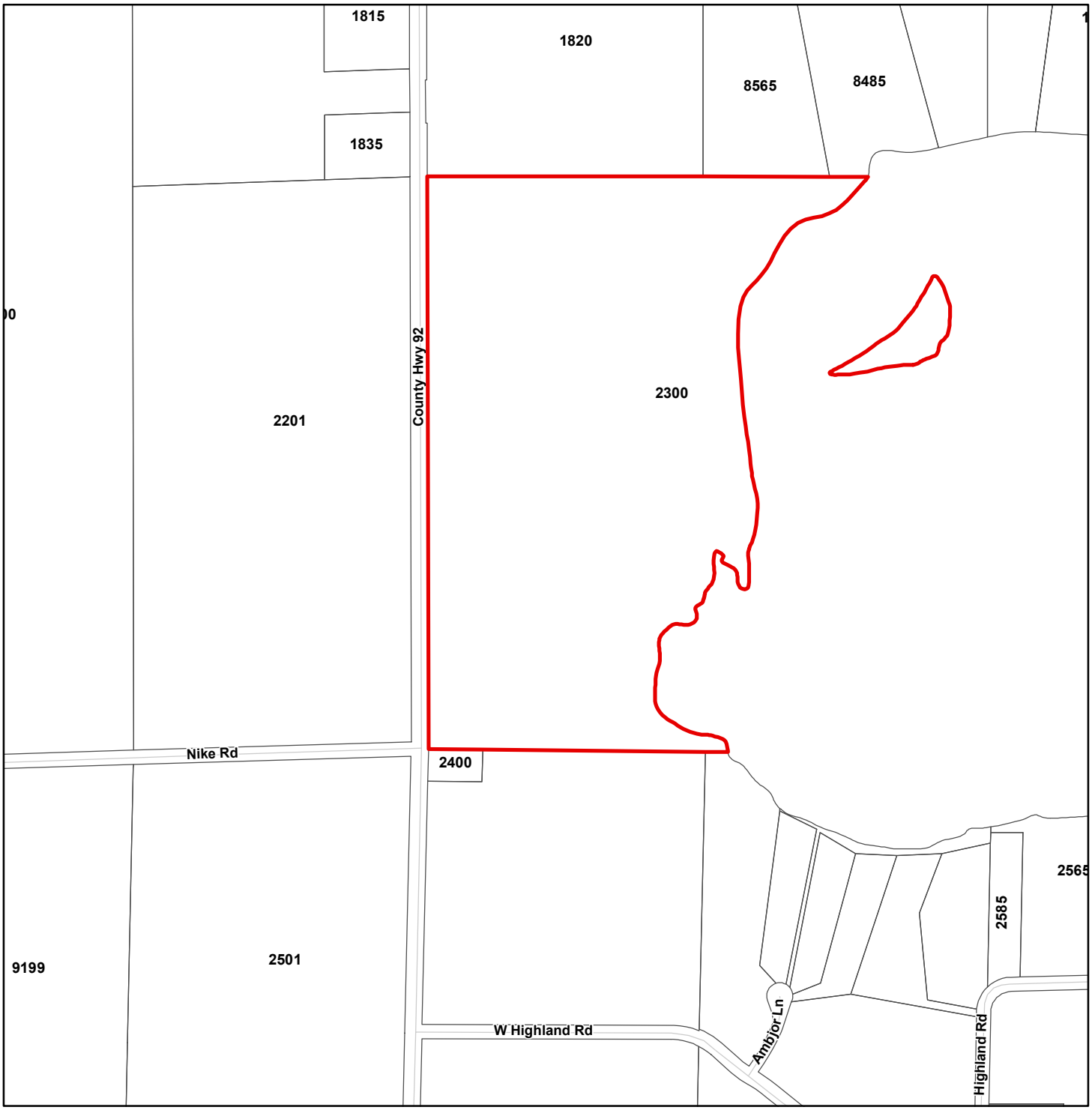
Meeting Date: **April 15, 2024**

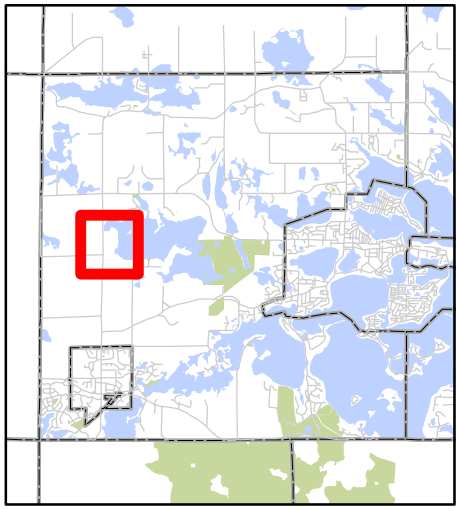
Issue: Edward & Mary Ryan have submitted a request to extend their preliminary plat and dock variance approval an additional two years. The preliminary plat and dock variance approval is set to expire in November 2024.

Background: The preliminary plat and dock variance for the Highlands on Whaletail Lake was originally approved in November of 2008. Since that time, there have been several extension requests made to the City Council which all have been approved. The applicants wish to extend the approval an additional two years to November of 2026.

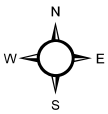
Conclusion: The preliminary plat is an 11 lot cluster development. Cluster developments are allowed in AP – Agriculture Preservation zoning district if the property is located east of County Road 92. The property proposed for development is 2300 County Road 92, which is zoned AP and located on the east side of County Road 92. Given the fact that City Code has not changed with respect to the preliminary plat approval and eight previous extensions have been granted, Staff would support this extension request. If approved, the extension would give the applicants until November 17, 2026 to apply for final plat approval.

Recommended City Council Action: **Motion to adopt a resolution approving a two year extension to preliminary plat and dock variance approval for the Highlands on Whaletail Lake.**





1 inch = 667 feet



2300 CO RD 92, Minnetrista MN

April 3, 2024

Mayor and City Council
City of Minnetrista
7701 Co Rd 110 W
Minnetrista, MN 55364

Re: Highlands at Whaletail Lake

Mayor and Council:

The City of Minnestrista approved a preliminary plat for an 11 lot "cluster" development on 118 acres, called Highlands at Whaletail Lake, in November 2008. Associated with the preliminary plat, the council also approved a variance for a community dock. Soon after the approval, there was a significant decline in the overall housing market making the proposal not feasible at that time. The City has since extended the preliminary plat approval to November of 2024.

In the past few years we have explored the sale of the property for development with multiple interested parties. We also engaged a new land planner for new ideas. We explored traditional 10 acre lots, alternative cluster plans, and phased development of the approved cluster plan. Consistent feedback from builders, developers and our consultants is that development of this property is still premature. There remain available large lots in Minnetrista and the demand has been slow. We believe the approved plan is still a very desirable layout as it maximizes the lake views and preserves significant open space compared with a traditional development scenario.

Nothing has changed in City code since the original approval that would result in anything other than an approval of this same preliminary plat if it was brought new to the City today. We therefore, hereby respectfully request a 2 year extension of the preliminary plat and variance approvals to November 2026.

While we wait for the right timing to develop, we will continue to live on, and maintain, the property as we have for over 25 years.

We appreciate your thoughtful consideration of this request and will make ourselves and our consultants available for any questions from council or staff.

Sincerely,

Edward and Mary Ryan
2300 County Road 92, Minnetrista, MN

RESOLUTION NO. 24-24

CITY OF MINNETRISTA

RESOLUTION APPROVING A TWO YEAR EXTENSION TO PRELIMINARY PLAT AND DOCK VARIANCE APPROVAL FOR THE HIGHLANDS ON WHALETAIL LAKE FOR EDWARD AND MARY RYAN

WHEREAS, the City of Minnetrista is a municipal corporation, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City Council of the City of Minnetrista has adopted zoning and subdivision regulations, per Chapter 5 of the Municipal Code, to promote the orderly, economic and safe development and utilization of land within the City; and

WHEREAS, Edward and Mary Ryan (the "Applicants") have requested an additional two year extension to their preliminary plat and dock variance approval (the "Approval") located at 2300 County Road 92 (the "Property"); and

WHEREAS, the City Council originally granted the Approval to the Applicants on November 5, 2008, and the Approval was valid for one year, until November 5, 2009; and

WHEREAS, the City Council has approved numerous extensions to the Approval; and

WHEREAS, the City Council approved an extension to the Approval on April 6, 2022 giving the Applicants until November 17, 2024 to submit a final plat application; and

WHEREAS, market conditions do not allow the Property to be developed in accordance with the Approval at this time; and

WHEREAS, zoning and subdivision regulations have not changed with respect to the Approval; and

WHEREAS, the Applicants are requesting this extension in April because, if denied, the Applicants would have time to submit a final plat application.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the preliminary plat approval and dock variance extension for the Highlands on

Whaletail Lake, allowing the applicants two additional years, until November 17, 2026, to submit for final plat approval.

This resolution was adopted by the City Council of the City of Minnetrista on this 15th day of April, 2024 by a vote of ___ Ayes and ___ Nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
Ann Meyerhoff, City Clerk
(SEAL)

CITY OF MINNETRISTA

CONSENT AGENDA ITEM 4g

Subject: Supplemental Agreement for Professional Services
2024 Pavement Forensics Study, City Projects 01-25 and 01-26

Prepared By: Gary Peters, Public Works Director

Meeting Date: April 15, 2024

Issue:
Authorize professional services for the 2024 Pavement Forensics Study, City Projects 01-25 and 01-26.

Background:
At the February 22, 2024 Strategic Planning Session there was a discussion regarding the proposed scope of the 2025 and 2026 Street Improvement Projects. The scope presented was based on Public Works' knowledge of the streets and the Pavement Condition Indices (PCIs) which is based on the surface condition of the pavement. Pavement forensics are necessary to determine if the anticipated scope of work is appropriate given the condition of the pavement.

The attached proposal and map summarize the areas where cores will be collected. WSB will identify bituminous thickness, visible bituminous lifts, signs of unbonding or other pavement distresses, and aggregate base thickness to determine viable options for pavement rehabilitation.

Conclusion:
Staff is recommending Council approve the proposal for the professional services from WSB for the 2024 Pavement Forensics Study.

Fiscal Impact:
The proposed fee for the 2023 Pavement Forensics Study is $5,800 and is to be funded by the Road Maintenance Fund. WSB is proposing to complete the work on a cost-reimbursable basis in accordance with their current fee schedule.

Recommended City Council Action: Staff recommends approval of Resolution 31-24 authorizing WSB to complete the 2024 Pavement Forensics Study.

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.

April 11, 2024

City of Minnetrista
7701 County Rd 110W
Minnetrista, Minnesota, 55364

Re: Proposal for Pavement Investigation
2025 and 2026 Street Improvements
Minnetrista, Minnesota

WSB is pleased to submit this proposal for providing pavement analysis through field investigations and providing an engineering recommendation for pavement reconstruction based on the information obtained. It is understood the City intends to reconstruct or repair the bituminous pavements for multiple streets throughout the city and is currently considering using milling techniques (full/partial) or having a full depth reclamation (FDR) process performed. The purpose of our work would be to provide the City a recommendation on which method would be the most cost-effective, long-term solution, for the repair of the roadways.

Available satellite imagery of the the roadways has been reviewed in order to get a better understanding of the current pavement conditions and their historic conditions, including approximate timelines of when the pavements were placed, repaired or had maintenance activities performed.

PROJECT INFORMATION

Based on a review of the information provided, the historical and current satellite imagery obtained, and understanding of the current reconstruction techniques being considered; WSB has prepared the following scope of services:

- Perform field coring of bituminous pavements, collect bituminous core samples, note existing conditions, photograph existing roadways, and cold patch roadways.
- Perform field drilling directly below core and sample the underlying aggregate base and obtain its approximate thickness.
- Visually classify soils immediately below aggregate base layer.
- Engineer to review samples, field notes, photographs and readily available information from various web sources.
- Engineer to provide recommendation on pavement rehabilitation technique.

We have proposed a total of (62) pavement cores and hand augers be performed for the 2026 street improvements shaded in purple on the attached map. For the 2025 street improvements shaded in red on the attached map we are proposing 3 additional cores on Wind Ridge Trail to supplement cores taken in previous years for 2025 improvements. A map indicating the proposed roadways and previously taken cores is provided in the Appendix. Core locations will be spread out on proposed roadways located based on field conditions.

540 GATEWAY BLVD | BURNSVILLE, MN | 55337 | 952.737.4660 | WSBENG.COM

ASSUMPTIONS

In preparing this proposal, WSB has made the following assumptions.

- Traffic Control will not be necessary:
    - Based on the review of aerial imagery and any available ADT values for the roadways or adjacent roadways, it is assumed that no traffic control will be required. The work will be performed using a truck mounted coring rig equipped with strobes. The traffic is anticipated to be slow and infrequent enough that traffic will be able to self-regulate.

If these assumptions are incorrect, the proposal should be revised. WSB can provide services at an additional cost.

SCHEDULE

WSB is prepared to meet your project schedule. It is anticipated that the work for the proposed scope of services can be completed within the timeframe presented in Table 1 below. If unexpected delays are experienced, WSB will contact you to provide an update on the schedule. This proposed schedule is based on current workloads. If authorization is not received within 5 business dates from the date of this proposal, the schedule should be confirmed to assess if it is still valid.

Table 1: Timeframe of Deliverables

Service Type	***Deliverable Date***
Field Investigation Work	Completed within 8 Business Days
Engineering Report	Completed within 12 Business Days

COSTS

The attached cost estimate provides a detailed description of the costs associated with the services being proposed. WSB recommends that the Total Estimated Cost of **$5,800.00** be used for budgeting purposes. During field exploration, it may be recommended that additional investigation be conducted. If this occurs, the City will be contacted for authorization. Changes that affect the project scope, schedule or budget will require authorization though a contract amendment.

SCHEDULE

WSB is prepared to meet your project schedule. We anticipate the owner's representative will handle coordination of the site services and that we will be given sufficient advance notification when tests and inspections are required.

ACCEPTANCE

This letter represents our complete understanding of the proposed scope of services. If you have any questions about this proposal, please feel free to call Matt Indihar 218.341.3614.

This fee proposal is valid for ninety (90) days from the creation date noted in the header. WSB may reissue a revised proposal upon request if the indicated time period has lapsed. Should the scope of work change in nature or be expanded to include additional services, WSB reserves the right to renegotiate the fees with you.

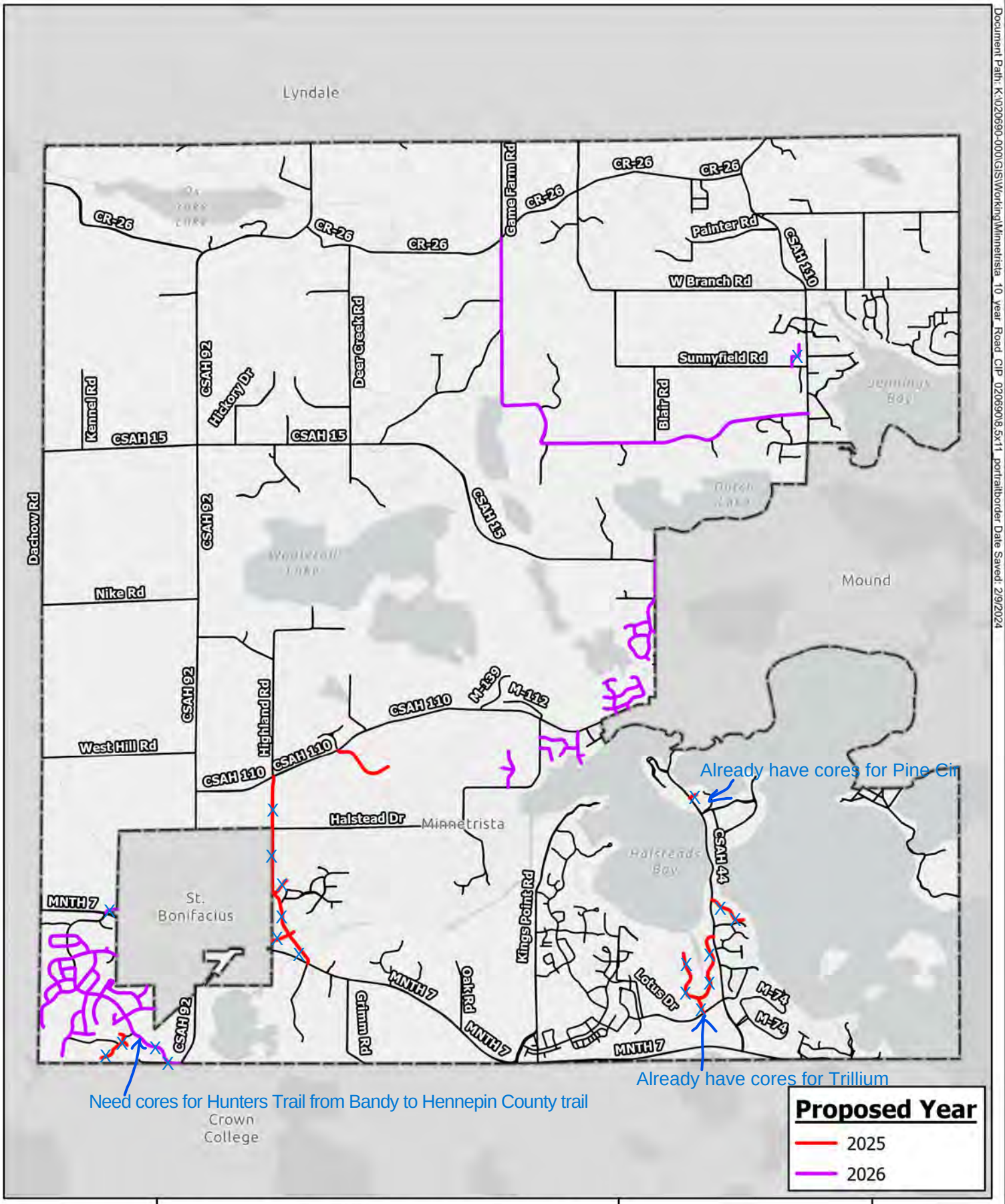
WSB appreciates the opportunity of being considered for this project and we look forward to providing our professional services to the City of Minnetrista

Sincerely,

WSB

Matt Indihar PE
Pavement Management
mindihar@wsbeng.com
218.341.3614

Enclosures: Cost Estimate
Proposed Streets for Coring



Document Path: K:\0206690-000\GIS\Working\Minnetrista_10_year_Road_CIP_02069018.5x11_portraitborder Date Saved: 2/9/2024

Proposed 2025 and 2026 Street Improvement Projects

Minnetrista, MN

N

0 6,250 Feet

1 inch = 6,250 feet

RESOLUTION NO. 31-24

CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA

A RESOLUTION APPROVING SUPPLEMENTAL AGREEMENT FOR PROFESSIONAL SERVICES FOR THE 2024 PAVEMENT FORENSICS STUDY

CITY PROJECT NO. 01-25 and 01-26

WHEREAS, it is proposed to approve the professional services supplemental agreement for preparation of the 2024 Pavement Forensics Study which includes streets that are proposed to be included in the 2025 and 2026 Street Improvement Projects.

NOW THEREFORE, BE IT RESOLVED by the City Council of Minnetrista that the preparation of the 2024 Pavement Forensics Study is approved.

BE IT FURTHER RESOLVED by the City Council of Minnetrista that an agreement has been made between the City and WSB to provide professional services for the 2024 Pavement Forensics Study.

This resolution was adopted by the City Council of the City of Minnetrista on the 15th day of April, 2024, by a vote of _____ Ayes and _____ Nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
Ann Meyerhoff, City Clerk

(seal)

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM 4h

Subject: Accept bids and award contract for Well #6 rehabilitation (City Project No. 04-24)

Prepared By: Gary Peters, Public Works Director

Meeting Date: April 15, 2024

Issue:

The City received and opened bids for the Well #6 Rehabilitation Improvements (City Project No. 04-24), on March 20, 2024. Attached is Resolution No. 32-24, a resolution accepting bids and awarding the contract for this project is provided for Council consideration of approval.

Overview:

City staff reviewed the condition of Well #6 and determined the well pump and motor need maintenance and rehabilitation. City documentation shows that Well #6 was installed in 2016 and is one of two primary feeders to the South Water Treatment Plant (SWTP). The MN Department of Health recommends well/pump inspection every 7-10 years, and the City wells are set up for inspection every eight years. Public Works staff recommends rehabilitation of this well.

The SWTP is supplied by Wells #6 and #7, so during the rehabilitation of Well #6, the SWTP and the central/south water system will be supplied by Well #7, with Well #3 serving as a supply back up.

The City received three bids for Council consideration of award. The project bid schedule includes a base bid with one alternate. The base bids and alternates are described as follows:

- Base bid – Includes pump maintenance and well rehabilitation work items that are expected to occur.
- Alternate 1 - Includes supplemental unit prices to provide new pump bowls, a pump motor, and new motor cables if the shop inspection determines that these components are in need of replacement.

Fiscal Impact:

The bids received for the Well #6 Rehabilitation Improvements ranged from $101,465.00 to $129,870.00, including the alternate. The Engineers' opinion of construction cost was $123,320.00. The lowest responsive bid received was from Keys Well Drilling Company, with their low bid of $101,465.00. The base bid and alternate breakdowns as follows:

Contractor	Base Bid	Alternate 1	Total Cost
E.H. Renner	$110,170.00	$19,700.00	$129,870.00
Keys Well Drilling	$87,965.00	$13,500.00	$101,465.00
Traut Companies	$99,135.00	$19,400.00	$118,535.00

The Well #6 Rehabilitation Improvements Project costs are funded by the water maintenance fund. The project as bid, in the total amount (Base Bid and Alternates for Well #6) of $101,465.00 is a unit price contract, meaning that the contractor is paid for the actual contract units completed. If the Alternate is awarded, the contractor is paid only for the items and cost associated with that work on a unit price basis.

