MARCH 17, 2025 CITY COUNCIL MEETING AGENDA

March 17, 2025 at 7:00 PM
7701 County Road 110 West Minnetrista, MN 55364

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1) CALL TO ORDER

a) Pledge of Allegiance

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

c) Approval of Agenda

2) SPECIAL PRESENTATIONS

a) MCWD & Burl Oaks Golf Club

b) 4th Quarter 2024 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 February 18, 2025

b) Approve City Council Regular Meeting Minutes from February 18, 2025

c) Approve Conditional Offer of Promotion to Chad Griggs from Police Officer to Sergeant

d) Approve Property Lease Agreement with Bryan Sicheneder for Trista Farms

e) Res. No. 22-25 Approve Claims

f) Res. No. 23-25 Approve Final Plat of Karmith Cove

g) Res. No. 24-25 Approve CUP for Ground-Mount Solar at 8485 Squire Lane

h) Res. No. 25-25 Approve Riparian Viewshed Setback Variance at 5440 Ridgewood Cove

i) Res. No. 26-25 Approve WCA Wetland Replacement Plan for Burl Oaks Golf Club

j) Res. No. 27-25 Award 3-year Generator Maintenance Contract

k) Res. No. 28-25 Approve CIP Purchase of Used Aerial Lift Truck

5) PUBLIC HEARINGS

a) 2025 Street Improvement Project - Assessment Hearing and Award Contract

i) Res. No. 29-25 Adopt Assessment for the 2025 Street Improvement Project, City Project No. 01-25

ii) Res. No. 30-25 Award a Contract for the 2025 Street Improvement Project, City Project No. 01-25

6) BUSINESS ITEMS

a) Res. No. 31-25 Approve Task Order 8 for Construction Administration Services - 2025 Street Improvement Project

b) Res. No. 32-25 Approve Task Order 9 for Design and Bidding Services - 2025 Pavement Maintenance Project, City Project 03-25

7) ADMINISTRATIVE ITEMS

a) City Engineer Update - Area Project Updates

City Administrator Update - Social Media Question/ Chief Falls Retirement

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); Fire Partnership Committee

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; Fire Partnership Committee

iii) Brian Govern – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission, Westonka Community & Commerce

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

v) Claudia Lacy - Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating), 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

INFORMATIONAL ITEM

Subject: Financial Update - For 4th Quarter (year-end) 2024

Prepared By: Brian Grimm, Finance Director

Date: March 17, 2025

Item: Attached is a year-to-date revenue report and expenditure by department report for the general fund as well as an overall current cash and investment report. I also for year end attached a revenue by type summary as well as a summary expense report by function for the general fund. The reports attached reflect activity through 4th quarter 2024 (2024 YTD activity).

As you will see included in the attached revenue and expenditure reports, the actual numbers ended up slightly better than expected for revenues and were very slightly over in comparison to the 2024 budgeted expenditures.

General fund revenues ended up with our overall collections at about 101% of our budgeted amounts. This can be contributed to 2 main areas where either revenue came in better or unexpected revenues were received.

1) **Intergovernmental Revenue** – Came in about $40,000 better than expected. Mainly due to police related state aid/revenues
2) **Other (includes investment revenue/market value adjustment)** – The positive variance here was mainly attributed to the investment income/market value adjustment revenue line item. The market was much better in 2024 regarding this.

Actual expenditures ended up coming in at right about where the budget was ($3,375 more) in comparison to the 2024 budgeted general fund expenditures. Most departments came in at or slightly more/less than budgeted expenditures. The biggest positive variance was in the snow/ice department which is weather dependent as to how much the City spends there. There were less snow/ice events in 2024 than in previous years.

As you will see from the attached reports the actual total general fund revenues was $6,677,823. The actual expenditures for the general fund was $6,797,687. Which resulted in the fund balance in the general fund during 2024 going down by $119,864. Per the Final 2024 Budget, the City had projected to spend down fund balance of $193,352 in the general fund.

The current fund balance in the general fund is $2,986,859. When compared to the 2025 budgeted general fund expenditures of $6,990,586, this calculates to a general fund balance calculation of 43% when comparing the two numbers.

The current cash and investment total for all funds as of December 2024 is $18,346,412.65. As you will see on the last page of the packet item, there are a few notes regarding the cash and investment report.

This information item is a normal update to Council for tracking the 2024 budget to actual numbers. The City's auditors are coming in March so just a reminder that these are preliminary or unaudited numbers.

Revenues Summary

101 General Fund

Department	2024 Budget	2024 Actual	Variance	% of budget variance
Property taxes	$ 4,824,375	$ 4,806,290	$ (18,085)	0%
Building Permits & Licenses	$ 829,000	$ 820,858	$ (8,142)	-1%
Intergovernmental	$ 212,000	$ 251,890	$ 39,890	19%
Chrages for services	$ 576,445	$ 556,476	$ (19,969)	-3%
Fines Forfeits	$ 35,000	$ 30,306	$ (4,694)	-13%
Other	$ 124,140	$ 212,003	$ 87,863	71%
Total	$ 6,600,960	$ 6,677,823	$ 76,863	1.16%

CITY OF MINNETRISTA

Revenue Guideline updated 2024

Account Descr		2024 YTD Budget	DECEMBER 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget	2023 YTD Amt
101 GENERAL FUND							
R 101-100-31010	GENERAL PROPER	$4,704,375.00	$2,251,908.10	$4,666,310.85	$38,064.15	99.19%	$3,919,581.24
R 101-100-31020	DELINQUENT AD	$0.00	$8,449.75	$25,997.62	-$25,997.62	0.00%	$44,994.93
R 101-100-31040	FISCAL DISPARITI	$120,000.00	$60,123.26	$113,981.33	$6,018.67	94.98%	$135,448.62
R 101-200-32120	BUSINESS LICENS	$6,000.00	$300.00	$6,050.00	-$50.00	100.83%	$4,390.00
R 101-200-32210	BUILDING PERMIT	$725,000.00	$76,686.05	$704,542.64	$20,457.36	97.18%	$1,020,915.22
R 101-200-32212	BLDG - ENGINEER	$40,000.00	$3,850.00	$44,950.00	-$4,950.00	112.38%	$38,677.77
R 101-200-32230	PLUMBING AND H	$55,000.00	$4,728.01	$62,146.06	-$7,146.06	112.99%	$105,377.72
R 101-200-32240	DOG LICENSES	$0.00	$150.00	$150.00	-$150.00	0.00%	$450.00
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	$3,018.00	-$18.00	100.60%	$2,690.00
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	$8,095.61	$21,788.79	-$18,788.79	726.29%	$17,208.81
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	$2,801.06	$5,602.12	$397.88	93.37%	$6,020.89
R 101-300-33406	POST REIMBURSE	$13,000.00	$0.00	$13,177.35	-$177.35	101.36%	$12,122.38
R 101-300-33407	POLICE AID	$140,000.00	$0.00	$160,800.82	-$20,800.82	114.86%	$353,883.79
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	$9,250.26	$50,521.33	-$521.33	101.04%	$100,866.58
R 101-400-34101	CITY HALL RENT	$2,200.00	-$700.00	$5,351.01	-$3,151.01	243.23%	$2,685.45
R 101-400-34103	ZONING AND SUB	$45,000.00	$2,800.00	$46,740.00	-$1,740.00	103.87%	$42,690.00
R 101-400-34104	WETLAND PERMIT	$3,000.00	$250.00	$1,000.00	$2,000.00	33.33%	$2,000.00
R 101-400-34105	SALE OF MAPS AN	$500.00	$0.00	-$152.00	$652.00	-30.40%	$94.99
R 101-400-34106	REPORT COPIES	$2,000.00	$122.25	$2,616.00	-$616.00	130.80%	$2,185.00
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	$30.63	$1,145.63	-$645.63	229.13%	$1,343.68
R 101-400-34301	STREET STATE AI	$20,000.00	$0.00	$20,000.00	$0.00	100.00%	$20,000.00
R 101-400-34303	STREET DEPARTM	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-400-34401	CRIME LEVY - ISD	$50,000.00	$0.00	$46,836.00	$3,164.00	93.67%	$47,444.40
R 101-400-34501	POLICE SERVICES	$278,245.00	$0.00	$278,245.00	$0.00	100.00%	$261,259.00
R 101-400-34502	FIRE SERVICE CAL	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-400-34940	SQUAD/EQUIP SAL	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-400-34950	SUPPLIES/MATERI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-400-37170	OTHER/CELL PHO	$175,000.00	$110,215.44	$154,693.40	$20,306.60	88.40%	$191,195.94
R 101-500-35101	COURT FINES	$35,000.00	$2,840.00	$29,515.78	$5,484.22	84.33%	$41,470.56
R 101-500-35104	ALARM FINES	$0.00	$0.00	$600.00	-$600.00	0.00%	$650.00

Account Descr		2024 YTD Budget	DECEMBER 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget	2023 YTD Amt
R 101-500-35105	DOG RELEASE	$0.00	$0.00	$190.00	-$190.00	0.00%	$80.00
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	$15,878.53	$159,978.91	-$59,978.91	159.98%	$148,974.54
R 101-620-36230	CONTRIBUTIONS	$0.00	$0.00	$12,000.00	-$12,000.00	0.00%	$4,800.00
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	$34.11	$14,743.59	$4,396.41	77.03%	$9,852.52
R 101-620-36251	PD REFUNDS/REI	$2,000.00	$347.28	$9,147.28	-$7,147.28	457.36%	$3,450.59
R 101-620-37170	OTHER/CELL PHO	$0.00	$0.00	$0.00	$0.00	0.00%	$170,500.00
R 101-620-39101	SALE OF FIXED AS	$3,000.00	$0.00	$16,135.00	-$13,135.00	537.83%	$717.36
R 101-700-40000	OPERATING TRAN	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
101 GENERAL FUND		$6,600,960.00	$2,558,350.34	$6,677,822.51	-$76,862.51	101.16%	$6,714,021.98
		$6,600,960.00	$2,558,350.34	$6,677,822.51	-$76,862.51	101.16%	$6,714,021.98

Expenditures by Function

Fund 101 General Fund

Function	2024 Budget	2024 Actual	Variance	% of budget variance
General Government	$ 1,436,014	$ 1,509,639	$ (73,625)	-5%
Public Safety	$ 3,907,186	$ 3,908,295	$ (1,109)	0%
Public Works - General fund	$ 1,257,436	$ 1,190,162	$ 67,274	5%
Park and Recreation	$ 159,676	$ 178,095	$ (18,419)	-12%
Other	$ 34,000	$ 11,496	$ 22,504	66%
Total	6,794,312	6,797,687	(3,375)	0%

Expenditures by Department

Fund 101 General Fund

Department	2024 Budget	2024 Actual	Variance	% of budget left
Council	$ 39,517	$ 53,573	$ (14,056)	-36%
Administration	$ 630,222	$ 671,644	$ (41,422)	-7%
Elections	$ 18,300	$ 24,774	$ (6,474)	-35%
Auditing and Accounting	$ 37,000	$ 41,939	$ (4,939)	-13%
Assessing	$ 205,000	$ 205,000	$ -	0%
Attorney	$ 105,000	$ 110,357	$ (5,357)	-5%
Planning	$ 315,125	$ 317,193	$ (2,068)	-1%
Governmental Buildings	$ 85,850	$ 85,159	$ 691	1%
Police	$ 2,913,138	$ 2,924,638	$ (11,500)	0%
Fire	$ 718,843	$ 714,492	$ 4,351	1%
Building Inspection	$ 275,205	$ 269,165	$ 6,040	2%
Engineer	$ 12,000	$ 12,000	$ -	0%
Street Department	$ 1,042,218	$ 1,075,577	$ (33,359)	-3%
Ice and Snow Removal	$ 170,218	$ 67,293	$ 102,925	60%
Street Lighting	$ 33,000	$ 35,292	$ (2,292)	-7%
Park Areas	$ 159,676	$ 178,095	$ (18,419)	-12%
Miscellaneous	$ 23,000	$ 3,489	$ 19,511	85%
Insurance - Unallocated	$ 11,000	$ 8,007	$ 2,993	27%
Transfers	$ -	$ -	$ -	
Total	6,794,312	6,797,687	(3,375)	0%

CITY OF MINNETRISTA

Expenditure Guideline by Departments - 2024 upd

Account Descr	2024 YTD Budget	DECEMBER 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget	2023 YTD Amt
101 GENERAL FUND						
41110 COUNCIL						
E 101-41110-101 SALARIES-REGULA	$28,200.00	$4,700.00	$28,200.00	$0.00	100.00%	$28,200.00
E 101-41110-122 FICA - EMPLOYER	$2,517.00	$359.60	$2,157.60	$359.40	85.72%	$2,157.60
E 101-41110-201 OFFICE SUPPLIES	$0.00	$0.00	$876.49	-$876.49	0.00%	$14.49
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	$398.54	$1,753.30	-$753.30	175.33%	$806.99
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	$708.93	$5,249.92	-$1,949.92	159.09%	$4,968.33
E 101-41110-440 APPRECIATION EV	$2,000.00	$7,157.12	$13,516.23	-$11,516.23	675.81%	$11,721.86
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
41110 COUNCIL	$39,517.00	$13,324.19	$53,573.35	-$14,056.35	135.57%	$49,872.97
41320 ADMINISTRATION						
E 101-41320-101 SALARIES-REGULA	$436,737.00	$57,149.72	$457,664.97	-$20,927.97	104.79%	$368,576.90
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	$4,121.74	$33,055.86	-$300.86	100.92%	$25,974.18
E 101-41320-122 FICA - EMPLOYER	$33,410.00	$4,151.07	$33,367.90	$42.10	99.87%	$27,462.45
E 101-41320-131 HEALTH & LIFE IN	$49,680.00	-$13,772.54	$52,617.73	-$2,937.73	105.91%	$45,238.56
E 101-41320-151 WORKMEN S COM	$3,000.00	$0.00	$3,050.90	-$50.90	101.70%	$2,746.76
E 101-41320-201 OFFICE SUPPLIES	$3,000.00	$860.79	$4,455.97	-$1,455.97	148.53%	$3,022.84
E 101-41320-202 COPY & PRINTING	$3,500.00	$828.69	$6,327.73	-$2,827.73	180.79%	$3,971.25
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	$572.72	$8,479.67	-$3,479.67	169.59%	$6,488.71
E 101-41320-322 POSTAGE	$7,140.00	$733.28	$8,717.70	-$1,577.70	122.10%	$8,631.12
E 101-41320-331 TRAVEL EXPENSE	$0.00	$0.00	$148.74	-$148.74	0.00%	$298.45
E 101-41320-351 LEGAL NOTICE &	$1,000.00	$310.68	$504.56	$495.44	50.46%	$1,024.31
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	$3,723.22	$30,566.93	-$566.93	101.89%	$24,380.25
E 101-41320-433 DUES & SUBSRIPT	$22,000.00	$456.37	$26,816.61	-$4,816.61	121.89%	$29,869.25
E 101-41320-435 COUNCIL TRAIN/R	$0.00	$0.00	$51.59	-$51.59	0.00%	$184.40
E 101-41320-437 MISCELLANEOUS E	$3,000.00	$552.28	$5,816.88	-$2,816.88	193.90%	$5,811.94
41320 ADMINISTRATION	$630,222.00	$59,688.02	$671,643.74	-$41,421.74	106.57%	$553,681.37
41410 ELECTIONS						
E 101-41410-101 SALARIES-REGULA	$12,000.00	$8,040.14	$17,719.56	-$5,719.56	147.66%	$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	DECEMBER 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget	2023 YTD Amt
E 101-41410-201 OFFICE SUPPLIES	$300.00	$0.00	$657.33	-$357.33	219.11%	$0.00
E 101-41410-202 COPY & PRINTING	$1,000.00	$600.00	$1,090.20	-$90.20	109.02%	$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	$1,840.97	$4,641.76	$358.24	92.84%	$2,669.04
E 101-41410-437 MISCELLANEOUS E	$0.00	$0.00	$664.84	-$664.84	0.00%	$0.00
41410 ELECTIONS	$18,300.00	$10,481.11	$24,773.69	-$6,473.69	135.38%	$2,669.04
41530 AUDITOR						
E 101-41530-301 AUDITING AND AC	$37,000.00	$955.50	$41,939.10	-$4,939.10	113.35%	$33,600.00
41530 AUDITOR	$37,000.00	$955.50	$41,939.10	-$4,939.10	113.35%	$33,600.00
41550 ASSESSING						
E 101-41550-310 HENNEPIN COUNT	$205,000.00	$0.00	$205,000.00	$0.00	100.00%	$198,000.00
E 101-41550-351 LEGAL NOTICE &	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
41550 ASSESSING	$205,000.00	$0.00	$205,000.00	$0.00	100.00%	$198,000.00
41610 ATTORNEY						
E 101-41610-304 LEGAL FEES - ATT	$69,000.00	$27,161.74	$74,356.64	-$5,356.64	107.76%	$46,596.23
E 101-41610-305 PROSECUTING AT	$36,000.00	$9,000.00	$36,000.00	$0.00	100.00%	$36,000.00
E 101-41610-311 HR ATTORNEY	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
41610 ATTORNEY	$105,000.00	$36,161.74	$110,356.64	-$5,356.64	105.10%	$82,596.23
41910 PLANNING						
E 101-41910-101 SALARIES-REGULA	$240,708.00	$30,150.91	$242,634.91	-$1,926.91	100.80%	$226,231.20
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	$2,261.32	$18,197.62	-$144.62	100.80%	$16,967.34
E 101-41910-122 FICA - EMPLOYER	$18,414.00	$2,221.25	$17,876.32	$537.68	97.08%	$16,666.50
E 101-41910-131 HEALTH & LIFE IN	$28,800.00	$347.56	$31,337.10	-$2,537.10	108.81%	$26,075.17
E 101-41910-151 WORKMEN S COM	$1,100.00	$0.00	$1,118.66	-$18.66	101.70%	$1,098.71
E 101-41910-201 OFFICE SUPPLIES	$1,100.00	$89.11	$460.05	$639.95	41.82%	$1,372.88
E 101-41910-202 COPY & PRINTING	$1,950.00	$0.00	$2,174.00	-$224.00	111.49%	$2,518.73
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	$83.72	$1,818.60	-$1,818.60	0.00%	$2,869.61
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	$193.88	$800.30	$399.70	66.69%	$783.79
E 101-41910-433 DUES & SUBSRIPT	$1,000.00	$0.00	$775.00	$225.00	77.50%	$901.49
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%	$623.90
41910 PLANNING	$315,125.00	$35,347.75	$317,192.56	-$2,067.56	100.66%	$296,250.01
41940 GOVERNMENT BUILDINGS (CH/PW)						

Account Descr	2024 YTD Budget	DECEMBER 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	$1,122.94	$8,276.64	-$276.64	103.46%	$7,719.94
E 101-41940-223 BUILDING REPAIR	$1,000.00	$0.00	$284.19	$715.81	28.42%	$1,913.63
E 101-41940-321 TELEPHONE	$14,000.00	$1,439.21	$12,396.31	$1,603.69	88.55%	$11,456.80
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	$2,388.47	$13,476.53	$1,523.47	89.84%	$11,951.76
E 101-41940-383 NATURAL GAS	$5,500.00	$1,275.25	$4,480.91	$1,019.09	81.47%	$5,924.66
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	$554.96	$9,250.37	-$1,250.37	115.63%	$7,136.66
E 101-41940-402 LAWN MAINTENAN	$9,250.00	$1,275.00	$10,536.00	-$1,286.00	113.90%	$12,973.00
E 101-41940-404 VEHICLE & EQUIP	$0.00	$0.00	$0.00	$0.00	0.00%	$949.83
E 101-41940-437 MISCELLANEOUS E	$100.00	$0.00	$22.78	$77.22	22.78%	$0.00
E 101-41940-531 BUILDING IMPROV	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
41940 GOVERNMENT BUILDINGS	$85,850.00	$8,055.83	$85,158.88	$691.12	99.19%	$85,480.86
42110 POLICE DEPARTMENT						
E 101-42110-101 SALARIES-REGULA	$1,849,738.00	$224,220.62	$1,777,350.90	$72,387.10	96.09%	$1,527,411.57
E 101-42110-102 SALARIES-OVERTI	$31,000.00	$8,933.16	$69,370.55	-$38,370.55	223.78%	$60,764.56
E 101-42110-103 SALARIES-SAFE&S	$5,000.00	$524.80	$18,282.67	-$13,282.67	365.65%	$15,330.85
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	$38,599.86	$303,767.78	$4,205.22	98.63%	$279,153.30
E 101-42110-122 FICA - EMPLOYER	$43,027.00	$5,274.17	$41,246.52	$1,780.48	95.86%	$36,012.62
E 101-42110-131 HEALTH & LIFE IN	$248,400.00	$4,078.95	$223,679.59	$24,720.41	90.05%	$211,349.91
E 101-42110-151 WORKMEN S COM	$85,000.00	$0.00	$86,442.07	-$1,442.07	101.70%	$80,574.97
E 101-42110-201 OFFICE SUPPLIES	$4,000.00	$675.09	$3,112.18	$887.82	77.80%	$3,171.35
E 101-42110-202 COPY & PRINTING	$3,500.00	$245.69	$3,046.64	$453.36	87.05%	$3,439.51
E 101-42110-211 CLEANING & MAIN	$13,000.00	$1,968.42	$14,871.13	-$1,871.13	114.39%	$13,904.53
E 101-42110-212 MOTOR FUELS AN	$38,000.00	$4,634.08	$41,127.95	-$3,127.95	108.23%	$43,528.76
E 101-42110-221 EQUIPMENT PART	$15,000.00	$4,482.29	$23,648.16	-$8,648.16	157.65%	$18,940.74
E 101-42110-240 SMALL TOOLS AN	$1,000.00	$77.63	$527.92	$472.08	52.79%	$552.36
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	$4,576.57	$28,051.25	-$16,051.25	233.76%	$19,188.63
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	$1,609.58	$390.42	80.48%	$1,613.00
E 101-42110-321 TELEPHONE	$12,000.00	$1,628.41	$12,833.79	-$833.79	106.95%	$10,850.70
E 101-42110-322 POSTAGE	$500.00	$51.34	$528.47	-$28.47	105.69%	$650.66
E 101-42110-339 SIREN AND MAINT	$18,000.00	$134.00	$20,383.24	-$2,383.24	113.24%	$18,073.06

Account Descr	2024 YTD Budget	DECEMBER 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	$0.00	$39,500.85	-$3,500.85	109.72%	$39,067.47
E 101-42110-383 NATURAL GAS	$8,000.00	$106.63	$3,823.37	$4,176.63	47.79%	$6,456.21
E 101-42110-401 BLDG/STRUCT MAI	$18,000.00	$940.72	$17,362.31	$637.69	96.46%	$14,115.42
E 101-42110-404 VEHICLE & EQUIP	$18,000.00	$3,084.30	$34,125.20	-$16,125.20	189.58%	$21,275.12
E 101-42110-410 COMPUTER SERVI	$36,000.00	$4,343.46	$45,624.64	-$9,624.64	126.74%	$57,128.34
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	$2,893.98	$20,885.29	-$4,885.29	130.53%	$15,246.19
E 101-42110-418 RECRUITING	$5,000.00	$1,421.34	$8,294.34	-$3,294.34	165.89%	$14,628.96
E 101-42110-428 RESERVE OFFICER	$0.00	$0.00	$0.00	$0.00	0.00%	$597.91
E 101-42110-431 TRAIN/MTG/EXP &	$10,000.00	$189.31	$5,907.74	$4,092.26	59.08%	$9,946.95
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	$817.00	$12,034.70	-$3,034.70	133.72%	$13,659.14
E 101-42110-434 POLICE TRAINING	$15,000.00	$795.00	$20,593.17	-$5,593.17	137.29%	$19,084.78
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	$208.39	$1,913.38	$86.62	95.67%	$3,107.04
E 101-42110-440 APPRECIATION EV	$10,000.00	$0.00	$4,463.08	$5,536.92	44.63%	$12,373.09
E 101-42110-441 CORRECTION FEE	$5,000.00	$810.24	$3,269.00	$1,731.00	65.38%	$3,022.08
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	$305.84	-$305.84	0.00%	$7,000.00
E 101-42110-590 PROGRAMS	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
42110 POLICE DEPARTMENT	$2,913,138.00	$315,715.45	$2,924,637.67	-$11,499.67	100.39%	$2,616,013.44
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	$0.00	$403,225.00	$0.00	100.00%	$348,224.00
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	$0.00	$311,267.53	$4,350.47	98.62%	$285,087.00
42210 FIRE DEPARTMENT	$718,843.00	$0.00	$714,492.53	$4,350.47	99.39%	$633,311.00
42401 BUILDING INSPECTION						
E 101-42401-101 SALARIES-REGULA	$176,644.00	$22,073.20	$178,018.82	-$1,374.82	100.78%	$166,825.15
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	$1,655.49	$13,351.42	-$103.42	100.78%	$12,511.89

Account Descr	2024 YTD Budget	DECEMBER 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget	2023 YTD Amt
E 101-42401-122 FICA - EMPLOYER	$13,513.00	$1,683.31	$13,573.93	-$60.93	100.45%	$12,691.82
E 101-42401-131 HEALTH & LIFE IN	$28,800.00	$241.23	$30,306.46	-$1,506.46	105.23%	$25,340.20
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	$220.00	$280.00	44.00%	$611.10
E 101-42401-202 COPY & PRINTING	$1,000.00	$0.00	$1,639.98	-$639.98	164.00%	$2,300.56
E 101-42401-303 ENGINEERING SE	$31,000.00	$7,370.00	$30,038.00	$962.00	96.90%	$28,241.00
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	$429.89	$1,070.11	28.66%	$3,715.14
E 101-42401-433 DUES & SUBSRIPT	$3,000.00	$0.00	$1,566.48	$1,433.52	52.22%	-$77.00
E 101-42401-437 MISCELLANEOUS E	$1,000.00	$0.00	$19.78	$980.22	1.98%	$69.98
42401 BUILDING INSPECTION	$275,205.00	$33,023.23	$269,164.76	$6,040.24	97.81%	$252,229.84
42600 ENGINEER						
E 101-42600-101 SALARIES-REGULA	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42600-121 PERA - EMPLOYER	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42600-122 FICA - EMPLOYER	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42600-131 HEALTH & LIFE IN	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42600-303 ENGINEERING SE	$12,000.00	$3,000.00	$12,000.00	$0.00	100.00%	$12,846.50
E 101-42600-309 WETLAND REVIEW	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
42600 ENGINEER	$12,000.00	$3,000.00	$12,000.00	$0.00	100.00%	$12,846.50
43121 STREET DEPARTMENT						
E 101-43121-101 SALARIES-REGULA	$499,323.00	$76,010.99	$519,939.01	-$20,616.01	104.13%	$388,310.25
E 101-43121-102 SALARIES-OVERTI	$6,000.00	$981.45	$3,771.01	$2,228.99	62.85%	$2,503.86
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	$5,774.40	$39,098.49	-$7,199.49	122.57%	$28,701.22
E 101-43121-122 FICA - EMPLOYER	$32,536.00	$5,695.14	$38,722.91	-$6,186.91	119.02%	$29,023.66
E 101-43121-131 HEALTH & LIFE IN	$80,960.00	$1,740.07	$66,174.08	$14,785.92	81.74%	$58,884.32
E 101-43121-151 WORKMEN S COM	$30,000.00	$0.00	$30,508.96	-$508.96	101.70%	$27,467.74
E 101-43121-201 OFFICE SUPPLIES	$500.00	$207.61	$1,983.50	-$1,483.50	396.70%	$1,011.76
E 101-43121-211 CLEANING & MAIN	$6,000.00	$775.00	$5,476.50	$523.50	91.28%	$6,564.65
E 101-43121-212 MOTOR FUELS AN	$25,000.00	$3,059.83	$18,051.63	$6,948.37	72.21%	$26,066.56
E 101-43121-215 SHOP MATERIALS	$6,000.00	$331.72	$13,242.41	-$7,242.41	220.71%	$2,396.65
E 101-43121-221 EQUIPMENT PART	$20,000.00	$1,671.75	$15,020.28	$4,979.72	75.10%	$39,289.00
E 101-43121-224 STREET MAINTEN	$195,000.00	$6,850.95	$194,297.47	$702.53	99.64%	$206,308.95
E 101-43121-240 SMALL TOOLS AN	$2,000.00	$1,701.25	$2,367.41	-$367.41	118.37%	$956.23
E 101-43121-307 PROFESSIONAL SE	$10,000.00	$769.86	$11,024.37	-$1,024.37	110.24%	$7,956.82
E 101-43121-321 TELEPHONE	$11,000.00	$1,114.87	$10,104.14	$895.86	91.86%	$11,958.14
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	$99.19	$5,575.92	$1,424.08	79.66%	$6,004.65

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E 101-43121-383 NATURAL GAS	$7,000.00	$147.55	$3,005.04	$3,994.96	42.93%	$6,665.94
E 101-43121-401 BLDG/STRUCT MAI	$10,000.00	$0.00	$5,699.72	$4,300.28	57.00%	$5,516.32
E 101-43121-404 VEHICLE & EQUIP	$30,000.00	$2,126.86	$51,979.17	-$21,979.17	173.26%	$61,453.20
E 101-43121-410 COMPUTER SERVI	$4,000.00	$959.52	$6,037.62	-$2,037.62	150.94%	$5,035.11
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	$300.00	$700.00	30.00%	$200.00
E 101-43121-417 UNIFORMS	$1,000.00	$1,552.99	$11,371.63	-$10,371.63	1137.16%	$11,611.48
E 101-43121-433 DUES & SUBSRIPT	$8,500.00	$0.00	$1,398.15	$7,101.85	16.45%	$467.45
E 101-43121-437 MISCELLANEOUS E	$3,500.00	$531.00	$6,100.95	-$2,600.95	174.31%	$3,553.06
43121 STREET DEPARTMENT	$1,042,218.00	$112,102.00	$1,075,577.37	-$33,359.37	103.20%	$951,398.02
43125 ICE AND SNOW REMOVAL						
E 101-43125-101 SALARIES-REGULA	$62,795.00	$6,970.84	$26,742.64	$36,052.36	42.59%	$58,570.93
E 101-43125-102 SALARIES-OVERTI	$6,000.00	$849.12	$2,883.81	$3,116.19	48.06%	$19,029.24
E 101-43125-121 PERA - EMPLOYER	$5,160.00	$586.51	$2,221.96	$2,938.04	43.06%	$5,794.25
E 101-43125-122 FICA - EMPLOYER	$5,263.00	$585.73	$2,212.79	$3,050.21	42.04%	$5,708.84
E 101-43125-131 HEALTH & LIFE IN	$15,000.00	$156.14	$12,856.43	$2,143.57	85.71%	$15,731.94
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	$1,130.32	$4,064.53	$15,935.47	20.32%	$11,702.13
E 101-43125-221 EQUIPMENT PART	$6,500.00	$0.00	$0.00	$6,500.00	0.00%	$4,251.21
E 101-43125-224 STREET MAINTEN	$45,000.00	$0.00	$13,995.69	$31,004.31	31.10%	$54,159.32
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%	$3,001.00
E 101-43125-433 DUES & SUBSRIPT	$0.00	$0.00	$2,135.00	-$2,135.00	0.00%	$0.00
E 101-43125-437 MISCELLANEOUS E	$2,000.00	$0.00	$180.00	$1,820.00	9.00%	$69.37
E 101-43125-560 EQIUP AND FURNI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
43125 ICE AND SNOW REMOVAL	$170,218.00	$10,278.66	$67,292.85	$102,925.15	39.53%	$178,018.23
43126 MACHINERY & EQUIPMENT						
E 101-43126-560 EQIUP AND FURNI	$0.00	$0.00	$0.00	$0.00	0.00%	$709.00
43126 MACHINERY & EQUIPMENT	$0.00	$0.00	$0.00	$0.00	0.00%	$709.00
43160 STREET LIGHTING						
E 101-43160-381 ELECTRIC UTILITI	$33,000.00	$5,797.99	$35,292.25	-$2,292.25	106.95%	$27,179.45
43160 STREET LIGHTING	$33,000.00	$5,797.99	$35,292.25	-$2,292.25	106.95%	$27,179.45
45202 PARK AREAS						
E 101-45202-101 SALARIES-REGULA	$41,255.00	$1,245.63	$61,186.61	-$19,931.61	148.31%	$44,695.64
E 101-45202-102 SALARIES-OVERTI	$0.00	$0.00	$3,652.53	-$3,652.53	0.00%	$170.10
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	$93.41	$3,403.65	-$259.65	108.26%	$2,765.84
E 101-45202-122 FICA - EMPLOYER	$3,227.00	$95.67	$4,941.59	-$1,714.59	153.13%	$3,439.48