Recommended City Council Action:

Staff recommends approving Resolution No. 32-24, receiving bids and awarding Well #6 Rehabilitation Improvements (City Project No. 04-24), to Keys Well Drilling Company for their low bid of $101,465.00, for Well #6, including the Base Bid and Alternate 1.

www.ae2s.com

March 28, 2024

Mr. Gary Peters
Public Works Director
City of Minnetrista

Re: Recommendation for Notice of Award
Well No. 6 Downhole Rehabilitation Project
City of Minnetrista, Minnesota – Project Number 04-24

Dear Mr. Peters:

Pursuant to the authority of the Minnetrista City Council, quotes were received electronically Wednesday March 20th, 2024. A total of three (3) quotes were received for the project. Pursuant to our review of the quotes received, it appears that all were completed in accordance with the requirements of the Request for Quotes (RFQ). The engineer's estimate was $123,320.00.

A summary of the Quote Tabulation is below for your reference.

Contractor Name	**Well No. 6 Rehabilitation**
Keys Well Drilling	$ 101,465.00
Traut Companies	$ 118,535.00
E. H. Renner & Sons	$ 129,870.00

Pending Minnetrista's official's acceptance of the proposed contract prices, Advanced Engineering and Environmental Services, LLC (AE2S) recommends that the City award the construction contract for Well No. 6 Rehabilitation to Keys Well Drilling since they were the lowest responsive and responsible bidder for $101,465.00.

AE2S truly appreciates the opportunity to be able to work with the City of Minnetrista on this project for the City. Should you or anyone at the City have any questions or comments regarding this letter, please feel free to contact me at 763-463-5036.

Sincerely,

Jake Puffe, PE
Senior Project Engineer

	Engineers Estimate	Keys	Traut	Renner
Schedule A	$ 107,320.00	$ 87,965.00	$ 99,135.00	$ 110,170.00
Schedule B	$ 16,000.00	$ 13,500.00	$ 19,400.00	$ 19,700.00
Schedule A+B	$ 123,320.00	$ 101,465.00	$ 118,535.00	$ 129,870.00

SECTION 00 41 00 - QUOTE FORM

PROJECT IDENTIFICATION:

Well No. 6 Downhole Rehabilitation

City of Minnetrista, MN

CONTRACT IDENTIFICATION NUMBER:

Contract No. 1 – Well No. 6 Downhole Rehabilitation

THIS BID IS SUBMITTED TO:

City of Minnetrista
7701 County Rd 110 W
Minnetrista, MN 55364

1.01 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

2.01 Bidder accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for forty-five (45) days after the day of Bid opening. BIDDER will sign and deliver the required number of counterparts of the Agreement with the Bonds and other documents required by the Bidding Requirements within fifteen (15) days after the date of OWNER's Notice of Award.

3.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

A. Bidder examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged:

Addendum No.	Addendum Date
1	3/13

B. Bidder examined and carefully studied any and/or all Allowances and Pre-Negotiated Prices to be included in the Base Bid or respective Alternative.

C. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, and performance of the Work.

D. Bidder is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.

E. The undersigned Bidder hereby expressly acknowledges his understanding of his agreement to comply during the performance of any work under any contract resulting from this Bid with all equal opportunity obligations as set forth in 40 CFR Part 8 and 41 CFR Parts 60-1 and 60-4.

F. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in paragraph 5.03 of the General Conditions; (2) reports and drawings of a Hazardous Environmental Condition, if any, which have been identified in the Supplementary Conditions as provided in paragraph 5.06 of the General Conditions.

G. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, or performance the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, and safety precautions and programs incident thereto.

H. Bidder does not consider that any additional examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with other terms and conditions of the Bidding Documents.

I. Bidder is aware of the general nature of Work to be performed by OWNER and others at the Site that relates to Work as indicated in the Bidding Documents.

J. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.

K. Bidder has given ENGINEER written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents and the written resolution thereof by ENGINEER is acceptable to Bidder.

L. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

4.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

5.01 Bidder will complete the Work, whether specifically listed on the BID FORM, shown on the Drawings, or described in the Specifications, in accordance with the Contract Documents for the following price(s):

CONTRACT NO. 1 – Well No. 6 Downhole Rehabilitation

Item No.	Item	Qty	Unit	Unit Price	Amount
	Schedule A: Well No. 6 Rehabilitation				
A.01	MOBILIZATION AND DEMOBILIZATION; REMOVE AND REINSTALL DRIVE, DISCHARGE HEAD, COLUMN, SHAFT, AND PUMP. OTHER WORK AS SPECIFIED.	1	LS	$ 20,000	$ 20,000
A.02	SHOP TIME FOR CLEANING AND REPAIRING PUMP	30	Hour	$ 125	$ 3,750 NGK
A.03	VIDEO INVESTIGATION OF WELL	1	LS	$ 2,100	$ 2,100
A.04	BRUSH WELL CASING AND BAIL DEBRIS (REMOVE DEBRIS & SCALE)	1	LS	$ 6,000	$ 6,000
A.05	8" X 20' SCH. 40 DROP PIPE, WITH COUPLING	20	EA	$ 1,100	$ 22,000
A.06	REHAB PUMP MOTOR	1	LS	$ 8,000	$ 8,000 NGK
A.07	REHAB PUMP BOWLS	1	LS	$ 4,000	$ 4,000
A.08	NEW WELL LEVEL MONITORING TUBING (FURNISH & INSTALL - REPLACE EXISTING)	410	LF	$ 150	$ 615 NGK
A.09	LEVEL TRANDUCER (REMOVE EXISTING & FURNISH, INSTALL, CALIBRATE NEW)	1	LS	$ 2,300	$ 2,300
A.10	8 INCH CHECK VALVE	2	EA	$ 2,750	$ 5,500
A.11	REPLACE THRUST BEARING (IF REQUIRED)	1	LS	$ 3,100	$ 3,100
A.12	INSPECT AND REHAB EXISTING CHECK VALVE	1	LS	$ 4,000	$ 4,000
A.13	REPLACE CHECK VALVE (IF REQUIRED)	1	LS	$ 6,600	$ 6,600
	TOTAL SCHEDULE A: Well No. 6 Rehabilitation				$ 87,965

	Schedule B: Alternate Pump Work				
	REPLACE WELL NO. 6 PUMP				
B.01	MANUFACTURER: Grundfos	1	LS	$ 7,600	$ 7,600
	HEAVY DUTY MODEL: 475560-8				
	REPLACE WELL NO. 6 MOTOR				
	MANUFACTURER: SME				
B.02	HEAVY DUTY MODEL: 60460	1	LS	$ 6,500	$ 6,500
	EFFICIENCY:				
	TOTAL SCHEDULE B: Alternate Work				$ 13,500
	TOTAL BASE QUOTE (SCHEDULE A)				$ 87,965
	TOTAL BASE QUOTE PLUS ALTERNATE (SCHEDULE A & B)				$ 101,465

6.01 Bidder agrees that the Work will be substantially complete by 06/17/2024 and completed and ready for final payment in accordance with paragraph 15.06 of the General Conditions by 07/1/2024.

7.01 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified above in Article 6.01, and to pay OWNER specified liquidated damages as indicated in the Agreement.

8.01 The following documents are attached to and made a condition of this Bid:

A. Completed Bid Form (See Section 00 41 00).

B. Responsible Contractor Certifications (See Section 00 43 29).

C. Non-Collusion Affidavit (See Section 00 45 19)

9.01 The terms used in this Bid with initial capital letters have the meanings indicated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

SUBMITTED on March 20th, 2024.

If Bidder is:

A Corporation

Corporation Name: Keys Well Drilling Company

State of Incorporation: Minnesota

Type (General Business, Professional, Service, Limited Liability): General Business

By: _____

(SIGNATURE)

Name (typed or printed): Nicholas G. Keys

Title: Vice President

Attest: _____

(SIGNATURE)

Business Address: 1156 Homer Street

Saint Paul, Minnesota 55116

Phone No.: 651.646.7871

Fax No.: 651.641.0216

Date of Qualification to do business is: December 30, 1959

A Partnership

Partnership Name: _____

By: _____

(SIGNATURE OF GENERAL PARTNER)

Name (typed or printed): _____

Business Address: _____

_____

Phone No.: _____

Fax No.: _____

An Individual

Name (typed or printed): _____

By: _____

(INDIVIDUALS SIGNATURE)

Doing business as: _____

Business Address: _____

_____

Phone No.: _____

Fax No.: _____

A Joint Venture

Joint Venture Name: _____

By: _____

(SIGNATURE OF JOINT VENTURE PARTNER)

Name (typed or printed): _____

Title: _____

Business Address: _____

_____

Phone No.: _____

Fax No.: _____

Joint Venture Name: _____

By: _____

(SIGNATURE OF JOINT VENTURE PARTNER)

Name (typed or printed): _____

Title: _____

Business Address: _____

_____

Phone No.: _____

Fax No.: _____

(Each joint venture must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above).

END OF SECTION

Responsible Contractor Verification

I am an owner or officer of Keys Well Drilling Company [name of bidder] ("Bidder"). I hereby verify that Bidder is in compliance with the minimum criteria required of a "responsible contractor" as that term is defined in Minnesota Statutes § 16C.285, subdivision 3, and as explained in the attached document entitled "Responsible Contractor Requirement."

I further agree that Bidder has received a signed statement under oath from each subcontractor that Bidder intends to use to perform work on the project verifying that the subcontractor meets the minimum criteria under Minn. Stat. § 16C.285, and that Bidder will furnish such statements to the contracting authority upon request. Bidder intends to retain the following first-tier subcontractors for work on this project:

_____ _____

_____ _____

_____ _____

If Bidder is awarded the contract for the project, I further agree that Bidder will submit the attached document entitled "Additional Subcontractor List" as required.

Signed this 20th day of March, 2024

By: Nicholas G. Keys [printed name]

Vice President [title] of Keys Well Drilling Company [name of bidder]

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

Signed and sworn to before me on March 20th, 2024, by notary.

NADINE G. KELLY
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2025
(stamp)

Nadine G. Kelly
Notary Public

RESPONSIBLE CONTRACTOR REQUIREMENT

To be eligible to be awarded this contract, each bidder must submit a signed statement, under oath, verifying that it is a "responsible contractor" as that term is defined in Minnesota Statutes § 16C.285, subdivision 3. To be a "responsible contractor," a contractor must be in compliance with the following minimum criteria:

(1) the contractor:

(i) is in compliance with workers' compensation and unemployment insurance requirements;

(ii) is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;

(iii) has a valid federal tax identification number or a valid Social Security number if an individual; and

(iv) has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;

(2) the contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated Minnesota Statutes sections 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated the United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:

(i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of $25,000 or more within the three-year period;

(ii) has been issued an order to comply by the commissioner of labor and industry that has become final;

(iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;

(iv) has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;

(v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or

(vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;

(3) the contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated Minnesota Statutes section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;

(4) the contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under Minnesota Statutes section 363A.36 revoked or suspended based on the provisions of section

363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;

(5) the contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;

(6) the contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and

(7) all subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.

Any prime contractor or subcontractor that does not meet the minimum criteria in Minn. Stat. § 16C.285, subd. 3, which section is set forth above, or fails to verify that it meets those criteria is not a "responsible contractor" and is not eligible to be awarded a construction contract for the project or to perform work on the project.

A false statement under oath verifying compliance with any of the minimum criteria shall render the prime contractor or subcontractor that makes the false statement ineligible to be awarded a construction contract on the project and may result in termination of a contract awarded to a prime contractor or subcontractor that submits a false statement.

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verification of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to Minn. Stat. § 16C.285, subd. 3(7).

A Responsible Contractor Verification form is provided with the bid documents. Each bidder must submit the form with its proposal.

ADDITIONAL SUBCONTRACTORS LIST

PROJECT TITLE: Well No. 6 Downhole Rehabilitation, City of Minnetrista, MN

Pursuant to Minn. Stat. § 16C.285, subd. 5, the prime contractor must submit this form within 14 days of retaining additional subcontractors on the project. This form must be submitted to the Project Manager or individual as identified in the solicitation document.

Additional Subcontractors

By signing this document, I certify that I am an owner or officer of the company, and I swear under oath that all additional subcontractors listed on this Additional Subcontractor List have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.

Signed this 20th day of March, 2024

By: Nicholas G. Keys [printed name]

Vice President [title] of Keys Well Drilling Company [name of company]

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

Signed and sworn to before me on March 20, 2024, by notary.

NADINE G. KELLY
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2025
(stamp)

Nadine G. Kelly
Notary Public

SECTION 00 45 19 - NON-COLLUSION AFFIDAVIT

STATE OF MINNESOTA

COUNTY OF RAMSEY

I hereby swear (affirm) under penalty or perjury:

1. That I am the Bidder (if Bidder is an individual), a partner in the Bidder (if Bidder is a partnership), or an officer or employee of the Bidder (if Bidder is a corporation) having authority to sign on its behalf;
2. That the attached Bid or Bids have been arrived at by the Bidder individually and have been submitted without collusion with, and without any agreement, understanding or planned common course or action with any vendor of materials, suppliers, equipment, or services described in the invitation to bid designed to limit individual bidding or competition;
3. That the contents of this Bid or Bids have not been communicated by Bidder or its employees or agents to any person not an employee or agent of the Bidder or its surety on any bond furnished with the Bid or Bids, and will not be communicated to any such person, prior to any official opening of the Bid or Bids; and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signature of Bidder Nicholas G. Keys

Vice President
Position

Keys Well Drilling Company
Company Name

March 20, 2024
Date

Subscribed and sworn before me this

20th day of March 2024

Nadine G. Kelly
Notary

(seal) NADINE G. KELLY
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2025

END OF SECTION

SECTION 00 41 00 - QUOTE FORM

PROJECT IDENTIFICATION:

Well No. 6 Downhole Rehabilitation

City of Minnetrista, MN

CONTRACT IDENTIFICATION NUMBER:

Contract No. 1 – Well No. 6 Downhole Rehabilitation

THIS BID IS SUBMITTED TO:

City of Minnetrista
7701 County Rd 110 W
Minnetrista, MN 55364

1.01 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

2.01 Bidder accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for forty-five (45) days after the day of Bid opening. BIDDER will sign and deliver the required number of counterparts of the Agreement with the Bonds and other documents required by the Bidding Requirements within fifteen (15) days after the date of OWNER's Notice of Award.

3.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

A. Bidder examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged:

Addendum No.	Addendum Date
1	3/14/2024

B. Bidder examined and carefully studied any and/or all Allowances and Pre-Negotiated Prices to be included in the Base Bid or respective Alternative.

C. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, and performance of the Work.

D. Bidder is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.

E. The undersigned Bidder hereby expressly acknowledges his understanding of his agreement to comply during the performance of any work under any contract resulting from this Bid with all equal opportunity obligations as set forth in 40 CFR Part 8 and 41 CFR Parts 60-1 and 60-4.

F. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in paragraph 5.03 of the General Conditions; (2) reports and drawings of a Hazardous Environmental Condition, if any, which have been identified in the Supplementary Conditions as provided in paragraph 5.06 of the General Conditions.

G. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, or performance the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, and safety precautions and programs incident thereto.

H. Bidder does not consider that any additional examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with other terms and conditions of the Bidding Documents.

I. Bidder is aware of the general nature of Work to be performed by OWNER and others at the Site that relates to Work as indicated in the Bidding Documents.

J. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.

K. Bidder has given ENGINEER written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents and the written resolution thereof by ENGINEER is acceptable to Bidder.

L. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

4.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

5.01 Bidder will complete the Work, whether specifically listed on the BID FORM, shown on the Drawings, or described in the Specifications, in accordance with the Contract Documents for the following price(s):

CONTRACT NO. 1 – Well No. 6 Downhole Rehabilitation

Item No.	Item	Qty	Unit	Unit Price	Amount
	Schedule A: Well No. 6 Rehabilitation				
A.01	MOBILIZATION AND DEMOBILIZATION; REMOVE AND REINSTALL DRIVE, DISCHARGE HEAD, COLUMN, SHAFT, AND PUMP. OTHER WORK AS SPECIFIED.	1	LS	$ 18,000.00	$ 18,000.00
A.02	SHOP TIME FOR CLEANING AND REPAIRING PUMP	30	Hour	$ 150.00	$ 4,500.00
A.03	VIDEO INVESTIGATION OF WELL	1	LS	$ 1,900.00	$ 1,900.00
A.04	BRUSH WELL CASING AND BAIL DEBRIS (REMOVE DEBRIS & SCALE)	1	LS	$ 3,200.00	$ 3,200.00
A.05	8" X 20' SCH. 40 DROP PIPE, WITH COUPLING	20	EA	$ 1,700.00	$ 34,000.00
A.06	REHAB PUMP MOTOR	1	LS	$ 16,300.00	$ 16,300.00
A.07	REHAB PUMP BOWLS	1	LS	$ 5,000.00	$ 5,000.00
A.08	NEW WELL LEVEL MONITORING TUBING (FURNISH & INSTALL - REPLACE EXISTING)	410	LF	$ 7.00	$ 2,870.00
A.09	LEVEL TRANDUCER (REMOVE EXISTING & FURNISH, INSTALL, CALIBRATE NEW)	1	LS	$ 3,000.00	$ 3,000.00
A.10	8 INCH CHECK VALVE	2	EA	$ 2,900.00	$ 5,800.00
A.11	REPLACE THRUST BEARING (IF REQUIRED)	1	LS	$ 2,000.00	$ 2,000.00
A.12	INSPECT AND REHAB EXISTING CHECK VALVE	1	LS	$ 6,000.00	$ 6,000.00
A.13	REPLACE CHECK VALVE (IF REQUIRED)	1	LS	$ 7,600.00	$ 7,600.00
	TOTAL SCHEDULE A: Well No. 6 Rehabilitation				$ 110,170.00

	Schedule B: Alternate Pump Work				
B.01	REPLACE WELL NO. 6 PUMP MANUFACTURER: Flowise HEAVY DUTY MODEL: 8LC-6	1	LS	$ 7,200.00	$ 7,200.00
B.02	REPLACE WELL NO. 6 MOTOR MANUFACTURER: SME HEAVY DUTY MODEL: 75HP 3480 RPM EFFICIENCY: 81.4%	1	LS	$ 12,500.00	$ 12,500.00
	TOTAL SCHEDULE B: Alternate Work				$ 19,700.00
	TOTAL BASE QUOTE (SCHEDULE A)				$ 110,170.00
	TOTAL BASE QUOTE PLUS ALTERNATE (SCHEDULE A & B)				$ 129,870.00

6.01 Bidder agrees that the Work will be substantially complete by 06/17/2024 7/15/2024 and completed and ready for final payment in accordance with paragraph 15.06 of the General Conditions by 07/31/2024. 7/29/2024

7.01 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified above in Article 6.01, and to pay OWNER specified liquidated damages as indicated in the Agreement.

8.01 The following documents are attached to and made a condition of this Bid:

A. Completed Bid Form (See Section 00 41 00).

B. Responsible Contractor Certifications (See Section 00 43 29).

C. Non-Collusion Affidavit (See Section 00 45 19)

9.01 The terms used in this Bid with initial capital letters have the meanings indicated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ADDITIONAL SUBCONTRACTORS LIST

PROJECT TITLE: Well No. 6 Downhole Rehabilitation Project 2024

Pursuant to Minn. Stat. § 16C.285, subd. 5, the prime contractor must submit this form within 14 days of retaining additional subcontractors on the project. This form must be submitted to the Project Manager or individual as identified in the solicitation document.

Additional Subcontractors

None

By signing this document, I certify that I am an owner or officer of the company, and I swear under oath that all additional subcontractors listed on this Additional Subcontractor List have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.

Signed this 20th day of March, 2024

Kathrynn R Welle

By: Kathrynn R Welle [printed name]

President [title] of E.H. Renner & Sons, Inc. [name of company]

STATE OF MINNESOTA)
) ss.
COUNTY OF Hennepin)

Signed and sworn to before me on March 20, 2024, by Kathrynn R. Welle.

Tracy Hanson
Notary Public

TRACY HANSON
(stamp)
NOTARY PUBLIC - MINNESOTA
MY COMMISSION EXPIRES 01/31/25

RESPONSIBLE CONTRACTOR REQUIREMENT

To be eligible to be awarded this contract, each bidder must submit a signed statement, under oath, verifying that it is a "responsible contractor" as that term is defined in Minnesota Statutes § 16C.285, subdivision 3. To be a "responsible contractor," a contractor must be in compliance with the following minimum criteria:

(1) the contractor:

(i) is in compliance with workers' compensation and unemployment insurance requirements;

(ii) is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;

(iii) has a valid federal tax identification number or a valid Social Security number if an individual; and

(iv) has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;

(2) the contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated Minnesota Statutes sections 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated the United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:

(i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of $25,000 or more within the three-year period;

(ii) has been issued an order to comply by the commissioner of labor and industry that has become final;

(iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;

(iv) has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;

(v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or

(vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;

(3) the contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated Minnesota Statutes section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;

(4) the contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under Minnesota Statutes section 363A.36 revoked or suspended based on the provisions of section

363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;

E.H. Renner & Sons, Inc.

(5) the contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;

(6) the contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and

(7) all subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.

Any prime contractor or subcontractor that does not meet the minimum criteria in Minn. Stat. § 16C.285, subd. 3, which section is set forth above, or fails to verify that it meets those criteria is not a "responsible contractor" and is not eligible to be awarded a construction contract for the project or to perform work on the project.

A false statement under oath verifying compliance with any of the minimum criteria shall render the prime contractor or subcontractor that makes the false statement ineligible to be awarded a construction contract on the project and may result in termination of a contract awarded to a prime contractor or subcontractor that submits a false statement.

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verification of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to Minn. Stat. § 16C.285, subd. 3(7).

A Responsible Contractor Verification form is provided with the bid documents. Each bidder must submit the form with its proposal.

Responsible Contractor Verification

I am an owner or officer of E.H. Renner & Sons, Inc. [name of bidder] ("Bidder"). I hereby verify that Bidder is in compliance with the minimum criteria required of a "responsible contractor" as that term is defined in Minnesota Statutes § 16C.285, subdivision 3, and as explained in the attached document entitled "Responsible Contractor Requirement."

I further agree that Bidder has received a signed statement under oath from each subcontractor that Bidder intends to use to perform work on the project verifying that the subcontractor meets the minimum criteria under Minn. Stat. § 16C.285, and that Bidder will furnish such statements to the contracting authority upon request. Bidder intends to retain the following first-tier subcontractors for work on this project:

No Subcontractors

If Bidder is awarded the contract for the project, I further agree that Bidder will submit the attached document entitled "Additional Subcontractor List" as required.

Signed this 20 day of March, 2024

Kathrynn R Welle

By: Kathrynn R Welle [printed name]

President [title] of E.H. Renner & Sons, Inc. [name of bidder]

STATE OF MINNESOTA)
) ss.
COUNTY OF Hennepin)

Signed and sworn to before me on March 20, 2024, by Kathrynn R. Welle

TRACY HANSON
NOTARY PUBLIC - MINNESOTA
MY COMMISSION EXPIRES 01/31/25
(stamp)

Tracy Hanson
Notary Public

SUBMITTED on March 20th, 2024.

If Bidder is:

A Corporation

Corporation Name: E.H. Renner & Sons, Inc.

State of Incorporation: Minnesota

Type (General Business, Professional, Service, Limited Liability): c-corp

By: Kathrynn R Welle

(SIGNATURE)

Name (typed or printed): Kathrynn R Welle

Title: President

Attest: Tracy Hanson

(SIGNATURE)

Business Address: 15688 Jarvis St. NN

Elk River, MN 55330

Phone No.: 763-286-5283

Fax No.: email: krenner@ehrenner.com

Date of Qualification to do business is: 7/18/1957

A Partnership

Partnership Name: _____

By: _____

(SIGNATURE OF GENERAL PARTNER)

Name (typed or printed): _____

Business Address: _____

_____

Phone No.: _____

Fax No.: _____

An Individual

Name (typed or printed): _____

By: _____

(INDIVIDUALS SIGNATURE)

Doing business as: _____

Business Address: _____

_____

Phone No.: _____

Fax No.: _____

A Joint Venture

Joint Venture Name: _____

By: _____

(SIGNATURE OF JOINT VENTURE PARTNER)

Name (typed or printed): _____

Title: _____

Business Address: _____

_____

Phone No.: _____

Fax No.: _____

Joint Venture Name: _____

By: _____

(SIGNATURE OF JOINT VENTURE PARTNER)

Name (typed or printed): _____

Title: _____

Business Address: _____

_____

Phone No.: _____

Fax No.: _____

(Each joint venture must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above).

END OF SECTION

SECTION 00 45 19 - NON-COLLUSION AFFIDAVIT

STATE OF Minnesota

COUNTY OF Sherburne

I hereby swear (affirm) under penalty or perjury:

1. That I am the Bidder (if Bidder is an individual), a partner in the Bidder (if Bidder is a partnership), or an officer or employee of the Bidder (if Bidder is a corporation) having authority to sign on its behalf;
2. That the attached Bid or Bids have been arrived at by the Bidder individually and have been submitted without collusion with, and without any agreement, understanding or planned common course or action with any vendor of materials, suppliers, equipment, or services described in the invitation to bid designed to limit individual bidding or competition;
3. That the contents of this Bid or Bids have not been communicated by Bidder or its employees or agents to any person not an employee or agent of the Bidder or its surety on any bond furnished with the Bid or Bids, and will not be communicated to any such person, prior to any official opening of the Bid or Bids; and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Kathryn R Welle

Signature of Bidder

President

Position

E.H. Renner & Sons, Inc.

Company Name

3/19/2024

Date

Subscribed and sworn before me this

20th day of March 2024

Tracy Hanson

Notary

TRACY HANSON
NOTARY PUBLIC - MINNESOTA
MY COMMISSION EXPIRES 01/31/25
(seal)

END OF SECTION

SECTION 00 41 00 - QUOTE FORM

PROJECT IDENTIFICATION:

Well No. 6 Downhole Rehabilitation

City of Minnetrista, MN

CONTRACT IDENTIFICATION NUMBER:

Contract No. 1 – Well No. 6 Downhole Rehabilitation

THIS BID IS SUBMITTED TO:

City of Minnetrista
7701 County Rd 110 W
Minnetrista, MN 55364

1.01 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

2.01 Bidder accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for forty-five (45) days after the day of Bid opening. BIDDER will sign and deliver the required number of counterparts of the Agreement with the Bonds and other documents required by the Bidding Requirements within fifteen (15) days after the date of OWNER's Notice of Award.

3.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

A. Bidder examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged:

Addendum No.	Addendum Date
1	3-13-24

B. Bidder examined and carefully studied any and/or all Allowances and Pre-Negotiated Prices to be included in the Base Bid or respective Alternative.

C. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, and performance of the Work.

D. Bidder is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.

E. The undersigned Bidder hereby expressly acknowledges his understanding of his agreement to comply during the performance of any work under any contract resulting from this Bid with all equal opportunity obligations as set forth in 40 CFR Part 8 and 41 CFR Parts 60-1 and 60-4.

F. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in paragraph 5.03 of the General Conditions; (2) reports and drawings of a Hazardous Environmental Condition, if any, which have been identified in the Supplementary Conditions as provided in paragraph 5.06 of the General Conditions.

G. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, or performance the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, and safety precautions and programs incident thereto.

H. Bidder does not consider that any additional examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with other terms and conditions of the Bidding Documents.

I. Bidder is aware of the general nature of Work to be performed by OWNER and others at the Site that relates to Work as indicated in the Bidding Documents.

J. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.

K. Bidder has given ENGINEER written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents and the written resolution thereof by ENGINEER is acceptable to Bidder.

L. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

4.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

5.01 Bidder will complete the Work, whether specifically listed on the BID FORM, shown on the Drawings, or described in the Specifications, in accordance with the Contract Documents for the following price(s):

CONTRACT NO. 1 – Well No. 6 Downhole Rehabilitation

Item No.	Item	Qty	Unit	Unit Price	Amount
	Schedule A: Well No. 6 Rehabilitation				
A.01	MOBILIZATION AND DEMOBILIZATION; REMOVE AND REINSTALL DRIVE, DISCHARGE HEAD, COLUMN, SHAFT, AND PUMP. OTHER WORK AS SPECIFIED.	1	LS	$ 18,000.00	$ 18,000.00
A.02	SHOP TIME FOR CLEANING AND REPAIRING PUMP	30	Hour	$ 125.00	$ 3,750.00
A.03	VIDEO INVESTIGATION OF WELL	1	LS	$ 1,900.00	$ 1,900.00
A.04	BRUSH WELL CASING AND BAIL DEBRIS (REMOVE DEBRIS & SCALE)	1	LS	$ 3,800.00	$ 3,800.00
A.05	8" X 20' SCH. 40 DROP PIPE, WITH COUPLING	20	EA	$ 1,700.00	$ 34,000.00
A.06	REHAB PUMP MOTOR	1	LS	$ N/A	$ N/A
A.07	REHAB PUMP BOWLS	1	LS	$ 4,500.00	$ 4,500.00
A.08	NEW WELL LEVEL MONITORING TUBING (FURNISH & INSTALL - REPLACE EXISTING)	410	LF	$ 3.50	$ 1,435.00
A.09	LEVEL TRANDUCER (REMOVE EXISTING & FURNISH, INSTALL, CALIBRATE NEW)	1	LS	$ 3,500.00	$ 3,500.00
A.10	8 INCH CHECK VALVE	2	EA	$ 15,600.00	$ 15,600.00
A.11	REPLACE THRUST BEARING (IF REQUIRED)	1	LS	$ 1,900.00	$ 1,900.00
A.12	INSPECT AND REHAB EXISTING CHECK VALVE	1	LS	$ N/A	$ N/A
A.13	REPLACE CHECK VALVE (IF REQUIRED)	1	LS	$ 10,750.00	$ 10,750.00
	TOTAL SCHEDULE A: Well No. 6 Rehabilitation				$ 99,135.00

	Schedule B: Alternate Pump Work				
B.01	REPLACE WELL NO. 6 PUMP MANUFACTURER: Grundfos HEAVY DUTY MODEL: 475S600-7	1	LS	$ 9,600.00	$ 9,600.00
B.02	REPLACE WELL NO. 6 MOTOR MANUFACTURER: SME HEAVY DUTY MODEL: - EFFICIENCY: 88%	1	LS	$ 9,800.00	$ 9,800.00
	TOTAL SCHEDULE B: Alternate Work				$ 19,400.00
	TOTAL BASE QUOTE (SCHEDULE A)				$ 99,135.00
	TOTAL BASE QUOTE PLUS ALTERNATE (SCHEDULE A & B)				$ 118,535.00

6.01 Bidder agrees that the Work will be substantially complete by 06/17/2024 and completed and ready for final payment in accordance with paragraph 15.06 of the General Conditions by 07/1/2024.

7.01 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified above in Article 6.01, and to pay OWNER specified liquidated damages as indicated in the Agreement.

8.01 The following documents are attached to and made a condition of this Bid:

A. Completed Bid Form (See Section 00 41 00).

B. Responsible Contractor Certifications (See Section 00 43 29).

C. Non-Collusion Affidavit (See Section 00 45 19)

9.01 The terms used in this Bid with initial capital letters have the meanings indicated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

SUBMITTED on March 20, 2024.

If Bidder is:

A Corporation

Corporation Name: Traut Companies

State of Incorporation: Minnesota

Type (General Business, Professional, Service, Limited Liability): General Business

By: _____

(SIGNATURE)

Name (typed or printed): Jamie Holmstrom

Title: Vice President

Attest: _____

(SIGNATURE)

Business Address: 32640 County Road 133, St. Joseph, MN 56374

Phone No.: 320-251-5090

Fax No.: -

Date of Qualification to do business is: 8-16-82

A Partnership

Partnership Name: _____

By: _____

(SIGNATURE OF GENERAL PARTNER)

Name (typed or printed): _____

Business Address: _____

Phone No.: _____

Fax No.: _____

An Individual

Name (typed or printed): _____

By: _____

(INDIVIDUALS SIGNATURE)

Doing business as: _____

Business Address: _____

_____

Phone No.: _____

Fax No.: _____

A Joint Venture

Joint Venture Name: _____

By: _____

(SIGNATURE OF JOINT VENTURE PARTNER)

Name (typed or printed): _____

Title: _____

Business Address: _____

_____

Phone No.: _____

Fax No.: _____

Joint Venture Name: _____

By: _____

(SIGNATURE OF JOINT VENTURE PARTNER)

Name (typed or printed): _____

Title: _____

Business Address: _____

_____

Phone No.: _____

Fax No.: _____

(Each joint venture must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above).

END OF SECTION

SECTION 00 43 29 - RESPONSIBLE CONTRACTOR VERIFICATION FORM

SEE ATTACHED FORM

Responsible Contractor Verification

I am an owner or officer of Traut Companies [name of bidder] ("Bidder"). I hereby verify that Bidder is in compliance with the minimum criteria required of a "responsible contractor" as that term is defined in Minnesota Statutes § 16C.285, subdivision 3, and as explained in the attached document entitled "Responsible Contractor Requirement."

I further agree that Bidder has received a signed statement under oath from each subcontractor that Bidder intends to use to perform work on the project verifying that the subcontractor meets the minimum criteria under Minn. Stat. § 16C.285, and that Bidder will furnish such statements to the contracting authority upon request. Bidder intends to retain the following first-tier subcontractors for work on this project:

NO ANTICIPATED USE OF SUBCONTRACTORS

If Bidder is awarded the contract for the project, I further agree that Bidder will submit the attached document entitled "Additional Subcontractor List" as required.

Signed this 19th day of March, 2024

By: Jamie Holmstrom [printed name]

Vice President [title] of Traut Companies [name of bidder]

STATE OF MINNESOTA)
) ss.
COUNTY OF Stearns)

Signed and sworn to before me on March 19th, 2024, by Jamie Holmstrom.

LINDA ANN RICHARDS
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2025

Notary Public

RESPONSIBLE CONTRACTOR REQUIREMENT

To be eligible to be awarded this contract, each bidder must submit a signed statement, under oath, verifying that it is a "responsible contractor" as that term is defined in Minnesota Statutes § 16C.285, subdivision 3. To be a "responsible contractor," a contractor must be in compliance with the following minimum criteria:

(1) the contractor:

(i) is in compliance with workers' compensation and unemployment insurance requirements;

(ii) is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;

(iii) has a valid federal tax identification number or a valid Social Security number if an individual; and

(iv) has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;

(2) the contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated Minnesota Statutes sections 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated the United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:

(i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of $25,000 or more within the three-year period;

(ii) has been issued an order to comply by the commissioner of labor and industry that has become final;

(iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;

(iv) has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;

(v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or

(vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;

(3) the contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated Minnesota Statutes section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;

(4) the contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under Minnesota Statutes section 363A.36 revoked or suspended based on the provisions of section

363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;

(5) the contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;

(6) the contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and

(7) all subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.

Any prime contractor or subcontractor that does not meet the minimum criteria in Minn. Stat. § 16C.285, subd. 3, which section is set forth above, or fails to verify that it meets those criteria is not a "responsible contractor" and is not eligible to be awarded a construction contract for the project or to perform work on the project.

A false statement under oath verifying compliance with any of the minimum criteria shall render the prime contractor or subcontractor that makes the false statement ineligible to be awarded a construction contract on the project and may result in termination of a contract awarded to a prime contractor or subcontractor that submits a false statement.

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verification of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to Minn. Stat. § 16C.285, subd. 3(7).

A Responsible Contractor Verification form is provided with the bid documents. Each bidder must submit the form with its proposal.

ADDITIONAL SUBCONTRACTORS LIST

PROJECT TITLE: Minnetrista Well No. 6 Downhole Rehabilitation

Pursuant to Minn. Stat. § 16C.285, subd. 5, the prime contractor must submit this form within 14 days of retaining additional subcontractors on the project. This form must be submitted to the Project Manager or individual as identified in the solicitation document.

Additional Subcontractors

NO ANTICIPATED USE OF SUBCONTRACTORS

By signing this document, I certify that I am an owner or officer of the company, and I swear under oath that all additional subcontractors listed on this Additional Subcontractor List have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.

Signed this 19th day of March, 2024

By: Jamie Holmstrom [printed name]

Vice President [title] of Traut Companies [name of company]

STATE OF MINNESOTA)
) ss.
COUNTY OF Stearns)

Signed and sworn to before me on March 19th, 2024, by Jamie Holmstrom.

LINDA ANN RICHARDS
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2025

Notary Public

SECTION 00 45 19 - NON-COLLUSION AFFIDAVIT

STATE OF Minnesota

COUNTY OF Stearns

I hereby swear (affirm) under penalty or perjury:

1. That I am the Bidder (if Bidder is an individual), a partner in the Bidder (if Bidder is a partnership), or an officer or employee of the Bidder (if Bidder is a corporation) having authority to sign on its behalf;

2. That the attached Bid or Bids have been arrived at by the Bidder individually and have been submitted without collusion with, and without any agreement, understanding or planned common course or action with any vendor of materials, suppliers, equipment, or services described in the invitation to bid designed to limit individual bidding or competition;

3. That the contents of this Bid or Bids have not been communicated by Bidder or its employees or agents to any person not an employee or agent of the Bidder or its surety on any bond furnished with the Bid or Bids, and will not be communicated to any such person, prior to any official opening of the Bid or Bids; and

4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signature of Bidder

Subscribed and sworn before me this

19th day of March 20 24

Vice President
Position

Notary

LINDA ANN RICHARDS
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2025

Traut Companies
Company Name

(seal)

3-19-24
Date

END OF SECTION

RESOLUTION NO. 32-24

RESOLUTION ACCEPTING BIDS AND AWARDING A CONTRACT FOR WELL #6 REHABILITATION IMPROVEMENTS (CITY PROJECT NO. 04-24)

WHEREAS, the City Council of Minnetrista previously directed the Public Works Staff and AE2S to advertise for bids for the Well #6 Rehabilitation Improvements, City Project No. 04-24, and

WHEREAS, bids were publicly received and opened on March, 20, 2024.

NOW, THEREFORE, BE IT RESOLVED, **BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, as follows:**

1. All bids for the construction of Well #6 Rehabilitation Improvements, City Project No. 04-24 have been received and are tabulated in the attached summary.

2. The bid of Keys Well Drilling, in the amount of $101,465.00, for #6, is in accordance with the plans and specifications and advertisement for bids and is the lowest responsible bid.

3. The Mayor and Clerk are hereby authorized and directed to enter into a contract with the said bidder for the construction of said improvements for and on behalf of the City of Minnetrista.

This resolution was adopted by the City Council of the City of Minnetrista on the 15th day of April 2024, by a vote of _____ Ayes and _____ Nays.

_____
Mayor Lisa Whalen

ATTEST:

_____
Ann Meyerhoff
City Clerk

(seal)

CITY OF MINNETRISTA

CONSENT AGENDA ITEM 4i

Subject: Public Safety Funds Budget Amendment

Prepared By: **Paul Falls, Director of Public Safety**

Meeting Date: **April 15, 2024**

At the April 18, 2024 work session meeting, we discussed a number of needs the public safety department has in 2024. We discussed purchasing four (4) automated license plate reader (ALPR) cameras to be placed along Hwy 7 and along County Road 92. These cameras would allow staff to respond to known alerts in real time as well as access the information as part of an active investigation. The cameras would significantly increase our efficiency in these densely populated and high traffic areas.

We also discussed purchasing four (4) additional patrol rifles and assigning them to staff rather than vehicles. This will result in far less wear and tear per rifle as only one person is utilizing each rifle rather than several per rifle. Ultimately, the rifles will last longer with this practice and allow us to customize them to fit individual officers if necessary. Furthermore, it would allow officers assigned to the SWAT team and Mobile Field Force to use their assigned rifle rather than shorting patrol staff. This best practice is already utilized in many of the surrounding agencies.

The last item we discussed is trading in our current duty weapons for updated versions with red dot sight systems. Red dot sight systems allow officers to quickly and more accurately acquire a target than traditional sight systems. Red dot sight Systems have been proven much safer as officers are able to be more accountable for rounds fired during critical incidents. The majority of our current duty weapons were purchased in 2016.

1. Four (4) Flock automated license plates reader cameras for $13,600 initial cost and $12,000 annually thereafter.
2. Four (4) new patrol rifles and related equipment not to exceed $10,000
3. Seventeen (17) new patrol pistols with red dot sight systems not to exceed $16,000.

The total cost in 2024 for these three items comes to $39,600.

Recommended City Council Action: Motion to approve Res No 33-24 approving a public safety funds amendment for four (4) ALPR cameras, four (4) additional patrol rifles with related equipment and seventeen (17) updated duty weapons with red dot sight systems in the amount not to exceed $39,600.

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

Flock Safety + MN - Minnetrista Public Safety Dept

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Kyle Whyte
kyle.whyte@flocksafety.com
6512539350

flock safety

EXHIBIT A

ORDER FORM

Customer:	MN - Minnetrista Public Safety Dept	Initial Term:	12 Months
Legal Entity Name:	MN - Minnetrista Public Safety Dept	Renewal Term:	24 Months
Accounts Payable Email:	pfalls@ci.minnetrista.mn.us	Payment Terms:	Net 30
Address:	7651 County Road 110 W Mound, Minnesota 55364	Billing Frequency:	Annual Plan - First Year Invoiced at Signing.
		Retention Period:	30 Days

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			**$12,000.00**
Flock Safety Flock OS			
FlockOS ™ - Essentials	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon ®	Included	4	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	$650.00	2	$1,300.00
Professional Services - Existing Infrastructure Implementation Fee	$150.00	2	$300.00

Subtotal Year 1:	$13,600.00
Annual Recurring Subtotal:	$12,000.00
Estimated Tax:	$0.00
Contract Total:	$13,600.00

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "**Renewal Term**") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	$13,600.00
Annual Recurring after Year 1	$12,000.00
Contract Total	$13,600.00

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description	Terms
FlockOS™	Flock Safety's situational awareness operating system.	
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.	The Term shall commence upon first installation and validation of Flock Hardware.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety Falcon® LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Map-based interface that consolidates all data streams and the locations of each connected asset, enabling greater situational awareness and a common operating picture.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.

By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at https://www.flocksafety.com/terms-and-conditions

The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.	**Customer: MN - Minnetrista Public Safety Dept**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
	PO Number: _____

RESOLUTION NO. 33-24

RESOLUTION APPROVING PUBLIC SAFETY FUNDS AMENDMENT

WHEREAS, the Public Safety Department is requesting a Public Safety Funds Budget Amendment for the following purposes,

WHEREAS, the Public Safety Department would like to purchase four automatic license plate reading (ALPR) cameras to monitor traffic along State Hwy 7 and County Road 92,

WHEREAS, the Public Safety Department would like to purchase four additional patrol rifles and the related equipment to make operations more efficient,

WHEREAS, the Public Safety department would like to purchase new updated duty weapons with red dot sight systems,

NOW, THEREFORE, BE IT RESOLVED, **BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA,** authorize staff to purchase four ALPR cameras, four patrol rifles and related equipment and 17 new duty weapons with red dot sight systems for an amount not to exceed $39,600.