Account Descr	2024 YTD Budget	DECEMBER 2024 Amt	2024 YTD Amt	2024 YTD Balance	%YTD Budget	2023 YTD Amt
E 101-45202-131 HEALTH & LIFE IN	$7,000.00	-$14,524.56	$7,425.68	-$425.68	106.08%	$9,392.24
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	$787.33	-$487.33	262.44%	$1,320.97
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
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	$707.10	$9,032.61	$5,967.39	60.22%	$19,902.24
E 101-45202-402 LAWN MAINTENAN	$65,000.00	$8,417.00	$64,160.13	$839.87	98.71%	$45,785.50
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%	$1,260.00
E 101-45202-437 MISCELLANEOUS E	$500.00	$0.00	$1,268.09	-$768.09	253.62%	$1,334.71
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
45202 PARK AREAS	$159,676.00	-$3,965.75	$178,095.27	-$18,419.27	111.54%	$153,720.79
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%	$17.31
E 101-49020-437 MISCELLANEOUS E	$23,000.00	$1,358.64	$3,489.22	$19,510.78	15.17%	$6,400.75
E 101-49020-530 IMPROVEMENTS	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
49020 MISCELLANEOUS	$23,000.00	$1,358.64	$3,489.22	$19,510.78	15.17%	$6,418.06
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
49240 INSURANCE UNALLOCATED	$11,000.00	$0.00	$8,007.19	$2,992.81	72.79%	$8,816.29
101 GENERAL FUND	$6,794,312.00	$641,324.36	$6,797,687.07	-$3,375.07	100.05%	$6,142,811.10
	$6,794,312.00	$641,324.36	$6,797,687.07	-$3,375.07	100.05%	$6,142,811.10

DECEMBER 2024 CASH and INVESTMENTS	
DATE	**12/31/2024**

FUND NO.	DESCRIPTION	TOTAL CASH & INVESTMENTS	
101	General Fund	**4,055,969.22**	*
401	Capital Improvement Program	**782,292.12**	
402	Emergency Warning Siren Fund	**268,790.43**	
404	Park Dedication Fund	**969,532.45**	
406	Road Maintenance Fund	**1,837,474.39**	
407	Tree Replacement Fund	**349,440.11**	
433	2023 Street Improv Projects Fund	**998,367.40**	
490	Street Improvement Capital Projects	**385,105.76**	**
501	Equipment Certificates Fund	**350,497.43**	
527	CIP Project Bonds (Facilities)	**428,369.41**	
528	Game Farm South Bay Project Debt Fund	**217,576.64**	
529	Highland Road Debt Fund	**129,097.90**	
532	2017 A Street Projects Debt	**522,540.06**	
533	2023 Street Improv Projects Debt Fund	**857,037.26**	
601	Water Fund	**4,336,446.37**	***
602	Sewer Fund	**939,163.66**	
651	Storm Water Drainage Fund	**755,654.01**	
671	Recycling Fund	**77,913.27**	
673	Cable Fund	**5,722.34**	
801	Land use Agency	**79,422.42**	
	TOTAL	**18,346,412.65**	

Notes to Cash and Investments Report (4th quarter 2024)

1) *** General Fund (101)-** Actual Fund Balance is $2,986,859. Most of the difference in comparison to the cash and investments total has to do with the temporary CO deposits the City is holding as well as year-end accounts payable and accrual items.

2) ****Street Improvement Capital Project Fund (490) –** Actual Fund Balance is $54,156. Most of the cash and investments number is escrows and deposits we have for sealcoating and other related street items.

3) *****Water Fund (601)** The actual fund balance that is not made of up 2024 A Bond proceeds that are unspent yet is closer to $1 million dollars. As $3.7 million of bond proceed was issued for water related activities in October 2024.

FEBRUARY 18, 2025 WORK SESSION MINUTES

February 18, 2025 at 5:00 PM
7701 County Road 110 West Minnetrista, MN 55364

1) CALL TO ORDER

Mayor Whalen called the meeting to order at 5:00 p.m.

Assistant City Administrator Polsfuss Introduced new employees, Mason Storms and Brendan McCarthy.

2) DISCUSSION ITEMS

a) Xcel Energy Easement over City Hall/Police Properties

Community Development Director Abel shared that Xcel Energy plans to rebuild an 8 mile stretch of transmission line that has reached its end of life. Within this stretch, there is a small jog in the line that occurs behind City property where City Hall and Police Station are located. Xcel would prefer to remove this jog and straighten the line out, but it would then be located on City property. Xcel has provided a market based offer in the $5,000 - $6,000 range. The City Council has the discretion to require an appraisal if they feel.

Council had a brief discussion on the pros and cons of having an appraisal done. It was decided to take the $6,000 offer.

b) Woodland Cove HOA Crosswalk Request

City Administrator Kruggel shared the Woodland Cove Villa HOA has submitted a letter requesting the addition of crosswalks at the intersections of Foxglove Drive and Woodland Cove Boulevard, as well as Cranesbill Road and Woodland Cove Boulevard.

Staff have been communicating with HOA representatives and met with them as early as July 2024. At that meeting, staff provided an engineering analysis indicating that the traffic volumes and intersection configurations did not warrant crosswalk installations at that time.

Council Member Reffkin added that she thinks a crosswalk will give pedestrians a false sense of security that cars are going to stop and they don't need to be aware.

Kruggel shared three videos taken from a residents camera of the crosswalk in question.

Chief Falls summarized the videos saying that pedestrians are capable of crossing the street safely with or without a crosswalk. He indicated that putting in a crosswalk doesn't make if safe.

Arron Goedeke, 4600 Foxglove drive, referred to a U of M study that showed marked crosswalks significantly increased the number of drivers properly yielding to pedestrians where they were placed. Paul input that this will not help.

Council Member Reffkin shared that the actual master HOA was not in support of crosswalks because they don't want parents, kids or anyone with a false sense of security that they don't have to look both ways before crossing the street.

Council Member Vickery and Lacy shared their support for this. Council Member Govern stated that we need to look at the real issue as to if it is that motorists are not yielding to pedestrians on the street or is it that people are driving too fast on the road.

Chief Falls explained that once one crosswalk goes in there are going to be more requests and if they are everywhere they loose their effectiveness.

Mayor Whalen suggested that police and staff create criteria to use by which we would then determine if this met the criteria and then in the future when we get more requests then we can use that criteria to determine what is best.

Kruggel said we have criteria that we use from engineering standards. We would need guidance from this group as far as what the criteria should be. Cathleen said that this will require them everywhere.

Mayor Whalen suggested that Mr. Goedeke get all his neighbors together and come to the March 17th meeting and sign up for persons to be heard showing how many people really want this.

c) **Private Items in Public Right of Way**

City Administrator Kruggel shared that public right of way (ROW) exists for the city and small utilities (such as gas, electric, and communications) to install infrastructure necessary to serve the public. It's fair to assume that the majority of residents are not aware what ROW is, let alone how far away the ROW line is from the edge of the road. As such, many residents install improvements within public ROW such as irrigation systems, pet fences, landscaping, and radiant heating systems for driveways. When street improvements are constructed it is often necessary to excavate portions of the ROW, damaging or removing private items.

Historically the city has paid for the replacement or repair of the private items. Kruggel shared the costs incurred between 2021 and 2023. In addition to these construction costs, there are additional costs attributed to staff and consultant time to talk to residents and coordinate the work.

Kruggel proposed to Council to start a policy in 2026 when we have another reconstruction project potentially and hold residents responsible for things they may have in the ROW.

After Council discussion it was decided that the City will make it know to residents that a project is approaching and if they have anything in the ROW it is there responsibility to move it.

Kruggel suggested that we incorporate that message into some of the neighborhood meetings to make sure they understand.

d) **Water Treatment Plant Design and Discussion**

Aaron Vollmer, AE2S, addressed Council and walked through the water system planning review:

- Historical and Future Projections
- Water Use History (South Zone)
- Capital Planning (South Zone)

Filter Options with estimated costs:

A. Steel Filter Layout (with both units) (2,100gmp) = $24,500,00
B. Original Concrete Filter Layout (2,100gpm) = $23,200,00
C. Steel Filter layout (with one unit) (1,000gpm) = $22,500,000
D. Revised Concrete Filter Layout (2,100gpm) = $21,800,00
E. Consider Designing a Concrete filter layout for expandability? Reduce the Capacity Target to 1,700gpm, 3 Smaller Filters, Leave Space to the West for future expansion

Storage:

- Currently planning on including a 600K gallon storage tank
- Split into 2 parts – 200K gallon pumping chamber, 400K gallon clearwell
- If 400K clearwell is removed savings is $1,000,000
- The clearwell can be bid as an alternate
- Able to add this in the future when needed
- Kings Point tower rehab will require more storage or WTP capacity

The City Council direct AE2S and staff to proceed with designing a 2200 GPM plant with a 750K Gallon clearwell, as well as commissioning the assistance of a firm to help confirm the engineer's estimate of probable cost. Future updates will include progress reports, along with cost updates as they develop

3) ADJOURNMENT

Motion by Vickery seconded by Reffkin to adjourn at 6:43 p.m.

Respectfully submitted,

Ann Meyerhoff, City Clerk

FEBRUARY 18, 2025 CITY COUNCIL MEETING MINUTES

February 18, 2025 at 7:00 PM
7701 County Road 110 West Minnetrista, MN 55364

1) CALL TO ORDER

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

a) Pledge of Allegiance

b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin,; Peter Vickery, Claudia Lacy, Brian Govern. Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Paul Falls, Assistant City Administrator 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

Motion made by Councilmember Reffkin, Seconded by Councilmember Vickery to approve the Agenda as presented.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

2) SPECIAL PRESENTATIONS

a) Swearing in Aaron Geddes

Chief Falls introduced Aaron Geddes and gave his background prior to his employment with the City of Minnetrista.

Mayor Whalen performed the swearing in of Officer Geddes.

3) CONSENT AGENDA

a) Approve Work Session Meeting Minutes

b) Approve City Council Regular Meeting Minutes

c) Res. No. 17-25 Approve Claims

d) Res. No. 18-25 Authorize execution of a pervious pavement agreement at 3403 Kings Point Road

e) Res. No. 19-25 Authorize Purchase of Trailer for Infrared Asphalt Heater

f) Res. No. 20-25 Accept Bids and Award Contract for Well #7 Rehabilitation Improvements - City Project 02-25

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Motion made by Councilmember Lacy, Seconded by Councilmember Govern to approve the Consent Agenda as presented.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

4) BUSINESS ITEMS

a) Receive Bids for 2025 Street Improvement Project, City Project 01-25

City Engineer Fauske provided a summary of the bids for the project and what is included and the Minnetrista Assessment Policy. She also shared the assessment areas and proposed assessments.

Mayor Whalen suggested that the assessments get rounded down to $5750 for Pine Circle and $7950 for Trillium. Mayor Whalen also asked about parcels 6 & 7 in Wind Ridge Circle. Would it be possible to remove the assessment from parcel 7 since 6 is the larger parcel and house sits on both parcels.

Fauske stated that if the Council is comfortable with moving forward as presented, staff would go back and do more research with regards to the split between parcel 6 & 7, consult with the City Attorney as often as necessary and bring forward that recommendation and clarification at the time of the assessment hearing. Staff can talk with the resident in the meantime because we would be noticing both parcels.

Fauske shared the post-project funding and project schedule. She recommended that council receive the bids and call for the assessment hearing which would be held on March 17th.

Mayor Whalen expressed that she doesn't feel comfortable charging 2% over the interest rate if we are not bonding for the project. Administrator Kruggel said we should probably incorporate that into our assessment policy.

Motion made by Councilmember Reffkin, Seconded by Councilmember Vickery to Receive Bids for 2025 Street Improvement Project, City Project 01-25.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

b) Res. No. 21-25 Declare Cost to be Assessed, Ordering Preparation of Proposed Assessments, and Call for the Hearing on the Proposed Assessments for the 2025 Street Improvement Project, City Project 01-25

Motion made by Councilmember Vickery, Seconded by Councilmember Lacy Adopting Res. No. 21-25, Declare Cost to be Assessed, Ordering Preparation of Proposed Assessments, and Call for the Hearing on the Proposed Assessments for the 2025 Street Improvement Project, City Project 01-25.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

5) PUBLIC HEARINGS

6) ADMINISTRATIVE ITEMS

a) Staff Reports

City Administrator Report

- Administrator Kruggel informed Council that there is a neighbor that wants to have a wedding there at the Farm Winery. Staff is looking for direction from Council either a yes, no or special event permit.

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- Mayor Whalen added that she received a call from the resident and explained that her grandparents owned the property before the current owner and would like to get married there. The issue is that a CUP was issued for the winery which does not allow events.
- Council had a discussion and decided that the resident would have to apply for a special event permit that will have some very restrictive parameters around it.

Public Safety Report

- Chief Falls provided Drug Task Force Update

b) Council Reports

i) Mayor Lisa Whalen

- Fire Commission Update

ii) Cathleen Reffkin

- Mound Fire Meeting Update

iii) Brian Govern

iv) Peter Vickery

- Watershed District Update

v) Claudia Lacy

8) ADJOURNMENT

Motion made by Councilmember Lacy, Seconded by Councilmember Vickery to adjourn the meeting at 8:15 p.m.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Respectfully submitted,

Ann Meyerhoff, City Clerk

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CITY OF MINNETRISTA

CITY COUNCIL CONSENT AGENDA ITEM

Subject: Request for Approval of Promotion for Chad Griggs from Officer to Sergeant within the City of Minnetrista Public Safety Department

Prepared By: Allie Polsfuss, Assistant City Administrator

Meeting Date: March 17, 2025

Issue
The City Council is being asked to approve a promotion for Officer Griggs to Sergeant within the City of Minnetrista Public Safety Department.

Background
Paul Falls will be retiring effective March 26, 2025 and there will be a vacant Sergeant position due to the promotion of Sergeant Pat Cummings to Deputy Chief. The Sergeant position was posted internally for all Police Department employees. Four applicants applied and we held four interviews. Chad Griggs was interviewed by Deputy Chief Squires, Sergeant Cummings, Sergeant Brown, and Assistant City Administrator Polsfuss on March 6, 2025.

At tonight's City Council meeting, we are asking the City Council to approve this promotion with the conditions established in the letter of promotion (attachment A.)

Officer Chad Griggs has served the City of Minnetrista since 2007 performing the roles of Patrol Officer, SWAT Operator, Drug Task Force Investigator, Use of Force Instructor and Field Training Officer. Officer Griggs has been acknowledged for his consistent use of sound judgment, experience in multiple specialty assignments, dedication to our department, and his relationship with fellow officers and supervisory staff. His extensive experience, positive attitude, and teamwork mentality have made him the ideal candidate for this position.

Fiscal Impact and Summary
At the time of his promotion to Sergeant, the Personnel Committee recommends Officer Griggs receives a rate increase from $52.76 to $55.70 an hour in accordance with the LELS Local 343 Police Supervisors Agreement. Officer Chad Griggs been a very valuable asset to the city, and his efforts are greatly appreciated.

Recommended City Council Action: The Personnel Committee recommends promoting Officer Chad Griggs to Sergeant, along with the above pay increase effective March 27, 2025.

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

March 7, 2025

Chad Griggs
<Address>

Dear Chad:

Congratulations, this letter documents your successful completion of the application and interview process for promotion to Police Sergeant and the Personnel Committee's recommendation for your promotion. You are a valued and successful member of the police force and have served Minnetrista well as a Police Officer. The Minnetrista City Council will grant final approval of your promotion at a future City Council meeting, but this letter allows us to continue with the final steps of the promotion process.

We are offering you Level 3 of the Sergeant pay schedule at the three-year service threshold of $55.70 per hour (or $118,760.08 annually). Your promotion is contingent on successfully completing a developmental evaluation.

You will serve a six-month performance-only probation period, with a performance review performed at six-months. Upon a successful six-month performance review, you will be eligible for a change in job status from "probationary" employee to a "full-time" employee. In subsequent years, annual performance reviews will be done at the end of each calendar year, with 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 Law Enforcement Labor Services, Inc. (LELS), Local #343.

We look forward to you completing these final steps, and we are very pleased to announce your promotion within the City of Minnetrista.

Sincerely,

Allie Polsfuss

Allie Polsfuss
Director of Administration

CITY OF MINNETRISTA

CONSENT AGENDA ITEM

Subject: Approval of agreement renewal for Trista Fields property with Mr. Bryan Sicheneder

Prepared By: Allie Polsfuss, Director of Administration

Meeting Date: March 17, 2025

Issue:
The City of Minnetrista leases vacant land adjacent to City Hall for farming purposes, and wishes to enter into an extension with Mr. Bryan Sicheneder.

Overview:
The City of Minnetrista has leased the Trista Fields land (previously called Gale property) located just west of Minnetrista City Hall for over 10+ years. The terms and conditions of the agreement (attached) are the same as last year. The lease term is until November 30, 2025. At that time, Xcel will be leasing the land until 2027.

Fiscal Impact
This year's lease agreement price will be $2,251.00.

Recommended Action: Motion to approve a renewal lease agreement with Mr. Bryan Sicheneder at the Trista Fields property adjacent to Minnetrista City Hall for farming purposes at a cost of $2,251.00 with effective lease dates from February 1, 2025 through November 30, 2025.

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 PROPERTY LEASE AGREEMENT

THIS LEASE (the "Lease"), is effective this 1st day of February, 2025, by and between the city of Minnetrista, a municipal corporation under the laws of Minnesota (the "City"), and Bryan Sicheneder (the "Tenant").

1. Property Description. The City hereby rents to the Tenant in consideration of the rents and promises hereinafter described the property (the "Property") generally described as the parcel on Co. Rd. 110W containing approximately 16.3 acres and located immediately west of Minnetrista City Hall. The Property is legally described and depicted on Exhibit A attached hereto.

2. Term. The term of this Lease is from February 1, 2025 and terminating on November 30, 2025.

3. Rent. The annual rent due under this Lease is $2,251.00 with the rent payable at the time of execution of this Lease.

4. City Obligations. The City shall peaceably allow the Tenant to occupy the Property for normal and customary farming practices. The Tenant shall have reasonable access to the Property 24 hours per day, seven days per week for such purposes.

5. Tenant Obligations. Tenant shall be responsible for paying or doing the following:

   a. The Tenant shall occupy the Property for agricultural purposes only. The Tenant agrees to use normal and customary farming practices in the care and maintenance of the Property and, without limiting normal practices, keep the Property free of noxious weeds to the extent possible;

   b. The Tenant agrees to comply with all statutes, ordinances, rules, orders, regulations, and requirements of the federal, state, county, municipal and other units of government regulating the use of the Property;

   c. The Tenant shall allow access to the Property by the City and its agents during all reasonable hours for the purpose of examining the Property to ascertain compliance with the terms of this Lease and for any other lawful purpose;

   d. The Tenant shall not remove or move any existing structures or improvements made to the Property by the City. The Tenant may not store equipment on the Property for periods exceeding one week without coordinating such storage with the City;

   e. The Tenant shall not commit waste on the Property;

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f. Tenant shall refrain from using or applying any chemicals or products on Property except phosphorous in accordance with Minnesota Department of Agriculture rules, Minnesota Statutes Section 18C.110;

g. The Tenant shall plow back the Property prior to the termination of this Lease; and

h. This Lease does not entitle Tenant to allow or authorize use of Property by any party for recreational purposes, including but not limited to hunting or the riding of all terrain or similar recreational vehicles.

6. Independent Entities. The City does not retain the Tenant as an agent of the City. The Tenant does not retain the City as an agent of the Tenant. The City shall not provide to the Tenant, its agents or employees, any benefits or expenses, including, but not limited to, insurance for liability or property, or ordinary business expenses.

7. Costs associated with Lease. The City is not responsible for paying any of the Tenant's costs associated with this Lease, including preparation of the Property for farming. The Tenant shall pay all costs related to farming the Property, including the cost of plowing the Property back prior to the termination of this Lease.

8. Insurance. The Tenant shall acquire and maintain property and liability insurance adequate for the Tenant's use of the Property. The Tenant shall provide proof of insurance upon request by the City. The Tenant, while performing any service or function related to this Lease, agrees to indemnify, hold harmless and defend the City and all its agents and employees from any and all claims, demands, actions or causes of action of whatever nature or character arising out of or by reason of the execution or performance of this Lease or use of the Property.

9. Assignment and Sublease Prohibited. The Tenant intends to farm the Property himself. The Tenant agrees that no assignment or sublease of the Property shall be effective without the prior written consent of the City.

10. Surrender of Possession. The Tenant shall surrender the Property to the City in good condition and repair upon termination of the Lease, whether by lapse of time or otherwise.

11. Termination Prior to Expiration. The City may, at any time after providing 90 days' written notice, terminate this Lease and take possession of the Property for any purpose deemed in the best interest of the City. The City shall allow the Tenant to remove crops with normal and customary farming practices or, if time does not so allow, return all rents paid for the year and compensate the Tenant at rates not exceeding the current market rate per acre for any crop planted but not harvested.

12. Remedy. If the Tenant fails to pay the rent when due or fails to perform any of the promises contained in this Lease, the City may, after furnishing the Tenant with a 30-day written notice specifying the default, re-enter and take possession of the Property and hold the Property without such re-entering working a forfeiture of the rents to be paid by the Tenant

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for the full term of the Lease. If default occurs during cropping season, the City will harvest any and all remaining crops and apply proceeds from the sale thereof to any rent payment due or other outstanding obligations of the Tenant to the City.

13. Tenant's Default. In the event of one of the following acts, the Tenant shall be in default:

a. The Tenant fails, neglects, or refuses to pay rent or any other monies agreed to be paid, as provided in this Lease when those amounts become due and payable, and if such failure continues for five days after written notification by the City;

b. Any voluntary or involuntary petition or similar pleading, under any section of any bankruptcy act shall be filed by or against the Tenant or should any proceeding in a court or tribunal declare the Tenant insolvent or unable to pay debts;

c. The Tenant fails, neglects, or refuses to keep and perform any other conditions of this Lease and if such failure continues for a period of 30 days after written notification by the City; or

d. Should the Tenant make or attempt to make any assignment or sublease of any interest in the Lease or the Property without the prior written consent of the City.

In the event of any default or violation of this Lease continuing more than 30 days after written notification of default by the City to the Tenant, the City may terminate the Lease and enter into and take possession of the Property. Possession of the Property in these conditions does not relieve the Tenant of the obligation to pay rent and abide by all other conditions of the Lease.

In the event of any default or violation of the Lease continuing more than 30 days after written notification of default by the City to the Tenant, termination of the Lease and possession of the Property by the City, the City may lease the Property to another party without further obligations to the Tenant.

14. Loss and Damage. Tenant assumes and bears the risk of all loss and damage to the Property from any and every cause whatsoever, whether or not insured, except in the case of gross negligence or intentional misconduct on the part of the City, its employees, agents or contractors. No loss or damage to the Property or any part thereof shall impair any obligation of Tenant under this Lease and the Lease shall continue in full force and effect unless Tenant is unable to use the Property for the purposes intended under this Lease.

15. Limitation of Warranties and Liability. In no event shall the City be liable for special, incidental or consequential damages, including but not limited to lost profits, lost business opportunity, or damages related to Tenant's use or intended use of the Property.

16. Lease is Binding. This Lease shall be binding upon the parties hereto and their heirs, successors and assigns.

17. Notification. Notices related to this Lease shall be sent to the following addresses:

a) As to the City: City of Minnetrista
7701 Co. Rd. 110 W
Minnetrista, MN 55364
Attn: Director of Administration

b) As to the Tenant: Bryan Sicheneder
5350 Upland Ave
New Germany, MN 55367

or to such other address as either party may notify the other of pursuant to this section.

18. Entire Lease. It is understood that this Lease contains all agreements, promises, and understandings between the City and Tenant regarding the subject matter hereof. This Lease supersedes any prior agreements between the parties regarding the subject matter hereof and any prior lease related to the Property. No modification to this Lease is binding unless made in writing and signed by the City and the Tenant.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

****

CITY OF MINNETRISTA

By: _____
Lisa Whalen, Mayor

Attest: _____
Ann Meyerhoff, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 2025 by Lisa Whalen and Ann Meyerhoff, the mayor and city clerk, respectively, of the city of Minnetrista, a municipal corporation under the laws of Minnesota, on behalf of the municipal corporation.

_____
Notary Public

_____
Bryan Sicheneder, Tenant Signature

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 2025 by Bryan Sicheneder, Tenant.

_____
Notary Public

EXHIBIT A

Legal Description and Depiction of Property

Lot 1, Block 2, Trista Fields, Hennepin County, Minnesota.

RESOLUTION NO. 22-25

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 72593 through 72722; electronic checks E1003237 through E1003255; Claims batch includes an electronic transfer for payroll in the amount of $222,967.77.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of $1,310,002.52 is hereby approved.

ADOPTED this 17th day of March 2025 by a vote of ____ Ayes _____ Nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
City Clerk

CITY OF MINNETRISTA

*Check Detail Register©

Batch: 022725HP,030425 PSN,030725AP,031725AP,2-18-25 BRIDGE,PR02132025,PR02272025,Tasc022425,WELLS 3.17.25,Xcel022025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1010 1ST BK OF THE LAKES					
72593	02/27/25	**AUTOMATIC SYSTEMS CO.**			
E 602-49490-530		IMPROVEMENTS	$17,500.00	042842	Installation of LS #1 Control Panel
		Total	$17,500.00		
72594	02/27/25	**CANTEEN REFRESHMENT SVCS**			
E 101-43121-211		CLEANING & MAINT SUP	$262.79	MSP120497	Coffee
		Total	$262.79		
72595	02/27/25	**AT & T MOBILITY**			
E 101-42110-321		TELEPHONE	$429.22	28733308449	Cell Phones
E 401-42110-560		EQIUP AND FURNISHIN	$305.84	28733308449	Cell Phones
		Total	$735.06		
72596	02/27/25	**MEDICA**			
E 101-41320-131		HEALTH & LIFE INS - E C	$4,410.00	62596532437	Insurance Premium
E 101-41910-131		HEALTH & LIFE INS - E C	$2,275.00	62596532437	Insurance Premium
E 101-43121-131		HEALTH & LIFE INS - E C	$3,698.75	62596532437	Insurance Premium
E 101-42110-131		HEALTH & LIFE INS - E C	$20,257.88	62596532437	Insurance Premium
E 101-43125-131		HEALTH & LIFE INS - E C	$874.25	62596532437	Insurance Premium
E 101-45202-131		HEALTH & LIFE INS - E C	$470.75	62596532437	Insurance Premium
E 601-49440-131		HEALTH & LIFE INS - E C	$1,980.00	62596532437	Insurance Premium
E 602-49490-131		HEALTH & LIFE INS - E C	$1,725.00	62596532437	Insurance Premium
E 651-49590-131		HEALTH & LIFE INS - E C	$591.25	62596532437	Insurance Premium
E 101-42401-131		HEALTH & LIFE INS - E C	$1,875.00	62596532437	Insurance Premium
G 101-2340		PAYROLL CLEARING HE	$2,600.00	62596532437	Insurance Premium
		Total	$40,757.88		
72597	02/27/25	**MEYERHOFF, ANN**			
E 101-41320-433		DUES & SUBSRIPT & TR	$46.20		Mileage Reimbursement Plaque Pickup
		Total	$46.20		
72598	02/27/25	**MN CHILD SUPPORT PAYMENT CENTE**			
G 101-2390		PAYROLL CLEARING GA	$955.00		* child support
		Total	$955.00		
72599	02/27/25	**Capital One Trade Credit**			
E 101-43121-221		EQUIPMENT PARTS, TIR	$245.05	54265448a	Milwaukee Batteries for Cordless Tools-Void and reissue
E 101-43121-240		SMALL TOOLS AND MIN	$406.55	54287226a	Battery Chainsaw-Void and reissue
		Total	$651.60		
72600	03/07/25	**ACTION FLEET, INC**			
G 101-2399		FORFEITED PROPERTY	$7,654.59		Set up for DTF Vehicle
		Total	$7,654.59		
72601	03/07/25	**ADVANCED POWER SERVICES INC**			
E 602-49490-580		OTHER EQUIPMENT	$49,560.00	6131	GENERATOR & Install at LS#4(2024CIP Item)
		Total	$49,560.00		
72602	03/07/25	**AE2S**			