This resolution was adopted by the City Council of the City of Minnetrista on the 15th day of April 2024, by a vote of _____Ayes and_____Nays.

_____
Mayor Lisa Whalen

ATTEST:

_____
Ann Meyerhoff
City Clerk

(seal)

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM 4j

Subject: **Extension Request from Dave and Jean Fasching for their Setback Variance Approval**

Prepared By: **Nickolas Olson, Senior City Planner**
Through: **David Abel, Community Development Director**

Meeting Date: **April 15, 2024**

Issue: Dave & Jean Fasching (the "Applicants") have submitted a request to extend their setback variance approval at 6705 Halstead Avenue (the "Property") for one year. The variance approval is set to expire on June 5, 2024.

Background: The Applicants received approval for a side yard setback variance to build an addition on the Property. However, as explained in the letter submitted by the Applicants, they will not be able to submit for building permit before the variance expires. As a result, the Applicants wish to extend the approval an additional one year to June 5, 2025.

Conclusion: The request for a one year extension is reasonable given the circumstances. The extension request of the Applicants is consistent with past practices for longer than expected variance projects. Also, nothing else has changed that would alter the original approval. Therefore, staff would support this extension request. If approved, the extension would give the Applicants until June 5, 2025 to apply for the necessary permits.

Recommended City Council Action: **Motion to adopt a resolution approving a one year extension to the setback variance approval at 6705 Halstead Avenue.**

Attachments:

1. Location Map
2. Applicant Narrative
3. Res. No. ___ Approve Extension to Variance Approval at 6705 Halstead Avenue

6705 Halstead Avenue

1 in = 50 Ft

City Boundary

City Mask

Address Labels

Parcels

N

May 18, 2023

Map Powered By Datafi

wsb

Nickolas Olson

From: Jean Fasching <jean.fasching@yahoo.com>
Sent: Wednesday, April 10, 2024 3:11 PM
To: Nickolas Olson
Cc: Jean Fasching; Dave Fasching; Carl Olson
Subject: Fasching 6705 Halstead Ave, Minnetrista, MN 55364 - variance time extension request

Hello Nicolas,

Due to design differences, we have decided to engage a new architect to assist us in the remodeling process of our home. We are committed to working within the footprint previously approved by the variance we were granted and will not expand or modify this in any way. However, we would like to request more time with the new architect and the builder we will use to work through the final project scope and design details.

We would sincerely appreciate an extension of one year for the previously approved variance timeline to ensure we have those questions answered before we apply for our construction permit.

We think asking for the extension is the right thing to do now, and then apply for the permit when everything is ready.

Please confirm you have received this.

Thank you,
Jean and Dave Fasching
612 209 4532

RESOLUTION NO. 34-24

CITY OF MINNETRISTA

RESOLUTION APPROVING A ONE YEAR EXTENSION TO THE SETBACK VARIANCE APPROVAL FOR DAVE & JEAN FASCHING AT 6705 HALSTEAD AVENUE

WHEREAS, the City of Minnetrista is a municipal corporation, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City Council of the City of Minnetrista has adopted zoning and subdivision regulations, per Chapter 5 of the Municipal Code, to promote the orderly, economic and safe development and utilization of land within the City; and

WHEREAS, Dave & Jean Fasching (the "Applicants") have requested a one year extension to their setback variance approval (the "Approval") located at 6705 Halstead Avenue (the "Property"), which is legally described as:

Lot 10 and the East Half of Lot 9, HALSTED PARK, Hennepin County, Minnesota; and

WHEREAS, the City Council originally granted the Approval to the Applicants on June 5, 2023, and the Approval was valid for one year, until June 5, 2024; and

WHEREAS, market conditions do not allow the Property to be developed in accordance with the Approval at this time; and

WHEREAS, zoning regulations have not changed with respect to the Approval.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves a one year extension to the setback variance approval at 6705 Halstead Avenue, allowing the Applicants until June 5, 2025, to submit for the necessary permits.

This resolution was adopted by the City Council of the City of Minnetrista on this 15th day of April, 2024 by a vote of ___ Ayes and ___ Nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
Ann Meyerhoff, City Clerk
(SEAL)

CITY OF MINNETRISTA

CITY COUNCIL CONSENT ITEM 4k

Subject: Embedded Social Worker Program

Prepared By: **Paul Falls, Director of Public Safety**

Meeting Date: **April 15, 2024**

Issue:

The Minnetrista Public Safety Department has participated in an Embedded Social Worker Program for the past two years. This program operates under a joint powers agreement between Hennepin County and several lake area jurisdictions including: Orono PD, South Lake PD, Medina PD, Corcoran PD, Deephaven PD and Minnetrista PD. This multijurisdictional approach helps manage the cost of this vitally important service. Furthermore, this program has been very successful in addressing mental health issues within our community. Our current agreement expired on December 31, 2023.

TERM:

The term of the new agreement is from January 1, 2024 thru December 31, 2025.

Fiscal Impact:

The cost per agency is **$11,817** for 2024 and **$12,633** for 2025. This is a two-year commitment for a total cost of **$24,450**.

Recommended City Council Action: Motion to approve Res No 35-24 approving the renewal of the joint powers agreement with Hennepin County for Embedded Social Worker services.

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

JOINT POWERS AGREEMENT BETWEEN HENNEPIN COUNTY AND CITIES OF CORCORAN, DEEP HAVEN, MEDINA, MINNETRISTA, ORONO, WAYZATA, AND SOUTH LAKE MINNETONKA POLICE DEPARTMENT

This Joint Powers Agreement ("Agreement") is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487, ("COUNTY") on behalf of its Human Services and Public Health Department ("HSPHD") and City of Corcoran, 8200 County Rd 116, Corcoran, Minnesota 55340, ("CORCORAN"); City of Deep Haven, 20225 Cottagewood Road, Excelsior, Minnesota 55331, ("DEEP HAVEN"); City of Medina, 600 Clydesdale Trail, Medina, Minnesota 55340, ("MEDINA"); City of Minnetrista, 7651 County Road 110 West, Minnetrista, Minnesota 55364 ("MINNETRISTA"); City of Orono 2730 Kelley Parkway, Orono, Minnesota 55356, ("ORONO"); South Lake Minnetonka Police Department, 24150 Smithtown Road, Shorewood, Minnesota 55301, ("SOUTH LAKE MINNETONKA"); and City of Wayzata, 600 Rice Street East, Wayzata, Minnesota 55391, ("WAYZATA") pursuant to the authority conferred upon them by Minn. Stat. § 471.59 and on behalf of their respective police departments, (individually referred to herein as POLICE DEPARTMENT and collectively referred to herein as "POLICE DEPARTMENTS"). The parties to this Agreement may also be referred to individually as "Party" and collectively as "Parties".

WHEREAS, COUNTY is a political subdivision of the State of Minnesota and its Human Services and Public Health Department is empowered to provide general and emergency public services that support and protect the physical, mental and behavioral health of individuals in Hennepin County; and

WHEREAS, POLICE DEPARTMENTS are governmental units of the State of Minnesota located in Minnesota and are empowered to provide general and emergency public services in a manner that supports and protects the physical, mental and behavioral health of individuals in Hennepin County; and

WHEREAS, the Parties desire to jointly and cooperatively coordinate their expertise and delivery of services to further the interests of providing mental health and related social services in a manner that most effectively and efficiently supports and protects the physical, mental and behavioral health of individuals in Hennepin County, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and benefits realized by each Party, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to enable COUNTY to provide social work services from a fully licensed and qualified social worker (SW) to POLICE DEPARTMENTS, for POLICE DEPARTMENTS to secure such services from COUNTY and to establish the terms on which such services shall be provided.

2. PROJECT/PROGRAM

A. The Parties shall cooperate and collaborate to perform services associated with the Embedded Social Worker Model (the "Model"), as further described and outlined in Exhibit A: Description of Services.

B. The Parties shall perform at all times in accordance with the provisions herein, including but not limited to the data provisions.

3. TERM OF THE AGREEMENT

The term of this Agreement shall be from January 1, 2024, through December 31, 2025, unless terminated earlier in accordance with the cancellation/termination provisions of this Agreement.

4. PAYMENT

A. Funding provided via each POLICE DEPARTMENT at eleven thousand eight hundred seventeen dollars ($11,817) for 2024.

B. Funding provided via each POLICE DEPARTMENT at twelve thousand six hundred thirty-three dollars ($12,633) for 2025.

C. The SW will be hired, employed, and equipped by HSPHD and participate in supervision and training by HSPHD in accordance with local, state, federal, and professional licensure requirements.

D. HSPHD shall, during the first month of each year, submit an invoice to each POLICE DEPARTMENT for the cost of their portion assigned to the Model annually.

E. Each POLICE DEPARTMENT will make payment within thirty-five (35) days from receipt of the invoice. If the invoice is incorrect, defective, or otherwise improper, POLICE DEPARTMEMT will notify HSPHD within ten (10) days of receiving the incorrect invoice. Upon receiving the corrected invoice from HSPHD, POLICE DEPARTMENT will make payment within thirty-five (35) days.

F. Further, the Parties expressly agree that neither this Agreement nor any Party's performance hereunder obligates or commits any Party to enter a subsequent contract or engagement with any other.

G. In the event that the SW position is or will become vacant or absent for a period of one-month or more, HSPHD may provide POLICE DEPARTMENTS with a temporary SW to work onsite at POLICE DEPARTMENTS, when available. If a temporary onsite SW is not available, HSPHD may assign, based on availability, a coverage team to review existing services, determine need and complete outreach (via phone or in-person) based on resident needs for each referral from POLICE DEPARTMENT. POLICE DEPARTMENTS may also opt to not have coverage until the onsite social worker is replaced.

1. There will be no additional cost to POLICE DEPARTMENTS if HSPHD assigns a temporary onsite SW worker and the billing will remain as set forth in section 4. of this Agreement.

2. If HSPHD provides a coverage team to review existing services, determine need and complete outreach (via phone or in-person) POLICE DEPARTMENTS will be reimbursed by HSPHD for 50% of the cost for the time period of reduced coverage.

3. If POLICE DEPARTMENT decides not to have HSPHD assign a temporary SW, POLICE DEPARTMENT will be reimbursed by HSPHD for the full cost for the time period of no coverage.

5. LIABILITY AND NOTICE

A. Each Party shall be liable for its own acts and the results thereof to the extent provided by law and, further, each Party shall defend, indemnify, and hold harmless the others (including their present and former officials, officers, agents, employees, volunteers, and subcontractors), from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from any act or omission of the indemnifying Party, anyone directly or indirectly employed by it, and/or anyone for whose acts and/or omissions it may be liable, in the performance or failure to perform its obligations under this Agreement. The provisions of Minnesota Statutes, Chapter 466 shall apply to any tort claims brought against COUNTY and/or POLICE DEPARTMENTS as a result of this Agreement.

B. To the fullest extent permitted by law, action by the Parties to this Agreement is intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be a deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, section 471.59, subdivision 1a(a), provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Parties to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other Parties. The total liability for the Parties shall not be added together to exceed the limits on governmental liability for a single governmental unit.

C. Duty to Notify: Each Party shall promptly notify the other Party of any actual or suspected claim, action, cause of action, administrative action, criminal arrest, criminal charge, or litigation brought against the party, its present and former officials, officers, agents, employees, volunteers, and subcontractors which arises out of this Agreement.

6. INSURANCE

Each Party warrants that it has a purchased insurance or utilizes a self-insurance program sufficient to meet its liability obligations and, at a minimum, to meet the maximum liability limits of Minnesota Statutes Chapter 466. This provision shall not be construed as a waiver of any immunity from liability under Chapter 466 or any other applicable law.

7. INDEPENDENT PARTIES

Notwithstanding any other formal, written agreements or contracts which may exist between COUNTY and POLICE DEPARTMENTS, nothing is intended or should be construed in any manner as creating or establishing the relationship of partners between the Parties hereto or as constituting any Party as the agent, representative, or employee of the other for any purpose or in any manner whatsoever. Each Party is to be and shall remain an independent contractor with respect to all services performed under this Agreement. Each Party will secure at its own expense all personnel required in performing services under this Agreement. Any personnel of a Party or other persons engaged in the performance of any work or services required by that Party shall have no contractual relationship with the other Party and will not be considered employees of the other Party. No Party shall be responsible for any claims related to or on behalf of the other Party's' personnel, including without limitation, claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law (Minnesota Statutes Chapter 268) or the Minnesota Workers' Compensation Act (Minnesota Statutes Chapter 176), or claims of discrimination arising out of state, local, or federal law, against a Party, its officers, agents, contractors, or employees. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind from the other Party, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits. For clarity and without limitation, the SWs, including any full-time, part-time, and temporarily retained SWs shall be and remain at all times personnel of COUNTY and not POLICE DEPARTMENTS.

8. NONDISCRIMINATION

In accordance with COUNTY's policies against discrimination, the Parties shall not exclude any person from full employment rights or participation in, or the benefits of, any program, service or activity on the grounds of race, color, creed, religion, national origin, sex, gender expression, gender identity, age, disability, marital status, sexual orientation, or public assistance status. No person who is protected by applicable law against discrimination shall be subjected to discrimination.

9. NO THIRD PARTY BENEFICIARY

Except as herein specifically provided, no other person, customer, employee, or invitee of any Party or any other third party shall be deemed to be a third party beneficiary of any of the provisions herein.

10. DATA

COUNTY and POLICE DEPARTMENTS, their officers, agents, owners, partners, employees, volunteers and subcontractors, shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and all other applicable state and federal law, rules, regulations and orders relating to data privacy, confidentiality, disclosure of information, medical records or other health and enrollment information, and as any of the

same may be amended, as well as the data and data sharing provisions set forth in Exhibit A. The terms of this paragraph shall survive the cancellation or termination of this Agreement.

11. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes section 16C.05, subd. 5, the Parties, the State Auditor, Legislative Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., of the Parties which are pertinent to the accounting practices and procedures of the Parties and involve transactions relating to this Agreement. The Parties shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its expiration, cancellation or termination.

12. MERGER, MODIFICATION, AND SEVERABILITY

A. The entire understanding between the Parties is contained herein and supersedes all oral agreements and negotiations between the Parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.

B. Any alterations, variations or modifications of the provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the Parties. Except as expressly provided, the substantive legal terms contained in this Agreement including but not limited to Liability and Notice; Insurance, Independent Parties; Merger, Modification and Severability; Default and Cancellation/Termination or Minnesota Law Governs may not be altered, varied, modified or waived by any change order, implementation plan, scope of work, development specification or other development process or document.

C. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

13. DEFAULT AND CANCELLATION/TERMINATION

A. If any Party fails to perform any of the provisions of this Agreement, fails to administer the work so as to endanger the performance of the Agreement or otherwise breaches or fails to comply with any of the terms of this Agreement, it shall be in default. Unless the Party's default is excused in writing by the non-defaulting Party, the non-defaulting Party may upon written notice immediately cancel or terminate this Agreement as to the defaulting Party or in its entirety.

B. This Agreement may be canceled/terminated with or without cause by any Party as to that Party upon sixty (60) days written notice to other Parties. Any Party may immediately cancel or terminate this Agreement as to that Party if the terminating party determines that the health and welfare of a member of the public is at risk. Upon cancellation/termination,

property or surplus money, if any, acquired as a result of the operation of this Agreement shall be distributed to the Parties in proportion to contributions of the Parties.

C. Any Party's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.

D. The above remedies shall be in addition to any other right or remedy available to any Party under this Agreement, law, statute, rule, and/or equity.

14. NOTICES

Unless the Parties otherwise agree in writing, any notice or demand which must be given or made by a Party under this Agreement or any statute or ordinance shall be in writing and shall be sent registered or certified mail. Notices to COUNTY shall be sent to the County Administrator at the address given in the opening paragraph of this Agreement with a copy to HSPHD as detailed below. Notice to POLICE DEPARTMENTS shall be sent to the address stated in the opening paragraph of this Agreement with a copy as detailed below.

HSPHD:

Leah Kaiser
Director of Behavioral Health
Hennepin County
300 South 6th Street
Minneapolis, Minnesota 55487
leah.kaiser@hennepin.us

CORCORAN:

Matt Gottschalk
Director of Public Safety
Corcoran Police Department
8200 County Road 116
Corcoran, MN 55340
mgottschalk@corcoranmn.gov

DEEP HAVEN:

Cory Johnson
Chief of Police
Deephaven Police Department
952-474-7555
Coryj@deephavenpolice.com

MEDINA:

Jason Nelson
Director of Public Safety
Medina Police Department
600 Clydesdale Trail

Medina, Minnesota 55340
Jason.nelosn@medinamn.gov

MINNETRISTA:
Paul Falls
Chief of Police
7651 County Road 110 West
Minnetrista, Minnesota 55364
pfalls@ci.minnetrista.mn.us

ORONO:
Correy Farniok
Chief of Police
Orono Police Department
2730 Kelley Parkway
Orono Minnesota 55356
cfarniok@oronomn.gov

SOUTH LAKE MINNETONKA POLICE DEPARTMENT:
Brian Tholen
Chief of Police
South Lake Minnetonka Police Department
24150 Smithtown Road
Shorewood, Minnesota 55331
Btholen@southlakepd.com

WAYZATA:
Marc Schultz
Chief of Police
Wayzata Police Department
600 Rice Street East
Wayzata, Minnesota 55391
mschultz@wayzata.org
mschultz@wayzatapd.org

15. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term, cancellation or termination of this Agreement do survive such term, cancellation or termination. Such provisions include but are not limited to: INDEPENDENT PARTIES; LIABILITY AND NOTICE; INSURANCE; DATA; RECORDS-AVAILABILITY/ACCESS; DEFAULT AND CANCELLATION/TERMINATION; MARKETING AND PROMOTIONAL LITERATURE; and MINNESOTA LAW GOVERNS.

16. MARKETING AND PROMOTIONAL LITERATURE

POLICE DEPARTMENTS agrees that the terms, “Hennepin County” and “Hennepin County Human Services and Public Health Department”, the name of any elected official, or any

derivatives thereof, shall not be utilized in any promotional literature or advertisements of any type without the express prior written consent of COUNTY.

17. MINNESOTA LAWS GOVERN

The laws of the state of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the Parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, state of Minnesota. Litigation, however, in the federal courts involving the Parties will be in the appropriate federal court within the state of Minnesota.

(The remainder of this page intentionally left blank.)

The Parties hereto agree to be bound by the provisions set forth in this Agreement.

Reviewed for COUNTY by the County Attorney's Office

_____

Date:_____

COUNTY OF HENNEPIN
STATE OF MINNESOTA

By:_____
Chair of Its County Board

ATTEST: _____
Deputy/Clerk of County Board

Date: _____

By: _____
County Administrator

Date: _____

CORCORAN

By: _____

Title: _____

Date:_____

By: _____

Title: _____

Date:_____

DEEP HAVEN

By: _____

Title: _____

Date: _____

MEDINA

By: _____

Title: _____

Date: _____

MINNETRISTA

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

ORONO

By: _____

Title: _____

Date: _____

SOUTH LAKE MINNETONKA

By: _____

Title: _____

Date: _____

WAYZATA

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

EXHIBIT A: Description of Services

POLICE DEPARTMENTS and HSPHD staff will work collaboratively to prevent reoccurrences of crisis calls.

Roles and Responsibilities of Parties

POLICE DEPARTMENTS will:

A. Provide office space for the Social Worker (SW), as needed;

B. Provide a hotspot for connection if SW are otherwise unable to access to COUNTY network;

C. Work with the HSPHD management to establish operational protocols including but not limited to referral criteria and process, hours of operation, data tracking and analysis; and

D. Provide safety vests available for SWs who ride along in squad cars with officers in accordance with police department policies.

HSPHD will:

A. Provide the SW with equipment that is necessary for completing their work. This includes, but is not limited to, laptop computer, cell phone, printer, computer monitor, docking station and office supplies;

B. Supervise the SW staff providing services under this Agreement;

C. Be responsible for transportation/mileage expenses for the SW. The SW will be responsible following the HSPHD transportation/mileage reimbursement policies;

D. Provide short-term assistance to individuals in order to connect the individuals with internal and/or community resources to help meet their needs. Services will be provided timely and in an ethical and culturally sensitive manner. Services could include coordination with existing service providers, risk assessments, referrals and evaluation of need for emergency services and assistance in making those connections;

E. Share individually identifiable information with POLICE DEPARTMENTS only when there is an ongoing emergency situation and the client information is necessary to protect the health or safety of the individual or other people and pursuant to applicable law. Information disclosed shall be limited to that necessary to address the emergency situation. During contact with individuals, the SW will make a reasonable attempt to obtain a Release of Information (ROI) signed by each individual served, in order to permit relevant information

to be subsequently shared with POLICE DEPARTMENT. Without a ROI, individually identifiable information will be shared with POLICE DEPARTMENT only as previously described; and

F. Collect information needed to determine eligibility for community and/or county resources/services as needed. The SW will facilitate referrals to appropriate resources;

The Embedded Social Worker Model consists of:

A. Embedded mental health expertise in police departments and dispatch;

B. SW and medical professional respond to mental health, substance and social service-related calls to 911; and

C. SW and law-enforcement officer respond to mental health, substance and social service-related calls to 911.

Goals of the model include:

A. Ensure timely engagement with people who need support;

B. Fewer arrests and repeat calls;

C. Increased public satisfaction with the response to mental health emergencies; and

D. Free up police resources for other types of calls.

RESOLUTION NO. 35-24

RESOLUTION APPROVING JOINT POWERS AGREEMENT WITH HENNEPIN COUNTY FOR EMBEDDED SOCIAL WORKER SERVICES

WHEREAS, The City is in need of embedded social worker services for the purpose of mental health case follow up.

WHEREAS, Hennepin County is providing these services jointly to several lake area police agencies for a period of two years (2024-2025),

WHEREAS, Hennepin County has submitted a joint powers agreement for a renewal of these services through 2025,

WHEREAS, Embedded Social Worker services will allow for vital mental health case follow up care.

NOW, THEREFORE, BE IT RESOLVED, **BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA,**

This resolution was adopted by the City Council of the City of Minnetrista on the 15th day of April 2024, by a vote of _____Ayes and_____Nays.

_____
Mayor Lisa Whalen

ATTEST:

_____
Ann Meyerhoff
City Clerk

(seal)

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM 4l

Subject: Replacement purchase of a pickup truck for public works

Prepared By: Gary Peters, Public Works Director

Meeting Date: April 15, 2024

Issue:
Public works needs to replace an aging fleet pickup.

Overview:
Public works currently has five pickup trucks in the fleet. Every day they are used for a variety of job tasks. When the City Council approved the 2024 Capital Improvement Plan, it included the replacement purchase of a pickup truck for the Public Works department. This new truck will be replacing an existing unit, a 2016 Ford F-350. This vehicle has met the criteria set forth for replacement in the Vehicle and Equipment Acquisition, Use and Replacement Policy that was revised September 3, 2013. It has over 123,000 miles on it and needs injector replacement at a cost of more than $8,000.00. Staff feels that this maintenance item is not worth putting into an aging vehicle. The new pickup will be a 4x4 regular cab model with a gas engine and an eight-foot box. It will have upgraded suspension, a towing/trailer package, a snowplow prep package and upfitter switches (used for warning lights).

Staff requested a quote on this vehicle from Karl Chevrolet and Morrie's Buffalo Ford. Karl Chevrolet is the Chevrolet dealer that was awarded the contract for the Minnesota State Cooperative Purchasing Venture (state bid). Morrie's is not the Ford dealer on state bid but uses Sourcewell. Like the state bid, Sourcewell is a cooperative purchasing program that manages equipment and services solicitation to get the best pricing available. We chose to go through Morrie's Ford over the state Bid vendor (Midway Ford) because they are our fleet maintenance/service provider, and Sourcewell pricing is almost actually the same as the state bid. The quoted pricing for the Pickup trucks is as follows:

Vendor	Vehicle	Price
Karl Chevrolet	Silverado 3500HD	$46,612.74
Morrie's Buffalo Ford	F-350	$48,625.76

Staff is recommending purchasing the 2024 Chevrolet Silverado 3500HD pickup truck

for the Public Works Department. Upon delivery, this vehicle will be equipped with a Western snowplow at Aspen Equipment in Bloomington; and strobe/warning lights from Action Radio in Maple Grove. The existing unit being replaced will be sent to auction as soon as the new unit is added to the fleet.

Fiscal Impact:

As stated, this pick-up was on the 2024 CIP with an estimated dollar amount of $70,000.00 set aside for total purchase. Included in this estimate was the cost of the truck itself, state tax, license and registration fees, and the cost to equip the truck with warning lights and a plow. Staff is estimating that the total will be below the set budget amount. The cost of this pick-up would be funded by the CIP Equipment Fund.

Recommended City Council Action:

Motion to approve the purchase of a new 2024 Chevrolet Silverado 3500 HD pickup truck from Karl Chevrolet for public works at a price of $48,625.76.

CITY OF MINNETRISTA

CONSENT AGENDA ITEM 4m

Subject:	**Strategic Planning Session Sumary**
Prepared By:	**Allie Polsfuss, Director of Administration**
Meeting Date:	**April 15, 2024**

The Minnetrista City Council conducted a strategic planning session on February 22, 2024. At that session, a series of items were developed for City Council and staff to establish the goals and priorities for the next two years.

Attachment A includes the 2024-2025 Strategic Planning Summary document. Below are the items discussed during the session in no particular order.

- 2025 and 2026 Road Project Scope and Cost
- Housing Development Planning – Future Availability
- Public Safety Contracts – Police and Fire
- City Hall/Public Works Facilities Updates
- Other Topics

It has been the past practice of the City Council to approve the strategic planning summary and staff will post to the website for the public to view.

Recommended City Council Action: Approve the 2024-2025 Strategic Planning Session Summary.

CITY OF MINNETRISTA 2024-2025
Strategic Plan Summary

VISION

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, and effectively managing growth.

THE PRIORITIES THAT GUIDE OUR DECISIONS:

Street Infrastructure Planning

Continue planning for street infrastructure improvements and ongoing maintenance cost-effectively and innovatively.

Planned Development

Continue to thoughtfully plan housing development in the community.

Public Safety Services

Ensure the proper execution of future Police and Fire Services.

Facility Planning

Evaluate the space that is currently available on City Campus and maximize the use in a cost-effective manner.

Other Initiatives

Continue to ensure the priorities of the Council are executed.

2 Year Action Items

• Determine the 2025/2026 Road Project Scope and include water infrastructure • Continue to complete benefit analysis and determine assessable portions of the project. • Evaluate assessing for mill and overlay projects	• Take a measured approach to campus updates and Public Works Facility Expansion to include a facilities study in 2025 • Plan for construction in 2030
• Next comp plan update in 2028 • Evaluate staged development but no proactive steps • Continue to keep an eye on new development	• Continue to evaluate additional broadband options for residents • Coordinate Commissioner Recognition event • Evaluate and provide information to the Council on monthly billing and financial software
• Continue to explore the creation of a Fire District • Evaluate Public Safety Contracts	

CITY OF MINNETRISTA

CONSENT AGENDA ITEM 4n

Subject:	Request to Approve a Conditional Offer of Employment for Andrew Fasching as Public Works Maintenance Worker
Prepared By:	Allie Polsfuss, Director of Administration, on behalf of the Personnel Committee: Councilmember Cathleen Reffkin, Councilmember Ann MacGregor, City Administrator Jasper Kruggel, and Finance Director Brian Grimm
Meeting Date:	April 15, 2024

Issue
The City Council is being asked to approve a conditional offer of employment for Andrew Fasching as Public Works Maintenance Worker, filling the vacant Public Works position due to Jon Geyen's resignation.

Overview
Advertising for the Public Works Maintenance Worker was posted for two weeks. There were five applications received and staff conducted three interviews.

Andrew emerged as the final choice for the position. Following a discussion with the Personnel Committee, the Director of Administration continued with the contingent offer segment of the process.

Mr. Fasching was offered the position with a conditional offer of employment contingent upon successfully completing a full background investigation conducted by the Minnetrista Police Department and a pre-employment drug and alcohol screen test. He must successfully complete these pre-employment steps before starting as a Minnetrista employee.

A little more information on Andrew: He received his degree from Ridgewater College for Welding. From 2008-2011 he worked as an operator for Advanced Excavating, and most recently he worked for GMH Asphalt since 2011. He has the necessary skills and experience required for the position such as; experience in operating a variety of heavy equipment including excavators, skid steers, dozers, skid loaders and dump trucks. He has experience in excavation for water, sewer and storm sewer projects, and has his Class A driver's license with necessary endorsements (highly desired for this position.)

Due to his experience as well as other applicable skills, the Personnel Committee recommends starting him at Step 4 of the Local 49 Union Pay Program at $34.12 per hour (see conditional offer letter in Attachment A.)

Summary
On behalf of the Personnel Committee, we are asking for approval of this conditional offer of employment at tonight's City Council meeting. We expect Mr. Fasching to join our staff at the City of Minnetrista in the next few weeks.

Recommended City Council Action: Approve Conditional Offer of Employment for Andrew Fasching, Public Works Maintenance Worker.

Municipal Offices
7701 County Road 110 West
Minnetrista, MN 55364-9552
Email: minnetrista@ci.minnetrista.mn.us

March 29, 2024

Mr. Andrew Fasching
<Address>

Dear Andrew:

This is a conditional offer of employment for the Public Works Maintenance Worker position with the City of Minnetrista. Final approval of your hiring will be granted by the Minnetrista City Council at a future City Council meeting, but this conditional offer allows us to continue with the final steps of the hiring process.

A few items need yet to be successfully completed, including a background investigation, pre-placement physical examination, and a pre-placement drug and alcohol screening test in order to finalize your position. These items are at the City's expense. Information provided by you to the examining physicians must be accurate and complete in order for you to qualify for employment.

The City is offering 2024 Step 4 rate of pay of $34.12 per hour (or $75,647.52 annually), plus a full benefit package that begins on your first day of employment.

According to the labor agreement with the union, you will serve a six-month probation period. You will have performance reviews performed at six months and one year of employment. Upon a successful one-year performance review, you will be eligible for a change in job status from
"probationary" employee to a "full-time" employee. At your one-year anniversary, you will be eligible to move to the Step 5 of the Public Works pay program. In subsequent years, annual performance reviews will be done at the end of each calendar year, with a possible pay adjustment granted each January 1. You will receive step increases on your anniversary date each year, in accordance with the language of the union contract, as well. This position is a unionized position with the International Union of Operating Engineers (IUOE), Local #49.

We look forward to you completing these final steps, and we are very pleased that you will be joining our staff at the City of Minnetrista.

Sincerely,

Allie Polsfuss

Allie Polsfuss

Mr. Andrew
Fasching <Address>

I accept all the terms and conditions as set forth in this conditional offer of employment for the Public Works Maintenance Worker position with the City of Minnetrista.

_____ _____

Andrew Fasching Date

cc: Jasper Kruggel, City Administrator
Gary Peters, Public Works Superintendent
Personnel File

CITY OF MINNETRISTA

CONSENT AGENDA ITEM 4o

Subject: **Personnel Policy Discussion**

Prepared By: **Jasper Kruggel, City Administrator**

Meeting Date: **April 15, 2024**

Issue:
Council Member Reffkin and Council Member MacGregor requested to discuss various sections of the Minnetrista Personnel Policy.

Overview:
On January 8 , 2024, the City Council discussed sections of the personnel policy. The proposed changes were also discussed earlier at the April 15, 2024 work session. After consulting with legal counsel, it has been proposed that the language in attachment A be stricken from the personnel policy. Legal counsel has confirmed that the city's EEO statement in the personnel policy protects the City and the employees, and revising the personnel policy as proposed will have no adverse effects on the city.

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

Recommended City Council Action: Approve the proposed revisions to the 2024 Personnel Policy.

B. Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

C. Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the city's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

~~D. **Access to Gender-Segregated Activities and Areas**~~

~~With respect to all restrooms, locker rooms or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. The city maintains separate restroom and/or changing facilities for male and female employees and allows employees to access them based on their gender identity.~~

~~In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the city will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender.~~

~~Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.~~

~~E.~~D. Possession and Use of Dangerous Weapons

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

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

1. Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on city property.
2. A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
3. Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

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

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

~~5. **Names and Pronouns:**~~

~~Every employee will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.~~

D. Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should advise a supervisor, the City Administrator, or City Attorney promptly.
Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

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

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

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

CITY OF MINNETRISTA CITY

COUNCIL AGENDA ITEM 6a

Subject: City of Minnetrista Water System Master Plan Summary

Prepared By: Advanced Engineering and Environmental Services, LLC (AE2S)
Gary Peters, Director of Public Works

Meeting Date: April 15, 2024

Issue:
AE2S will provide the City of Minnetrista Council with an updated water system plan.

Overview:
With home building still on the rise, and the addition of the City's first commercial properties (grocery store and apartment complex), the City needed to examine current and future water supply demand, what it needs to plan for in the next few years and beyond to ensure residents have an adequate supply of usable water.

In April of 2023, Advanced Engineering and Environmental Services, LLC (AE2S) and the City entered into a Water System Planning agreement - Task Order #5. This task order was set to prepare planning related documents for the City of Minnetrista water system and new Water Treatment Plant (WTP). The tasks related to this included preparing planning documents for the basis of planning, water supply needs, distribution system requirements, water treatment planning, and water system summary.

The study findings are in the attached technical memorandum labeled Water System Master Plan Summary and being presented by AE2S representatives.

WATER SYSTEM
MASTER PLAN SUMMARY

MINNETRISTA
MINNESOTA

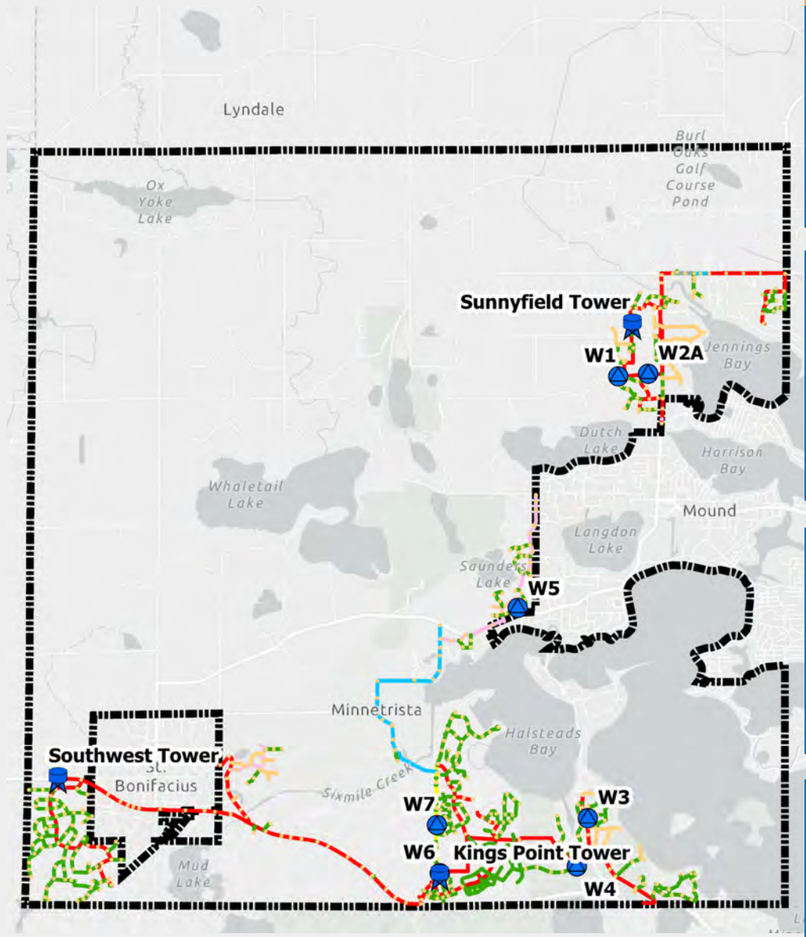
Prepared By: AE2S

ARPIL 2024

INTRODUCTION

Proactively addressing system challenges is critical to ensure sustainable system operations. Water system challenges come in many forms including population growth, increasing water demands, aging infrastructure, increased regulatory requirements, emerging technological trends, and effective capital improvements planning. The City of Minnetrista Water Supply Planning provides a guide for implementing informed and defendable future water system capital improvement projects. The recommended improvements included in the Capital Improvements Plan (CIP) will be the basis for future planning, financing, designing, constructing, and implementation of solutions to meet the City's water system needs. This document serves as an Executive Summary to the City of Minnetrista Water Supply Planning Technical Memorandums.

UNDERSTANDING
OF THE EXISTING SYSTEM



The City's current water supply consists from two water treatment plants (WTPs) and a number of groundwater wells within the City limits, which supply water to the distribution system and elevated storage. Currently, the water distribution system is divided into two separate zones, a North Zone and South Zone.

TYPE
- Tower

Structure Type
- Production Well
- 24" Water Main
- 20" Water Main
- 16" Water Main
- 12" Water Main
- 10" Water Main
- 8" Water Main
- 6" Water Main
- City Limits

SYSTEM CHALLENGES

SUBSTANTIAL AREA GROWTH

Steady growth with increasing intensity has placed strain on City utilities during periods of peak demand.

RESILIENCY & REDUNDANCY

Due to consistent growth within the City, the water utility is lacking necessary storage to provide adequate redundancy and allow for rehabilitation of existing structures.

WATER SUPPLY

The current Max Day Demand (MDD) for water is greater than what the South Zone is capable of producing in treated water.

WATER QUALITY

A number of the City's water supply wells have been removed from regular operations due to poor water quality and end user complaints.

REGULATORY REQUIREMENTS

With increasing demand the City needs to position itself to continue to meet regulatory requirements.

PROACTIVE PLANNING

Establishing Planning Periods

The establishment of planning periods is a critical component in the development of the City's Water Supply Plan. A total of three planning periods were established including a short-term, near-term, and a long-term period. For this report, build-out was defined as 2080. Future growth areas are shown on the figure on the next page.

- **SHORT-TERM GROWTH** (2024-2030)
- **NEAR-TERM GROWTH** (2030-2040)
- **LONG-TERM GROWTH** (2040 & Beyond)

UNDERSTANDING FUTURE GROWTH

The City's 2040 Comp Plan was utilized along with discussions with the City planner to determine anticipated areas of future growth. These areas identified within the Comp Plan and the planning team were then populated with estimated residential units.

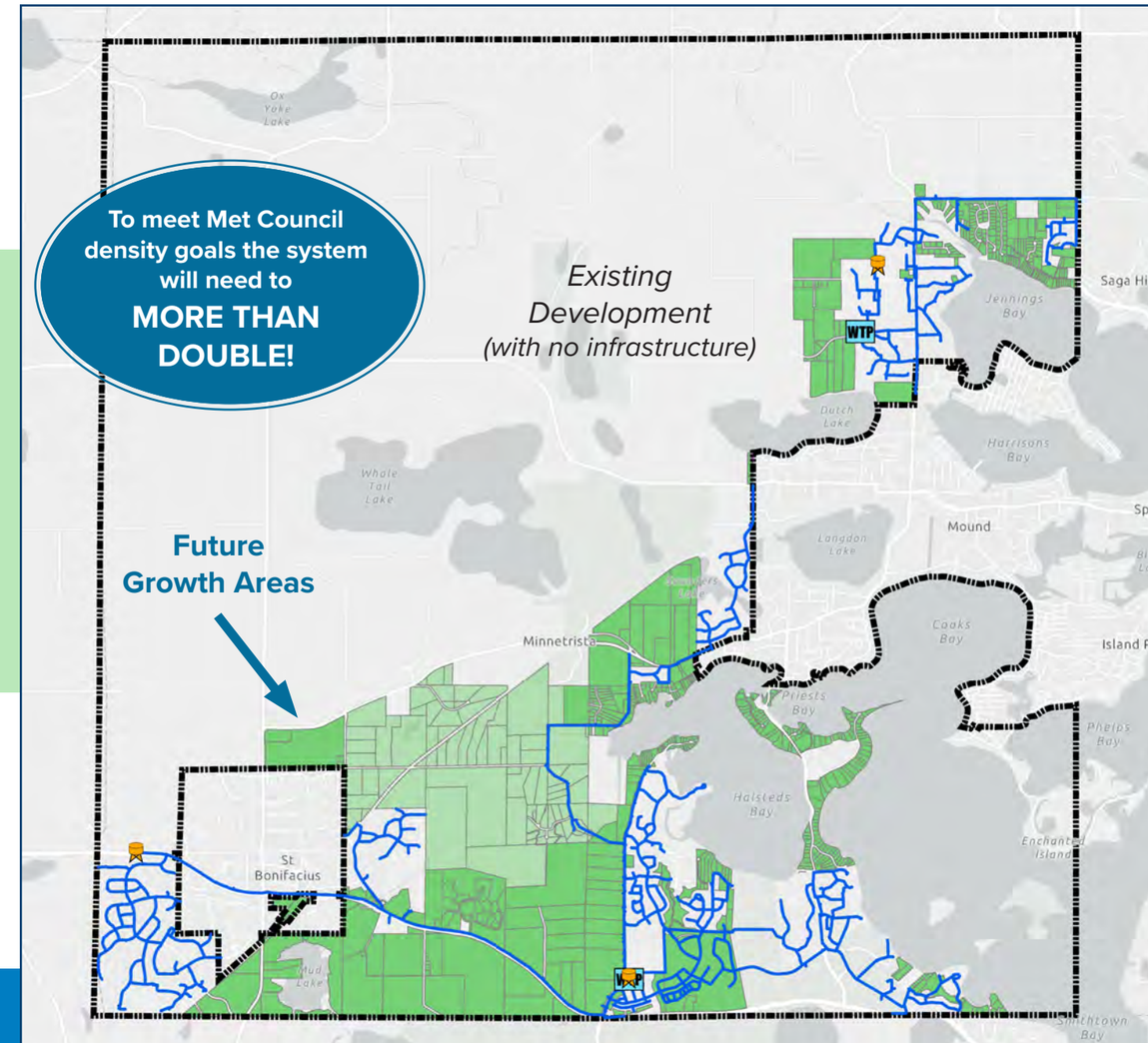
RESIDENTIAL PLANNING DENSITIES

The City's 2040 Comp Plan used average densities to assign the number of residential units to each area depending on future land use designation.

- **Residential Low** - 1.15-4 units per acre
- **Residential Low - Medium** - 3-5 units per acre
- **Residential Medium** - 6-12 units per acre
- **Residential High** - 12-30 units per acre

The figure on the following page shows the projected growth areas for the City of Minnetrista.

For this planning effort, existing Met Council projections were used to determine future populations through 2040. Met Council provided populations in 2030 and 2040, populations between now and 2040 were interpolated from met council data. Beyond 2040, it was assumed that 100 additional houses would be constructed per year. Future water use was then calculated based on these projections to determine future infrastructure needs and anticipated project timing.