CITY OF MINNETRISTA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49440-303		ENGINEERING SERV	$1,860.00	100695	AE2S January invoicing for Well 3 rehab
E 601-49440-303		ENGINEERING SERV	$942.75	100696	AE2S January invoicing for Well 7 rehab
E 601-49440-303		ENGINEERING SERV	$2,157.50	100698	AE2S January invoicing for Wells 8 & 9 drilling
E 601-49440-303		ENGINEERING SERV	$498.00	100714	AE2S January invoicing for Westonka water main project
E 601-49440-303		ENGINEERING SERV	$58,768.00	100899	AE2S January invoicing for WTP design
E 601-49440-303		ENGINEERING SERV	$7,929.03	100900	AE2S January invoicing for general services - water testing in WC
		Total	$72,155.28		
72603	03/07/25	**ALL FLAGS, LLC**			
E 101-42110-201		OFFICE SUPPLIES	$131.53	742038	Flags
E 101-41320-201		OFFICE SUPPLIES	$65.77	742038	Flag
		Total	$197.30		
72604	03/07/25	**American Pressure Inc**			
E 101-43121-224		STREET MAINTENANCE	$575.20	148216	Soap Refill and Inspection for Pressure Washer
		Total	$575.20		
72605	03/07/25	**AXON ENTERPRISE, INC**			
E 101-42110-221		EQUIPMENT PARTS, TIR	$348.80	INUS322766	Battery Pack
		Total	$348.80		
72606	03/07/25	**BAUER BUILT TIRE**			
E 101-42110-221		EQUIPMENT PARTS, TIR	$654.90	180310653	Tires
		Total	$654.90		
72607	03/07/25	**BIFFS, INC.**			
E 101-42110-440		APPRECIATION EVENTS	$412.00	INV235747	Biffs for Trista day
		Total	$412.00		
72608	03/07/25	**BROADWAY AWARDS**			
E 101-49020-437		MISCELLANEOUS EXPE	$303.55	56401	Award-Falls
		Total	$303.55		
72609	03/07/25	**CAMPBELL KNUTSON**			
E 101-41610-304		LEGAL FEES - ATTORNE	$33.00		Documents
E 101-41610-305		PROSECUTING ATTORN	$2,209.38		Prosecution Services
		Total	$2,242.38		
72610	03/07/25	**CANON FINANCIAL SERVICES INC**			
E 101-42110-202		COPY & PRINTING SUPP	$95.49	38384413	Copier-PD
		Total	$95.49		
72611	03/07/25	**Car-Co Auto Parts**			
E 602-49490-221		EQUIPMENT PARTS, TIR	$49.77	49-760975	Lugs for Rear Tires on Truck 1
E 601-49440-221		EQUIPMENT PARTS, TIR	$89.40	49-762872	Pads for Truck 1
		Total	$139.17		
72612	03/07/25	**CARQUEST**			
E 101-43125-221		EQUIPMENT PARTS, TIR	$301.88	479814	Main Line Plow Hydraulic-Truck 13
		Total	$301.88		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
72613	03/07/25	**Center Point Energy**			
E 601-49440-383		NATURAL GAS	$28.79	10654144-4	Gas Utility
E 601-49440-383		NATURAL GAS	$940.57	10658039-2	Gas Utility
E 601-49440-383		NATURAL GAS	$39.28	10658041-8	Gas Utility
E 601-49440-383		NATURAL GAS	$20.98	11144790-0	Gas Utility
E 101-43121-383		NATURAL GAS	$18.35	11431330-7	Gas Utility - PW
E 601-49440-383		NATURAL GAS	$18.35	11553312-7	Gas Utility
E 601-49440-383		NATURAL GAS	$20.98	11833736-9	Gas Utility
E 101-42110-383		NATURAL GAS	$1,353.30	5651357-5	Gas Utility - PD
E 601-49440-383		NATURAL GAS	$242.20	5659223-1	Gas Utility
E 601-49440-383		NATURAL GAS	$991.85	6401076054-	Gas Utility
E 601-49440-383		NATURAL GAS	$671.00	6744979-3	Gas - Well #5
E 101-41940-383		NATURAL GAS	$1,622.00	8486433-9	Gas Utility - Gov't Bldg
E 101-43121-383		NATURAL GAS	$796.22	8486442-0	Gas Utility - PW
		Total	$6,763.87		
72614	03/07/25	**CINTAS**			
E 101-43121-417		UNIFORMS	$140.89	4219103100	Uniforms
E 101-43121-417		UNIFORMS	$140.89	4222040043	Uniforms
E 101-43121-417		UNIFORMS	$150.15	4222915508	Uniforms
		Total	$431.93		
72615	03/07/25	**CLASSIC CLEANING COMPANY**			
E 101-42110-211		CLEANING & MAINT SUP	$859.00	37428	Monthly Cleaning-PD Feb 2025
E 101-41940-211		CLEANING & MAINT SUP	$400.00	37429	Monthly Cleaning -City Hall Feb 2025
E 101-43121-211		CLEANING & MAINT SUP	$375.00	37429	Monthly cleaning -PW Feb 2025
		Total	$1,634.00		
72616	03/07/25	**KENNETH DOWELL**			
G 801-1170		LAND USE RECEIVABLE	$175.00		Refund of Remaining Land Use Deposit ML-22044
		Total	$175.00		
72617	03/07/25	**ECM PUBLISHERS, INC**			
E 101-41910-351		LEGAL NOTICE & ORD P	$47.30	1035393	CUP -Public Hearing
		Total	$47.30		
72618	03/07/25	**FACTORY MOTOR PARTS**			
E 101-43121-221		EQUIPMENT PARTS, TIR	$41.43	1-10521573	Hydraulic Fittings
		Total	$41.43		
72619	03/07/25	**FIELD TRAINING SOLUTIONS**			
E 101-42110-434		POLICE TRAINING	$295.00	10079	Training
		Total	$295.00		
72620	03/07/25	**AT & T MOBILITY**			
E 101-41940-321		TELEPHONE	$550.00	28733084991	Cell phones
E 401-42110-560		EQIUP AND FURNISHIN	$429.22	28733084991	Cell phones/MDC Connections
E 101-42110-321		TELEPHONE	$305.84	28733084991	Cell phones
E 101-43121-321		TELEPHONE	$57.03	28733084991	Cell Phones
E 601-49440-381		ELECTRIC UTILITIES	$100.00	28733149266	Cell phones, Ipads, Hot Spots

CITY OF MINNETRISTA

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Batch: 022725HP,030425 PSN,030725AP,031725AP,2-18-25 BRIDGE,PR02132025,PR02272025,Tasc022425,WELLS 3.17.25,Xcel022025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43121-321		TELEPHONE	$134.14	28733149266	Cell phones, Ipads, Hot Spots
E 602-49490-381		ELECTRIC UTILITIES	$100.00	28733149266	Cell phones, Ipads, Hot Spots
		Total	$1,676.23		
72621	03/07/25	**FRONTIER OH**			
E 601-49440-381		ELECTRIC UTILITIES	$390.00	952-196-1926	Water Treatment Plant
		Total	$390.00		
72622	03/07/25	**Gopher State One Call**			
E 601-49440-227		UTILITY SYSTEM MAINT	$50.50	5020610	Sewer & Water Locates
E 602-49490-227		UTILITY SYSTEM MAINT	$50.75	5020610	Sewer & Water Locates
		Total	$101.25		
72623	03/07/25	**Grainger Inc.**			
E 101-41940-401		BLDG/STRUCT MAINTEN	$299.64	1541269964	LED Flood Lights for Flag Poles at PD and City Hall
		Total	$299.64		
72624	03/07/25	**GREAT AMERICA FINANCIAL SVCS**			
E 101-41320-322		POSTAGE	$175.85	38519931	Postage Rental
		Total	$175.85		
72625	03/07/25	**GREATER MN COMMUNICATIONS**			
E 101-42401-202		COPY & PRINTING SUPP	$350.00	32464	Newsletter
E 101-41320-202		COPY & PRINTING SUPP	$880.00	32464	Newsletter
E 101-42110-202		COPY & PRINTING SUPP	$250.00	32464	Newsletter
E 101-41910-202		COPY & PRINTING SUPP	$600.00	32464	Newsletter
E 101-43121-437		MISCELLANEOUS EXPE	$485.07	32464	Newsletter
		Total	$2,565.07		
72626	03/07/25	**HENN CO TREASURER**			
E 101-41320-437		MISCELLANEOUS EXPE	$25.00	2025-36-01	Audit Packet
		Total	$25.00		
72627	03/07/25	**KENNEDY & GRAVEN, CHARTERED**			
E 101-41610-304		LEGAL FEES - ATTORNE	$3,000.00	186623	General
E 101-41610-304		LEGAL FEES - ATTORNE	$294.00	MN415-0014	Administration
G 801-1170		LAND USE RECEIVABLE	$1,153.50	MN415-0035	* Woodland Cove 8th Addn
E 101-41610-304		LEGAL FEES - ATTORNE	$3,489.57	MN415-0038	Sunnyfield Road Code Enforcement Matter
E 601-49440-304		LEGAL FEES - ATTORNE	$13.90	Mn415-00386	Donation of Outlot D
E 602-49490-304		LEGAL FEES - ATTORNE	$13.90	MN415-0038	Donation of Outlot D
G 801-1170		LAND USE RECEIVABLE	$77.50	MN415-0038	* 2565 and 2605 Highland Simple Subdivision
E 101-41610-304		LEGAL FEES - ATTORNE	$960.10	MN415-0059	Ordinances
		Total	$9,002.47		
72628	03/07/25	**Lano Equipment of Loretto**			
E 651-49590-221		EQUIPMENT PARTS, TIR	$129.30	03-1129967	Wiper Parts for Skid #34
E 101-43121-221		EQUIPMENT PARTS, TIR	$157.82	03-1129967	Filters for Skid #29
E 101-43121-221		EQUIPMENT PARTS, TIR	$47.38	03-1135556	Coupler for Bobcat
E 101-43121-221		EQUIPMENT PARTS, TIR	$8.05	03-1135599	Plug Adapter for Bobcat
		Total	$342.55		

CITY OF MINNETRISTA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
72629	03/07/25	**LE-AST SERVICE COUNSELING**			
E 101-42110-307		PROFESSIONAL SERVIC	$630.00	1622	Check-ups and Monthly Retainer Fee
		Total	$630.00		
72630	03/07/25	**LELS**			
G 101-2360		PAYROLL CLEARING UN	$876.00	March 2025	PD Union Dues (12x$73.00)
G 101-2360		PAYROLL CLEARING UN	$129.32	March 2025	CSO Union Dues (2x$64.66)
		Total	$1,005.32		
72631	03/07/25	**LEXISNEXIS RISK DATA MNGMT INC**			
E 101-42110-307		PROFESSIONAL SERVIC	$205.00	1100087040	Contract Fee
		Total	$205.00		
72632	03/07/25	**LOFFLER**			
E 101-41320-410		COMPUTER SERVICES/	$28.50	4942648	Watchguard
E 401-43126-560		EQIUP AND FURNISHIN	$201.27	4949652	Phone Project
E 401-43126-560		EQIUP AND FURNISHIN	$6,888.47	4954816	SDWAN Project
E 401-43126-560		EQIUP AND FURNISHIN	$1,033.50	CW229233	M365 Project
E 401-43126-560		EQIUP AND FURNISHIN	$188.00	CW229234	SDWAN Project
		Total	$8,339.74		
72633	03/07/25	**Media Com**			
E 673-49600-307		PROFESSIONAL SERVIC	$454.90		INTERNET
		Total	$454.90		
72634	03/07/25	**MENARDS BUFFALO**			
E 101-43121-215		SHOP MATERIALS	$307.99	22837	Shop Supplies and Repair Parts for Replacing Mop Sink
E 601-49440-227		UTILITY SYSTEM MAINT	$225.47	23575	Shelving and Drain Parts for Well House
E 101-43121-401		BLDG/STRUCT MAINTEN	$57.59	23575	Boards and Fasteners for Office
E 601-49440-227		UTILITY SYSTEM MAINT	$71.96	24161	Heaters for Tower Control Room
E 101-43121-221		EQUIPMENT PARTS, TIR	$50.78	24161	Plywood for Chipper Box
		Total	$713.79		
72635	03/07/25	**Metropolitan Council WW Servic**			
E 602-49490-438		EXPENSE MWCC	$39,678.03	0001184791	* Monthly Sewer
		Total	$39,678.03		
72636	03/07/25	**METERING AND TECHNOLOGY**			
E 601-49440-227		UTILITY SYSTEM MAINT	$8,119.90	INV7038	Water Meters
		Total	$8,119.90		
72637	03/07/25	**METRO SALES INC**			
E 101-41320-202		COPY & PRINTING SUPP	$250.00	INV2721607	Copies
E 101-42401-202		COPY & PRINTING SUPP	$150.00	INV2721607	Copies
E 101-41910-202		COPY & PRINTING SUPP	$27.59	INV2721607	Copies
E 101-43121-437		MISCELLANEOUS EXPE	$235.20	INV2724063	Copies
		Total	$662.79		
72638	03/07/25	**MID COUNTY**			
E 601-49440-212		MOTOR FUELS AND LUB	$155.97	81671	Dyed Diesel Fuel

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49490-212		MOTOR FUELS AND LUB	$155.97	81671	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	$77.98	81671	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	$389.92	81671	Dyed Diesel Fuel
		Total	$779.84		
72639	03/07/25	**MINGER CONSTRUCTION**			
E 601-49440-227		UTILITY SYSTEM MAINT	$26,795.00	2625	Emergency Repair of 2 Manholes in Easement
		Total	$26,795.00		
72640	03/07/25	**Minnetrista Land Group LLC**			
R 601-400-37110		WATER SALES	$9,125.30		Refund Overpayment of Water 4701 KPR Apartments Juniper
		Total	$9,125.30		
72641	03/07/25	**MN DEPT OF HEALTH**			
R 601-400-37158		WATER TEST SURCHAR	$4,721.00	01/25-3/25	Water Test Surchage
		Total	$4,721.00		
72642	03/07/25	**MN RURAL WATER ASSOCIATION**			
E 601-49440-433		DUES & SUBSRIPT & TR	$350.00		Water School for License -Carter
		Total	$350.00		
72643	03/07/25	**MOUND TRUE VALUE HARDWARE**			
E 601-49440-227		UTILITY SYSTEM MAINT	$16.97	196164	WTP Cleaning Supplies
E 101-41940-401		BLDG/STRUCT MAINTEN	$26.97	196240	Parts for Flag Pole Light Repair
		Total	$43.94		
72644	03/07/25	**NCPERS MINNESOTA - 632400**			
G 101-2380		PAYROLL CLEARING LIF	$224.00	6324000325	*PERA life Ins Employer Paid
		Total	$224.00		
72645	03/07/25	**NORTHERN SAFETY TECHNOLOGY**			
E 101-43121-221		EQUIPMENT PARTS, TIR	$548.10	58700	Strobe Light for Truck 13
		Total	$548.10		
72646	03/07/25	**OVERLINE & SON, INC**			
E 602-49490-227		UTILITY SYSTEM MAINT	$3,883.75	1365	Televising and Ice Removal in the Sewer Line on Edsall/Cedar Pt
E 602-49490-227		UTILITY SYSTEM MAINT	$1,720.75	1366	Emergency Jet Cleaning of Sewer Line on Edsall/Cedar Pt
		Total	$5,604.50		
72647	03/07/25	**PINE FINANCIAL GROUP**			
G 801-1170		LAND USE RECEIVABLE	$763.00		Refund Remaining Land Use Deposit ML-24007
		Total	$763.00		
72648	03/07/25	**POOL, RYAN**			
E 101-41910-433		DUES & SUBSRIPT & TR	$163.80		Reimbursement for Mileage for Classes (3)
		Total	$163.80		
72649	03/07/25	**Stericycle, Inc.**			
E 101-41320-307		PROFESSIONAL SERVIC	$180.77	8010038867	Shredding Services

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	$180.77		
72650	03/07/25	**SUMMIT FIRE PROTECTION**			
E 101-42110-401		BLDG/STRUCT MAINTEN	$390.17	3036640	Extingiusher Checks and Recharges
		Total	$390.17		
72651	03/07/25	**TASC**			
E 101-41320-437		MISCELLANEOUS EXPE	$68.04	IN3388902	FSA Admin Fees
		Total	$68.04		
72652	03/07/25	**T-MOBILE USA INC**			
E 101-42110-307		PROFESSIONAL SERVIC	$50.00	9596797848	Subpena for Case
		Total	$50.00		
72653	03/07/25	**Toll Gas & Welding Supply**			
E 101-43121-215		SHOP MATERIALS	$24.19	0040208659	Torch and Welding Cylinder
		Total	$24.19		
72654	03/07/25	**TREBIL, BARRY**			
G 801-1170		LAND USE RECEIVABLE	$974.50		Refund Remaining land use Deposit ML-24005
		Total	$974.50		
72655	03/07/25	**US BANK EQUIPMENT FINANCE**			
E 101-41320-307		PROFESSIONAL SERVIC	$41.86	549534469	Copier
E 101-41910-307		PROFESSIONAL SERVIC	$41.86	549534469	Copier
E 101-43121-307		PROFESSIONAL SERVIC	$41.86	549534469	Copier
E 601-49440-307		PROFESSIONAL SERVIC	$41.87	549534469	Copier
E 602-49490-307		PROFESSIONAL SERVIC	$41.87	549534469	Copier
		Total	$209.32		
72656	03/07/25	**Vault Health**			
E 101-43121-437		MISCELLANEOUS EXPE	$53.98	FL0066541	Random Screen
		Total	$53.98		
72657	03/07/25	**VERIZON WIRELESS**			
E 101-42110-321		TELEPHONE	$61.94	6106793313	Arlo Camera
		Total	$61.94		
72658	03/07/25	**WRIGHT HENNEPIN ELECTRIC**			
E 101-43121-381		ELECTRIC UTILITIES	$23.48	150-1699-167	Street Light
		Total	$23.48		
72659	03/07/25	**WSB & ASSOCIATES**			
E 651-49590-303		ENGINEERING SERV	$1,140.25	R-013428-00	MS4 Services
G 801-1170		LAND USE RECEIVABLE	$376.50	R-018539-00	* Woodland Cove 4th
E 101-42401-303		ENGINEERING SERV	$100.00	R-019691-00	* Bldg Permits/Review 2022
E 433-43122-303		ENGINEERING SERV	$4,528.65	R-020764-00	2023 Overlay Project
E 601-43241-303		ENGINEERING SERV	$47.67	R-020764-00	2023 Overlay Project
E 602-49490-303		ENGINEERING SERV	$190.68	R-020764-00	2023 Overlay Project
E 101-42401-303		ENGINEERING SERV	$50.00	R-021390-00	* Bldg Permits/Review 2023
E 651-49590-303		ENGINEERING SERV	$1,113.00	R-023836-00	West Branch Culvert Replacement

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Batch: 022725HP,030425 PSN,030725AP,031725AP,2-18-25 BRIDGE,PR02132025,PR02272025,Tasc022425,WELLS 3.17.25,Xcel022025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 801-1170		LAND USE RECEIVABLE	$2,375.50	R-024326-00	* Woodland Cove 11th
E 101-42401-303		ENGINEERING SERV	$740.00	R-024501-00	* Bldg Permits/Review 2024
E 406-43121-303		ENGINEERING SERV	$16,738.75	R-026511-00	2025 Street Improv Project
E 101-43121-307		PROFESSIONAL SERVIC	$516.75	R-026557-00	2025 Engineering Misc
E 651-49590-303		ENGINEERING SERV	$206.00	R-026557-00	2025 Engineering Misc
E 602-49490-303		ENGINEERING SERV	$2,753.00	R-026557-00	2025 Engineering Misc
E 406-43121-303		ENGINEERING SERV	$1,255.00	R-026557-00	2025 Engineering Misc
E 601-49440-303		ENGINEERING SERV	$32,941.25	R-026658-00	Outlot B, Woodland Cove 11th
E 602-49490-303		ENGINEERING SERV	$371.00	R-026674-00	2025 GIS Services
E 651-49590-303		ENGINEERING SERV	$334.00	R-026766-00	2025 WCA Services
G 801-1170		LAND USE RECEIVABLE	$4,008.00	R-026766-00	2025 WCA Services
E 433-43122-303		ENGINEERING SERV	$56.10	R-20668-000-	2023 Street and Utility Reconstruction
E 601-43241-303		ENGINEERING SERV	$52.80	R-20668-000-	2023 Street and Utility Reconstruction
E 602-49490-303		ENGINEERING SERV	$1.10	R-20668-000-	2023 Street and Utility Reconstruction
E 601-49440-303		ENGINEERING SERV	$500.00	R-26558-000-	General Engineering Svcs
E 602-49490-303		ENGINEERING SERV	$500.00	R-26558-000-	General Engineering Svcs
E 651-49590-303		ENGINEERING SERV	$500.00	R-26558-000-	General Engineering Svcs
E 101-42600-303		ENGINEERING SERV	$1,250.00	R-26558-000-	General Engineering Svcs
		Total	$72,646.00		
72660	03/07/25	**XCEL ENERGY**			
E 101-43160-381		ELECTRIC UTILITIES	$2,898.87	51-6565411-9	Electricity-Street Lights
		Total	$2,898.87		
72661	03/17/25	**A-1 Rent It**			
E 101-42110-437		MISCELLANEOUS EXPE	$150.00	q213874-1	Table Rental for Party
		Total	$150.00		
72662	03/17/25	**AMAZON CAPITAL SERVICES**			
E 101-43121-224		STREET MAINTENANCE	$9.49	11K9-XT9H-4	COMPUTER CABLE
E 101-45202-401		BLDG/STRUCT MAINTEN	$264.32	166R-JLJX-6	PARK TRASH BAGS
E 101-43121-410		COMPUTER SERVICES/	$404.56	16GR-YXFJ-	New monitors and mount for PW computer
E 101-43121-240		SMALL TOOLS AND MIN	$68.99	17YQ-FYY6-	RIVETING TOOL
E 101-41320-201		OFFICE SUPPLIES	$33.84	1DNY-WL6K-	KITCHEN SUPPLIES
E 101-43121-221		EQUIPMENT PARTS, TIR	$398.29	1H1P-CVRT-	Cable/cable ends/crimping tools for City Hall wiring
E 101-42110-221		EQUIPMENT PARTS, TIR	$28.28	1JRG-6D1F-3	Pressure switch for PD air compressor
E 601-49440-221		EQUIPMENT PARTS, TIR	$370.10	1JRG-6D1F-3	Solenoid valve for WTP
E 101-41940-321		TELEPHONE	$19.99	1LXT-VDK6-6	PHONE EAR PIECE
E 101-41320-201		OFFICE SUPPLIES	$39.00	1NRP-CWLF-	KITCHEN SUPPLIES
E 101-41940-321		TELEPHONE	$39.98	1TFT-7W4K-	Phone system ear pieces
E 101-43121-224		STREET MAINTENANCE	$89.76	1VVH-NT3K-	Computer cables for PW computer
		Total	$1,766.60		
72663	03/17/25	**ASPEN MILLS**			
E 101-42110-417		UNIFORMS	$315.35	349867	Uniform
		Total	$315.35		
72664	03/17/25	**BAUER BUILT TIRE**			
E 101-43121-404		VEHICLE & EQUIP MAIN	$1,699.70	940117969	Front tires for tractor backhoe
		Total	$1,699.70		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
72665	03/17/25	**BRINKMANS INC**			
E 401-43126-540		MOTOR VEHICLES & MA	$5,110.75	65482	Trailer for Infared Asphalt Heater
		Total	$5,110.75		
72666	03/17/25	**CAMPBELL KNUTSON**			
E 101-41610-304		LEGAL FEES - ATTORNE	$252.00		Additional Services
E 101-41610-305		PROSECUTING ATTORN	$2,153.57		Prosecution Services
		Total	$2,405.57		
72667	03/17/25	**CARQUEST**			
E 101-43125-221		EQUIPMENT PARTS, TIR	$301.88	5927309358	Main line plow hydraulic line - Truck #13
		Total	$301.88		
72668	03/17/25	**CINTAS**			
E 101-43121-417		UNIFORMS	$140.89	4223553559	UNIFORMS
		Total	$140.89		
72669	03/17/25	**City of Mound Finance Dept**			
E 101-42210-316		FIRE CONTRACT MOUN	$94,191.00	2nd Qtr 2025	Quarterly Fire Service
		Total	$94,191.00		
72670	03/17/25	**City of St Bonifacius**			
E 101-42210-318		FIRE CONTRACT ST BO	$86,702.50	2nd Qtr 2025	Fire Quarterly Service
		Total	$86,702.50		
72671	03/17/25	**CliftonLarsonAllen**			
E 101-41530-301		AUDITING AND ACCOUN	$1,491.00	L251097346	Audit Services
		Total	$1,491.00		
72672	03/17/25	**COMPASS MINERALS**			
E 101-43125-224		STREET MAINTENANCE	$3,451.17	1459235	De-icing salt
E 101-43125-224		STREET MAINTENANCE	$6,780.80	1460268	De-icing salt
E 101-43125-224		STREET MAINTENANCE	$3,419.62	1461303	De-icing salt
		Total	$13,651.59		
72673	03/17/25	**CONCRETE CUTTING & CORING**			
E 101-45202-437		MISCELLANEOUS EXPE	$483.17	19618	Replacement chainsaw/pole saw/weed whip
E 101-43121-224		STREET MAINTENANCE	$1,935.98	19618	Replacement chainsaw/pole saw/weed whip
		Total	$2,419.15		
72674	03/17/25	**COREMARK METALS**			
E 101-43121-224		STREET MAINTENANCE	$558.57	5576842	Steel for restock shop supply
		Total	$558.57		
72675	03/17/25	**CULLIGAN**			
E 101-42110-211		CLEANING & MAINT SUP	$194.21	114x0218750	Water
		Total	$194.21		
72676	03/17/25	**CUMMINGS, PATRICK**			
E 101-42110-417		UNIFORMS	$100.45		Uniform Allowance
		Total	$100.45		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
72677	03/17/25	**DAKOTA SUPPLY GROUP**			
E 101-43121-401		BLDG/STRUCT MAINTEN	$14.36	77694	Supplies for shop redo after pipes froze
		Total	$14.36		
72678	03/17/25	**ECM Publishers, Inc.**			
E 101-41910-351		LEGAL NOTICE & ORD P	$120.40	1038334	PH CITY PROJECT NO 0
		Total	$120.40		
72679	03/17/25	**FERGUSON WATERWORKS #2518**			
E 601-49440-433		DUES & SUBSRIPT & TR	$280.00	0542993	Water Training Class for PW Staff
		Total	$280.00		
72680	03/17/25	**FRONTIER OH**			
E 601-49440-381		ELECTRIC UTILITIES	$392.50	952-196-0117	Water Treatment Plant
E 101-41940-321		TELEPHONE	$510.18	952-446-1660	Monthly Phone Service
		Total	$902.68		
72681	03/17/25	**Fury Motors**			
E 101-42110-404		VEHICLE & EQUIP MAIN	$580.17	786644/1	Unit 85-Body Trim Repair
E 101-42110-404		VEHICLE & EQUIP MAIN	$115.11	786672/1	Unit 78-Low Tire Light
E 101-42110-221		EQUIPMENT PARTS, TIR	$968.53	786725/2	Unit 79-Brake Diagnosis, Battery, Exhaust
E 101-42110-404		VEHICLE & EQUIP MAIN	$105.25	786793/1	Unit 84-Oil Change, Tire Rotation
E 101-42110-404		VEHICLE & EQUIP MAIN	$2,224.61	786828/2	Unit 82-Transfer Case, cooling system, Spark Plugs, Fluid Flush, Mount and Balance Tires
E 101-42110-404		VEHICLE & EQUIP MAIN	$2,873.46	786965/4	Unit 79-Noise Diagnosis, Oil Change, Steering and Suspension repair
E 101-42110-221		EQUIPMENT PARTS, TIR	$281.11	787068/1	Unit 78-Battery Replacement
E 101-42110-404		VEHICLE & EQUIP MAIN	$56.35	787100/1	Unit 78-Tire patch
		Total	$7,204.59		
72682	03/17/25	**Grainger Inc.**			
E 101-41940-223		BUILDING REPAIR PART	$99.88	9416105980	Flag pole lights for PD and City Hall
E 101-42110-221		EQUIPMENT PARTS, TIR	$199.76	9416105980	Flag pole lights for PD and City Hall
		Total	$299.64		
72683	03/17/25	**Grimm, Brian**			
E 101-41320-433		DUES & SUBSRIPT & TR	$40.60	03/07/2025	Mileage roundtrip CLA seminar- RT to Brooklyn Center
		Total	$40.60		
72684	03/17/25	**HAPPY PONY PARTY LLC**			
E 101-42110-440		APPRECIATION EVENTS	$1,302.30	1036	Trista Day-Ponies
		Total	$1,302.30		
72685	03/17/25	**HENNEPIN CO. CHIEFS OF POLICE**			
E 101-42110-433		DUES & SUBSRIPT & TR	$150.00		Membership
		Total	$150.00		
72686	03/17/25	**Hennepin County Treasurer**			
E 101-42110-440		APPRECIATION EVENTS	$50.00		Trista day food Booth
		Total	$50.00		

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72687	03/17/25	**HENNEPIN COUNTY INFO TECH DEPT**			
E 401-42110-560		EQIUP AND FURNISHIN	$2,602.57	1000242802	radio lease - PD
E 401-43126-560		EQIUP AND FURNISHIN	$407.82	1000242825	Radio Lease
		Total	$3,010.39		
72688	03/17/25	**Int'l Union of Oper. Engineers**			
G 101-2360		PAYROLL CLEARING UN	$315.00	march 2025	* Union dues
		Total	$315.00		
72689	03/17/25	**JOHNSON, PATRICK**			
E 101-42110-417		UNIFORMS	$114.67		Uniform
		Total	$114.67		
72690	03/17/25	**Jubilee Foods**			
E 101-42110-437		MISCELLANEOUS EXPE	$8.45		Meeting
		Total	$8.45		
72691	03/17/25	**KOCH, SPENCER**			
E 101-42110-417		UNIFORMS	$44.31		Uniform
		Total	$44.31		
72692	03/17/25	**LAKE MINNETONKA SWAT TEAM**			
E 101-42110-433		DUES & SUBSRIPT & TR	$3,600.00		Swat memberships (3)
		Total	$3,600.00		
72693	03/17/25	**LARSON BROTHERS IMPLEMENT**			
E 407-45202-540		MOTOR VEHICLES & MA	$42,837.00		Aerial Truck 2016
		Total	$42,837.00		
72694	03/17/25	**League of Minnesota Cities**			
E 101-41320-433		DUES & SUBSRIPT & TR	$425.00	425451	Annual Conference-Kruggel
		Total	$425.00		
72695	03/17/25	**LEGEND COMPANIES**			
E 101-42110-401		BLDG/STRUCT MAINTEN	$855.00	123536	Quarterly Planned Maintenance
		Total	$855.00		
72696	03/17/25	**LOFFLER**			
E 101-41320-410		COMPUTER SERVICES/	$220.00	4911294	Monthly Service
E 101-42110-202		COPY & PRINTING SUPP	$44.77	4950699	Copies-PD
E 101-41320-410		COMPUTER SERVICES/	$2,553.12	4960676	Monthly Service
E 101-42110-410		COMPUTER SERVICES/	$3,647.32	4960676	Monthly Service
E 101-43121-410		COMPUTER SERVICES/	$547.10	4960676	Monthly Service
E 601-49440-410		COMPUTER SERVICES/	$1,185.38	4960676	Monthly Service
E 602-49490-410		COMPUTER SERVICES/	$1,185.38	4960676	Monthly Service
E 401-43126-560		EQIUP AND FURNISHIN	$2,466.00	CW231819	SDWAN Project
E 101-42110-410		COMPUTER SERVICES/	$155.00	CW231953	m365 Project
		Total	$12,004.07		
72697	03/17/25	**MARTIN-MCALLISTER**			
E 101-42110-307		PROFESSIONAL SERVIC	$1,800.00	16726	Assessment