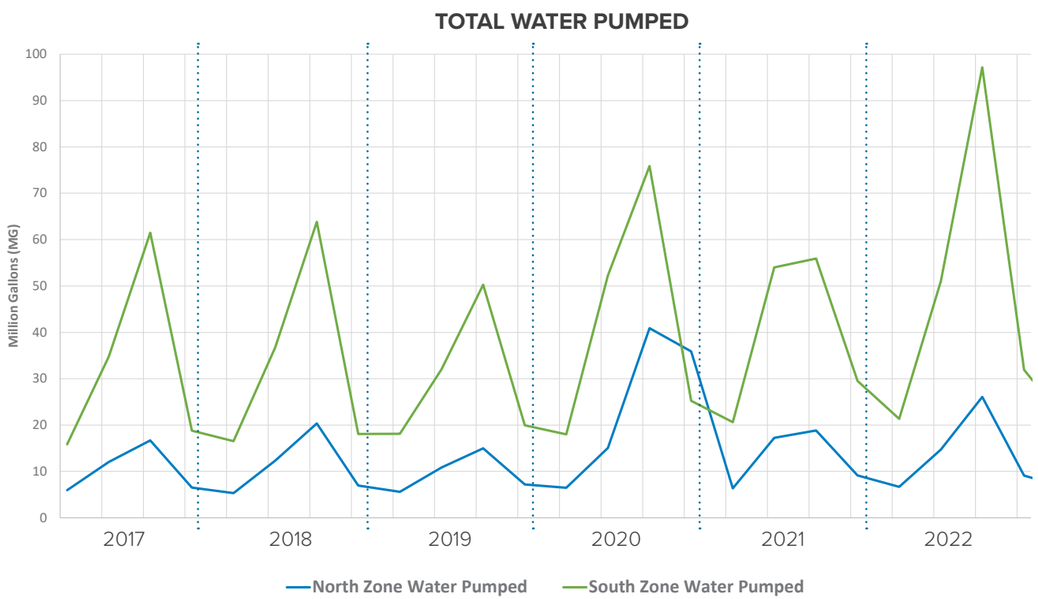
- Future Growth Areas
- Existing Water System

PLANNING FOR THE FUTURE

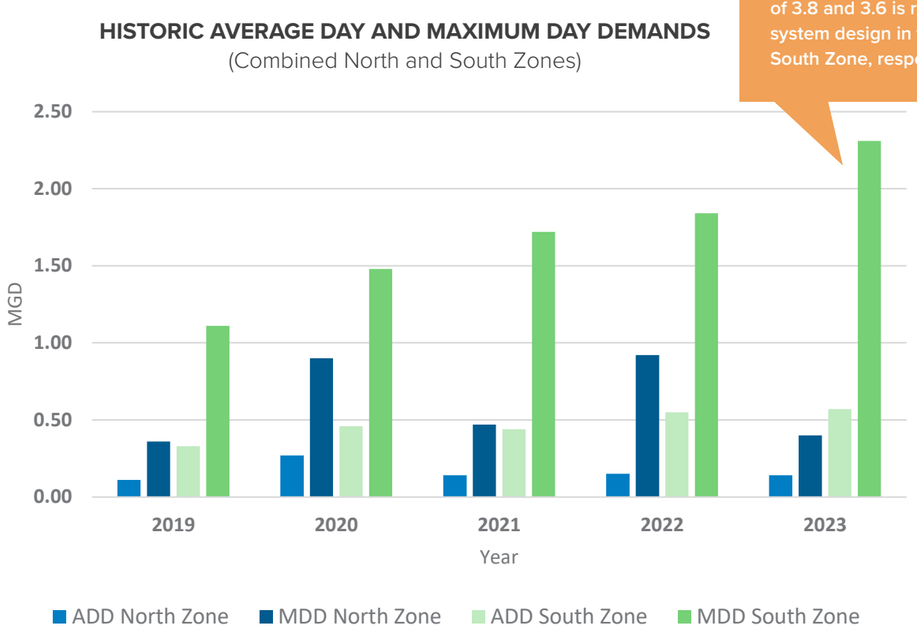
By utilizing these projections, recommendations for future water system needs can be made such as:

- FUTURE WATER TREATMENT PLANT (WTP) NEEDS
- FUTURE TRANSMISSION MAIN SIZES AND LOCATIONS
- FUTURE SYSTEM STORAGE

HOW MUCH WATER DO WE USE?

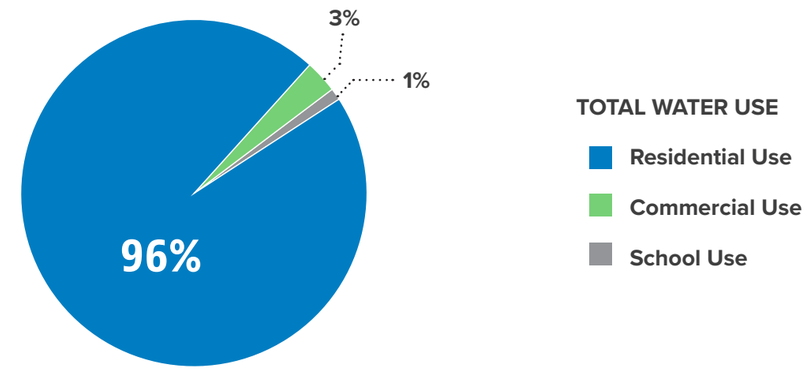


Peaking factors are calculated by dividing Maximum Day Demand (MDD) by the Average Day Demand (ADD). Based on past trends, a peaking factor of 3.8 and 3.6 is recommended for system design in the North Zone and South Zone, respectively.



WHO ARE OUR CUSTOMERS
& HOW MUCH WATER ARE THEY USING?

Understanding where the City's water is delivered after treatment, and the quantity your customers need is important when estimating future water demands.

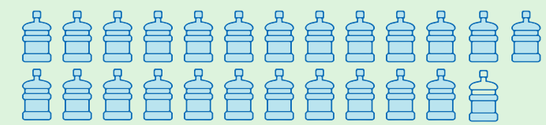


IN THE LAST FIVE (5) YEARS, THE AVERAGE GALLONS PER CAPITA PER DAY DEMAND (GPCD)=

NORTH ZONE

130 GALLONS PER CAPITA
PER DAY DEMAND

SOUTH ZONE



123 GALLONS PER CAPITA
PER DAY DEMAND

HOW MUCH WATER WILL WE NEED?

As much of the current demand in the City is from residential water use, the average gallons per capita per day (gpcd) was used with the population projections to determine future water demands. Commercial and industrial use were assumed to increase at a linear rate of 3% per year. **Projected gpcd = 130 (North) and 123 (South).**

TOTAL FUTURE WATER DEMANDS

Year	North Zone Avg Day Demand	North Zone Max Day Demand	South Zone Avg Day Demand	South Zone Max Day Demand
2030	0.23	0.86	0.65	2.34
2040	0.29	1.11	0.84	3.02
2080	0.57	2.18	1.64	5.91

SYSTEM EVALUATION

The water system was evaluated under existing and future demand conditions using the City's calibrated hydraulic model. The model was used to identify current limitations of the system and identify any deficiencies. In addition to the hydraulic model, storage and demand projections were used to determine similar limitations and deficiencies with the City's current available treatment and storage. An understanding of the limitations of the existing water distribution is critical to the development and expansion of the system for system performance, longevity, and to accommodate future growth. The evaluation of the following system components are included in this review:

WATER SUPPLY – Evaluates the City's ability to pump water under various conditions, in particular when the largest pump is taken out of service for maintenance.

TREATMENT – Evaluates the City's current treatment capacity and recommends additional treatment capacity to meet future demands.

STORAGE – Evaluates the adequacy of storage for the existing system and determines future distribution system storage requirements.

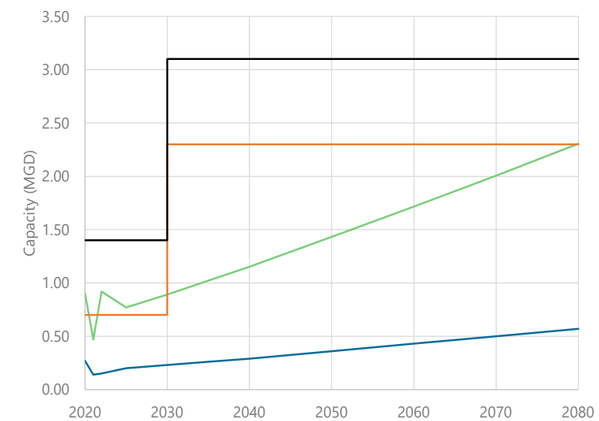
DISTRIBUTION SYSTEM – Identifies water mains that exceed recommended velocity and headloss criteria. Recommends transmission main additions for resiliency and redundancy.

WATER SUPPLY

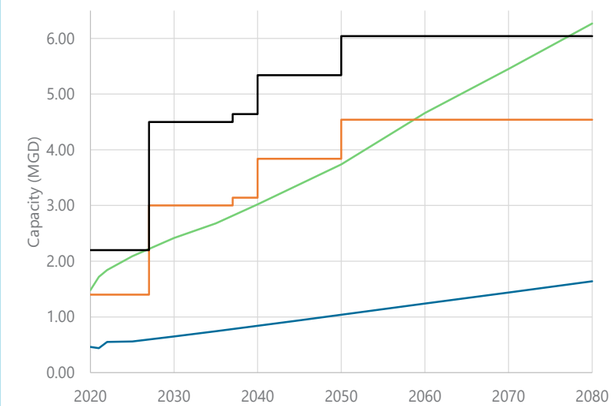
EXISTING PUMPING CAPACITY

7 Municipal Groundwater Wells

NORTH ZONE



SOUTH ZONE



NORTH ZONE

The North Zone maximum day demand is currently at or above the firm capacity of the zone. There is adequate total capacity to feed the zone if the North WTP is bypassed.

SOUTH ZONE

The South Zone has a deficit in its firm capacity if only treated water is utilized. During high demand, the City has additional (unfiltered) wells, that can be used as needed to meet demand however current maximum day demands are trending towards this firm capacity and surpassing it. additionally, these (unfiltered) wells have historically caused complaints from residents regarding water quality.

SHORT-TERM RECOMMENDATIONS

Water Supply Recommendations

- ✔ Construct new Well No. 8, 1,500 gpm and new Well No. 9, 600 gpm in the South Zone.
- ✔ Decommission existing Well No. 4 (500gpm) and No. 5. (400 gpm)
- ✔ Decommission Well No. 3 after additional capacity beyond Well No. 8 and No. 9 is provided.

WATER TREATMENT

EXISTING WTP CAPACITY

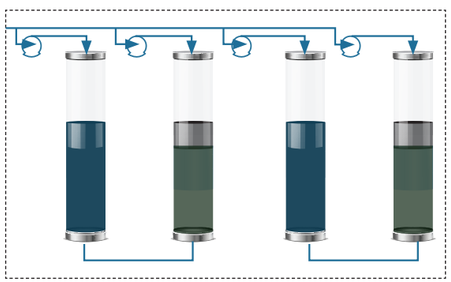
500 gpm North Zone

1,000 gpm South Zone

To provide enough treatment to meet maximum day demands, the City will need to add treatment and decommission any wells that are not feeding to a water treatment plant. This would provide equitable water quality for all end users of the utility and reduce water quality complaints and concerns. The additional capacity recommended for each zone by build-out is:

- 600 gpm within the North Zone
- 2100 gpm within the South Zone

	Current Treatment Capacity		Additional Treatment Capacity at Build-Out		Total Treated Capacity with New WTPs
North Zone	0.72 MGD (500 gpm)	+	0.86 MGD (600 gpm)	=	1.58MGD (1,100 gpm)
South Zone	1.44 MGD (1,000 gpm)	+	3.02 MGD (2,100 gpm)	=	4.46 MGD (3,100 gpm)



ADDITIONAL TESTING

To aid in the design of future WTPs, additional testing is recommended. This additional testing includes water quality testing at the existing WTPs and jar testing at the new Wells No. 8 and No. 9.

Depending on results from the additional testing, a full scale pilot test may be necessary to provide beneficial data for future WTP design.

STORAGE

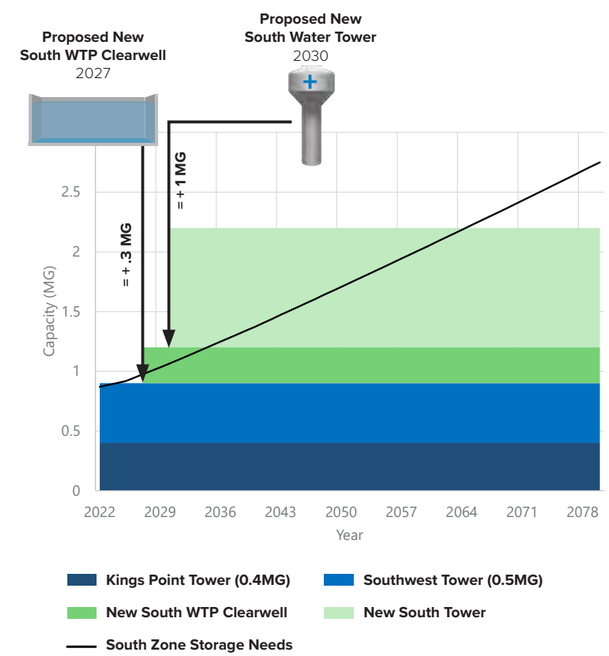
EXISTING STORAGE

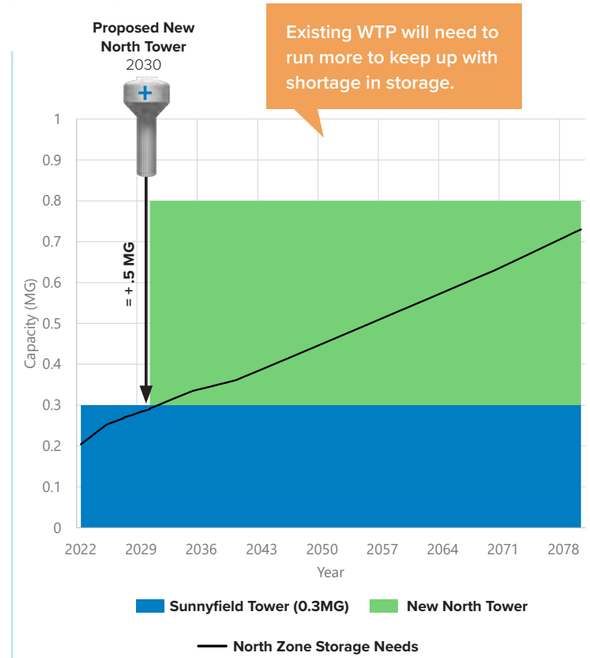
1.2 MG Total Storage Volume

3 Elevated Storage Tanks

The existing distribution system storage was evaluated for adequacy with respect to operational storage, fire protection storage, and emergency storage. Total system storage should be the greater of the following:

1. The sum of operational storage (during MDD) plus fire storage, or
2. The sum of operational storage (during MDD) plus emergency storage.





SOUTH ZONE

There is currently enough storage in the South Zone to meet storage needs, however, storage needs in the South Zone will **surpass available storage by 2026**.

NORTH ZONE

There is currently enough storage in the North Zone to meet storage needs, however, storage needs in the North Zone will **surpass available storage by 2026**.

RECOMMENDATIONS

Distribution System Recommendations

- ✔ Design and construct a new 2,100 gpm WTP in the South Zone
- ✔ Plan for a new 600 gpm water treatment plant within the North Zone.

SHORT-TERM RECOMMENDATIONS

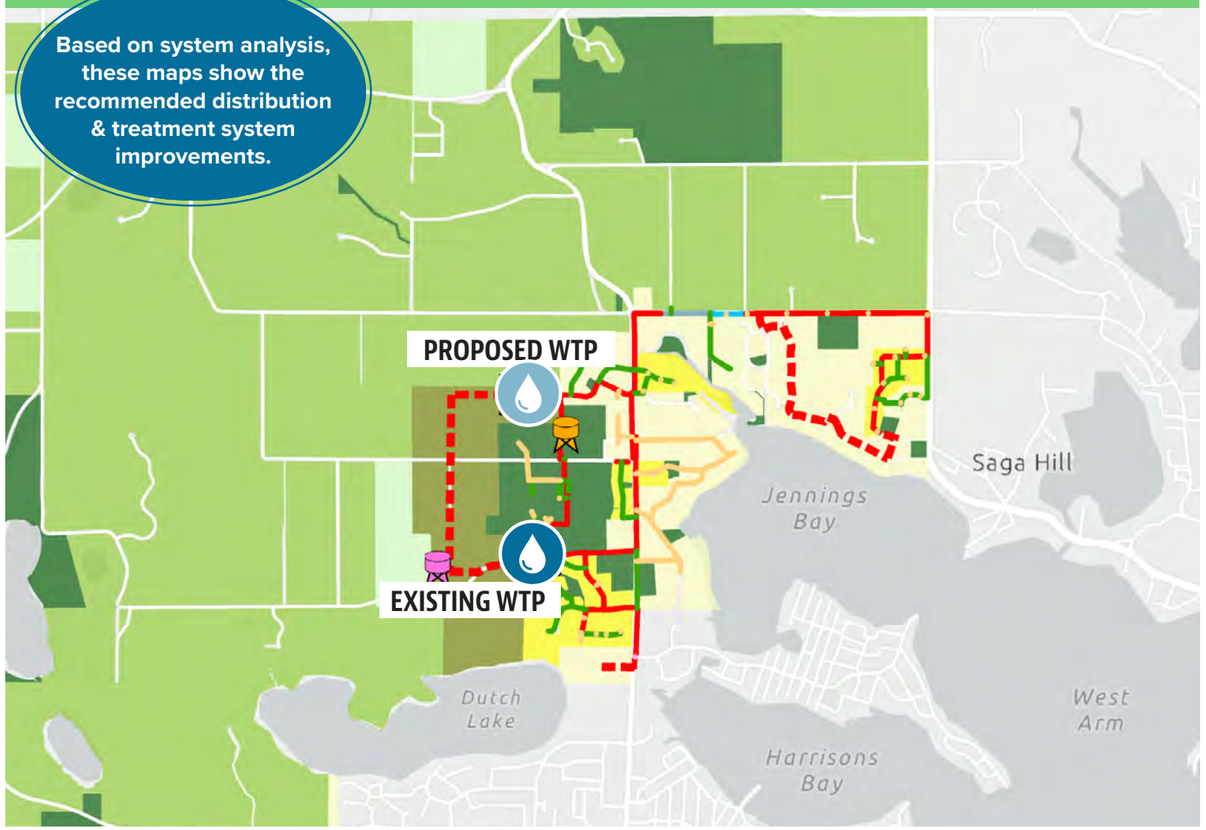
Additional Storage Recommendations

- ✔ Add additional storage in the North and South Zones to increase the current volume of storage, provide redundancy, and allow for existing elevated storage to be rehabilitated when needed.
- ✔ A 1 MG Tower is recommended in the south zone to allow for existing storage to be brought offline and rehabilitated without concerns for water demand.

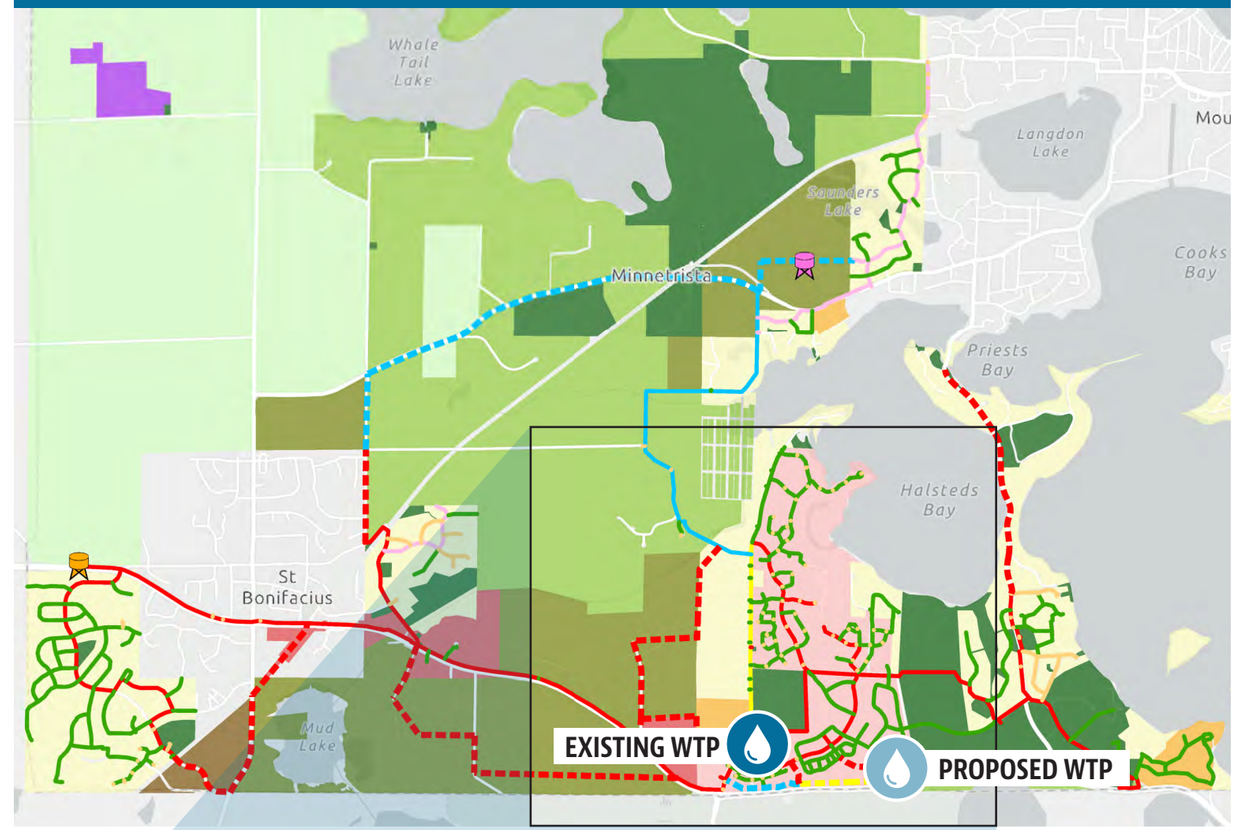
Operational Recommendations

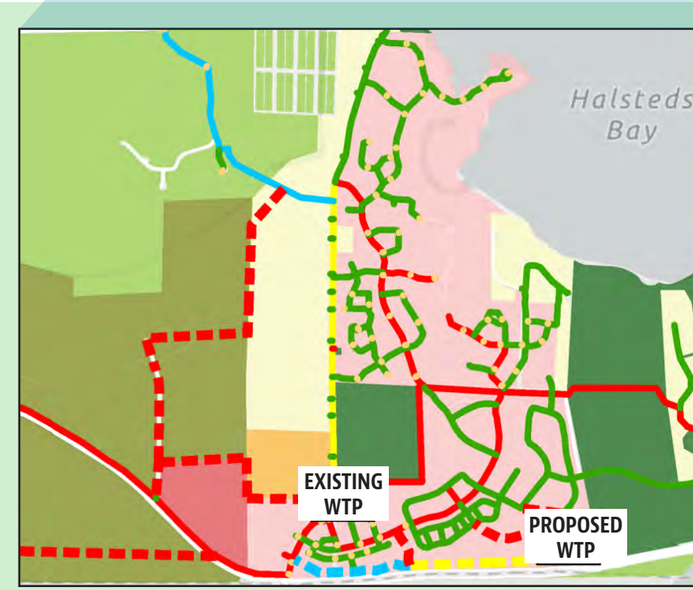
- ✔ Monitor tower turnover and fluctuation once additional storage is brought on-line, adjust system operation to ensure proper operation and mitigate water age issues.
- ✔ Monitor towers for rapid water level fluctuation, provide fill control at these towers to provide a more regular operation.

NORTH ZONE



SOUTH ZONE





2040 Land Use Designations
- Permanent Agriculture
- Rural
- Urban Reserve
- Residential Low
- Residential Low-Medium
- Residential Medium
- Residential Medium-High
- Residential High
- Mixed Residential
- Retail-Commercial
- Industrial
- Park, Public, Semi Public

- Existing Tower
- Future Tower

Future Transmission Main
- 12" Watermain
- 16" Watermain
- 20" Watermain

Existing Pipe
- 24" Water Main
- 20" Water Main
- 16" Water Main
- 12" Water Main
- 10" Water Main
- 8" Water Main
- 6" Water Main

BOTH ZONES

Transmission main recommendations are made based on overall system redundancy along with future growth areas.

SOUTH ZONE

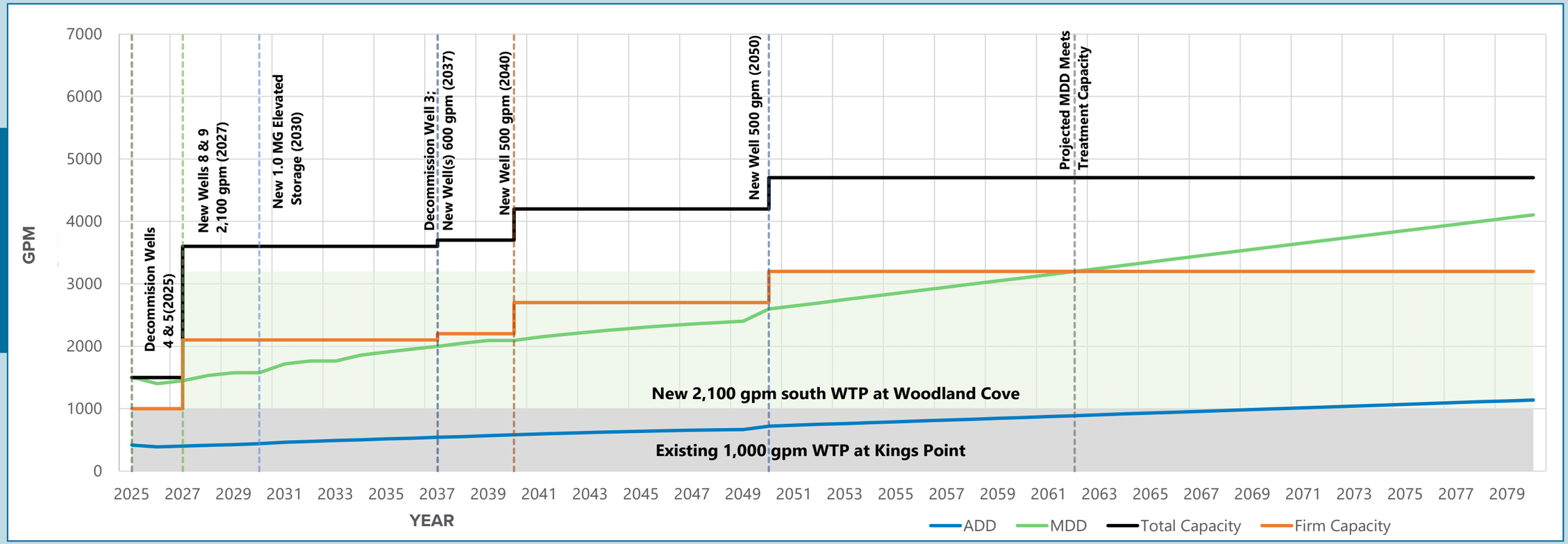
16-inch transmission main is recommended along County Rd 110 to provide system redundancy and alternative routes for water supply around the South Zone.

Transmission Main along MN Highway 7 is recommended to supply additional redundancy throughout the South Zone.

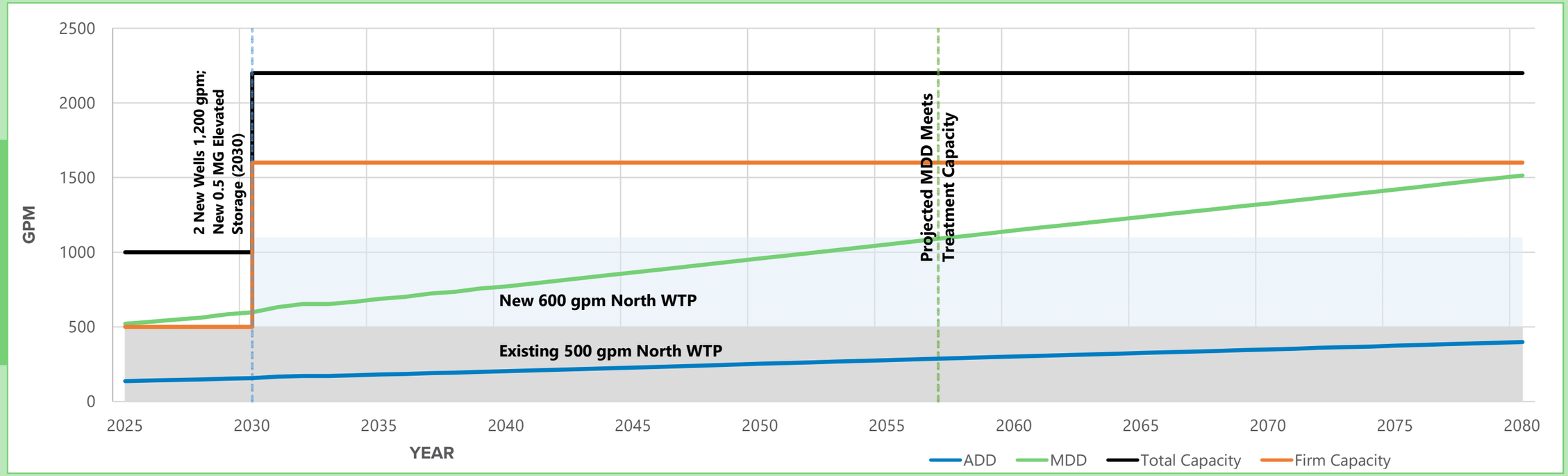
Recommended capital improvements projects for the next 50+ years are identified by priority and timing below:

Well No. 4 and Well No. 5 should be decommissioned upon completion of additional supply

SOUTH ZONE



NORTH ZONE



** With MDD being above the Firm Capacity, the need for a bypass for Well No. 1 and 2A should be investigated to ensure Total Capacity stays above the MDD.*

CAPITAL IMPROVEMENTS PLANNING

Capital Improvement Projects	Project Category	Project Year	OPPC ($)
Decommission Well No. 4	Water Supply	2024	$200,000
Decommission Well No. 5	Water Supply	2024	$200,000
New Well No. 8 (1,500 gpm)	Water Supply	2024	$800,000
New Well No. 9 (600 gpm)	Water Supply	2024	$800,000
Connect Well No. 8 and Well No. 9	Water Supply	2025	$600,000
New South WTP at Woodland Cove (2,700 gpm)	Water Treatment	2025	$19,600,000
New Elevated Storage (South Zone - 1 MG)	Storage	2028	$6,500,000
New Elevated Storage (North Zone - 0.5 MG)	Storage	2028	$6,500,000
New Well No. 11 and No. 12 (North Zone - 1,200 gpm)	Water Supply	2028	$2,200,000
New North WTP (600 gpm)	Water Treatment	2028	$9,400,000
New Transmission Main along MN Highway 110	Transmission	2030	$4,700,000
Decommission Well No. 3	Water Supply	2035	$200,000
New Well No. 13 (South Zone - 600 gpm)	Water Supply	2035	$1,100,000
New Well No. 14 (South Zone - 500 gpm)	Water Supply	2039	$1,100,000
New Well No. 15 (South Zone - 500 gpm)	Water Supply	2049	$1,100,000

Note: Costs noted above do not include all proposed transmission mains.

THE 2024 CITY OF MINNETRISTA WATER SYSTEM MASTER PLAN provides a guide for short-term, near-term, and long-term capital improvements that will be the basis for planning, financing, designing, constructing, and implementation of solutions to meet the City's foreseeable water system needs for years to come. As the City cycles through the planning process, some uncertainties and changes can be expected. However, the approach methodology and investment the City has made in this planning effort provides City staff with a proactive planning approach for responding to future challenges and maintaining a clear vision and consistent direction for the City!

Prepared By:

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, INC.
6901 E Fish Lake Rd Ste 184, Maple Grove, MN 55369 | (763) 463 5036

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM 6b

Subject: Approving plans/specifications and authorizing the advertisement for bids for municipal production Wells #8 and #9 (City Project #05-24)

Prepared By: Gary Peters, Public Works Director & AE2S

Meeting Date: April 15, 2024

Issue:
The plans and specifications for municipal production Wells #8 and #9 (City Project#05-24) are completed and staff requests authorization to advertise for bidding.

Overview:
The City will be constructing an additional water treatment plant in the south water system. As part of this new water treatment plant and water system improvements, AE2S has completed the plans and specifications for two new municipal production wells (#8 and #9). These wells need to be constructed to supply the south water treatment plant, which is planned to be in service in 2026. Advertising for bid at this time is recommended.
The existing Well Nos. 3 and 5 will become back-up supply for the City water system until 2030, or such a time that additional supply and treatment are necessary, and Council has previously authorized bidding for this project.

The plans and specifications are complete and authorization for advertisement for bidding is appropriate at this time.

Recommended City Council Action:
Staff recommends a motion to approve the plans/specifications and authorize the advertisement for bids for Municipal Production Wells No. 6 and 7 (City Project #05-24).

SECTION 00 11 13 - ADVERTISEMENT FOR BIDS

Electronic bids for the construction of the Minnetrista Wells No. 8 and No. 9 Project for the City of Minnetrista, Minnesota, will be received until 2:00 PM local time on Wednesday, May 8, 2024. A virtual bid opening will be hosted using online meeting presentation software. Information for joining the bid opening meeting will be provided to the plan holders list.

Bids can be uploaded to: Quest CDN vBid System

The Work shall be completed under one Contract and consists of all labor, skill and materials required to properly construct the Project. The Project generally consists of the following primary components:

CONTRACT NO. 1 – MINNETRSITA WELLS NO. 8 AND NO. 9

Construction of Municipal Well No. 8:

Generally, includes constructing and developing one well, test pumping, and water analysis. The anticipated well design is 770 feet deep, completed in the Mt. Simon formation, with a capacity of 600 gallons per minute of sand free water. This Work shall be substantially completed by **September 15, 2025**, and shall be completed and ready for final payment on or before **September 30, 2025**.

Construction of Municipal Well No. 9:

Generally, includes constructing and developing one well, test pumping, and water analysis. The anticipated well design is 348 feet deep, completed in the Jordan formation, and capacity of 1,500 gallons per minute of sand free water. This Work shall be substantially completed by **September 15, 2025**, and shall be completed and ready for final payment on or before **September 30, 2025**.

Alternative No. 1 – Screened Well:

Well driller shall provide a recommendation regarding whether or not Wells No. 9 (Jordan Well) should be a screened well. This is dependent on actual geology encountered and whether an open hole is recommended. A stainless steel well screen, filter pack, and removeable “J” hook type Johnson Packer shall be included if a screened well is recommended. This Work shall be substantially completed by **September 15, 2025**, and shall be completed and ready for final payment on or before **September 30, 2025**.

Optional Alternative No. 2A – Final Completion May 31, 2025

See “Construction of Municipal Well No. 8” and “Construction of Municipal Well No. 9” above. The Work shall be substantially completed by **May 15, 2025**, and shall be completed and ready for final payment on or before **May 31, 2025**.

Optional Alternative No. 2B – Screened Well – Final Completion May 31, 2025

See “Alternative No. 1 – Screened Well” description above. This Work shall be substantially completed by **May 15, 2025**, and shall be completed and ready for final payment on or before **May 31, 2025**.

Optional Alternative No. 3A – Final Completion September 30, 2024

See “Construction of Municipal Well No. 8” and “Construction of Municipal Well No. 9” above. The Work shall be substantially completed by **September 15, 2024**, and shall be completed and ready for final payment on or before **September 30, 2024**.

Optional Alternative No. 3B – Screened Well – Final Completion September 30, 2024

See “Alternative No. 1 – Screened Well” description above. This Work shall be substantially completed by **September 15, 2024**, and shall be completed and ready for final payment on or before **September 30, 2024**.

A Mandatory Pre-Bid Conference will be held for all prospective Bidders at the Minnetrista City Hall (7701 County Road 110 W, Minnetrista, MN 55364), followed by a project site walk-through, on Wednesday, April 24, 2024 at 10:00 AM, at which time the Owner's Representative, Bidders, and Subcontractors will discuss the project. Prospective bidders are required to attend the pre-bid conference.

All Bidders must certify they are a Responsible Contractor by signing a certification form stating they meet the minimum requirements under Minnesota Statute 16C.285. This form can be found in Section 00 43 29 of the project documents.

Each Bid shall be accompanied by a Bidder’s Bond executed by the Bidder as principal and by a surety company authorized to do business in the State of Minnesota, payable to the City of Minnetrista, in a sum equal to five (5) percent of the full amount of the Bid. This is to serve as a guarantee that the Bidder will enter into a Contract within 15 days of Notice of Award in accordance with the terms of the principal’s Bond and a contractor’s Bond as required by law and the regulations and determinations of the governing board for the performances of such Work. Only Bids that are accompanied by such a Bond will be considered. Bidder must be licensed for the full amount of the Bid. No Bid will be read or considered which does not fully comply with the above provisions as to bond and license.

Bidding Documents: Complete digital Project Bidding Documents, pursuant to which labor, materials, or services must be furnished, are available at www.AE2S.com or www.questcdn.com. You may download the digital Bidding Documents for $50.00 by inputting Quest project 9074768 on the website's Project Search page. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, downloading, and working with this digital Project information. An optional digital format on CD may be purchased for a charge of $75.00 or paper copies of the Bidding Documents may be obtained for $225.00, for each set of documents requested, from the issuing office of the Engineer, AE2S, 6901 East Fish Lake Road, Suite 184, Maple Grove, MN 55369. Each set of Bidding Documents will include the Project Manuals and one (1) complete set of 11x17 inch Drawings. All costs associated with preparation of Bids shall be borne by the Bidder. All costs for either digital or paper copies are **NON-REFUNDABLE**.

All Bids will be made on the basis of cash payment for such Work. The Owner reserves the right to reject any or all Bids, waive any informalities in the Bids received, and further reserves the right to award the Contract in the best interest of the Owner. The Owner reserves the right to hold the three (3) lowest Bids for a period not to exceed forty-five (45) days after the date of Bid opening.

Minnetrista Wells No. 8 and 9
City of Minnetrista
AE2S Project No. 05355-2022-005
Detailed Bid Tab

No.	Description	Qty.	Unit	Unit Price	Extended Price
Base Bid					
A.01	MOBILIZATION AND DEMOBILIZATION/ SITEWORK	1	LS	35,000.00	$35,000.00
A.02	SILT FENCE	300	LF	8.00	2,400.00
A.03	DRILL/DRIVE 30-INCH CASING	220	LF	415.00	91,300.00
A.04	INSTALL 24-INCH CASING	440	LF	330.00	145,200.00
A.05	INSTALL 18-INCH CASING	649	LF	300.00	194,700.00
A.06	DRILL 18-INCH OPEN HOLE	121	LF	300.00	36,300.00
A.07	PLUMBNESS AND ALIGNMENT TEST	1	LS	1,000.00	1,000.00
A.08	GROUT ANNULAR SPACE	70	CY	800.00	56,000.00
A.09	F.I.R. DEVELOPMENT EQUIPMENT	1	LS	10,000.00	10,000.00
A.10	BLASTING WITH EXPLOSIVES	700	LB	60.00	42,000.00
A.11	ROCK/SANDSTONE REMOVAL	1,300	CY	165.00	214,500.00
A.12	AIR SURGING	80	HR	440.00	35,200.00
A.13	DISPOSAL OF ROCK/SANDSTONE	1,300	CY	55.00	71,500.00
A.14	RE-INSTALL DEVELOPMENT EQUIPMENT	1	LS	440.00	440.00
A.15	F.I.R. TEST PUMPING EQUIPMENT	1	LS	10,000.00	10,000.00
A.16	TEST PUMPING	80	HR	260.00	20,800.00
A.17	RE-INSTALL TEST PUMPING EQUIPMENT	1	LS	600.00	600.00
A.18	WATER ANALYSIS	1	LS	10,000.00	10,000.00
A.19	ADDITIONAL SAND TESTS	5	EA	150.00	750.00
A.20	WELL VIDEO SURVEY	1	LS	2,000.00	2,000.00
A.21	GEOPHYSICAL LOG	1	LS	2,200.00	2,200.00
A.22	TEMPORARY PIPING	250	LF	12.00	3,000.00
A.23	SITE RESTORATION	1	LS	2,200.00	2,200.00
B.01	SITEWORK	1	LS	1,500.00	$1,500.00
B.02	SILT FENCE	260	LF	8.00	2,080.00
B.03	DRILL/DRIVE 30-INCH CASING	200	LF	415.00	83,000.00
B.04	INSTALL 24-INCH CASING	265	LF	330.00	87,450.00
B.05	DRILL 24-INCH OPEN HOLE	83	LF	330.00	27,390.00
B.06	PLUMBNESS AND ALIGNMENT TEST	1	LS	1,000.00	1,000.00
B.07	GROUT ANNULAR SPACE	40	CY	800.00	32,000.00
B.08	F.I.R. DEVELOPMENT EQUIPMENT	1	LS	10,000.00	10,000.00
B.09	BLASTING WITH EXPLOSIVES	700	LB	60.00	42,000.00
B.10	ROCK/SANDSTONE REMOVAL	1,200	CY	165.00	198,000.00
B.11	AIR SURGING	80	HR	440.00	35,200.00
B.12	DISPOSAL OF ROCK/SANDSTONE	1,200	CY	60.00	72,000.00
B.13	RE-INSTALL DEVELOPMENT EQUIPMENT	1	LS	440.00	440.00
B.14	F.I.R. TEST PUMPING EQUIPMENT	1	LS	10,000.00	10,000.00
B.15	TEST PUMPING	80	HR	260.00	20,800.00
B.16	RE-INSTALL TEST PUMPING EQUIPMENT	1	LS	600.00	600.00
B.17	WATER ANALYSIS	1	LS	10,000.00	10,000.00
B.18	ADDITIONAL SAND TESTS	5	EA	150.00	750.00
B.19	WELL VIDEO SURVEY	1	LS	2,000.00	2,000.00
B.20	GEOPHYSICAL LOG	1	LS	2,200.00	2,200.00
B.21	TEMPORARY PIPING	250	LF	12.00	3,000.00
B.22	SITE RESTORATION	1	LS	2,200.00	2,200.00
	Base Bid Total				$1,630,700.00
C.01	STAINLESS STEEL WELL SCREEN	83	LF	350.00	29,050.00
C.02	FILTER PACK	80	CF	50.00	4,000.00
C.03	FIGURE "K" PACKER, REMOVABLE "J" HOOK TYPE JOHNSON PACKER OR GRAVEL PACK "REFILL" RING WITH STAINLESS STEEL VALVE	1	LS	6,500.00	6,500.00
	Alternative No. 1 Bid Total				$39,550.00

MINNETRISTA WELL NO. 8 & 9
PROJECT DESCRIPTION

Certification of Individual Project Design Disciplines Are Included On Their Individual Drawings, Respectively