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	$1,800.00		
72698	03/17/25	**MENARDS BUFFALO**			
E 101-43121-215		SHOP MATERIALS	$19.99	25065	Mirror for old shop bathroom
E 601-49440-227		UTILITY SYSTEM MAINT	$62.84	25065	Paint for Well 3
E 602-49490-227		UTILITY SYSTEM MAINT	$1,173.75	25065	Cedar for Fence at LS 9
		Total	$1,256.58		
72699	03/17/25	**MAMA**			
E 101-41320-433		DUES & SUBSRIPT & TR	$35.00	2211	Meeting-Kruggel
		Total	$35.00		
72700	03/17/25	**MN Highway Safety & Research**			
E 101-42110-434		POLICE TRAINING	$645.00	337900-1154	Class Fee-Johnson
		Total	$645.00		
72701	03/17/25	**MID COUNTY**			
E 101-42110-212		MOTOR FUELS AND LUB	$824.00	81585	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	$925.01	81670	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	$654.77	81717	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	$948.37	81777	Squad Fuel
E 601-49440-212		MOTOR FUELS AND LUB	$319.00	81841	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	$319.00	81841	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	$159.50	81841	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	$797.49	81841	Dyed Diesel Fuel
		Total	$4,947.14		
72702	03/17/25	**MIDCO**			
E 673-49600-307		PROFESSIONAL SERVIC	$805.39	37285950214	Dedicated Internet
		Total	$805.39		
72703	03/17/25	**MINNESOTA BATTERY LLC**			
E 101-43121-221		EQUIPMENT PARTS, TIR	$219.50	30540	Batteries for Truck 4
		Total	$219.50		
72704	03/17/25	**MN CHILD SUPPORT PAYMENT CENTE**			
G 101-2390		PAYROLL CLEARING GA	$955.00		* Child Support
		Total	$955.00		
72705	03/17/25	**MN DEPT OF HEALTH**			
E 601-49440-433		DUES & SUBSRIPT & TR	$23.00		Water Supply System Renewal -Storms
		Total	$23.00		
72706	03/17/25	**MONTES DE OCA, MIGUEL**			
E 101-43121-417		UNIFORMS	$270.45		Boot reimbursement
		Total	$270.45		
72707	03/17/25	**MOUND TRUE VALUE HARDWARE**			
E 101-42110-401		BLDG/STRUCT MAINTEN	$11.08	196135	Flag Pole Repair
E 101-43121-215		SHOP MATERIALS	$5.99	196166	Drywall Screws
E 601-49440-227		UTILITY SYSTEM MAINT	$4.98	196289	Distilled Water for Testing

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43121-221		EQUIPMENT PARTS, TIR	$12.99	196294	Replacement Plug for Engine Oil Drain
		Total	$35.04		
72708	03/17/25	**NCPERS MINNESOTA - 632400**			
G 101-2380		PAYROLL CLEARING LIF	$240.00	63240042025	*PERA life Ins Employer Paid
		Total	$240.00		
72709	03/17/25	**OFFICE DEPOT**			
E 101-42110-201		OFFICE SUPPLIES	$60.90	41347353900	USB Drives
		Total	$60.90		
72710	03/17/25	**OVERLINE & SON, INC**			
E 602-49490-227		UTILITY SYSTEM MAINT	$684.00	1356	Fall Cleaning of Sewer Line by Buddy Boy/MET Station
		Total	$684.00		
72711	03/17/25	**Per Mar Security Services**			
E 601-49440-401		BLDG/STRUCT MAINTEN	$246.00	3530362	Fire suppression monitoring and system inpection - SWTP
E 601-49440-401		BLDG/STRUCT MAINTEN	$246.00	608991	Fire suppression monitoring and system inpection - NWTP
		Total	$492.00		
72712	03/17/25	**RAKOW RANCH LLC**			
E 101-42110-440		APPRECIATION EVENTS	$1,235.51	1235	Zoo for Trista day
		Total	$1,235.51		
72713	03/17/25	**RDO EQUIPMENT CO.**			
E 101-43121-221		EQUIPMENT PARTS, TIR	$4.04	P6527901	2 o-rings for grader
		Total	$4.04		
72714	03/17/25	**SOUTH LAKE MINNETONKA POLICE**			
E 101-42110-410		COMPUTER SERVICES/	$217.80		Fees
E 101-42110-410		COMPUTER SERVICES/	$60.58		GTEL Invoice
		Total	$278.38		
72715	03/17/25	**SUN LIFE FINANCIAL**			
G 101-2340		PAYROLL CLEARING HE	$1,058.68	April 2025	LTD
G 101-2340		PAYROLL CLEARING HE	$835.62	April 2025	STD
		Total	$1,894.30		
72716	03/17/25	**The Standard**			
G 101-2380		PAYROLL CLEARING LIF	$1,650.75	April 2025	* Life Insurance
		Total	$1,650.75		
72717	03/17/25	**TWIN CITY GARAGE DOOR CO.**			
E 101-43121-401		BLDG/STRUCT MAINTEN	$2,600.00	399989381	Garage Door Repair
		Total	$2,600.00		
72718	03/17/25	**US BANK CORPORATE SYSTEMS**			
E 101-42110-434		POLICE TRAINING	$275.00	2/10/2025	TRAINING - GRIGGS
E 101-49020-437		MISCELLANEOUS EXPE	$90.11	2/10/2025	FLOWERS
E 101-42110-434		POLICE TRAINING	($75.00)	2/10/25	Credit - BCA Training

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E 101-41320-433		DUES & SUBSRIPT & TR	$140.00	2/11/25	Grimm - CLA Gov't Seminar
E 101-41320-433		DUES & SUBSRIPT & TR	$70.00	2/11/25	Grimm - MNGFOA annual dues
E 101-42110-434		POLICE TRAINING	$375.00	2/14/2025	DMT- GEDDES
E 101-42110-201		OFFICE SUPPLIES	$19.99	2/17/25	SPACE HEATER
E 101-41110-433		DUES & SUBSRIPT & TR	$70.01	2/18/25	COUNCIL MEETING FOOD
E 101-42110-434		POLICE TRAINING	$897.00	2/19/25	TRAINING (3)
E 101-42110-201		OFFICE SUPPLIES	$17.31	2/21/25	BATTERIES
E 101-42110-240		SMALL TOOLS AND MIN	$33.19	2/21/25	BATTERIES & DOOR JAM
E 101-43121-221		EQUIPMENT PARTS, TIR	$222.16	2/21/25	Parts for trailer modification
E 101-41110-433		DUES & SUBSRIPT & TR	$17.00	2/24/25	PLAQUE ENGRAVING
E 602-49490-227		UTILITY SYSTEM MAINT	$301.07	2/24/25	Relay for LS #20
E 101-42110-417		UNIFORMS	$60.98	2/25/25	Cummings - uniform allowance
E 101-49020-437		MISCELLANEOUS EXPE	$82.59	2/25/25	FLOWERS
E 101-42110-434		POLICE TRAINING	$498.00	2/28/25	Training - Dwinell, Geddes
E 101-41320-433		DUES & SUBSRIPT & TR	$170.00	2/28/25	Grimm -GFOA annual dues
E 101-43121-221		EQUIPMENT PARTS, TIR	$153.00	2/28/25	Batteries for GPS unit
E 101-42110-434		POLICE TRAINING	$300.00	3/4/25	TRAINING - BROWN
E 101-42110-404		VEHICLE & EQUIP MAIN	$325.00	3/4/25	CAR WASH CORDS
E 101-42110-433		DUES & SUBSRIPT & TR	$220.00	3/4/25	IACP membership
E 602-49490-227		UTILITY SYSTEM MAINT	$589.39	3/6/25	HEATER UNIT FOR LS#20
E 101-43121-433		DUES & SUBSRIPT & TR	$325.00	3/7/25	Forklift train the trainer class
		Total	$5,176.80		
72719	03/17/25	**USA SECURITY**			
E 101-42110-404		VEHICLE & EQUIP MAIN	$104.97	12404806	Monthly Monitoring
E 101-42110-410		COMPUTER SERVICES/	$2,537.14	44425	UPS Battery Backup Device Install
		Total	$2,642.11		
72720	03/17/25	**WASTE MANAGEMENT OF WI-MN**			
E 671-43230-384		REFUSE REMOVAL	$20,271.00	8048344-159	* Recycling
E 671-43230-384		REFUSE REMOVAL	$91.58	9230402-228	Organics
		Total	$20,362.58		
72721	03/17/25	**WEGNER, RYAN**			
E 101-42110-417		UNIFORMS	$159.98		Uniform
		Total	$159.98		
72722	03/17/25	**XCEL ENERGY**			
E 101-41940-381		ELECTRIC UTILITIES	$1,133.64	51-6565407-3	Electricity-City Hall
E 101-43121-381		ELECTRIC UTILITIES	$454.15	51-6565407-3	Electricity-PW
E 101-43160-381		ELECTRIC UTILITIES	$60.93	51-6565407-3	Electricity-Signal Sunnyfield
E 101-43160-381		ELECTRIC UTILITIES	$51.20	51-6565407-3	Electricity
E 101-45202-401		BLDG/STRUCT MAINTEN	$44.85	51-6565407-3	Hunters Trail
E 101-43121-381		ELECTRIC UTILITIES	$625.95	51-6565407-3	Electricity-PW
E 101-42110-381		ELECTRIC UTILITIES	$15,733.48	51-9597547-2	Electricity-Police
		Total	$18,104.20		
1003237 e	02/19/25	**BRIDGEWATER BANK**			
E 101-41320-437		MISCELLANEOUS EXPE	$225.00	2/18/25	Remote Deposit & Positve Pay Monthly Fee
		Total	$225.00		

CITY OF MINNETRISTA

*Check Detail Register©

Batch: 022725HP,030425 PSN,030725AP,031725AP,2-18-25 BRIDGE,PR02132025,PR02272025,Tasc022425,WELLS 3.17.25,Xcel022025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1003238 e	02/19/25	**Internal Revenue Service**			
G 101-2300		PAYROLL CLEARING FE	$16,530.86		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FIC	$17,146.22		* PR - SS/Medicare w/h
		Total	$33,677.08		
1003239 e	02/19/25	**MINNESOTA DEPT. OF REV.**			
G 101-2310		PAYROLL CLEARING ST	$6,533.53		* State w/h
		Total	$6,533.53		
1003240 e	02/19/25	**Public Employees Retirement**			
G 101-2330		PAYROLL CLEARING PE	$33,845.94		* Pera w/h
		Total	$33,845.94		
1003241 e	02/19/25	**Optum**			
G 101-2347		HSA CLEARING ACCT	$6,353.50		HSA Employer and Employee Cont
		Total	$6,353.50		
1003242 e	02/19/25	**ICMA**			
G 101-2370		PAYROLL CLEARING DE	$290.00		* Roth IRA Contributions
G 101-2370		PAYROLL CLEARING DE	$100.00		Deferred Comp Contributions
		Total	$390.00		
1003243 e	02/19/25	**HCSP**			
G 101-2370		PAYROLL CLEARING DE	$275.00		* HCSP Retirement
		Total	$275.00		
1003244 e	02/19/25	**EDWARD JONES**			
G 101-2370		PAYROLL CLEARING DE	$3,539.12		* Deferred Comp w/h
		Total	$3,539.12		
1003245 e	02/20/25	**XCEL ENERGY**			
E 601-49440-381		ELECTRIC UTILITIES	$13,536.72	51-6565410-8	Electricity-Wells/Watertower
		Total	$13,536.72		
1003246 e	02/25/25	**TASC**			
G 101-2345		PR CLEARING HEALTH F	$59.41		* tasc fsa Health
		Total	$59.41		
1003247 e	03/03/25	**Internal Revenue Service**			
G 101-2300		PAYROLL CLEARING FE	$16,840.79		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FIC	$16,680.74		* PR - SS/Medicare w/h
		Total	$33,521.53		
1003248 e	03/03/25	**MINNESOTA DEPT. OF REV.**			
G 101-2310		PAYROLL CLEARING ST	$6,573.42		* State w/h
		Total	$6,573.42		
1003249 e	03/03/25	**Public Employees Retirement**			
G 101-2330		PAYROLL CLEARING PE	$34,389.05		* Pera w/h
		Total	$34,389.05		
1003250 e	03/03/25	**EDWARD JONES**			

CITY OF MINNETRISTA

*Check Detail Register©

Batch: 022725HP,030425 PSN,030725AP,031725AP,2-18-25 BRIDGE,PR02132025,PR02272025,Tasc022425,WELLS 3.17.25,Xcel022025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-2370		PAYROLL CLEARING DE	$3,525.83		* Deferred Comp w/h
		Total	$3,525.83		
1003251 e	03/03/25	**Optum**			
G 101-2347		HSA CLEARING ACCT	$6,353.50		HSA Employer and Employee Cont
		Total	$6,353.50		
1003252 e	03/03/25	**ICMA**			
G 101-2370		PAYROLL CLEARING DE	$290.00		* Roth IRA Contributions
G 101-2370		PAYROLL CLEARING DE	$100.00		Deferred Comp Contributions
		Total	$390.00		
1003253 e	03/03/25	**HCSP**			
G 101-2370		PAYROLL CLEARING DE	$275.00		* HCSP Retirement
		Total	$275.00		
1003254 e	03/06/25	**PSN**			
E 601-49440-307		PROFESSIONAL SERVIC	$545.83	03/04/2025	MONTHLY ONLINE PAYMENT FEES FEBRUARY 2025
E 602-49490-307		PROFESSIONAL SERVIC	$545.83	03/04/2025	MONTHLY ONLINE PAYMENT FEES FEBRUARY 2025
E 651-49590-307		PROFESSIONAL SERVIC	$363.88	03/04/2025	MONTHLY ONLINE PAYMENT FEES FEBRUARY 2025
E 671-43230-307		PROFESSIONAL SERVIC	$363.89	03/04/2025	MONTHLY ONLINE PAYMENT FEES FEBRUARY 2025
		Total	$1,819.43		
1003255 e	03/06/25	**TRAUT Companies**			
E 601-43241-530		IMPROVEMENTS	$144,371.50	03/17/25	WELLS 8 & 9; APPLICATION 1
		Total	$144,371.50		
		1010	$1,087,034.75		

Fund Summary

1010 1ST BK OF THE LAKES	
101 GENERAL FUND	$520,121.79
401 CAPITAL IMPROVEMENT PROGRAM	$19,633.44
406 ROAD MAINTENANCE FUND	$17,993.75
407 TREE REPLACEMENT FUND	$42,837.00
433 2023 STREET PROJECTS	$4,584.75
601 WATER FUND	$322,502.09
602 SEWER FUND	$123,093.99
651 STORM WATER MGMT FUND	$4,377.68
671 RECYCLING FUND	$20,726.47
673 CABLE	$1,260.29
801 LANDUSE AGENCY	$9,903.50
	$1,087,034.75

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM

Subject: **Karmith Cove Final Plat**

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

Meeting Date: **March 17, 2025**

Issue: County44, LLC (the "Applicant") has submitted a final plat application for Karmith Cove. The plat includes 2 single-family lakeshore lots at 3790 County Road 44; R-1: Low-Density Single-Family Residence Zoning District; PID# 26-117-24-31-0010 (the "Property").

Discussion: Staff has reviewed the final plat application for conformity with the zoning regulations of the city and with the conditions and requirements of the preliminary plat approval. The final plat is consistent with the preliminary plat approval.

Recommended City Council Action: **Motion to adopt Res. No. 23-25 Approving the Final Plat of Karmith Cove.**

Attachments:

1. Location Map
2. Karmith Cove Final Plat
3. Res. No. 23-25 Approving the Final Plat of Karmith Cove

3790 County Road 44



1 in = 200 Ft

City Boundary

Address Labels

Parcels

N

November 2024

Map Powered by GIS

wsb

R.T. DOC. NO. _____

KARMITH COVE

KNOW ALL PERSONS BY THESE PRESENT: That County44, LLC, a Minnesota limited liability company, fee owner of the following described property:

Tract A, REGISTERED LAND SURVEY No. 1589, as reformed by Order, Document No._____

Has caused the same to be surveyed and platted as KARMITH COVE and does hereby dedicate to the public for public use the public way and the drainage and utility easements as created by this plat.

In witness whereof said County44, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20___.

Signed: County44, LLC

_____
Chief Manager

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this ____day of _____, 20___ by _____, Chief Manager of County44, LLC, a Minnesota limited liability company, on behalf of the company.

_____
(Signature)

_____
(Print)

Notary Public, _____ County, Minnesota
My Commission Expires _____

I Thomas M. Bloom do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat: that all monuments depicted on this plat have been or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and that all public ways are shown and labeled on this plat.

Dated this _____day of _____20____.

_____
Thomas M. Bloom, Licensed Land Surveyor
Minnesota License Number 42379

STATE OF MINNESOTA
COUNTY OF _____

The instrument was acknowledged before me this ____day of _____, 20___ by Thomas M. Bloom

_____
(Signature)

_____
(Print)

Notary Public, _____ County, Minnesota
My Commission Expires _____

CITY COUNCIL, CITY OF MINNETRISTA, MINNESOTA

This plat of KARMITH COVE was approved and accepted by the City Council of the City of Minnetrista, Minnesota, at a regular meeting thereof, held this _____ day of _____, 20__, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

CITY COUNCIL, CITY OF MINNETRISTA, MINNESOTA

By_____ Mayor By_____ Clerk

COUNTY AUDITOR, Hennepin County, Minnesota

I hereby certify that taxes payable in 20_____ and prior years have been paid for land described on this plat, dated this _____ day of _____, 20___

Daniel Rogan, County Auditor by: _____ Deputy

SURVEY DIVISION, Hennepin County, Minnesota

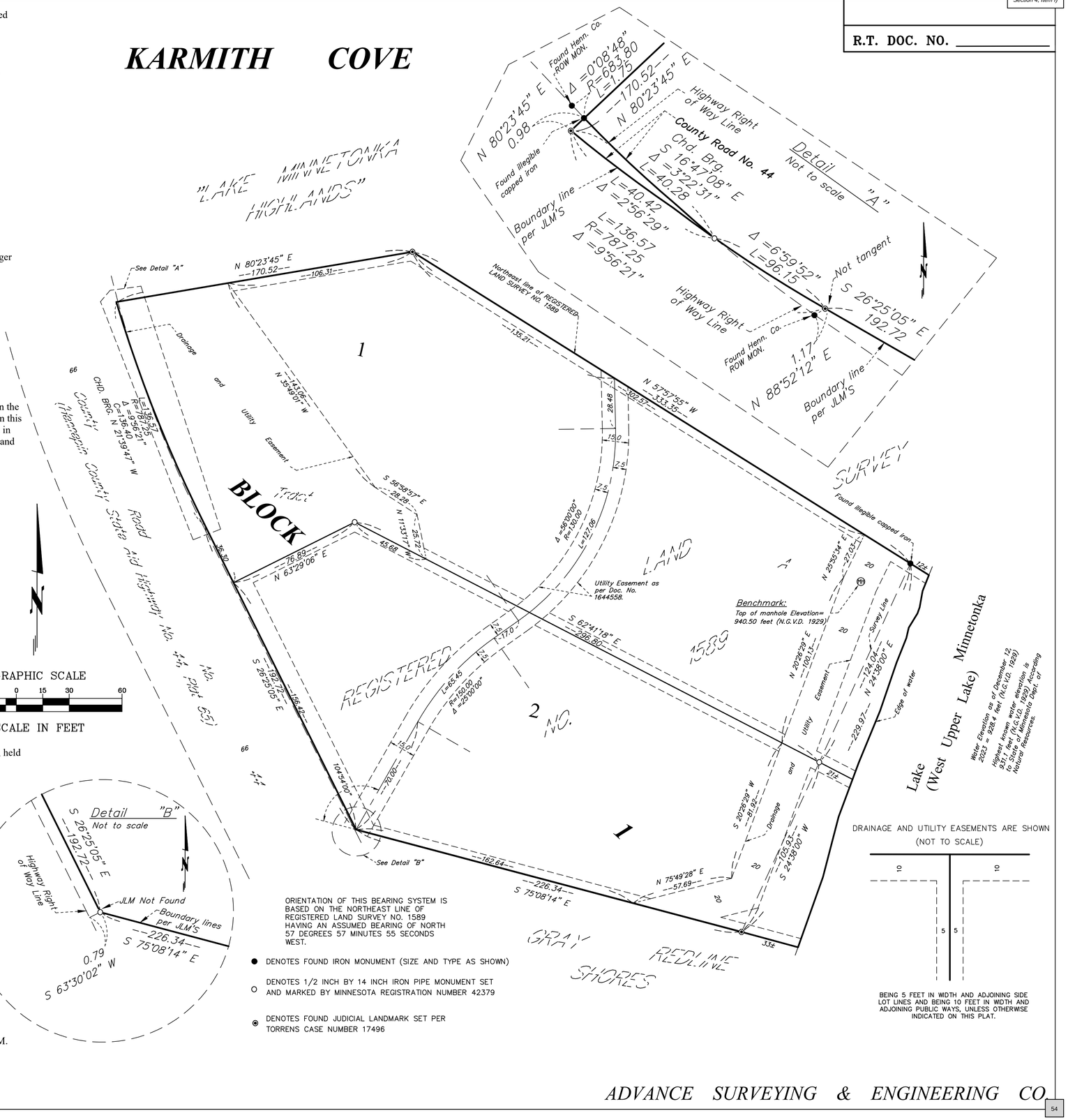
Pursuant to MN. STAT. Sec. 383B.565 (1969), this plat has been approved this _____ day of _____, 20___.

Chris F. Mavis, County Surveyor by _____

REGISTRAR OF TITLES, Hennepin County, Minnesota

I hereby certify that the within plat of KARMITH COVE was filed in this office this _____ day of _____, 20___ at _____o'clock ___.M.

Amber Bougie, Registrar of Titles by: _____ Deputy



ADVANCE SURVEYING & ENGINEERING CO.

RESOLUTION NO. 23-25

CITY OF MINNETRISTA

RESOLUTION GRANTING FINAL APPROVAL OF THE PLAT OF KARMITH COVE

WHEREAS, the city of Minnetrista (the "City") is a municipal corporation, organized and existing under the laws of Minnesota; and

WHEREAS, the City has adopted a zoning ordinance and subdivision regulations, codified in chapter 5 of the city code, in order to promote the orderly, economic and safe development and utilization of land; and

WHEREAS, County44, LLC, Minnesota limited liability company (the "Developer") is the fee owner of the land being platted as Karmith Cove (the "Property") and which is legally described in Exhibit A attached hereto; and

WHEREAS, on January 6, 2025, the City adopted Resolution No. 2-25 granting preliminary approval of the plat of Woodland Cove; and

WHEREAS, the Developer has now requested final approval of the plat of Karmith Cove and has submitted the necessary documents related to the final plat; and

WHEREAS, the City has reviewed the Developer's submission and reviewed it with other elements for their compliance with the terms and conditions of preliminary plat approval and its consistency with all City ordinances and requirements; and

WHEREAS, the final plat of Karmith Cove will create 2 residential lots.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Minnetrista, Minnesota that the City makes the following findings of fact regarding the final plat of Woodland Cove 11th Addition:

1. The final plat is consistent with the City's comprehensive plan and, as conditioned herein, its zoning ordinance, its subdivision regulations and its other official controls.

2. The final plat is consistent with the terms and conditions of preliminary plat approval, including the time for submission of the final plat following preliminary plat approval.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that final approval is granted to the plat of Karmith Cove, subject to the following terms and conditions:

1. A shared driveway easement and maintenance agreement, in a form satisfactory to the city shall be recorded along with the final plat;

2. The Developer shall provide a turnaround driveway plan for each of the proposed lots to allow for safe ingress and egress for deliveries, construction traffic, emergency services, and other similar vehicles;

3. The Developer shall pay a park dedication fee in the amount of $50,000 at the time of final plat approval per the direction of the City Council at their December 2, 2024 meeting;

4. The Developer shall construct an emergency warning siren for the subdivision or pay the City a fee of $128 as a contribution towards a siren to serve the area;

5. The Developer shall pay the City a trunk sanitary sewer area charge fee of $4,464 at the time of final plat approval;

6. The Applicant shall comply with rules, regulations and permitting requirements of the Minnehaha Creek Watershed District and all other governmental agencies having jurisdiction over the Property;

7. All utilities installed on the Property shall be located underground;

8. Three copies of the final plat, mylars, a certified copy of the final plat, and an electronic digital copy of the final plat must be presented to the City;

9. The Developer must reimburse the City for all fees and costs incurred by the City in review of this application and approval of the subdivision;

10. The Developer shall comply with the city attorney's recommendation regarding title matters and recording procedures;

11. The mayor and city clerk are authorized and directed to execute the final plat on behalf of the City; and

12. The final plat shall be recorded within 180 days of the date the plat of Halstead Hill is executed by the City.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of March, 2025 by a vote of _____ ayes and _____ nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
Ann Meyerhoff, City Clerk

EXHIBIT A

Legal Description of the land being platted as Karmith Cove

Tract A, Registered Land Survey No. 1589, Hennepin County, Minnesota.

(Torrens Property. Torrens Certificate No,: 1561042)

CITY OF MINNETRISTA

CITY COUNCIL CONSENT AGENDA ITEM

Subject:	**Application from Steven & Sharon Veno for a conditional use permit to install a ground mounted solar energy system at 8485 Squire Lane.**
Prepared By:	**Nickolas Olson, Senior City Planner**
Through:	**David Abel, Community Development Director**
Meeting Date:	**March 17, 2025**

Overview: Steven & Sharon Veno (the "Applicants") have made an application for a conditional use permit for a ground mounted solar energy system at 8485 Squire Lane; A – Agriculture Zoning District; PID# 17-117-24-24-0004. (the "Property").

Background: It is the intent of the city in establishing general and specific criteria for conditional uses that such uses, by subject to careful evaluation to ensure that their location, size, and design, are consistent with the standards, purposes, and procedures of the city code and the comprehensive plan. The city may also consider whether the proposed use complies or is likely to comply in the future with all standards and requirements set out in other regulations or ordinances of the city or other governmental bodies having jurisdiction over the city.

The city may grant conditional use permits when such permits are authorized by this section and may impose conditions and safeguards in such permits to protect the health, safety and welfare of the community and assure harmony with the comprehensive plan of the city.

Discussion: When acting upon an application for a conditional use permit, the city will consider the effect of the proposed use upon the health, safety, and general welfare of the city. When considering the effect, the city should look at the following:

(1) The factors of noise, glare, odor, electrical interference, vibration, dust, and other nuisances; fire and safety hazards; existing and anticipated traffic conditions; parking facilities on adjacent streets and land.
The Applicant has indicated there aren't concerns with noise, glare, odor, electrical interference, vibration, dust, and other nuisances. There may be a slight disturbance during construction, but beyond that the system runs silently. The Property is large and there is ample space to stage and park during construction. Post construction, the system won't generate significant traffic nor require any additional parking on the street. Fire and safety should not be a concern as the system will be constructed to the applicable codes and inspected as needed during construction.

(2) The effect on surrounding properties, including valuation, aesthetics and scenic views, land uses, character and integrity of the neighborhood.
City code requires that all ground mounted solar energy system be screened to the fullest extent practical without reducing efficiency. By doing so, this helps to minimize the impact on the surrounding neighborhood and views. The Applicant is proposing the array in a location that utilizes existing vegetative cover for screening. This is shown on the attached screening plan. The City Council should review and determine if this is acceptable. As for valuation, previous similar applications have indicated that solar energy systems add value to properties per government and realtor reports.

(3) Consistency with the city's comprehensive plan; impact on governmental facilities and services, including roads, sanitary sewer, water and police and fire.
In the simplest form, the proposed solar array complies with the comprehensive plan because it's allowed by conditional use permit in the rural land use designation (Agriculture zoning district). It is further confirmed because an element of the comprehensive plan is protecting solar access, which this array is taking advantage of. As far as impact on governmental services, there will be a slight uptick on the roads during construction, but afterwards that should cease and the use will become passive. The project won't necessitate additional police or fire services and the Property is not connected to City water or sewer, so no impact there either.

(4) The effect on sensitive environmental features including lakes, surface and underground water supply and quality, wetlands, slopes, flood plains and soils.
The Applicant is proposing the solar energy system in a relatively flat, open space. The Applicant will be using the existing vegetation to help screen the system, so there should be an emphasis on preserving said vegetation. The proposed system meets all the requirements from property lines, the lakeshore, and any wetlands on the Property, which helps protect those features. In addition to complying with the required setbacks, the solar array will only require footings and should be minimally invasive to the slopes and soils and won't alter any floodplains (if applicable). There also shouldn't be an impact on the underground water supply, especially since its counted as hardcover based on minimum tilt, when in reality it will be angled and cover less of the Property (which currently is well below the allotted 25% maximum). The system is also located far way from the existing well on the property.

(5) Any other factors as found relevant by the city.
Based on the request, the information submitted with this land use application, and the lack of neighborhood concerns, there appears to be no other relevant factors to consider.

Neighborhood Comments: Notices were sent out to all property owners within 500 feet of the subject property. Staff spoke with one neighboring property owner prior to the public

hearing, but has not received any written comments/concerns regarding this request at the time of this report.

Planning Commission Recommendation: The Planning Commission reviewed the Applicant's request at their February 24, 2025 meeting and held the required public hearing. No one spoke during the public hearing, but the Applicant and their contractor were present for questions. The Planning Commission discussed the proposed screening and felt that the Property would benefit from additional trees being planted. The Commission settled on requiring 5 trees and the Applicant was amenable to this condition. With the additional condition, the Planning Commission made a motion to recommend the City Council approve the proposed CUP for ground-mount solar, based on certain findings of fact and subject to conditions. The motion passed unanimously.

Conclusion: The City Council should review the staff report and the recommendation of the Planning Commission. After review, the City Council should consider the entire record before it prior to making a motion. Along with making a motion, findings of fact should be established which support the motion. Findings of fact based on the information submitted by the Applicant may be as follows:

1. The proposed ground-mounted solar energy system is allowed by Conditional Use Permit in the Agriculture (A) Zoning District;
2. The proposed use does not have an effect of upon the health, safety, and general welfare of the city regarding the factors of noise, glare, odor, electrical interferences, vibration, dust, or other nuisances;
3. The proposed use does not pose any discernable fire or safety hazards;
4. The proposed use does not change existing or anticipated traffic conditions or parking facilities on adjacent streets and land;
5. The proposed use does not have an effect on surrounding properties, including valuation, aesthetics and scenic views, land uses, or character and integrity of the neighborhood;
6. The proposed use does not have any added impact on governmental facilities or services, including roads, sanitary sewer, water and police and fire;
7. The proposed use does not have an effect on sensitive environmental features including lakes, surface and underground water supply and quality, wetlands, slopes, flood plains, or soils; and
8. The request is consistent with the Minnetrista Comprehensive Plan.

Recommended Action: Motion to adopt a resolution approving the requested conditional use permit for a ground-mounted solar energy system at 8485 Squire Lane, based on the findings of fact outlined in the staff report and subject to the following conditions:

1. The Applicants shall plant 5 trees to help with screening of the ground-mounted solar energy system. The proposed location shall be shown on the site plan at the time of building permit and photographs verifying that they have been planted shall be submitted at the final inspection;
2. The ground-mounted solar energy system must remain screened from view to the extent possible without reducing efficiency;

3. If the ground-mounted solar energy system is not in proper working order, has ceased functioning for a period of more than six months or has not been maintained, it must be deconstructed and removed from the property at which point the Planning Commission and City Council shall review the Conditional Use Permit;
4. The Applicants shall obtain all necessary permits and approvals from the City and other applicable entities with jurisdiction prior to any construction;
5. The Applicants shall be responsible for all fees incurred by the city in review of this application;
6. The City may inspect the property, at any time, for the purposes of insuring the conditions of the Conditional Use Permit are being met;
7. The City Council reserves the right to review and revoke the CUP upon violation of any term or condition; and
8. Any other conditions deemed necessary by the City Council.

Attachments:

1. Location Map
2. Applicant Narrative
3. Property Survey
4. Screening Plan
5. Building Plans
6. Res. No. 24-25 Approving CUP for Ground Mount Solar at 8485 Squire Lane

8485 Squire Lane



City Boundary

Address Labels

Parcels

1 in = 400 Ft

N

February 20, 2025

Map Powered By Datafi

Application for a Conditional Use Permit
01/21/2025
Minnetrista, MN

PROJECT: Veno Solar and Energy Storage System
LOCATION: 8485 Squire Lane, Minnetrista, MN, 55359
PHONE: (612) 618-2227
SIZE:Qty 44, QCells: Q.PEAK DUO XL-G11S 590w (Ground Mount Array) =25.96 KW DC

BUILDING SERVICE: 120/240 V, 1Ø, 3 Wire
UTILITY: Wright-Hennepin
ACCOUNT: 15016955137
METER: 333191612

Submitted byTruNorth Solar
3735 Dunlap Street N
Arden Hills, MN 55112
(612) 888-9599
Contact: Donna Pickard
952-500-0789

CUP Criteria:
In submitting an application for a conditional use permit, we have considered the effect of the proposed use (ground-mounted solar array) upon the following criteria:

Health

- Noise
  - After construction, the system runs silently.
- Glare
  - Glare and reflection deflects upward toward the sky.
- Odor
  - None
- Electrical interference
  - None
- Vibration
  - After construction, there is no vibration.
- Dust
  - After construction, there is no dust.

Safety

- Fire
  - Correctly installed systems pose no fire risk.

- Safety hazards
    - This system will be installed according to code requirements that insure safety. This system will be inspected by all AHJs and the utility for code compliance.

The effect on surrounding properties

- Valuation
    - Solar Energy Systems have historically added value to a property; increasing resale value.
- Aesthetics and Scenic views
    - The system will be placed in the center of the property screened by trees on the west, the customer's home on the east and a bank of trees on the north. No neighbor will be able to see the array as it is blocked by the home and a variety of trees.
- Land use
    - The system is designed for residential renewable energy production. It falls within the land use criteria for a ground mounted local Solar Energy System.
- Character and integrity of the neighborhood
    - It is hidden from the surrounding neighborhood by trees and buildings (see Neighborhood Map in package)

Consistency with the city's comprehensive plan

- Without reading the entire 364 page 2040 Comprehensive Plan, we are not aware of consistencies or inconsistencies.

Impact on governmental facilities and services

- Roads–No impact
- Sanitary sewer–The solar array will be installed 175 feet from the closest Septic–No impact
- Water–The well is located 250' away, no impact on water quality.
- Police–No impact
- Fire–The array will be installed according to code which contains multiple Fire Safety requirements.

Effect on sensitive environmental features

- Lakes and wetlands–The array will be placed using the current set-backs determined by the city ordinance to ensure water quality and protection. See Hennepin County DNR Map attached.
- Slopes–The array is installed in the flattest location as possible (both for ease of install and erosion control). The racking posts are 'groundscrews' so other than a narrow trench for buried electrical conductors, no major groundwork is required.
- Surface and underground water supply and quality-The solar array shed water in a natural and permeable way due to the use of groundscrew posts versus concrete foundations.
- Flood plains-Not located in a flood plain.
- Soils-The nature of the posts adds no new material or pollutants to the soil.

Ordinances of the city or other governmental bodies having jurisdiction over the city.

(1) A description of the proposed use:
- 25.96 KW DC ground mounted solar array to be used to create clean and renewable electricity for the property owner's personal residential use. Any extra energy will be fed to the electric grid via Wright-Hennepin Cooperative's Net Metering and Interconnection rules.

(2) A legal description of the property, including property identification number:
- See attached Property information

(3) A site plan showing the location and extent of the proposed building, parking, loading, access drives, landscaping and any other improvements:
- See attached Site Plan

(4) A map or plot showing the property in question and all property within 500 feet of the boundaries of the property in question:
- See attached Map showing this information.

(5) The names and addresses of the owners of record of all property within 500 feet of the boundaries of the property in question:
- See attached.

(6) Any other information required by the zoning administrator, planning commission or city council.

Compliance with City Ordinance:

Subd. 3. Performance Standards. The Solar energy system meets the following required performance standards for the conditional use permit.

(a) Location
- The Ground-mounted solar energy system will be located in the side yard behind the house.
- The Ground-mounted solar energy system will be constructed in a compact manner.

(b) Height
- (2) The Ground-mounted solar energy system will be no more than 10 feet high, thus abiding by the maximum height standard.

(c) Setbacks.
- A ground-mounted solar energy system must meet the setbacks required for an accessory structure in the applicable zoning district when oriented at minimum tilt.
    -
    - Front Yard Setback is 250'.
    - Side Yard Setback is 125' and 290'
      Rear yard setback is 575'
    - Septic tank setback is 175' to nearest Septic.
    - septic drain field/mound: 250'
    - Wetland Setbacks
        - Zoning District Distance setback from delineated edge of wetland:
          ●A, AP, and SDD---150 feet

(d) Coverage.

- In order to calculate the total square footage of a ground mounted solar energy system, the city shall draw a line around the exterior perimeter of all above-ground integrated parts of the solar energy system and then calculate the square footage of that area. Total square footage of the array is 1,261 under the 3,000 square feet maximum.(e)

Screening.

- The ground-mounted solar energy system will be screened from view to the extent possible without reducing its efficiency. This is currently the case with location, trees and existing buildings.

(f) Aesthetics.

- A ground-mounted solar energy system should match the principal structure to the maximum extent possible.

(g) Feeder Lines.

- The conductors for the solar energy system will be placed underground within the boundaries of the property.

(h) Accessory use.

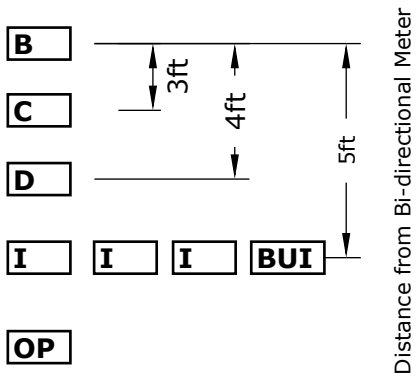
- The ground-mounted solar energy system will be accessory to a principal use on the parcel in the zoning district (A).

(i) Limit.

- The property will have one ground mounted solar energy system and one roof top system.

(UTILITY INTERCONNECTION): SECONDARY SIDE

Exterior

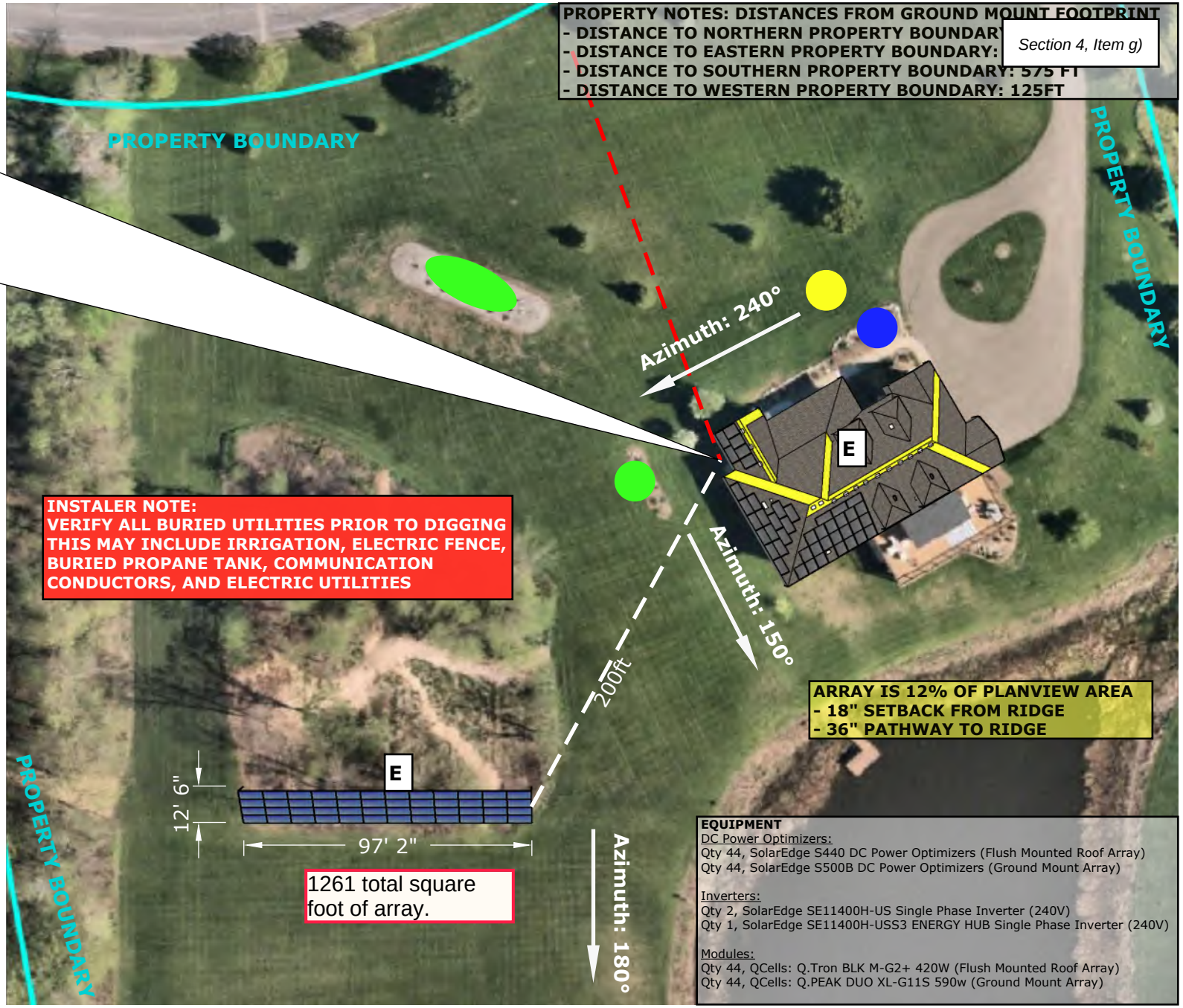


Legend:

B - Bi-directional Meter
BUI - Backup Interface (used as AC Combiner)
C - Production Meter
D - Utility AC Disconnect
E - DC Power Optimizer (one behind each module)
I - Inverter
OP - Off Peak Meter
- Septic
- Well
- Underground Propane Tank
- Buried PV Conductors (DC)
- Main Service Conductors (Buried)

N

NOTES:
- No clearance issues.
- Secondary Interconnection.
- Utility Disconnect and Production Meter are readily accessible.
- 24/7 unescorted keyless access shall be provided for all Wright-Hennepin equipment.



1

DRAWN BY
BF

DESCRIPTION
Site Diagram

Revision 00
January 13, 2025

PROJECT
Name: SHARON VENO
Location: 8485 Squire Lane, Minnetrista, MN, 55359
Phone: (612) 618-2227

PROJECT NO.
9364

PROJECT INFORMATION
Size: 44.44 kW DC / 34.2 kW AC
Building Service: 120/240 V, 1Ø, 3 Wire
Utility: Wright-Hennepin
Account: 15016955137
Premise:
Meter: 333191612
Case Number:

ENGINEER APPROVAL

TruNorth Solar
3735 Dunla... N
Arden Hills, ... 12
(612) 888-...



EQUIPMENT

DC Power Optimizers:
Qty 44, SolarEdge S440 DC Power Optimizers (Flush Mounted Roof Array)
Qty 44, SolarEdge S500B DC Power Optimizers (Ground Mount Array)

Inverters:
Qty 2, SolarEdge SE11400H-US Single Phase Inverter (240V)
Qty 1, SolarEdge SE11400H-USS3 ENERGY HUB Single Phase Inverter (240V)

Modules:
Qty 44, QCells: Q.Tron BLK M-G2+ 420W (Flush Mounted Roof Array)
Qty 44, QCells: Q.PEAK DUO XL-G11S 590w (Ground Mount Array)

PROPERTY NOTES: DISTANCES FROM GROUND MOUNT FOOTPRINT
- DISTANCE TO NORTHERN PROPERTY BOUNDARY: 250FT
- DISTANCE TO EASTERN PROPERTY BOUNDARY: 290FT
- DISTANCE TO SOUTHERN PROPERTY BOUNDARY: 575 FT
- DISTANCE TO WESTERN PROPERTY BOUNDARY: 125FT

2

DRAWN BY
BF

DESCRIPTION
Site Diagram

Revision 00
January 13, 2025

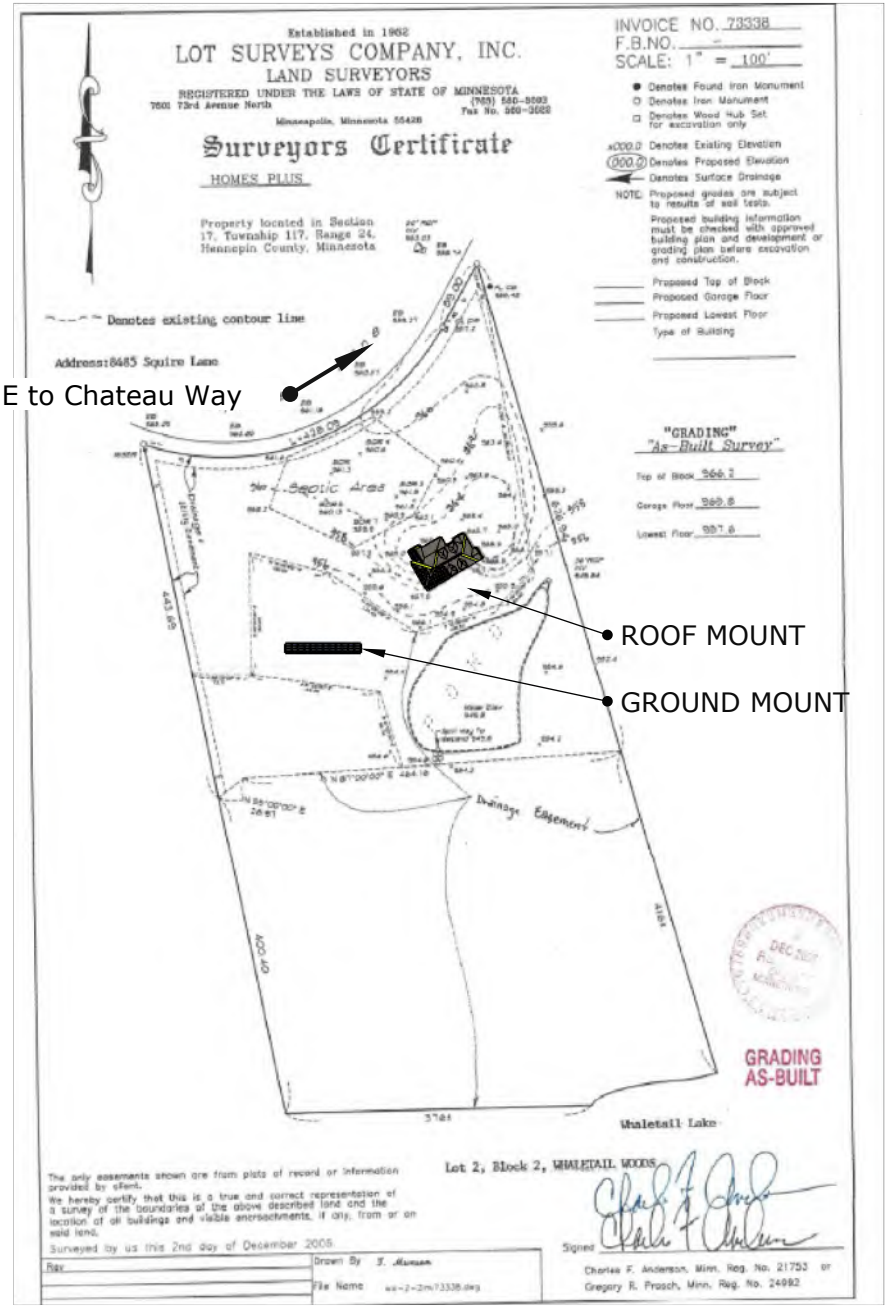
PROJECT
Name: SHARON VENO
Location: 8485 Squire Lane, Minnetrista, MN, 55359
Phone: (612) 618-2227

PROJECT NO.
9364

PROJECT INFORMATION
Size: 44.8 kW DC / 34.2 kW AC
Building Service: 120/240 V, 1Ø, 3 Wire
Utility: Wright-Hennepin
Account: 15016955137
Premise:
Meter: 333191612
Case Number:

ENGINEER APPROVAL

TruNorth Solar
3735 Dunla N
Arden Hills, 12
(612) 888-



N

3	**DRAWN BY** BF **DESCRIPTION** Site Diagram **Revision 00** January 13, 2025	**PROJECT** Name: SHARON VENO Location: 8485 Squire Lane, Minnetrista, MN, 55359 Phone: (612) 618-2227 **PROJECT NO.** 9364	**PROJECT INFORMATION** Size: 44.8 kW DC / 34.2 kW AC Building Service: 120/240 V, 1Ø, 3 Wire Utility: Wright-Hennepin Account: 15016955137 Premise: Meter: 333191612 Case Number:	**ENGINEER APPROVAL**	TruNorth Solar 3735 Dunla N Arden Hills, 12 (612) 888-

PROPERTY NOTES: DISTANCES FROM GROUND MOUNT FOOTPRINT
- DISTANCE TO NORTHERN PROPERTY BOUNDARY: 250FT
- DISTANCE TO EASTERN PROPERTY BOUNDARY: 290FT
- DISTANCE TO SOUTHERN PROPERTY BOUNDARY: 575 FT
- DISTANCE TO WESTERN PROPERTY BOUNDARY: 125FT

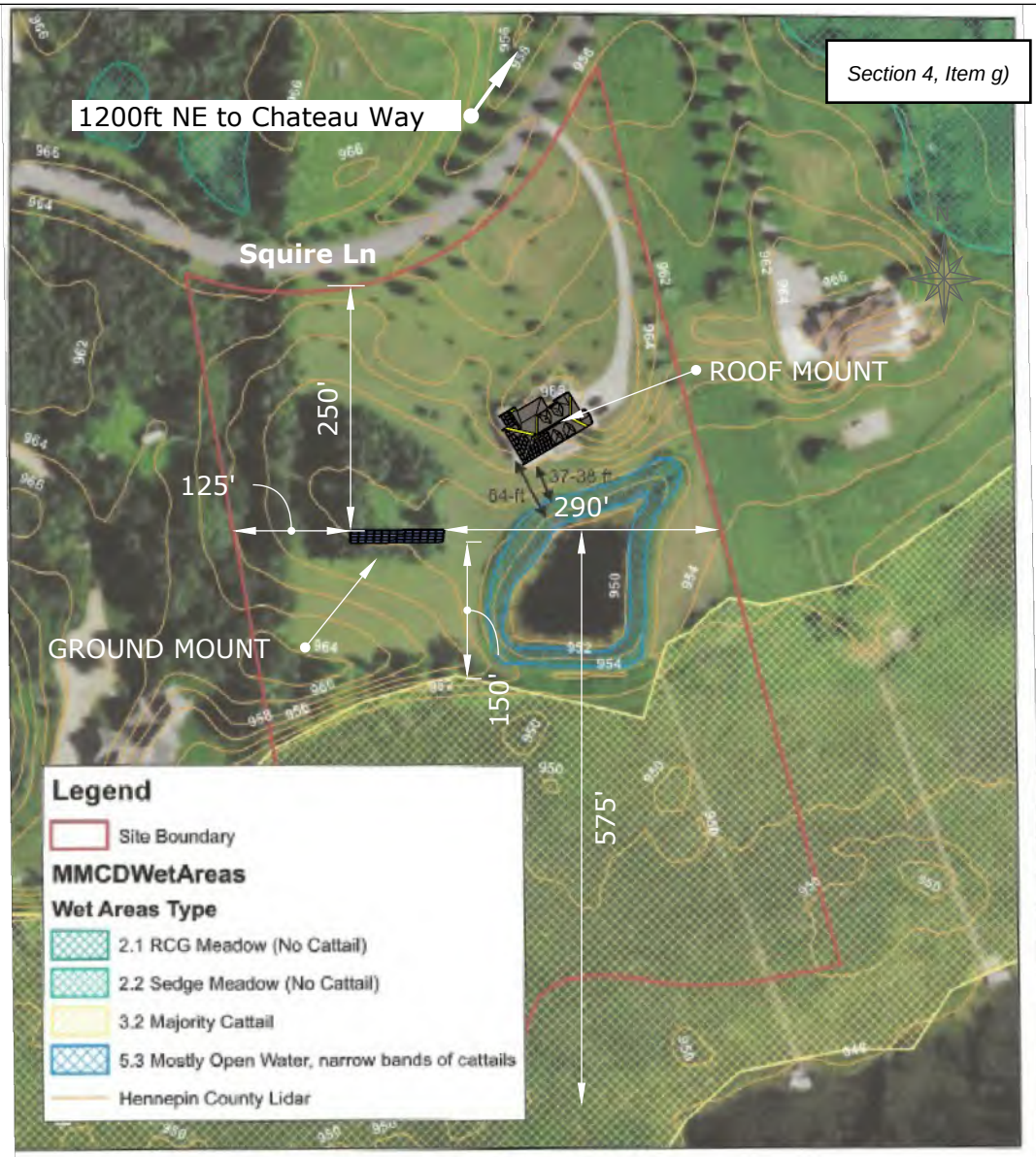


Figure 2 - Existing Conditions

N 0 250 Feet

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

XX (KES 2021-XXX)
XXXXX, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an

4

DRAWN BY
BF

DESCRIPTION
Site Diagram

Revision 00
January 13, 2025

PROJECT
Name: SHARON VENO
Location: 8485 Squire Lane, Minnetrista, MN, 55359
Phone: (612) 618-2227

PROJECT NO.
9364

PROJECT INFORMATION
Size: 44.8 kW DC / 34.2 kW AC
Building Service: 120/240 V, 1Ø, 3 Wire
Utility: Wright-Hennepin
Account: 15016955137
Premise:
Meter: 333191612
Case Number:

ENGINEER APPROVAL

TruNorth Solar
3735 Dunla N
Arden Hills, 12
(612) 888-

Minnetrista, Minnesota

Google Street View

Jul 2023 See more dates




Minnetrista, Minnesota
Google Street View
Jul 2023 See more dates
View from Squire Lane. Array to be located 100 ft. behind the front line of these trees.
Google

Steve Veno

4BA4BA
Ground Mount - SunTurf System

Project Details

Project Name	Steve Veno	**Zip Code:**	55359
ASCE	7-16	**City, State**	Maple Plain, MN
Total Watts	26 kW	**Date**	12/17/24
Total Modules	44		
Module Model	Hanwha Q CELLS Q.PEAK DUO XL-G11S.3 / BFG 590		
Module Dimensions	Height: 2,461.3 mm, Width: 1,132.8 mm, Depth: 35.0 mm (96.90" x 44.60" x 1.38") **Large format module has been selected. Confirm spans with your engineer.**		

Load Assumptions

Wind Speed	105 mph
Wind Expsoure	C
Ground Snow Load	50 psf

Structure & Foundation

Span Selection	Automatic: 84"
Front Edge Height	32"
Foundation Type	Ground Screw
Length of Screw	80"
Tilt	35°

Bill of Materials

Part	Spares	Total Qty
GRSCREW-80 Ground Screw, 80", with set screws		28
PIPE-20-60 Front Pipe, HSS, 2", 60"		14
PIPE-20-120 Rear Pipe, HSS, 2", 120"		14
PIPE-25-112 Pipe, HSS, 2.5", 112"		20
BRACE-TUBE-92 Brace, HSS Tube, 92"		16
SMR300-212-M SMR300 Rail, 212", Mill Finish		22
CLMP-U-25-SMR300 Pipe U-Clamp, 2.5", SMR300		44
PIPECAP-25 Pipe Cap, 2.5"		28
CLMP-PIPE-20 Pipe Clamp, 2"		30
CLMP-PIPE-25 Pipe Clamp, 2.5"		2
SPLC-PIPE-25 Pipe Splice, 2.5"		18
CLMP-MID-SMR-S Mid Clamp, SMR Pop-On, Silver		66
CLMP-END-SMR-S End Clamp, SMR Pop-On, Silver		44
GRND-SMR Grounding Lug, SMR		1
CAP-SMR300-G Rail End Cap, SMR300, Gray		44
MLPE-SMR MLPE Mount, SMR		44

Array #1 Details

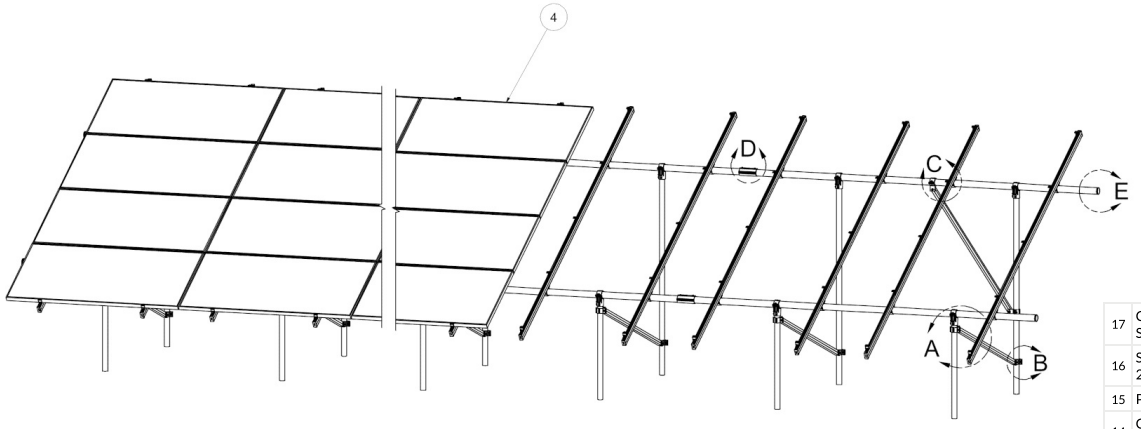
Orientation	Landscape	**Rail Type**	SMR300 Rail, 212", Mill Finish
Layout	4 rows by 11 columns	**N/S Span (in)**	85
Front Posts	14	**E/W Max Span (in)**	84
Back Posts	14	**Area**	1066" (EW) x 178" (NS)

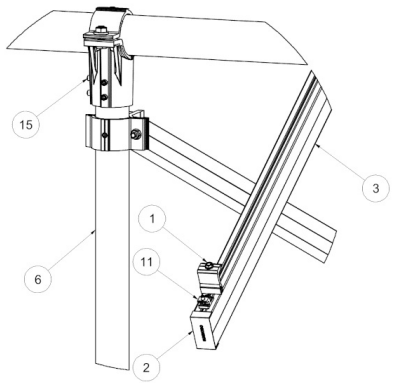
NOTES: UNLESS OTHERWISE SPECIFIED

1. THIS DRAWING IS NOT FOR CONSTRUCTION UNTIL ENGINEERING HAS REVIEWED AND STAMPED THIS DOCUMENT.
2. DIMENSIONS SHOWN ARE INCHES.
3. THE SELF-BONDING SYSTEM AND SINGLE GROUND LUG IS FOR USE WITH PV MODULES THAT HAVE A MAXIMUM SERIES FUSE RATING OF 30A.
4. MATERIALS ARE AS SPECIFIED OR EQUIVALENT:
   HARDWARE: 304 STAINLESS STEEL
   FABRICATED EXTRUDED PARTS: 6005-T5 ALUMINUM ALLOY
   FABRICATED DIE CAST PARTS: ANSI/AA A380 ALUMINUM ALLOY
   STEEL PIPE: SCHEDULE 40 GALVANIZED
   ALUMINUM PIPE: SCHEDULE 10 ANODIZED
5. THE MAXIMUM PERMISSIBLE LENGTH OF ANY STRUCTURE SHALL BE 200 FT. FOR SYSTEMS USING A SHARED RAIL CONFIGURATION, A THERMAL BREAK IS REQUIRED IN THE RAIL EVERY 40 FT. PER THE DRAWING DETAILS.
6. 4LX11-35DEG-STR-GSM-AGM-BGM-PGM
7. APPROVED RAIL PROFILES
   VARY BASED ON ENGINEERING REQUIREMENTS. CONFIRM SELECTION WITH STRUCTURAL ENGINEER. SEE BOM IN BOTTOM RIGHT CORNER.
8. K10224-XXX END CLAMP KIT OR K10299-XXX ADJ. END CLAMP KIT.
9. FOUNDATION TYPES:
   GSM = GROUND SCREW GROUND MOUNT
   AGM = HELICAL AUGER GROUND MOUNT
   PGM = POST-IN-CONCRETE GROUND MOUNT
   BSM = BALLAST GROUND MOUNT
10. 1 OF 1 ARRAY TYPES
11. 1 ARRAYS TOTAL

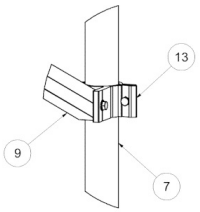
Large Format Module, Consult Engineering.	
Model Code	ASCE 7-16
Exposure Category	C
Wind Speed	105
Ground Snow Load	50
Tilt	35

4LX11 ARRAY

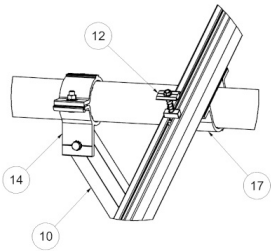




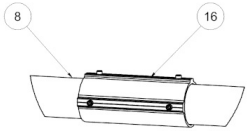
DETAIL A



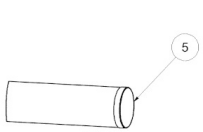
DETAIL B



DETAIL C



DETAIL D



DETAIL E

ITEM	PART NUMBER	DESCRIPTION	QTY
17	CLMP-U-25-SMR300	Pipe U-Clamp, 2.5", SMR300	44
16	SPLC-PIPE-25	Pipe Splice, 2.5"	18
15	PIPECAP-25	Pipe Cap, 2.5"	28
14	CLMP-PIPE-25	Pipe Clamp, 2.5"	2
13	CLMP-PIPE-20	Pipe Clamp, 2"	30
12	CLMP-MID-SMR-S	Mid Clamp, SMR Pop-On, Silver	66
11	GRND-SMR	Grounding Lug, SMR	1
10	BRACE-TUBE-92	Brace, HSS Tube, 92"	2
9	BRACE-TUBE-92	Brace, HSS Tube, 92"	14
8	PIPE-25-112	Pipe, HSS, 2.5", 112"	20
7	PIPE-20-60	Front Pipe, HSS, 2", 60"	14
6	PIPE-20-120	Rear Pipe, HSS, 2", 120"	14
5	A20380-001	2.5" PIPE END CAP (OPTIONAL)	4
4		Panel 2,461 x1,133 x35.0mm	44
3	SMR300-212-M	SMR300 Rail, 212", Mill Finish	22
2	CAP-SMR300-G	Rail End Cap, SMR300, Gray	44
1	CLMP-END-SMR-S	End Clamp, SMR Pop-On, Silver	44

MATERIAL: SEE BOM
Third Angle Projection
GENERAL SPECIFICATIONS
All Dimensions in inches [millimeters]
Tolerances:
Fractional ±1/16
Angular: Bend ±2°
X.X ±0.060 [1.52mm]
X.XX ±0.030 [0.76mm]
DRAWN BY: KYY
DATE: 09/16/2019
CHECKED BY
APPROVALS

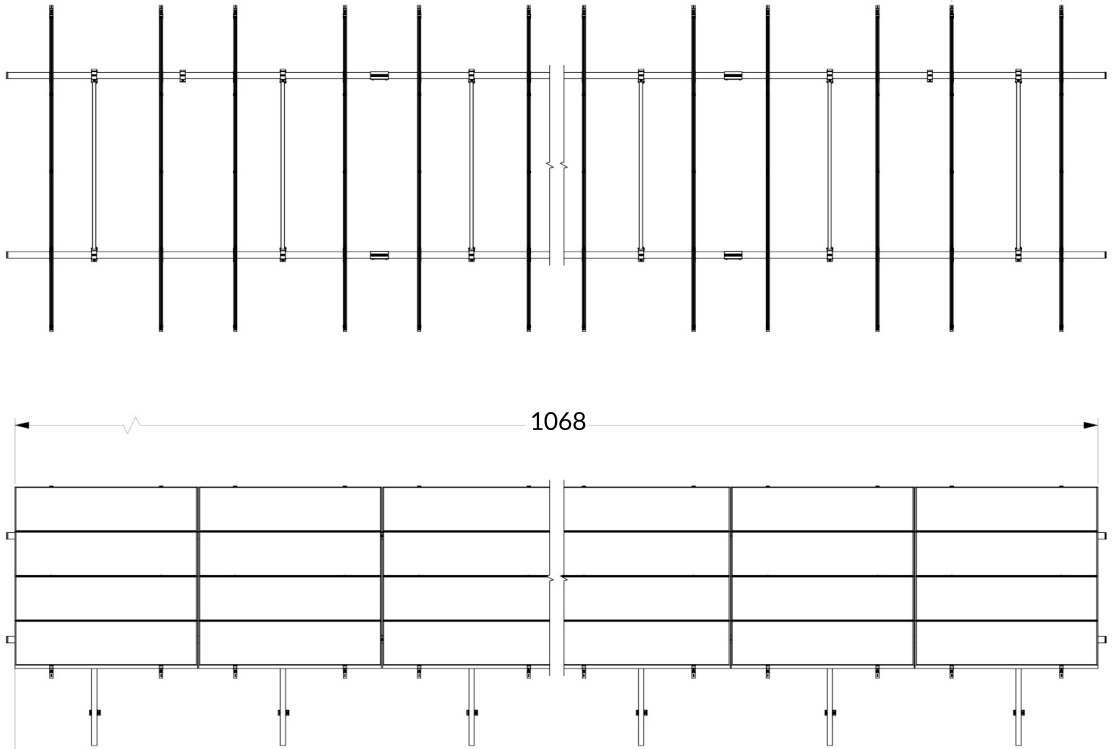
SunModo Corp.
14800 NE 65TH STREET, VANCOUVER WA 98682
TITLE: STEVE VENO
SIZE: D
DRAWING NUMBER: 4BA4BA
SCALE: N.T.S.
SHEET 1 of 4

THIS DRAWING IS CONFIDENTIAL PROPERTY OF SUNMODO AND ITS CONTENTS MAY NOT BE DISCLOSED WITHOUT THE PRIOR WRITTEN CONSENT OF SUNMODO CORP.