INDEX OF DRAWINGS

DWG	DESCRIPTION
G001	COVER
G002	LOCATION MAP
C101	SITE PLAN
C102	WELL No. 8 SECTION
C103	WELL No. 9 SECTION

PREPARED FOR:

CITY OF MINNETRISTA

LOCATION:

MINNETRISTA, MN

DATE:

APRIL 2024

AE2S PROJECT NO:

05355-2022-005

ALT. PROJECT NO:

ENGINEERING TEAM:

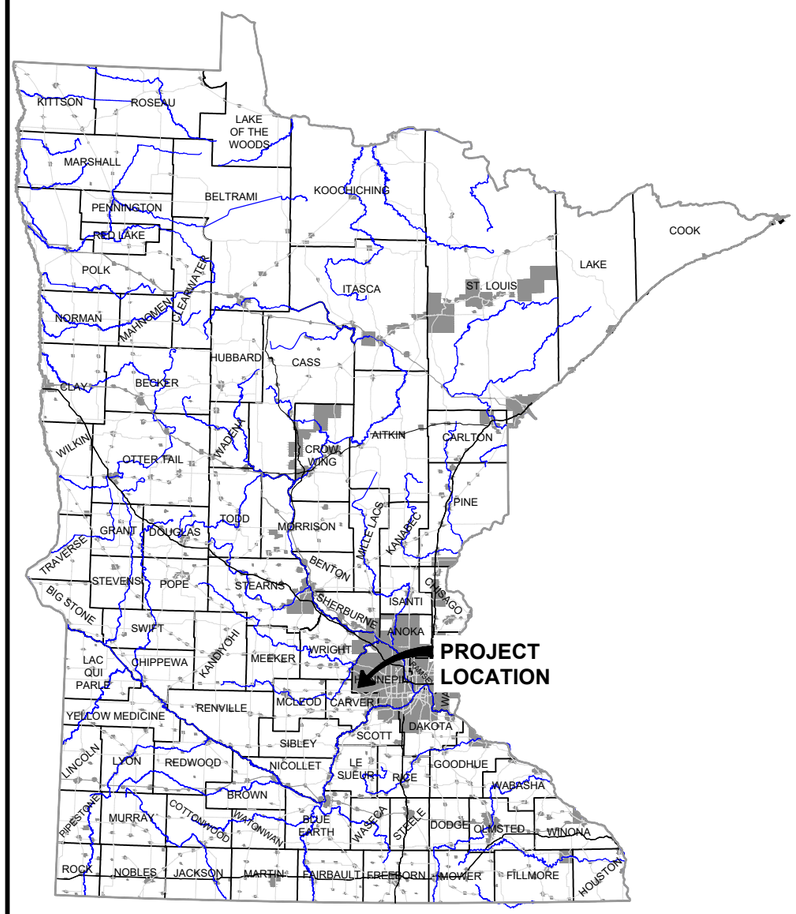
CIVIL ENGINEER

Advanced Engineering and Environmental Services, LLC

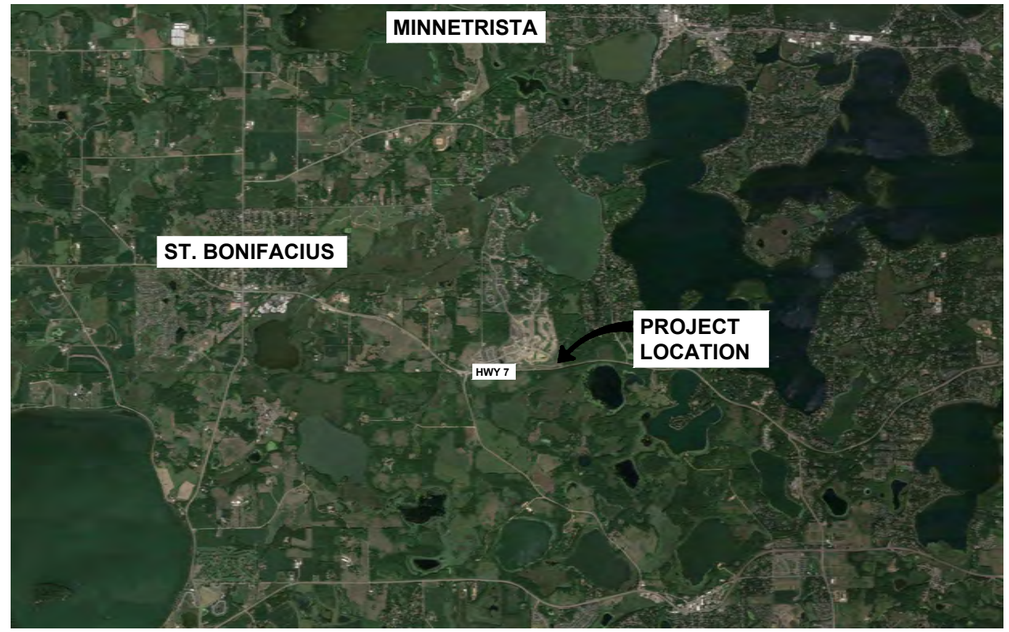
Advanced Engineering and Environmental Services, LLC www.ae2s.com

File: W:\Minnetrista\05355-2022-005\CAD Dwgs\00-General\Plan Sheets\Cover_Index_Location.dwg

Plotted By: Twila Kemp Date: Wednesday, April 10, 2024



1 G002 **PROJECT LOCATION MAP**
HENNEPIN COUNTY



2 G002 **PROJECT VICINITY MAP**
HENNEPIN COUNTY

3 G002 **PROJECT AERIAL MAP**
HENNEPIN COUNTY

AE2S

Certification of Individual Project Design Disciplines Are Included On Their Individual Drawings, Respectively

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE:

TYPED NAME: JAKE PUFFE

APRIL 9, 2024 REG. NO. 54193

STATUS: CONSTRUCTION

SYM	DATE	APPR

PROJECT TITLE: MINNETRISTA WELL NO. 8 & 9

Advanced Engineering and Environmental Services, LLC www.ae2s.com

SHEET TITLE: LOCATION MAP

CLIENT: CITY OF MINNETRISTA, MINNETRISTA, MN

PREPARED BY: TRK
CHECKED BY: JP
APPROVED BY: JP

PROJECT NO: 05355-2022-005
DATE: APRIL 2024
ALT. PROJECT NO: ----
SHEET DESIGNATOR:
SHEET NO: G002

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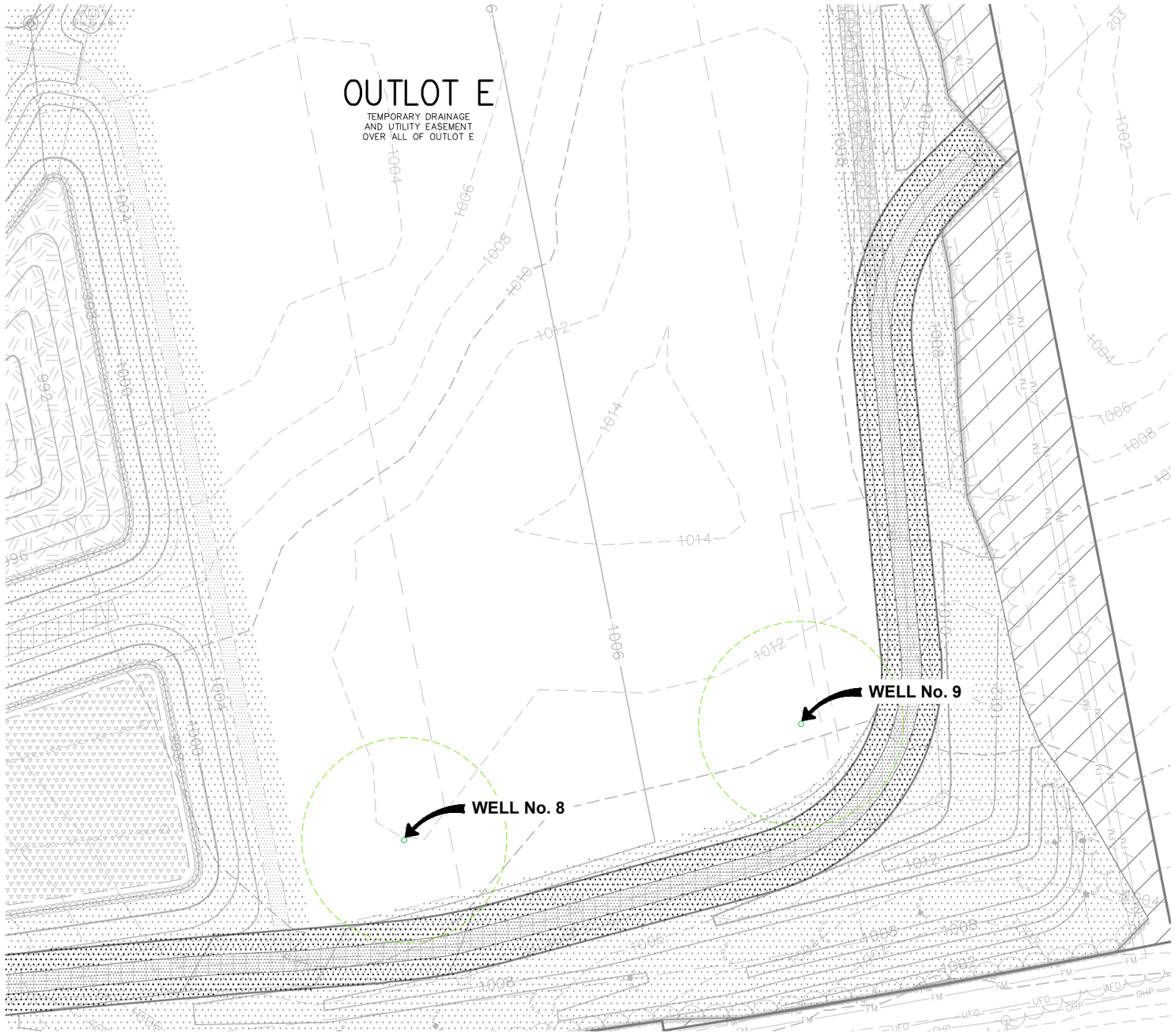
Plotted By: Twila Kemp Date: Wednesday, April 10, 2024



AE2S

Certification of Individual Project Design Disciplines Are Included On Their Individual Drawings, Respectively

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE:

TYPED NAME: JAKE PUFFE

APRIL 9, 2024 REG. NO. 54193

STATUS: **PRELIMINARY - NOT FOR CONSTRUCTION**

SYM	DATE	APPR

0 30
Scale in Feet

PROJECT TITLE:

MINNETRISTA WELL NO. 8 & 9

Advanced Engineering and Environmental Services, LLC www.ae2s.com

SHEET TITLE:

SITE PLAN

CLIENT:

CITY OF MINNETRISTA

MINNETRISTA, MN

PREPARED BY: TRK
CHECKED BY: JP
APPROVED BY: JP

PROJECT NO: 05355-2022-005
DATE: MARCH 2024
ALT. PROJECT NO: XXX-XXXX

SHEET DESIGNATOR:

SHEET NO: **C101**

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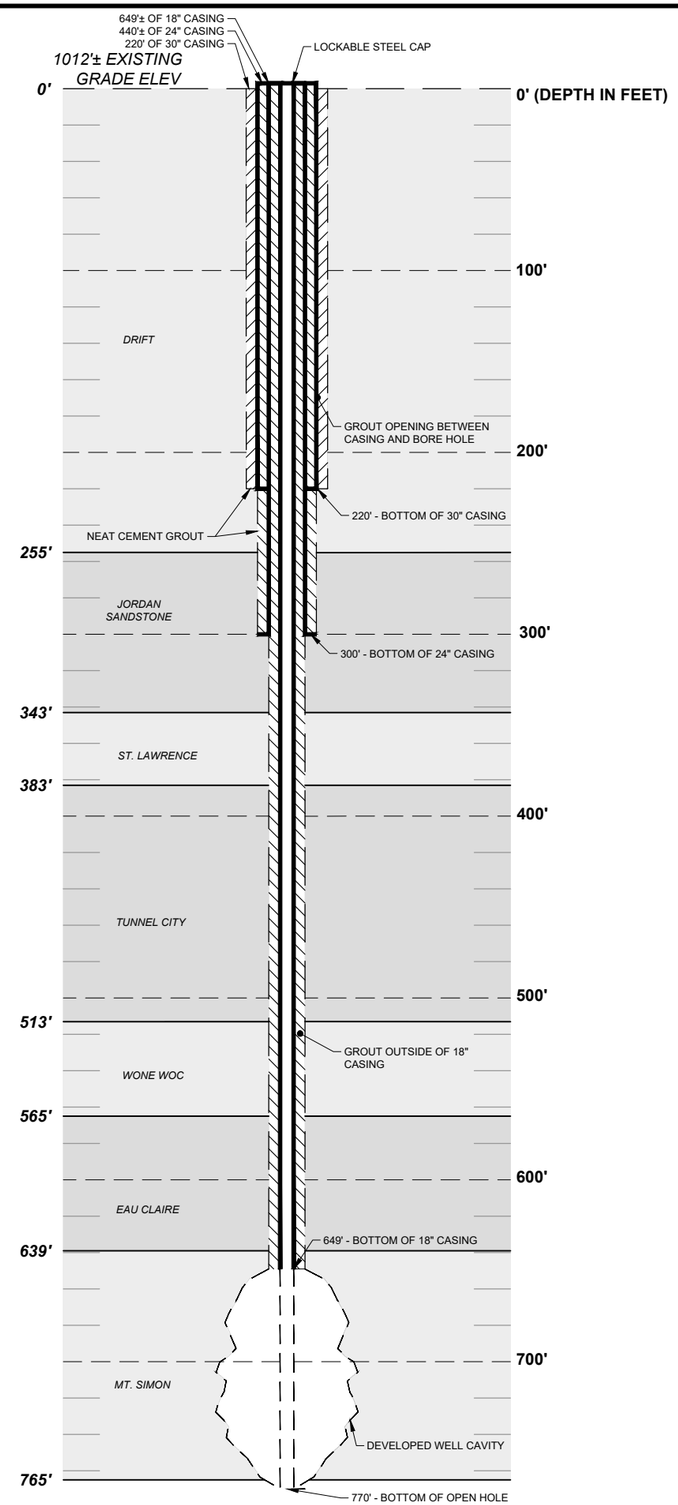
Plotted By: Twila Kemp Date: Wednesday, April 10, 2024



1 C102 **WELL No. 8 - SECTION**
SCALE: NONE

AE2S

Certification of Individual Project Design Disciplines Are Included On Their Individual Drawings, Respectively

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE:

TYPED NAME: JAKE PUFFE

APRIL 9, 2024 REG. NO. 54193

STATUS: **CONSTRUCTION**

SYM	DATE	APPR

GENERAL NOTES

1. CONTRACTOR SHALL PROVIDE FILL AND GRADE SITE IN VICINITY OF WELL TO DIVERT SURFACE WATER AWAY FROM WELL AND TO PREVENT PONDING WITHIN 50 FEET OF WELL. CONTRACTOR SHALL PROVIDE CLEAN FILL AS NECESSARY TO PROVIDE POSITIVE DRAINAGE. CAP CASING MINIMUM 3 FEET ABOVE GRADE.
2. DEPTHS TO FORMATIONS ARE APPROXIMATE AND VARY. CONTRACTOR SHALL VERIFY DEPTHS. CASING LENGTHS MAY VARY.

PROJECT TITLE: **MINNETRISTA WELL NO. 8 & 9**

SHEET TITLE: **WELL No. 8 SECTION**

CLIENT: **CITY OF MINNETRISTA**
MINNETRISTA, MN

PREPARED BY: TRK
CHECKED BY: JP
APPROVED BY: JP

PROJECT NO: 05355-2022-005
DATE: APRIL 2024
ALT. PROJECT NO: -----
SHEET DESIGNATOR:
SHEET NO: **C102**

Advanced Engineering and Environmental Services, LLC www.ae2s.com

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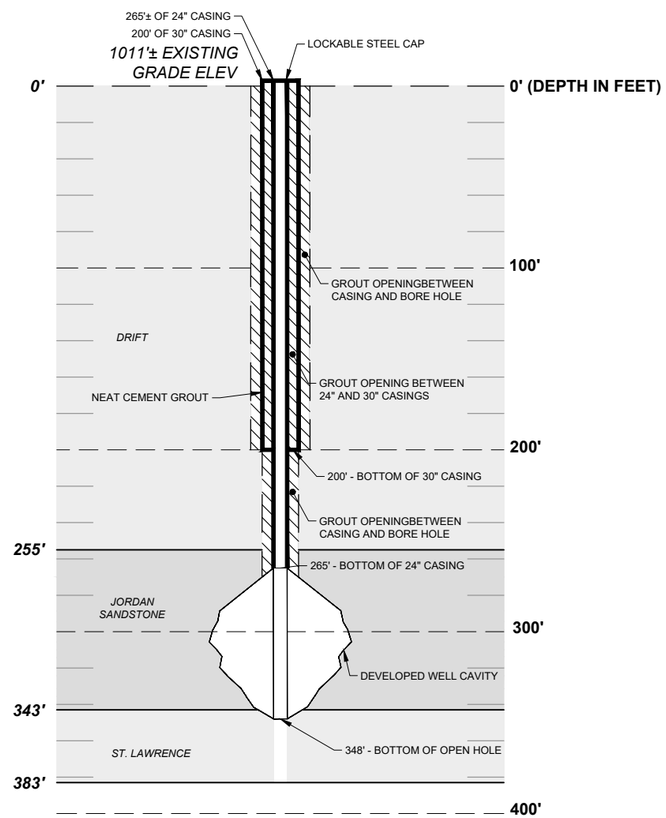
Plotted By: Twila Kemp Date: Wednesday, April 10, 2024



1 C103 **WELL No. 9 - SECTION**
SCALE: NONE

AE2S

Certification of Individual Project Design Disciplines Are Included On Their Individual Drawings, Respectively

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE:

TYPED NAME: JAKE PUFFE

APRIL 9, 2024 REG. NO. 54193

STATUS: **CONSTRUCTION**

SYM	DATE	APPR

GENERAL NOTES

1. CONTRACTOR SHALL PROVIDE FILL AND GRADE SITE IN VICINITY OF WELL TO DIVERT SURFACE WATER AWAY FROM WELL AND TO PREVENT PONDING WITHIN 50 FEET OF WELL. CONTRACTOR SHALL PROVIDE CLEAN FILL AS NECESSARY TO PROVIDE POSITIVE DRAINAGE. CAP CASING MINIMUM 3 FEET ABOVE GRADE.
2. DEPTHS TO FORMATIONS ARE APPROXIMATE AND VARY. CONTRACTOR SHALL VERIFY DEPTHS. CASING LENGTHS MAY VARY.
3. FOLLOWING INITIAL EXPLORATION, ENGINEER SHALL DETERMINE WHETHER SCREENING IS NECESSARY.

PROJECT TITLE: **MINNETRISTA WELL NO. 8 & 9**

Advanced Engineering and Environmental Services, LLC www.ae2s.com

SHEET TITLE: **WELL No. 9 SECTION**

CLIENT: **CITY OF MINNETRISTA**
MINNETRISTA, MN

PREPARED BY: TRK
CHECKED BY: JP
APPROVED BY: JP

PROJECT NO: 05355-2022-005
DATE: APRIL 2024
ALT. PROJECT NO: ----

SHEET DESIGNATOR:

SHEET NO: **C103**

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Plotted By: Twila Kemp Date: Wednesday, April 10, 2024

CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION ITEM 6c

Subject: **Approve Plans and Specifications and Authorize Solicitation of Quotes for the West Branch Culvert Project, City Project 03-24**

Prepared By: Alyson Fauske, PE, City Engineer

Meeting Date: April 15, 2024

Issue:
Should the City approve plans and specifications and authorize solicitation of quotes for the West Branch Culvert Project, City Project 03-24?

Background/Discussion:
Public Works determined that the condition of the culvert under West Branch Road east of Sunnyfield Road North has deteriorated to a point where it needs to be replaced. Due to the depth of the culvert this work needs to be performed by a contractor, therefore the Public Works Director directed WSB to prepare plans and specifications. The plans and specifications are available for viewing here:
https://wsbeng.sharefile.com/public/share/web-s71ded0fd04dd4a4db7e73ad942ee1486

Pending City Council approval, five contractors will be asked to submit a quote by May 13, 2024. Award of contract is scheduled for the May 20, 2024 meeting. The work is anticipated to take about three days between June 1, 2024 and August 31, 2024.

Recommendation:
Staff recommends the City Council approve the attached resolution approving the plans and specifications and solicitation of quotes for the West Branch Culvert Project, City Project 03-24.

Fiscal Impact:
The opinion of probable cost is $48,534.57 and includes a 5% contingency and 20% indirect costs. The budget for this work is $50,000 from the Storm Water Fund.

Recommended City Council Action: Staff recommends approval of Resolution 36-24, approving the plans and specifications and authorizing solicitation of quotes for the West Branch Culvert Project, City Project 03-24.

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.

RESOLUTION NO. 36-24

CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING SOLICITATION FOR QUOTES FOR THE WEST BRANCH ROAD CULVERT REPLACEMENT PROJECT, CITY PROJECT NO. 03-24

WHEREAS, as directed by the Public Works Director WSB has prepared plans and specifications to replace the deteriorating culvert located under West Branch Road east of Sunnyfield Road North, and has presented such plans and specifications to the Council for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, MINNESOTA to authorize solicitation of quotes for the West Branch Road Culvert Replacement Project, City Project 03-24.

This resolution was adopted by the City Council of the City of Minnetrista on the 15th day of April, 2024, by a vote of _____ Ayes and _____ Nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
Ann Meyerhoff, City Clerk
(seal)