NOTES:
1. DIMENSIONS LABELED AS MAX ARE MAXIMUM ALLOWABLE
AND MAY RESULT IN END POSTS BEING OUTSIDE ARRAY EDGES.
MAXIMUM DIMENSIONS MAY BE REDUCED IF DESIRED.

RAIL SPACING

LANDSCAPE: PER MODULE MANUFACTURER

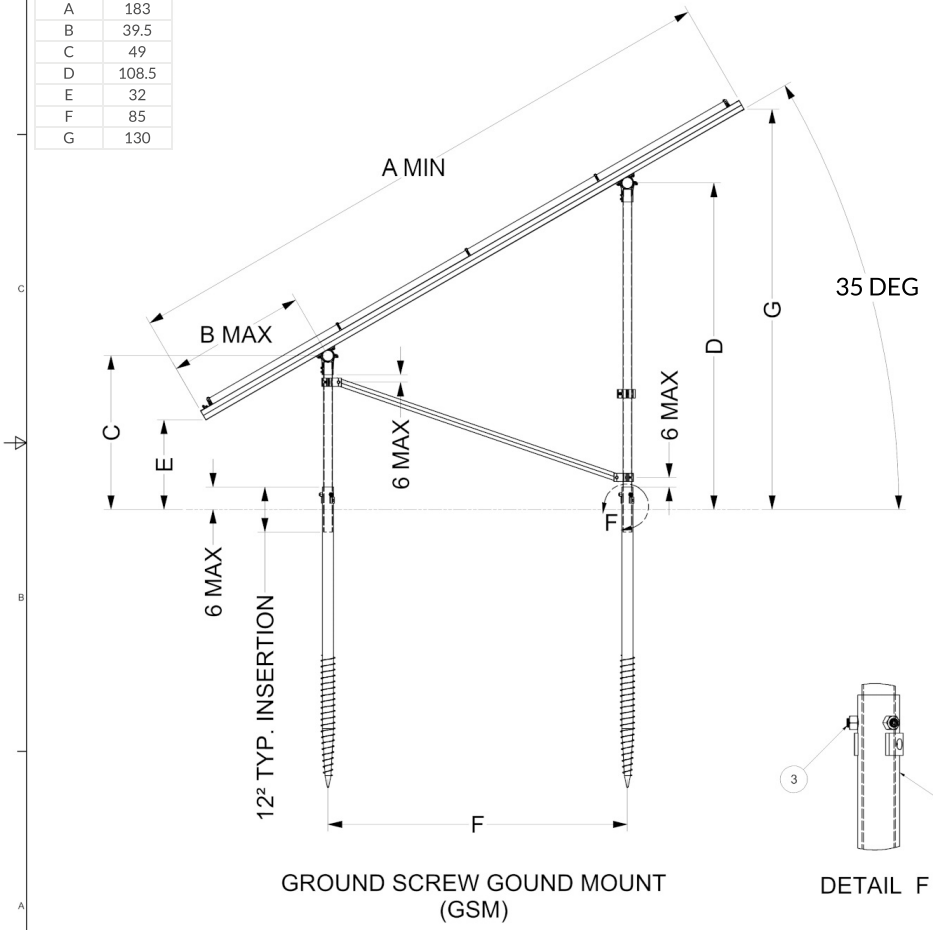


84 IN. MAX. ALLOW. SPAN
MIN # OF FRONT POSTS = 14
MIN # OF BACK POSTS = 14

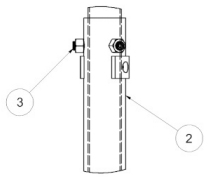
SunModo Corp.	
TITLE:	STEVE VENO
D	4BA4BA
SCALE: N.T.S.	SHEET 2 of 4

NOTES:
1. MAX DENOTES MAXIMUM PERMISSIBLE DIMENSIONS.
2. PIPE IS DESIGNED TO TELESCOPE IN AND OUT OF SCREW/AUGER FOR FIELD ADJUSTABILITY. 12" IS RECOMMENDED.

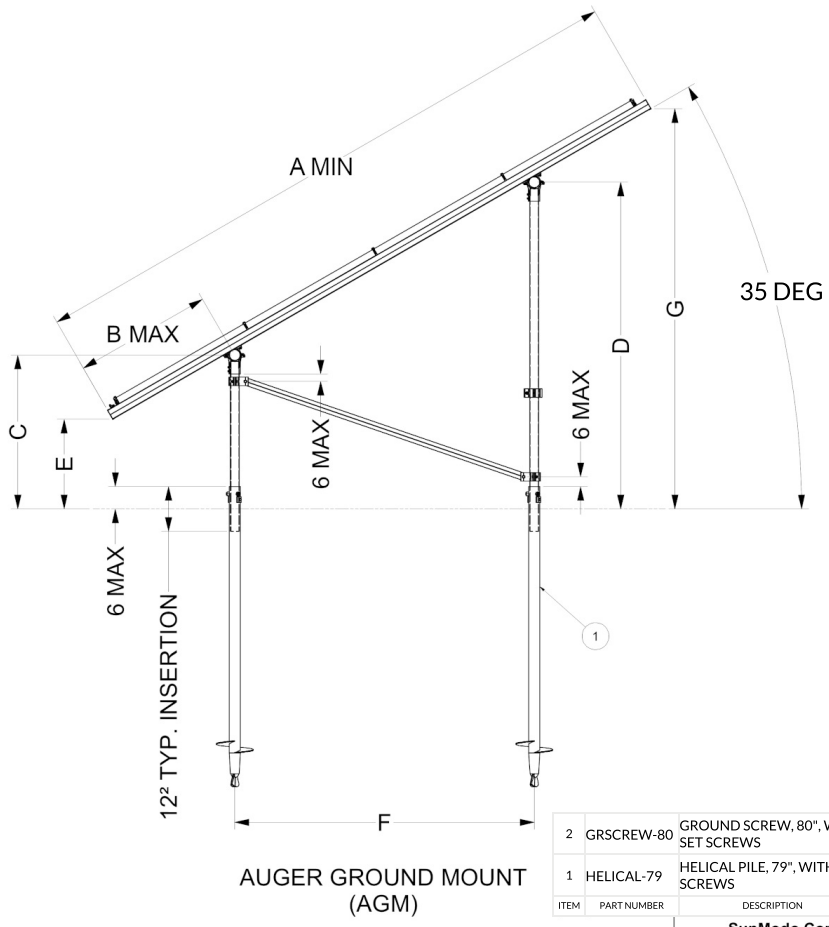
DIMENSIONS	
A	183
B	39.5
C	49
D	108.5
E	32
F	85
G	130



GROUND SCREW GOUND MOUNT (GSM)



DETAIL F



AUGER GROUND MOUNT (AGM)

ITEM	PART NUMBER	DESCRIPTION	QTY
2	GRSCREW-80	GROUND SCREW, 80", WITH SET SCREWS	28
1	HELICAL-79	HELICAL PILE, 79", WITH SET SCREWS	0

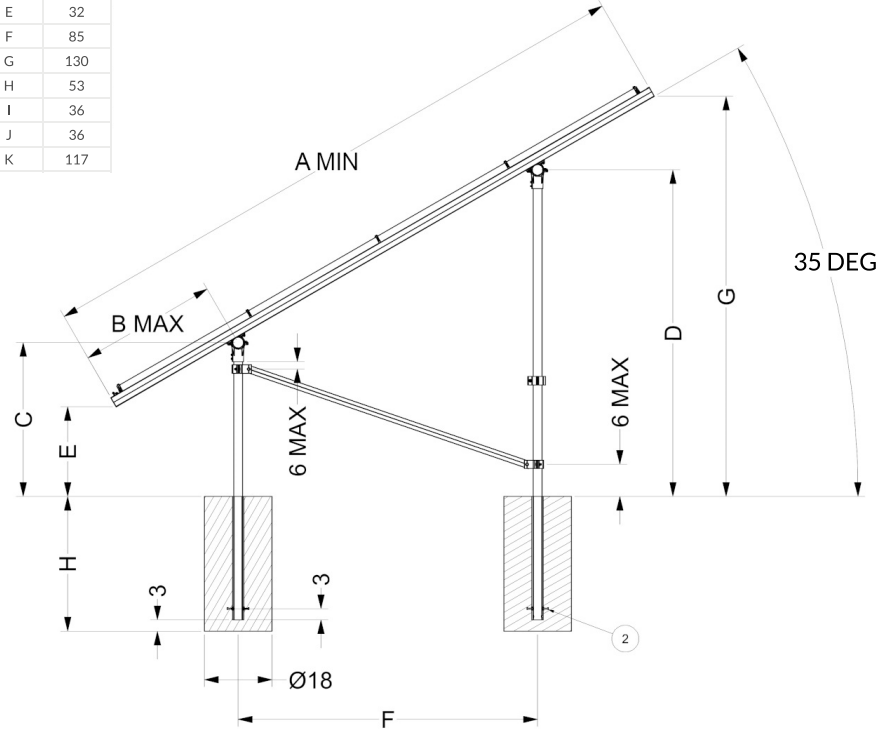
SunModo Corp.

DRAWN	STEVE VENO
SIZE	D
DRAWING NUMBER	4BA4BA
SCALE	N.T.S.
SHEET	3 of 4
REV	

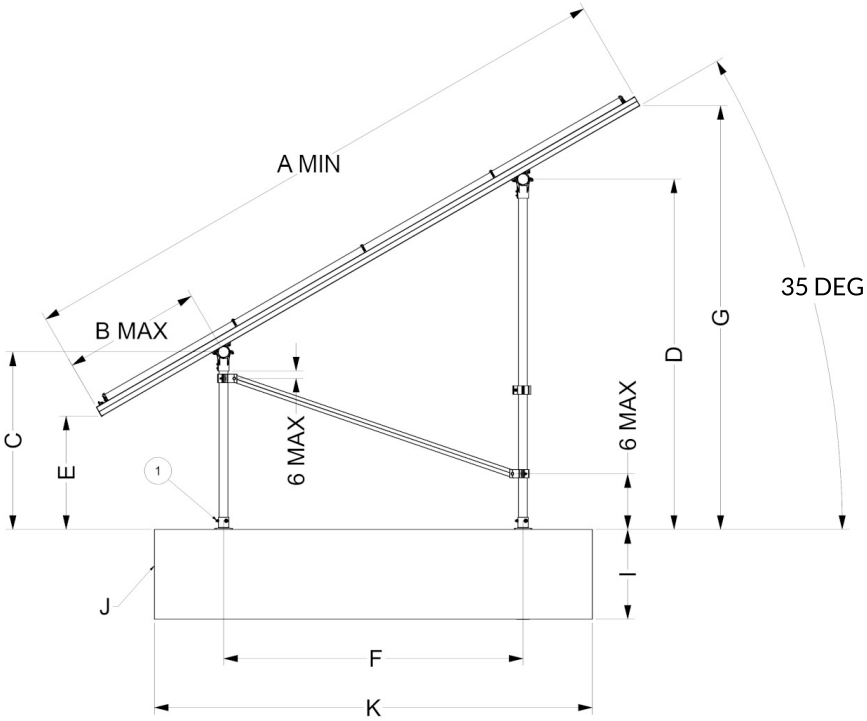
Last edited by Benjamin Ferkinhoff on 12/17/24 10:44 AM PST

NOTES:
1. MAX DENOTES MAXIMUM PERMISSIBLE DIMENSIONS.
2. BASE-PIPE-20 (BASE PLATE, STEEL, 2" PIPE) OR K10302-001 (BASE PLATE, STEEL, 2" PIPE)

DIMENSIONS	
A	183
B	39.5
C	49
D	108.5
E	32
F	85
G	130
H	53
I	36
J	36
K	117



POST-IN-CONCRETE GROUND MOUNT
(PGM)



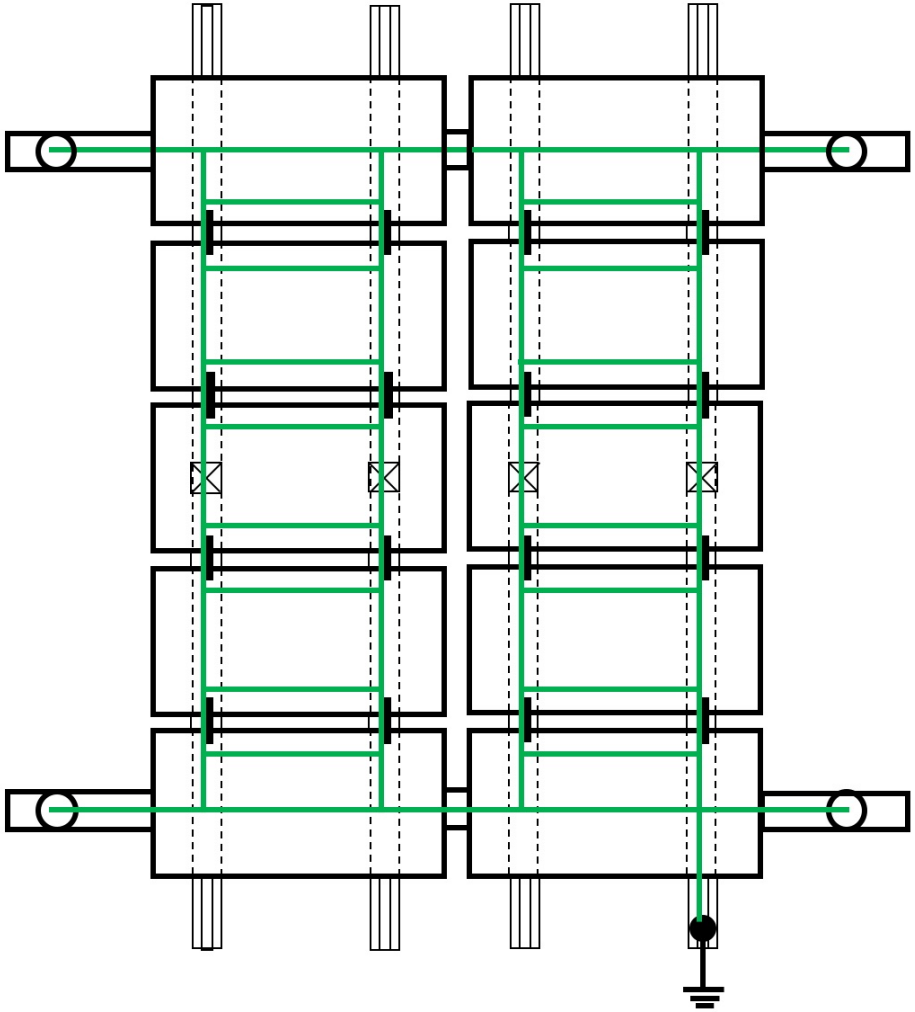
BALLAST GROUND MOUNT
(BGM)

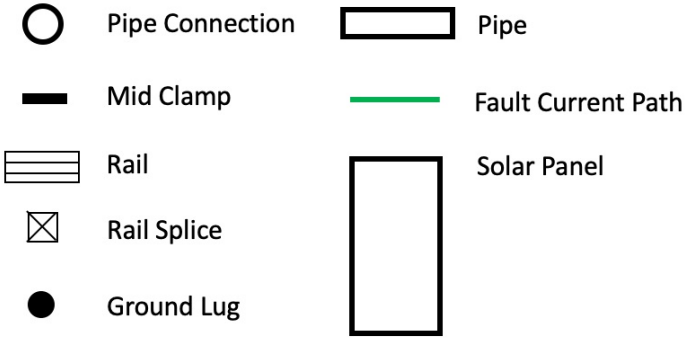
ITEM	PART NUMBER	DESCRIPTION	QTY
2	K10186-001	EMBEDDED 2.0" PIPE CLAMP KIT	0
1		POST BASE. VARIES PER NOTE 2	0

SunModo Corp.

DRAWN	STEVE VENO	
D	4BA4BA	
SCALE: N.T.S.	SHEET 4 of 4	REV

Last edited by Benjamin Ferkinhoff on 12/17/24 10:44 AM PST





Note: All SunTurf metal structural components (Horizontal and Vertical Pipe, Pipe Splices, Post Caps, Pipe Clamps, Braces, Rail and Rail Splices) are electrically bonded together by design during the assembly of the racking.

Disclaimer:
The information from this configurator is not to be used for construction unless reviewed and approved by a design professional recognized by the project's authority having jurisdiction (AHJ)

Last edited by Benjamin Ferkinhoff on 12/17/24 10:44 AM PST

RESOLUTION NO. 24-25

CITY OF MINNETRISTA

RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR STEVEN AND SHARON VENO FOR A GROUND-MOUNTED SOLAR ENERGY SYSTEM AT 8485 SQUIRE LANE

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, Steven & Sharon Veno (the "Applicants") have made an application for a conditional use permit for a ground-mounted solar energy system at the property located generally at 8485 Squire Lane (the "Property") and which is legally described on Exhibit A attached hereto; and

WHEREAS, on February 24, 2025, the Minnetrista Planning Commission considered the requested conditional use permit, held a public hearing, and, after consideration of the record before it, voted 5-0 in favor of recommending approval of the conditional use permit; and

WHEREAS, on March 17, 2025, the City Council reviewed the application, as submitted, and has made the following findings of fact:

1. The proposed ground-mounted solar energy system is allowed by Conditional Use Permit in the Agriculture (A) Zoning District;
2. The proposed use does not have an effect of upon the health, safety, and general welfare of the city regarding the factors of noise, glare, odor, electrical interferences, vibration, dust, or other nuisances;
3. The proposed use does not pose any discernable fire or safety hazards;
4. The proposed use does not change existing or anticipated traffic conditions or parking facilities on adjacent streets and land;
5. The proposed use does not have an effect on surrounding properties, including valuation, aesthetics and scenic views, land uses, or character and integrity of the neighborhood;
6. The proposed use does not have any added impact on governmental facilities or services, including roads, sanitary sewer, water and police and fire;
7. The proposed use does not have an effect on sensitive environmental features including lakes, surface and underground water supply and quality, wetlands, slopes, flood plains, or soils; and
8. The request is consistent with the Minnetrista Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the ground-mounted solar conditional use permit at 8485 Squire Lane, as requested by the Applicants, based on the findings of fact outlined above, with the following conditions:

1. The Applicants shall plant 5 trees to help with screening of the ground-mounted solar energy system. The proposed location shall be shown on the site plan at the time of building permit and photographs verifying that they have been planted shall be submitted at the final inspection;
2. The ground-mounted solar energy system must remain screened from view to the extent possible without reducing efficiency;
3. If the ground-mounted solar energy system is not in proper working order, has ceased functioning for a period of more than six months or has not been maintained, it must be deconstructed and removed from the property at which point the Planning Commission and City Council shall review the Conditional Use Permit;
4. The Applicants shall obtain all necessary permits and approvals from the City and other applicable entities with jurisdiction prior to any construction;
5. The Applicants shall be responsible for all fees incurred by the city in review of this application;
6. The City may inspect the property, at any time, for the purposes of insuring the conditions of the Conditional Use Permit are being met; and
7. The City Council reserves the right to review and revoke the CUP upon violation of any term or condition.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of March 2025, by a vote of ___ Ayes and ___ Nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
Ann Meyerhoff, City Clerk

EXHIBIT A

Legal Description of 8485 Squire Lane:

Lot 2, Block 2, Whaletail Woods, Hennepin County, Minnesota.

CITY OF MINNETRISTA

CITY COUNCIL CONSENT AGENDA ITEM

Subject:	**Application from Brian & Patricia Cutshall for a variance from the required riparian view shed setback to allow for a second story addition at 5440 Ridgewood Cove.**
Prepared By:	**Nickolas Olson, Senior City Planner**
Through:	**David Abel, Community Development Director**
Meeting Date:	**March 17, 2025**

Overview: Brian & Patricia Cutshall (the "Applicants") have made a request for a variance from the required riparian view shed setback to allow for a second story addition at 5440 Ridgewood Cove; R-1 – Low-Density Single-Family Residence Zoning District; PID# 12-117-24-23-0034. (the "Property"). As proposed, the second story addition would be roughly 88 feet from the lakeshore.

Background: The Applicant purchased the Property in May of 2023. The Property contains an existing single-family home built in 1974, according to County records. The home is non-conforming with respect to the riparian view shed setback. The Applicants desire to add a second story addition to provide more living space and have worked through various options. Given the existing location of the home, the Applicants have little options to expand the existing structure. Given the non-conforming nature of the home, a variance is required for the addition as proposed and the Applicants were informed of this when discussing the plan with staff. The Applicants have appropriately applied for said variance and the application materials have been attached for the City Council to review. The City Council should consider the standard variance criteria when reviewing the request and making a motion.

Variance Request: City Code Section 505.05 Subd. 9 allows the City to issue variances from the provisions of the zoning code. A variance is a modification or variation of the provisions of the zoning code as applied to a specific piece of. A variance is only permitted when:

a. **The variance is in harmony with the general purposes and intent of this ordinance.**
   Section 505.03 Subd. 1 outlines the specific purpose and intent of the City's zoning ordinance. One of those purpose and intent is to protect the general health and safety of the inhabitants of the City. This is accomplished through the promotion of proper use of land and structures with reasonable standards to which buildings, structures, and land will conform to for the benefit of all.

The proposed addition maintains the residential nature of the Property, which is a proper use of land within the R-1 zoning district. The proposed addition does not extend closer to the lake or any property lines than the existing structure, which is a reasonable standard to maintain given the existing non-conforming location of the home.

b. The variance is consistent with the comprehensive plan.
The basic intent of the comprehensive planning process is to provide a well-founded and coordinated decision-making framework to guide both public and private development and community improvements. In this regard, the comprehensive plan represents the development framework to guide and direct future land development decisions within the City. The Land Use Plan is a narrative and graphic representation of the community's land use and growth management goals and policies that provides the background and rationale for land use designations as represented on the Proposed Land Use Map.

The Property is guided for long term Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The requested variance would allow for an addition to the existing single-family home, which is a use consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land Use Map, the proposed addition does not add additional hardcover, which will help prevent additional run-off towards the lake.

A variance may be granted when the applicant establishes there are practical difficulties in complying with this ordinance. Practical difficulties, as used in connection with granting a variance, means:

1. **The property owner proposes to use the property in a reasonable manner not permitted by this ordinance.**
This factor means that the landowner would like to use the property in a particular reasonable way, but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance.

The Applicants desire to add additional square footage to the existing home for entertainment, which is a reasonable request. The additional square footage will be a second story addition, so there will be no additional hardcover added with the request, which is also reasonable.

2. **The plight of the landowner is due to circumstances unique to the property not created by the landowner.**
The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner. When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property.

The existing home was built prior to the Applicants purchasing the Property and the Applicants inherited the existing non-conformity. A bulk of the existing home is already located beyond the riparian view shed line. This makes the expansion of the existing structure very challenging due to its existing location, which was not the creation of the Applicants.

3. **The variance would not alter the essential character of the locality.**
   Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area.

   The proposed building addition results in a modest increase in the size of the home and is located as far from the lake and close to the street as reasonably and practically as possible. The resulting home remains consistent in size and massing to the other homes in the neighborhood.

Neighborhood Comments: Notices were sent out to all property owners within 500 feet of the subject property. Staff did not received any written comment regarding the request as a result of sending the public notice. The Applicants did provide a letter from their neighbor in support of the request with their application. That has been attached for the City Council to review.

Planning Commission Recommendation: The Planning Commission reviewed the Applicants request at their February 24, 2025 meeting and held the required public hearing. There was no one besides the Applicants and their contactor who spoke during the public hearing. After reviewing the request and hearing no comments during the public hearing, the Planning Commission made a motion to recommend the City Council approve the requested riparian view shed setback, based on certain findings of fact and subject to conditions. The motion passed unanimously.

Conclusion: The City Council should review the staff report and the recommendation of the Planning Commission. After review, the City Council should consider the entire record before it prior to making a motion. Along with making a motion, findings of fact should be established which support the motion. Findings of fact based on the information submitted by the Applicants may be as follows:

1. The requested variance is in harmony with the purpose and intent of the City's zoning ordinances because the proposed addition maintains the residential nature of the Property, which is a proper use of land within the R-1 zoning district. The proposed addition does not extend closer to the lake or any property lines than the existing structure, which is a reasonable standard to maintain given the existing non-conforming location of the home;
2. The requested variance is consistent with the City's comprehensive plan because the Property is guided for long term Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The requested variance would allow for an addition to the existing single-family home, which is a use consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land

Use Map, the proposed addition does not add additional hardcover, which will help prevent additional run-off towards the lake;

3. The Applicants propose to use the Property in a reasonable manner because the Applicants desire to add additional square footage to the existing home for entertainment, which is a reasonable request. The additional square footage will be a second story addition, so there will be no additional hardcover added with the request, which is also reasonable;
4. The requested variance is the result of unique circumstances not created by the landowner because the existing home was built prior to the Applicants purchasing the Property and the Applicants inherited the existing non-conformity. A bulk of the existing home is already located beyond the riparian view shed line. This makes the expansion of the existing structure very challenging due to its existing location, which was not the creation of the Applicants.; and
5. The requested variance will not alter the character of the locality because the proposed building addition results in a modest increase in the size of the home and is located as far from the lake and as close to the street as reasonably and practically as possible. The resulting home remains consistent in size and massing to the other homes in the neighborhood.

Recommended Action: Motion to adopt a resolution approving the requested riparian view shed setback variance at 5440 Ridgewood Cove based on certain findings of fact outlined in the staff report and subject to the following conditions:

1. Any required grading shall maintain existing drainage patterns or improve the existing drainage of the lot and adjacent lots;
2. The Applicants shall obtain all necessary permits and approvals from the City and other applicable entities with jurisdiction over the Property prior to any construction;
3. The Applicants are responsible for all fees incurred by the City in review of this application; and
4. The variance approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the site.

Attachments:

1. Location Map
2. Applicant's Narrative
3. Proposed Survey
4. Proposed Plans
5. Public Comments
6. Res. No. 25-25 Approving Riparian View Shed Setback at 5440 Ridgewood Cove

5440 Ridgewood Cove



City Boundary

Address Labels

Parcels

1 in = 200 Ft

N

February 20, 2025

Map Powered By Datafi

Subject: Variance Request for Addition Above Garage at 5440 Ridgewood Cove, Minnetrista, MN 55364

To the City of Minnetrista Zoning Board/Planning Commission,

City of Minnetrista for a Request for a Variance for
Brian & Patty Cutshall 5440 Ridgewood Cove, Minnetrista, MN 55364

2. Written Statements

a. Current Owners

Brian Gerald Cutshall

Patricia Kathryn Cutshall

b. Site Data

Parcel 1: Lot 8, Block 2, Ridgewood Cove, except that part thereof lying West of a line drawn North perpendicular to the South line of said Lot from a point on the South line of said Lot distant 25 feet East from the Southwest corner of said Lot, according to the recorded plat thereof.

AND

Parcel 2: That part of the accretions to Ridgewood Cove lying between the Northeasterly line of said plat and the shoreline of Lake Minnetonka which lies between the extentions of said shoreline of the Northwesterly and South lines of Lot 8, Block 2, Ridgewood Cove, according to the recorded plat thereof.

Lot 8, Block 2, Ridgewood Cove Addition PID#12-117-24-23-0034

Parcel Area 0.77 Acres, 33,424 Sq Ft

Residential Housing, Current Zone R-1

c. Requesting Variance for Minnetrista City Code Section 505.07. Subd, 8(b) *Riparian view shed protection*. Minimum Lot Area 14,500 sq ft, Minimum Lot Dept 120ft, Minimum Lot Width at OHW 90ft, Front (Lakeside) Setback 35ft, Side Setback 15ft, Rear (Streetside) Setback 35ft, Building Height 35 ft.

d. To Construct/Add an additional 22' x 24' floor including a bedroom, bathroom, closet & storage to the current garage (see attached blueprints). The addition will be in the Riparian shed view, Minnetrista City Code Section 505.07. Subd, 8(b) Riparian view shed protection.

See Note in **Unique Property Conditions.**

e. We have had a few discussions & emails with Nicholas Olson at the City of Minnetrista on building this addition over the garage & he brought it to our attention that we would need a Variance to proceed with this project & that is where we are today. Appling for a Variance.

f. Explained below

g. Explained below

h. Explained below

We, Shire Construction LLC and Brian & Patty Cutshall, owners of property located at 5440 Ridgewood Cove, Minnetrista, MN 55364, are respectfully requesting a variance to the zoning ordinances to allow for the construction of a living space addition above our existing garage. The scope of work would be adding an additional bedroom above the garage including an additional ¾ bathroom, linen closet, closet & additional storage. The addition would add curb appeal to the exterior of the house with adding a gable & dormers. The exterior of the addition would match the current metal siding /brick and painted to match. The project will not change the current lot coverage, and we will not be disturbing any soil on the site. All work and storage of any materials will be done on the driveway not disturbing any of the vegetation or trees. Brian & Patty purchased the current house in May of 2023 and moved in directly. Since purchasing the home, 1 of Brian & Patty's 3 adult children has blessed them with a grandson & they are hoping for more grandchildren. The additional bedroom, closet, bathroom & storage would allow them to entertain their children & spouses and grandchildren for sleepovers!!

Reason for Variance:

- **Unique Property Conditions:**

Our lot configuration, with its limited available space for expansion, makes it impractical to add necessary living space without extending above the garage, which is currently not permitted under the zoning regulation Section 505.07. Subd, 8(b) *Riparian view shed protection*.

NOTE:

A. The bulk of the existing house is already in the setback, (according to Riparian view shed).
B. The tall trees throughout the Cutshall parcel (as shown on the survey), have much more of an impact on the Riparian view than the new addition will.

- **Minimal Impact on Neighborhood:**

The proposed addition will add curb appeal to our home and surrounding properties, with a design that is compatible with the character of the neighborhood. The addition will not negatively impact the neighborhood Or homeowners during construction of the addition. All equipment and construction materials will be stored & used on site. Delivery trucks will be on the street very minimal only to unload & haul products to the house.

- **Hardship Justification:**

Due to the unique layout of our property, complying with the zoning requirements would significantly limit our ability to effectively utilize the space and meet our growing family needs (adult children getting married, a new grandson & hoping for additional grandchildren).

Details of the Proposed Addition:

- **Location:** Above the existing garage on the rear of the property.
- **Size:** 528 sq. ft.
- **Design:**

Attached Documentation:

Site plan with proposed addition clearly marked, Architectural drawings of the addition, and Property survey.

Complete Blueprints of the proposed addition

A consent letter from the homeowner, Jane Norling residing at 5450 Ridgewood Cove, Minnetrista MN 55364 with her approval of the addition.

We believe this variance request addresses the unique challenges of our property and aligns with the overall intent of the zoning ordinances. We are confident that the proposed addition will not negatively impact on the neighborhood character while providing much-needed living space for their growing family.

Thank you for your consideration.

Sincerely,



Guy Wilts

Project Manager
Shire Construction LLC
10181 240th St E
Lakeville, MN 55044
952-426-5201
guy@shireconstructionllc.com

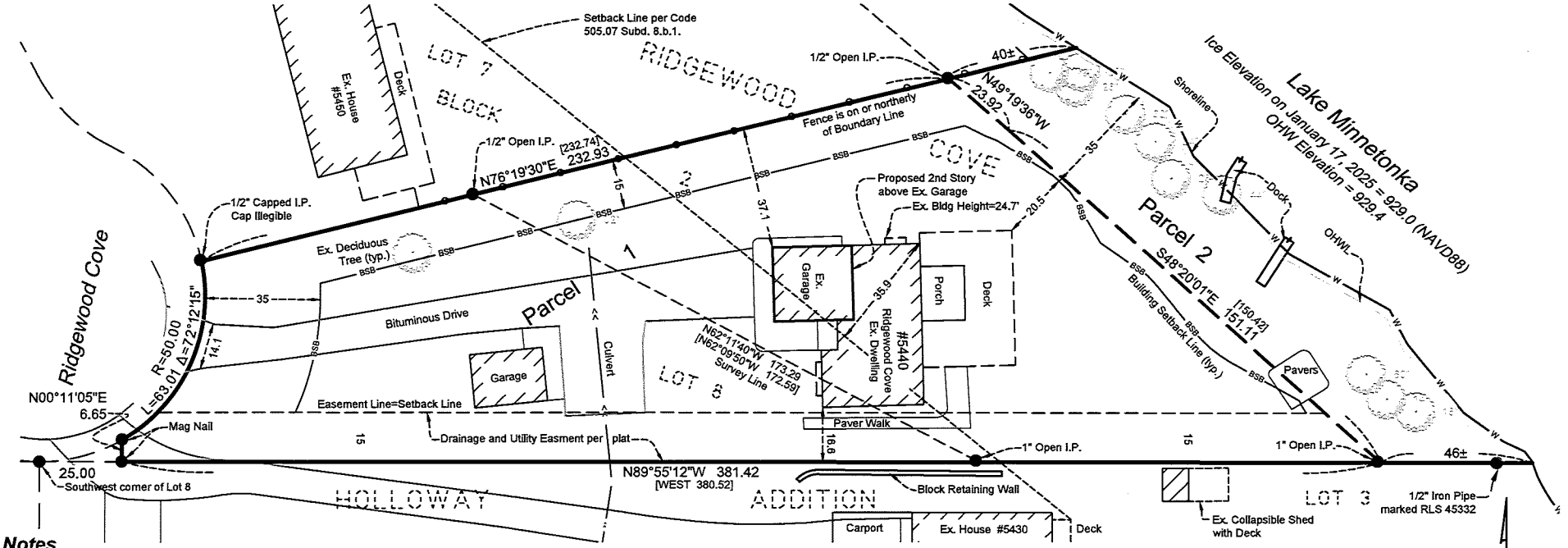
Certificate of Survey

Survey Prepared For: *Shire Construction // Brian and Patricia Cutshall*

Property Description: *(All in Hennepin County, Minnesota)*

Parcel 1: Lot 8, Block 2, Ridgewood Cove, except that part thereof lying West of a line drawn North perpendicular to the South line of said Lot from a point on the South line of said Lot distant 25 feet East from the Southwest corner of said Lot, according to the recorded plat thereof.

Parcel 2: That part of the accretions to Ridgewood Cove lying between the Northeasterly line of said plat and the shoreline of Lake Minnetonka which lies between the extentions [to] said shoreline of the Northwesterly and South lines of Lot 8, Block 2, Ridgewood Cove, according to the recorded plat thereof.



Notes

1. *This Survey intends to show the boundaries of the above described property and the location of certain existing and proposed improvements thereon. It does not purport to show all improvements or encroachments. A Title Report was not furnished to the Surveyor in preparation of this survey. Additional encumbrances on the property may be disclosed by such a report.*
2. *The basis of bearings for this survey is assumed. Measured bearings and distances are shown for the boundary. Where measured distances differ significantly from plat distances, the [plat] dimension is also shown.*
3. *Distances shown on this survey are expressed in feet and hundredths of a foot.*
4. *Benchmark: Hennepin County Control Point "FOREST", NAVD88 Elevation = 945.54*
5. *Parcel Area = 33,424 sq. ft. = 0.77 Acre (calculated as area above OHWL)*
6. *Existing Impervious Surface Coverage = 7,231 Sq. Ft. = 21.6% (does not include boulevard)*
7. *The site conditions shown on this survey are representative of the existing conditions on the date of last fieldwork: January 17, 2025. Snow cover was present at time of survey and certain ground features that could be covered by snow, may not be shown.*

LINDGREN
Land Surveying
PO Box 217
Chanhassen, MN 55317
(952) 223-0063

Certificate of Survey

Shire Construction // Brian and Patricia Cutshall

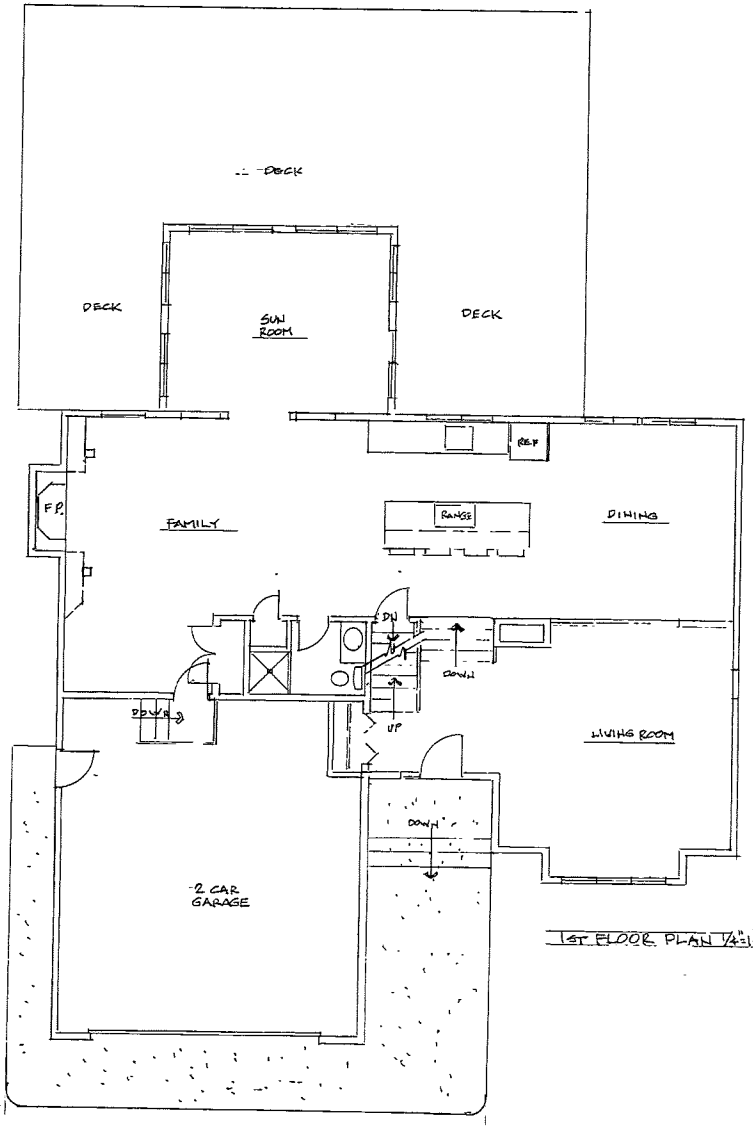
I hereby certify that this survey, map, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Signed: _____ Date: January 23, 2025

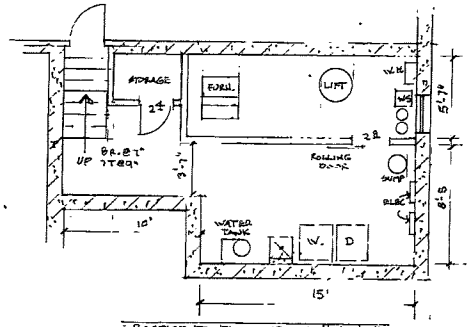
Eric B. Lindgren, Land Surveyor
Minnesota License Number 48176

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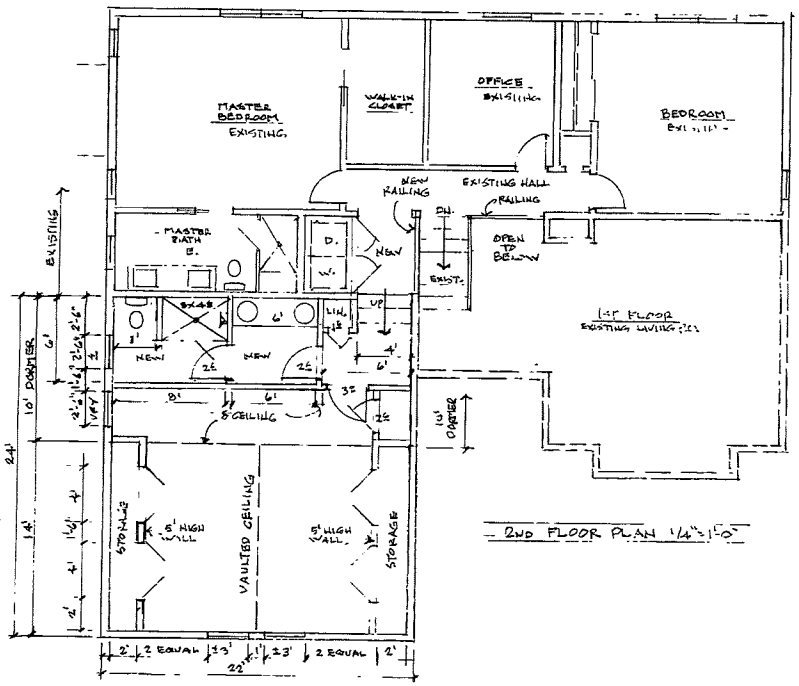
PROJ. NO. 24225R
SHEET 1 of 1
BOOK/PAGE 005/080



1ST FLOOR PLAN 1/4"=1'-0"



BASEMENT FLOOR PLAN 1/4"=1'-0"



2ND FLOOR PLAN 1/4"=1'-0"

GENE ALLEN DESIGN

SHEET 1 OF 3

RESIDENCE FOR
SAM CUTSHALL
9410 RIDGEWOOD CT
HIGHLANDS, TX

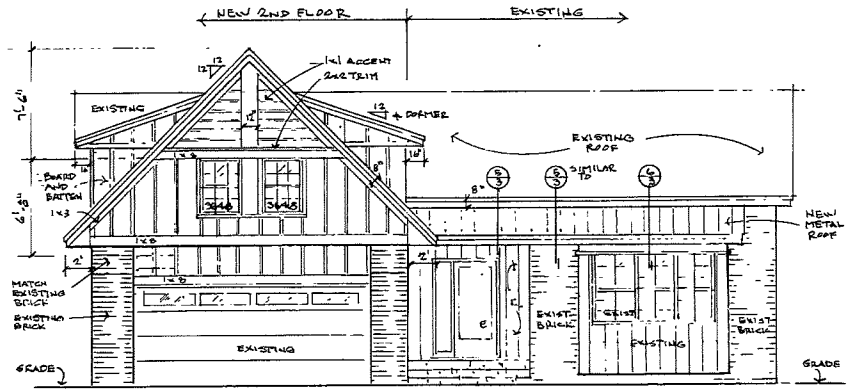
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832-467-4485

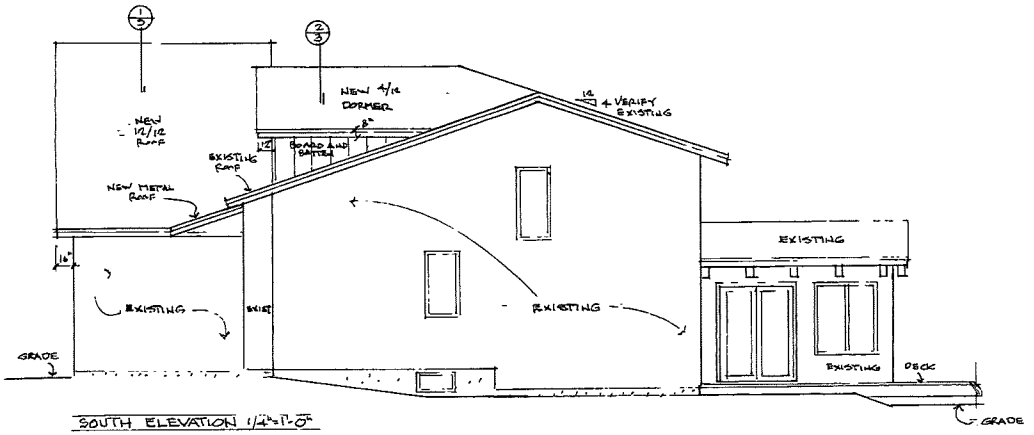
PLANS

7-16-24

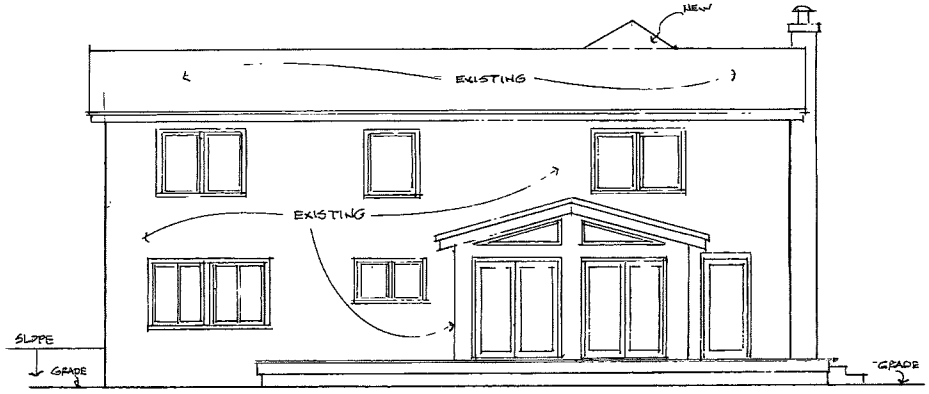
1/4"=1'-0"



WEST ELEVATION 1/4"=1'-0"

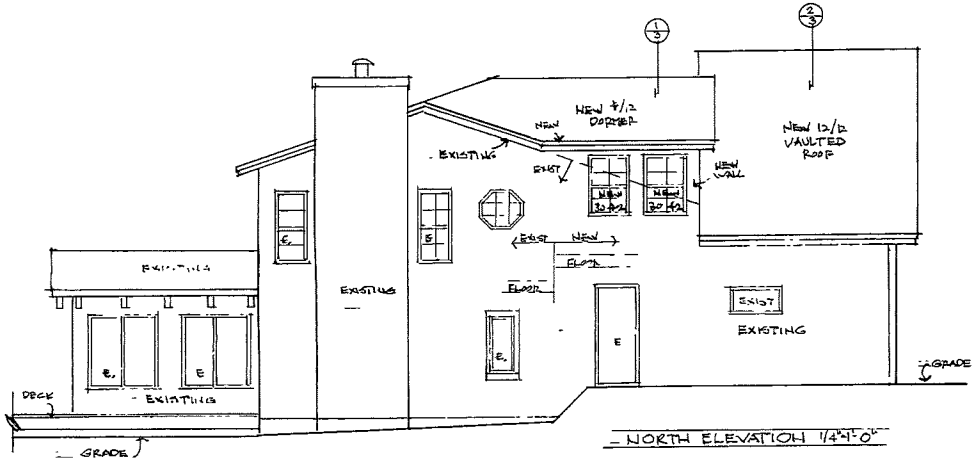


SOUTH ELEVATION 1/4"=1'-0"



EAST ELEVATION 1/4"=1'-0"

NOTE! ALL EXISTING EXCEPT ABOVE ROOF



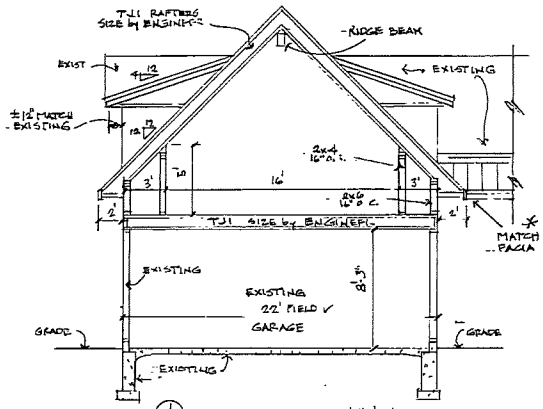
NORTH ELEVATION 1/4"=1'-0"

GENE ALLEN DESIGN

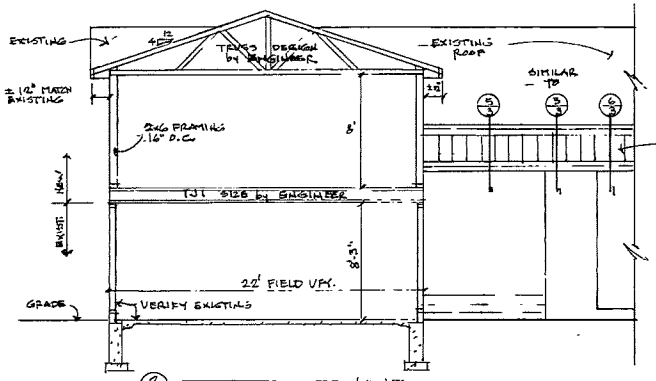
RESIDENCE FOR BRIAN CUTCHALL
PATIO ADDITION
1 WHITE TWISTA 1 STH
CAMP

ELEVATIONS

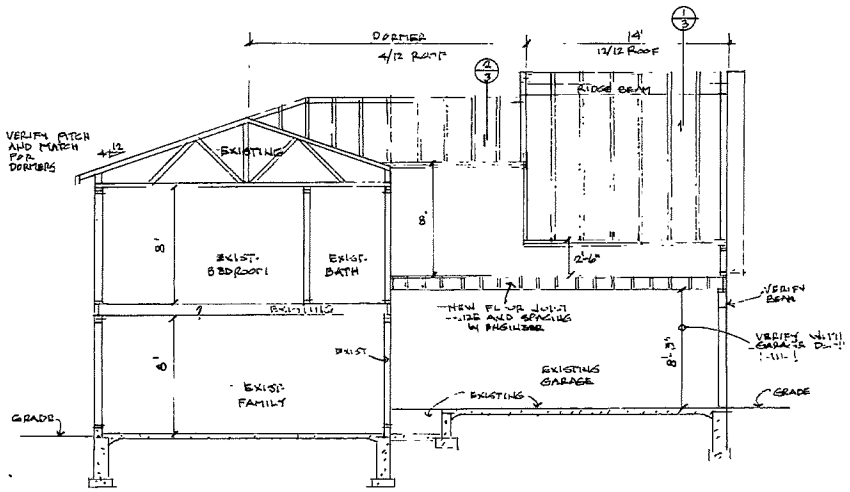
SHEET 2 OF 3 SHEETS



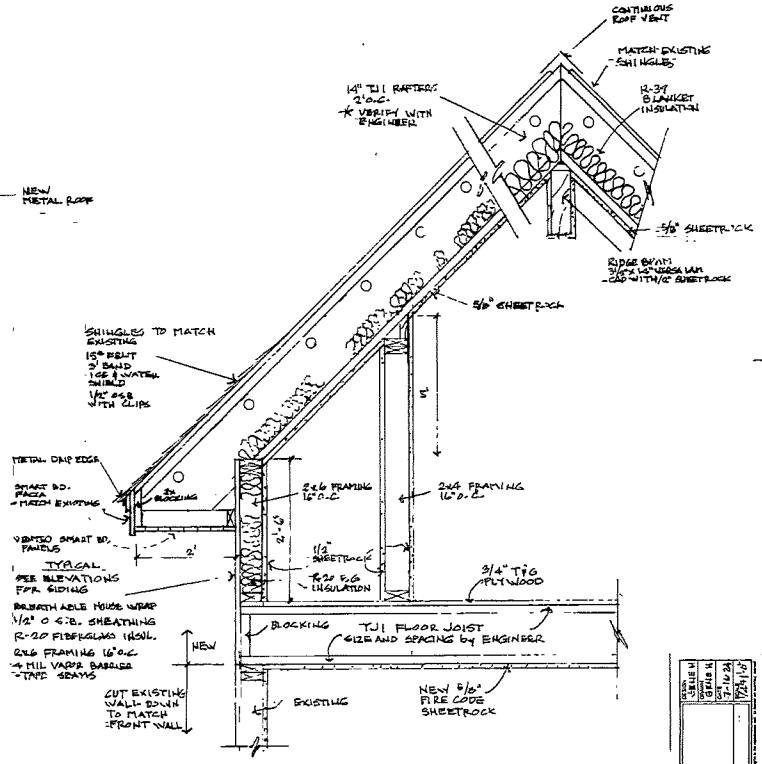
1/3 FRAMING SECTION 1/4"=1'-0" @ VAULTED ROOF



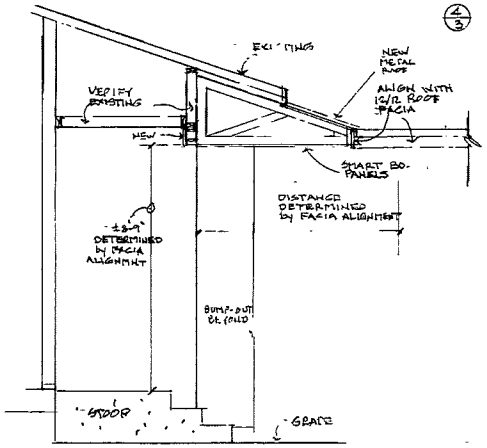
2/3 FRAMING SECTION 1/4"=1'-0" @ DORMER



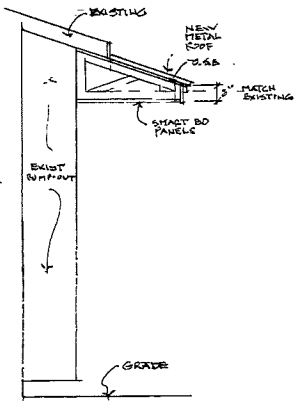
3/3 FRAMING SECTION 1/4"=1'-0" FRONT TO BACK



4/3 TYPICAL DETAIL 1"=1'-0"



5/3 METAL ROOF DETAIL 1/2"=1'-0" @ STOOP



6/3 METAL ROOF DETAIL 1/2"=1'-0" @ BUMP-OUT

GENE ALLEN DESIGN

January 13, 2025

I understand that my neighbors, Brian and Patty Cutshall, located at 5440 Ridgewood Cove, Minnetrista, MN 55364 are planning on putting an addition above their garage. I am not concerned for my sight line of the lake if the new roof needs to go a few feet higher than the existing roof line.

Sincerely,

Jane Norling
Thomas Norling (Deceased)
5450 Ridgewood Cove
Minnetrista, MN 55364

RESOLUTION NO. 25-25

CITY OF MINNETRISTA

RESOLUTION APPROVING A SIDE YARD SETBACK VARIANCE FOR BRIAN AND PATRICIA CUTSHALL FOR A HOME ADDITION AT 5440 RIDGEWOOD COVE

WHEREAS, the City of Minnetrista (the "City") 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, Brian & Patricia Cutshall (the "Applicants") have made an application for a riparian view shed setback variance for a home addition at 5435 County Road 151 (the "Property") and which is legally described on Exhibit A attached hereto; and

WHEREAS, on February 24, 2025, the Minnetrista Planning Commission considered the requested riparian view shed setback variance, held a public hearing and, after consideration of the entire record before it, voted 5-0 in favor of recommending approval of the requested setback variance; and

WHEREAS, the Minnetrista City Council has reviewed the application, as submitted, and has made the following findings of fact:

1. The requested variance is in harmony with the purpose and intent of the City's zoning ordinances because the proposed addition maintains the residential nature of the Property, which is a proper use of land within the R-1 zoning district. The proposed addition does not extend closer to the lake or any property lines than the existing structure, which is a reasonable standard to maintain given the existing non-conforming location of the home;
2. The requested variance is consistent with the City's comprehensive plan because the Property is guided for long term Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The requested variance would allow for an addition to the existing single-family home, which is a use consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land Use Map, the proposed addition does not increased the hardcover on the Property, which will help prevent additional run-off towards the lake;
3. The Applicants propose to use the Property in a reasonable manner because the Applicants desire to add additional square footage to the existing home for entertainment, which is a reasonable request. The additional square footage will be a second story addition, so there will be no additional hardcover added with the request, which is also reasonable;
4. The requested variance is the result of unique circumstances not created by the landowner because the existing home was built prior to the Applicants purchasing the Property and the Applicants inherited the existing non-conformity. The bulk of the existing home is

already located beyond the riparian view shed line. This makes the expansion of the existing structure very challenging due to its existing location, which was not the creation of the Applicants.; and

5. The requested variance will not alter the character of the locality because the proposed building addition results in a modest increase in the size of the home and is located as far from the lake and as close to the street as reasonably and practically as possible. The resulting home remains consistent in size and massing to the other homes in the neighborhood.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the requested riparian view shed setback variance for a home addition at the property generally located at 5440 Ridgewood Cove, subject to the following conditions:

1. Any required grading shall maintain existing drainage patterns or improve the existing drainage of the lot and adjacent lots;
2. The Applicants shall obtain all necessary permits and approvals from the City and other applicable entities with jurisdiction over the Property prior to any construction;
3. The Applicants are responsible for all fees incurred by the City in review of this application; and
4. The variance approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the site.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of March, 2025 by a vote of ___ Ayes and ___ Nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
Ann Meyerhoff, City Clerk

EXHIBIT A

Legal Description of 5440 Ridgewood Cove:

Par 1: Lot 8, Block 2, Ridgewood Cove, except that part thereof lying West of a line drawn North perpendicular to the South line of said Lot from a point on the South line of said Lot distant 25 feet East from the Southwest corner of said Lot, according to the record plat thereof.

Par 2: That part of the accretions to Ridgewood Cove lying between the Northeasterly line of said plat and the shoreline of Lake Minnetonka which lies between the extensions of said shoreline of the Northwesterly and South lines of Lot 8, Block 2, Ridgewood Cove, according to the record plat thereof;

Subject to drainage and utility easements as shown on said plat; (As to par 1)
Subject to covenants and restrictions contained in instrument of record in the office of the Registrar of Deeds as Document No. 3253702; (As to par 1)

CITY OF MINNETRISTA

CITY COUNCIL CONSENT AGENDA ITEM

Subject:	**Approving the Minnesota Wetland Conservation Act (WCA) Wetland Replacement Plan Application for Burl Oaks Golf Club, Inc.**
Prepared By:	**Nickolas Olson, Senior City Planner**
Through:	**David Abel, Community Development Director**
Meeting Date:	**March 17, 2025**

Issue: Burl Oaks Golf Club, Inc. (the "Applicant") has submitted a WCA wetland replacement plan application for proposed golf course re-design and improvements within the existing parcel owned by the Applicant. The project proposes permanent fill within five (5) wetlands located within the parcel.

Background: In summer 2021, the applicant completed the wetland delineation for the property. The City, as Local Government Unit (LGU) for the MN Wetland Conservation Act (WCA) reviewed the wetland delineation report, visited the property, and confirmed the wetland delineation and wetland types (plant communities) defined. The City issued the Notice of Decision approving the wetland delineation on November 1, 2021. The Notice of Decision included clarification of some wetland plant community types, and also which basins are "incidental wetlands" – those that are not subject to WCA wetland replacement plan application requirements.

Since the wetland delineation approval, the applicant and their design team/wetland consultant has evaluated the project goals, course layout design changes, and technical requirements for a successful project. Because there are many surface aquatic resources within the parcel, the applicant demonstrated continued diligence for WCA compliance as the wetland replacement plan application was prepared.

Table 1 lists the several pre-application and/or WCA Technical Evaluation Panel (TEP) meetings that have occurred:

Table 1:

✓ November 16, 2023	Pre-Application Meeting
✓ March 20, 2024	Sequencing Meeting
✓ May 13, 2024	MCWD Pre-Application Meeting
✓ May 17, 2024	MPCA Pre-Filing Meeting
✓ August 20, 2024	Permit Application
✓ September 24, 2024	Agency TEP Meeting
✓ November 20, 2024	Permit Addendum

APPROVALS RECEIVED:

✓ December 4, 2024	MPCA Section 401 Certification Waiver

The final WCA TEP meeting was held December 10, 2024. The outcome of the TEP meeting is that the application meets the requirements for WCA Wetland Replacement Plan, and may proceed forward for City Council decision.

Proposed Wetland Impact and Replacement

The project proposes 0.73 acre of permanent wetland fill that requires mitigation per WCA. The applicant proposes to provide wetland replacement at a 2:1 ratio via the purchase of wetland credit from two different MN State Wetland Bank Accounts. The Applicant will purchase 0.73 credits from an approved wetland bank within Hennepin County (Account No. 1756), and the other 0.73 credits from an approved wetland bank within Anoka County (Account No. 1722). These wetland banks are located in the same Bank Service Area (7) and same Major Watershed (No. 20) as the wetland impacts.

The execution of the purchase agreements between the applicant and the wetland bank owners will be completed upon approval of this wetland replacement plan application, by the City Council.

There are three conditions of approval for this wetland replacement plan:

Condition 1: The applicant will complete the wetland credits purchase transactions and debit of replacement credits at the Minnesota Board of Water and Soil Resources (BWSR) prior to wetland impact. The applicant will provide proof of completion to the City prior to impacting the five wetlands subject to WCA.

Condition 2: The applicant will coordinate with the grading contractor to review and clearly identify the approved limits of wetland disturbance, prior to grading activities, and will clearly mark the limits in the field with ribbon and or lath.

Condition 3: The applicant will maintain compliance with the Stormwater Pollution Prevention Plan (SWPPP) that has been developed for the project.

Discussion: Staff has reviewed the wetland replacement plan application for conformity with the requirements of the MN Wetland Conservation Act (WCA). Technical Evaluation Panel (TEP) meetings were held, as noted in Table 1. The applicant provided supplemental supporting information requested by the TEP, including two total wetland impact avoidance alternatives, as required by WCA. The wetland replacement plan has been deemed complete and meets the requirements of the WCA. The city council should approve or disapprove the wetland replacement plan application by resolution which will set forth, in detail, conditions to which the approval is subject to or findings of fact for disapproval.

Recommended City Council Action: Motion to Adopt a Resolution Approving the Wetland Replacement Plan Application for Burl Oaks Golf Club subject to the specified conditions.

RESOLUTION NO. 26-25

CITY OF MINNETRISTA

RESOLUTION GRANTING APPROVAL OF THE MINNESOTA WETLAND CONSERVATION ACT (WCA) WETLAND REPLACEMENT PLAN APPLICATION FOR BURL OAKS GOLF CLUB, INC.

WHEREAS, the city of Minnetrista (the "City") is a municipal corporation, organized and existing under the laws of Minnesota; and

WHEREAS, the City is the Local Government Unit for the Minnesota Wetland Conservation Act; and

WHEREAS, Burl Oaks Golf Club, Inc. (the "Applicant") is the fee owner of the parcel where the proposed wetland impact will occur (the "Property"); and

WHEREAS, on November 1, 2021 the City issued a WCA Notice of Decision approving the wetland boundary/type within the property; and

WHEREAS, the City received a WCA wetland replacement plan application for the project and deemed the application complete on August 28, 2024 and thus issuing the Notice of Application dated August 30, 2024 for comment through October 25, 2024, with an additional 60-day comment period extension agreed to.

WHEREAS, the Technical Evaluation Panel (TEP) held meetings on November 16, 2023, September 24, 2024, and December 10, 2024 to discuss the project.

WHEREAS, the applicant provided the final revised application/supporting addendum documents on November 20, 2024.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Minnetrista, Minnesota that the City makes the following findings of fact regarding the wetland replacement plan for Burl Oaks Golf Club:

1. The wetland replacement plan application prepared by Anderson Engineering dated August 16, 2024 and the addendum information dated November 20, 2024

constitutes a complete wetland replacement plan application, in accordance with WCA rules; and

2. The project proposes a total of 0.73 acre of permanent wetland fill (WCA-regulated) within Wetland IDs 2 (0.05 acre), 15 (0.16 acre), 17 (0.11 acre), 22 (0.29 acre), and 23 (0.12 acre).
3. The applicant proposes to provide wetland replacement, in accordance with MN WCA rules, at a 2:1 replacement ratio via the purchase of wetland credit from two different MN State Wetland Bank Accounts. The Applicant will purchase 0.73 credits from an approved wetland bank within Hennepin County (Account No. 1756), and the other 0.73 credits from an approved wetland bank within Anoka County (Account No. 1722).
4. The proposed wetland replacement conforms with the MN WCA rules and will adequately replace the functions and values of the wetland impact.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that final approval is granted to the wetland replacement plan application for Burl Oaks Golf Club, subject to the following terms and conditions:

Condition 1: The applicant will complete the wetland credits purchase transactions and debit of replacement credits at the Minnesota Board of Water and Soil Resources (BWSR) prior to wetland impact. The applicant will provide proof of completion to the City prior to impacting the five wetlands subject to WCA.

Condition 2: The applicant will coordinate with the grading contractor to review and clearly identify the approved limits of wetland disturbance, prior to grading activities, and will clearly mark the limits in the field with ribbon and or lath.

Condition 3: The applicant will maintain compliance with the Stormwater Pollution Prevention Plan (SWPPP) that has been developed for the project.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of March 2025 by a vote of _____ ayes and _____ nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
Ann Meyerhoff, City Clerk

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM

Subject: **Award 3-year contract for standby emergency back-up generator maintenance/inspection services**

Prepared By: **Gary Peters, Public Works Director**

Meeting Date: **March 17, 2025**

Issue:
The City of Minnetrista needs to have standby emergency back-up generators inspected twice yearly to ensure proper operation when needed.

Overview:
The City of Minnetrista contracts generator maintenance/inspection services for 15 standby emergency back-up generator units located at City Hall, Public Works, Public Safety, both water treatment plants, three sanitary lift stations, well #7, Sunnyfield Water tower and three towable units. These services take place in the spring and fall and are a complete inspection and tune up of all units. The inspections are thorough and check many items. Please see attached 2024 Public Safety Generator Spring inspection report to view items checked.

Another service that is performed is Load Bank Testing. Load bank testing for a generator involves applying an artificial load to the generator to simulate real-world usage and verify its ability to deliver power and maintain performance under load conditions, ensuring it's ready for emergencies. Staff asked for yearly pricing on load bank testing for each generator, but after some research, decided to do load bank testing every other year, with the generators at City Hall, Public Safety, Public Works, the water treatment plants and Well #7 one year, and the others the following year.

Public Works staff requested quotations from four generator service companies for inspection quotes for a three-year contract period (2025, 2026 and 2027), with a 30-day termination clause; all four responded with quotes.

Fiscal Impact:
The cost of standby emergency back-up generators inspections is funded through the general levy maintenance fund for the Campus generators, the water operating fund for the generators at the water treatment plants and Well #7, and the sewer operating fund for the generators at the sanitary lift stations. The vendor recommended for the generator inspection services for 2025, 2026 and 2027 is Advanced Power Systems, Inc. of Carver, MN at a price of $20,175.00 for 2025, $21,705.00 for 2026 and $21,105.00 for 2027. They are experienced contractors and have the experience and equipment to manage this project.

Summary of quotations received is shown:

	Advanced Power Systems	Kodiak Power Systems	Ziegler Power Systems	Interstate Power Systems
2025 Spring Service Price	$10,835.00	$11,978.21	$18,611.00	$13,130.02
2025 Fall Service Price	$4,990.00	$5,250.00	$12,508.00	$5,850.00
2025 Load Bank Testing Price	$4,350.00	$4020.00	$12,798.00	$5,255.00
2025 Total Quote	**$20,175.00**	**$21,248.21**	**$43,917.00**	**$24,235.02**
2026 Spring Service Price	$11,005.00	$12,300.99	$19,600.00	$13,398.01
2026 Fall Service Price	$5,120.00	$5,400.00	$13,525.00	$5,969.40
2026 Load Bank Testing Price	$5,580.00	$6,180.75	$14,175.00	$6,582.62
2026 Total Quote	**$21,705.00**	**$23,881.74**	**$47,300.00**	**$25,950.06**
2027 Spring Service Price	11,285.00	$12,570.41	$29,720.00	$13,671.42
2027 Fall Service Price	$5,290.00	$5,550.00	$14,425.00	$6,091.20
2027 Load Bank Testing Price	$4,530.00	$4,223.52	$13,715.00	$5.471.69
2027 Total Quote	**$21,105.00**	**$22,343.93**	**$48,860.00**	**$25,234.31**
Total 3-Year Contract Price	**$62,985.00**	**$67,473.89**	**$140,057.00**	**$75,419.39**

Recommended City Council Action:

Motion to approve Resolution No. 27-25 to approve 3-year contract agreement for generator maintenance/inspection services for City owned facilities and equipment generators with Advanced Power Systems for 2025, 2026 and 2027 at a total 3-year contract price of $62,985.00.

Ziegler Power Services

2025 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Load Bank Testing Price	Total
1	City Hall (stationary)	$1,292.00	$820.00	$1,673.00	$3,785.00
2	PW (stationary)	$925.00	$700.00	$1,079.00	$2,704.00
3	PD (stationary)	$1,730.00	$1,022.00	$2,791.00	$5,543.00
4	South WTP (stationary)	$1,730.00	$1,022.00	$2,791.00	$5,543.00
5	North WTP (stationary)	$1,730.00	$1,022.00	$2,791.00	$5,543.00
6	KatoLight (large portable)	$1,444.00	$1,022.00	$2,500.00	$4,966.00
7	KatoLight (small portable)	$925.00	$700.00	$1,079.00	$2,704.00
8	Winco (portable)	$925.00	$700.00	$1,079.00	$2,704.00
9	LS #1 (stationary)	$1,192.00	$820.00	$1,673.00	$3,685.00
10	LS # 3 (stationary)	$925.00	$700.00	$1,079.00	$2,704.00
11	LS #4 (stationary)	$1,292.00	$820.00	$1,673.00	$3,785.00
12	LS #6 (stationary)	$1,192.00	$820.00	$1,673.00	$3,685.00
13	LS #8 (stationary)	$1,192.00	$820.00	$1,673.00	$3,685.00
14	Well #7 (stationary)	$1,192.00	$820.00	$1,673.00	$3,685.00
15	Sunnyfield Tower (stationary)	$925.00	$700.00	$1,079.00	$2,704.00
	2025 SUBTOTALS:	**$18,611.00**	**$12,508.00**	**$12,798.00**	**$57,425.00**
				2025 TOTALS:	**$43,917.00**

Load bank testing to be performed on highlighted gens during this cycle

2026 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Load Bank Testing Price	Total
1	City Hall (stationary)	$1,350.00	$890.00	$1,750.00	$2,240.00
2	PW (stationary)	$1,000.00	$765.00	$1,150.00	$1,765.00
3	PD (stationary)	$1,800.00	$1,090.00	$2,875.00	$2,890.00
4	South WTP (stationary)	$1,800.00	$1,090.00	$2,875.00	$2,890.00
5	North WTP (stationary)	$1,800.00	$1,090.00	$2,875.00	$2,890.00
6	KatoLight (large portable)	$1,500.00	$1,090.00	$2,575.00	$2,590.00
7	KatoLight (small portable)	$1,000.00	$765.00	$1,150.00	$1,765.00
8	Winco (portable)	$1,000.00	$765.00	$1,150.00	$1,765.00
9	LS #1 (stationary)	$1,250.00	$890.00	$1,750.00	$2,140.00
10	LS # 3 (stationary)	$1,000.00	$765.00	$1,150.00	$1,765.00
11	LS #4 (stationary)	$1,350.00	$890.00	$1,750.00	$2,240.00
12	LS #6 (stationary)	$1,250.00	$890.00	$1,750.00	$2,140.00
13	LS #8 (stationary)	$1,250.00	$890.00	$1,750.00	$2,140.00
14	Well #7 (stationary)	$1,250.00	$890.00	$1,750.00	$2,140.00
15	Sunnyfield Tower (stationary)	$1,000.00	$765.00	$1,150.00	$1,765.00
	2026 SUBTOTALS:	**$19,600.00**	**$13,525.00**	**$14,175.00**	**$33,125.00**
				2026 TOTALS:	**$47,300.00**

Load bank testing to be performed on highlighted gens during this cycle

2027 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Load Bank Testing Price	Total
1	City Hall (stationary)	$1,425.00	$950.00	$1,820.00	$2,375.00
2	PW (stationary)	$1,075.00	$825.00	$1,225.00	$1,900.00
3	PD (stationary)	$1,880.00	$1,150.00	$2,950.00	$3,030.00
4	South WTP (stationary)	$1,880.00	$1,150.00	$2,950.00	$3,030.00
5	North WTP (stationary)	$1,880.00	$1,150.00	$2,950.00	$3,030.00
6	KatoLight (large portable)	$1,575.00	$1,150.00	$2,650.00	$2,725.00
7	KatoLight (small portable)	$1,075.00	$825.00	$1,225.00	$1,900.00
8	Winco (portable)	$1,075.00	$825.00	$1,225.00	$1,900.00
9	LS #1 (stationary)	$1,320.00	$950.00	$1,820.00	$2,270.00
10	LS # 3 (stationary)	$1,075.00	$825.00	$1,225.00	$1,900.00
11	LS #4 (stationary)	$1,425.00	$950.00	$1,820.00	$2,375.00
12	LS #6 (stationary)	$1,320.00	$950.00	$1,820.00	$2,270.00
13	LS #8 (stationary)	$1,320.00	$950.00	$1,820.00	$2,270.00
14	Well #7 (stationary)	$1,320.00	$950.00	$1,820.00	$2,270.00
15	Sunnyfield Tower (stationary)	$1,075.00	$825.00	$1,225.00	$1,900.00
	2027 SUBTOTALS:	**$20,720.00**	**$14,425.00**	**$13,715.00**	**$35,145.00**
				2027 TOTALS:	**$48,860.00**

Load bank testing to be performed on highlighted gens during this cycle

3-Year Contract Total: $140,077.00

Interstate Power Systems

2025 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Load Bank Testing Price	Total
1	City Hall (stationary)	$861.79	$390.00	$760.00	$2,011.79
2	PW (stationary)	$863.17	$390.00	$650.00	$1,903.17
3	PD (stationary)	$960.90	$390.00	$940.00	$2,290.90
4	South WTP (stationary)	$1,073.43	$390.00	$1,085.00	$2,548.43
5	North WTP (stationary)	$1,073.43	$390.00	$1,085.00	$2,548.43
6	KatoLight (large portable)	$1,012.17	$390.00	$845.00	$2,247.17
7	KatoLight (small portable)	$904.94	$390.00	$665.00	$1,959.94
8	Winco (portable)	$855.47	$390.00	$725.00	$1,970.47
9	LS #1 (stationary)	$645.68	$390.00	$685.00	$1,720.68
10	LS # 3 (stationary)	$625.29	$390.00	$641.00	$1,656.29
11	LS #4 (stationary)	$985.36	$390.00	$815.00	$2,190.36
12	LS #6 (stationary)	$982.16	$390.00	$735.00	$2,107.16
13	LS #8 (stationary)	$795.91	$390.00	$715.00	$1,900.91
14	Well #7 (stationary)	$795.91	$390.00	$735.00	$1,920.91
15	Sunnyfield Tower (stationary)	$694.41	$390.00	$625.00	$1,709.41
	2025 SUBTOTALS:	**$13,130.02**	**$5,850.00**	**$5,255.00**	**$30,686.02**
				2025 TOTALS:	**$24,235.02**

Load bank testing to be performed on highlighted gens during this cycle

2026 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Load Bank Testing Price	Total
1	City Hall (stationary)	$879.37	$397.96	$775.51	$1,277.33
2	PW (stationary)	$880.79	$397.96	$663.27	$1,278.75
3	PD (stationary)	$980.51	$397.96	$959.18	$1,378.47
4	South WTP (stationary)	$1,095.34	$397.96	$1,107.14	$1,493.30
5	North WTP (stationary)	$1,095.34	$397.96	$1,107.14	$1,493.30
6	KatoLight (large portable)	$1,032.83	$397.96	$862.24	$1,430.79
7	KatoLight (small portable)	$923.41	$397.96	$678.57	$1,321.37
8	Winco (portable)	$872.93	$397.96	$739.80	$1,270.89
9	LS #1 (stationary)	$658.86	$397.96	$698.98	$1,056.82
10	LS # 3 (stationary)	$638.05	$397.96	$654.08	$1,036.01
11	LS #4 (stationary)	$1,005.47	$397.96	$831.63	$1,403.43
12	LS #6 (stationary)	$1,002.20	$397.96	$750.00	$1,400.16
13	LS #8 (stationary)	$812.16	$397.96	$729.59	$1,210.12
14	Well #7 (stationary)	$812.16	$397.96	$750.00	$1,210.12
15	Sunnyfield Tower (stationary)	$708.59	$397.96	$637.76	$1,106.55
	2026 SUBTOTALS:	**$13,398.01**	**$5,969.40**	**$6,582.65**	**$19,367.41**
				2026 TOTALS:	**$25,950.06**

Load bank testing to be performed on highlighted gens during this cycle

2027 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Load Bank Testing Price	Total
1	City Hall (stationary)	$897.32	$406.08	$791.34	$1,303.40
2	PW (stationary)	$898.76	$406.08	$676.80	$1,304.84
3	PD (stationary)	$1,000.52	$406.08	$978.76	$1,406.60
4	South WTP (stationary)	$1,117.69	$406.08	$1,129.74	$1,523.77
5	North WTP (stationary)	$1,117.69	$406.08	$1,129.74	$1,523.77
6	KatoLight (large portable)	$1,053.91	$406.08	$879.84	$1,459.99
7	KatoLight (small portable)	$942.26	$406.08	$692.42	$1,348.34
8	Winco (portable)	$890.75	$406.08	$754.89	$1,296.83
9	LS #1 (stationary)	$672.30	$406.08	$713.24	$1,078.38
10	LS # 3 (stationary)	$651.07	$406.08	$667.43	$1,057.15
11	LS #4 (stationary)	$1,025.99	$406.08	$848.60	$1,432.07
12	LS #6 (stationary)	$1,022.65	$406.08	$765.31	$1,428.73
13	LS #8 (stationary)	$828.73	$406.08	$744.48	$1,234.81
14	Well #7 (stationary)	$828.73	$406.08	$765.31	$1,234.81
15	Sunnyfield Tower (stationary)	$723.05	$406.08	$650.77	$1,129.13
	2027 SUBTOTALS:	**$13,671.42**	**$6,091.20**	**$5,471.69**	**$19,762.62**
				2027 TOTALS:	**$25,234.31**

Load bank testing to be performed on highlighted gens during this cycle

3-Year Contract Total: $75,419.39

Kodiak Power Systems

2025 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Load Bank Testing Price	Total
1	City Hall (stationary)	$785.07	$350.00	$670.00	$1,805.07
2	PW (stationary)	$601.29	$350.00	$670.00	$1,621.29
3	PD (stationary)	$1,023.49	$350.00	$670.00	$2,043.49
4	South WTP (stationary)	$1,139.80	$350.00	$670.00	$2,159.80
5	North WTP (stationary)	$1,139.80	$350.00	$670.00	$2,159.80
6	KatoLight (large portable)	$953.60	$350.00	$670.00	$1,973.60
7	KatoLight (small portable)	$657.26	$350.00	$670.00	$1,677.26
8	Winco (portable)	$689.08	$350.00	$670.00	$1,709.08
9	LS #1 (stationary)	$605.16	$350.00	$670.00	$1,625.16
10	LS # 3 (stationary)	$622.21	$350.00	$670.00	$1,642.21
11	LS #4 (stationary)	$1,077.03	$350.00	$670.00	$2,097.03
12	LS #6 (stationary)	$814.09	$350.00	$670.00	$1,834.09
13	LS #8 (stationary)	$688.97	$350.00	$670.00	$1,708.97
14	Well #7 (stationary)	$716.30	$350.00	$670.00	$1,736.30
15	Sunnyfield Tower (stationary)	$465.06	$350.00	$670.00	$1,485.06
	2025 SUBTOTALS:	**$11,978.21**	**$5,250.00**	**$4,020.00**	**$27,278.21**
				2025 TOTALS:	**$21,248.21**

Load bank testing to be performed on highlighted gens during this cycle

2026 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Load Bank Testing Price	Total
1	City Hall (stationary)	$824.82	$360.00	$686.75	$1,184.82
2	PW (stationary)	$616.33	$360.00	$686.75	$976.33
3	PD (stationary)	$1,052.16	$360.00	$686.75	$1,412.16
4	South WTP (stationary)	$1,168.30	$360.00	$686.75	$1,528.30
5	North WTP (stationary)	$1,168.30	$360.00	$686.75	$1,528.30
6	KatoLight (large portable)	$977.44	$360.00	$686.75	$1,337.44
7	KatoLight (small portable)	$673.69	$360.00	$686.75	$1,033.69
8	Winco (portable)	$706.31	$360.00	$686.75	$1,066.31
9	LS #1 (stationary)	$620.29	$360.00	$686.75	$980.29
10	LS # 3 (stationary)	$637.77	$360.00	$686.75	$997.77
11	LS #4 (stationary)	$1,103.95	$360.00	$686.75	$1,463.95
12	LS #6 (stationary)	$834.55	$360.00	$686.75	$1,194.55
13	LS #8 (stationary)	$706.20	$360.00	$686.75	$1,066.20
14	Well #7 (stationary)	$734.20	$360.00	$686.75	$1,094.20
15	Sunnyfield Tower (stationary)	$476.68	$360.00	$686.75	$836.68
	2026 SUBTOTALS:	**$12,300.99**	**$5,400.00**	**$6,180.75**	**$17,700.99**
				2026 TOTALS:	**$23,881.74**

Load bank testing to be performed on highlighted gens during this cycle

2027 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Load Bank Testing Price	Total
1	City Hall (stationary)	$824.82	$370.00	$703.92	$1,194.82
2	PW (stationary)	$631.73	$370.00	$703.92	$1,001.73
3	PD (stationary)	$1,078.46	$370.00	$703.92	$1,448.46
4	South WTP (stationary)	$1,197.50	$370.00	$703.92	$1,567.50
5	North WTP (stationary)	$1,197.50	$370.00	$703.92	$1,567.50
6	KatoLight (large portable)	$1,001.88	$370.00	$703.92	$1,371.88
7	KatoLight (small portable)	$690.53	$370.00	$703.92	$1,060.53
8	Winco (portable)	$706.31	$370.00	$703.92	$1,076.31
9	LS #1 (stationary)	$635.79	$370.00	$703.92	$1,005.79
10	LS # 3 (stationary)	$653.92	$370.00	$703.92	$1,023.92
11	LS #4 (stationary)	$1,131.55	$370.00	$703.92	$1,501.55
12	LS #6 (stationary)	$855.41	$370.00	$703.92	$1,225.41
13	LS #8 (stationary)	$723.85	$370.00	$703.92	$1,093.85
14	Well #7 (stationary)	$752.56	$370.00	$703.92	$1,122.56
15	Sunnyfield Tower (stationary)	$488.60	$370.00	$703.92	$858.60
	2027 SUBTOTALS:	**$12,570.41**	**$5,550.00**	**$4,223.52**	**$18,120.41**
				2027 TOTALS:	**$22,343.93**

Load bank testing to be performed on highlighted gens during this cycle

3-Year Contract Total: $67,473.88

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2025 GENERATOR SER

Item #	Description	Annual Service Price	Bi-Annual Service Price	Load Bank Testing Price	Total
1	City Hall (stationary)	$710.00	$330.00	$600.00	$1,640.00
2	PW (stationary)	$600.00	$330.00	$600.00	$1,530.00
3	PD (stationary)	$895.00	$330.00	$850.00	$2,075.00
4	South WTP (stationary)	$1,050.00	$350.00	$850.00	$2,250.00
5	North WTP (stationary)	$1,050.00	$350.00	$850.00	$2,250.00
6	KatoLight (large portable)	$895.00	$330.00	$600.00	$1,825.00
7	KatoLight (small portable)	$600.00	$330.00	$600.00	$1,530.00
8	Winco (portable)	$610.00	$330.00	$600.00	$1,540.00
9	LS #1 (stationary)	$600.00	$330.00	$600.00	$1,530.00
10	LS # 3 (stationary)	$600.00	$330.00	$600.00	$1,530.00
11	LS #4 (stationary)	$900.00	$330.00	$600.00	$1,830.00
12	LS #6 (stationary)	$715.00	$330.00	$600.00	$1,645.00
13	LS #8 (stationary)	$600.00	$330.00	$600.00	$1,530.00
14	Well #7 (stationary)	$610.00	$330.00	$600.00	$1,540.00
15	Sunnyfield Tower (stationary)	$400.00	$330.00	$600.00	$1,330.00
	2025 SUBTOTALS:	**$10,835.00**	**$4,990.00**	**$4,350.00**	**$25,575.00**
				2025 TOTALS:	**$20,175.00**

Load bank testing to be performed on highlighted gens during this cycle

2026 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Load Bank Testing Price	Total
1	City Hall (stationary)	$720.00	$340.00	$620.00	$1,060.00
2	PW (stationary)	$610.00	$340.00	$620.00	$950.00
3	PD (stationary)	$900.00	$340.00	$860.00	$1,240.00
4	South WTP (stationary)	$1,075.00	$350.00	$860.00	$1,425.00
5	North WTP (stationary)	$1,075.00	$350.00	$860.00	$1,425.00
6	KatoLight (large portable)	$900.00	$340.00	$620.00	$1,240.00
7	KatoLight (small portable)	$610.00	$340.00	$620.00	$950.00
8	Winco (portable)	$620.00	$340.00	$620.00	$960.00
9	LS #1 (stationary)	$610.00	$340.00	$620.00	$950.00
10	LS # 3 (stationary)	$610.00	$340.00	$620.00	$950.00
11	LS #4 (stationary)	$920.00	$340.00	$620.00	$1,260.00
12	LS #6 (stationary)	$725.00	$340.00	$620.00	$1,065.00
13	LS #8 (stationary)	$610.00	$340.00	$620.00	$950.00
14	Well #7 (stationary)	$620.00	$340.00	$620.00	$960.00
15	Sunnyfield Tower (stationary)	$400.00	$340.00	$620.00	$740.00
	2026 SUBTOTALS:	**$11,005.00**	**$5,120.00**	**$5,580.00**	**$16,125.00**
				2026 TOTALS:	**$21,705.00**

Load bank testing to be performed on highlighted gens during this cycle

2027 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Load Bank Testing Price	Total
1	City Hall (stationary)	$730.00	$350.00	$640.00	$1,080.00
2	PW (stationary)	$620.00	$350.00	$640.00	$970.00
3	PD (stationary)	$925.00	$350.00	$870.00	$1,275.00
4	South WTP (stationary)	$1,100.00	$370.00	$870.00	$1,470.00
5	North WTP (stationary)	$1,100.00	$370.00	$870.00	$1,470.00
6	KatoLight (large portable)	$910.00	$350.00	$640.00	$1,260.00
7	KatoLight (small portable)	$625.00	$350.00	$640.00	$975.00
8	Winco (portable)	$645.00	$350.00	$640.00	$995.00
9	LS #1 (stationary)	$625.00	$350.00	$640.00	$975.00
10	LS # 3 (stationary)	$625.00	$350.00	$640.00	$975.00
11	LS #4 (stationary)	$950.00	$350.00	$640.00	$1,300.00
12	LS #6 (stationary)	$740.00	$350.00	$640.00	$1,090.00
13	LS #8 (stationary)	$645.00	$350.00	$640.00	$995.00
14	Well #7 (stationary)	$645.00	$350.00	$640.00	$995.00
15	Sunnyfield Tower (stationary)	$400.00	$350.00	$640.00	$750.00
	2027 SUBTOTALS:	**$11,285.00**	**$5,290.00**	**$4,530.00**	**$16,575.00**
				2027 TOTALS:	**$21,105.00**

Load bank testing to be performed on highlighted gens during th

3-Year Contract Total: $62,985.0

2025 GENERATOR MAINTENANCE PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator maintenance and inspection services.

Company: Advanced Power Services

Address: 16450 Woodsview Lane

City: Carver MN ZIP Code: 55315

Signature: Lucas Braun

Telephone: 952-465-9959

Email: LBraun@advancedpowerservice.com

2025 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Total
1	City Hall Facility (stationary)	$ 700	$ 330	$ 1,030
2	Public Works Facility (stationary)	$ 600	$ 330	$ 930
3	Public Safety Facility (stationary)	$ 895	$ 330	$ 1,225
4	South Water Treatment Plant (stationary)	$ 1050	$ 330	$ 1,380
5	North Water Treatment Plant (stationary)	$ 1050	$ 330	$ 1,380
6	KatoLight D200FRJ4 (portable)	$ 895	$ 330	$ 1,225
7	KatoLight D50FMJ4 (portable)	$ 600	$ 330	$ 930
8	Winco RP80/A (portable)	$ 610	$ 330	$ 940
9	LS #1 (stationary)	$ 600	$ 330	$ 930
10	LS #3 (stationary)	$ 600	$ 330	$ 930
11	LS #4 (stationary)	$ 900	$ 330	$ 1,230
12	LS #6 (stationary)	$ 715	$ 330	$ 1,045
13	LS #8 (stationary)	$ 600	$ 330	$ 930
14	Well #7 (stationary)	$ 610	$ 330	$ 940
15	Sunnyfield Water Tower (stationary)	$ 400	$ 330	$ 730

Total 2025 Bid: $ 19,575

2026 GENERATOR MAINTENANCE PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator maintenance and inspection services.

Company: Advanced Power Service

Address: 16450 Woodview LANE

City: Carver MN ZIP Code: 55315

Signature: Lucas Braun

Telephone: 952-465-1959

Email: LBraun@advancedpowerservice.com

2026 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Total
1	City Hall Facility (stationary)	$ 720	$ 340	$ 1,060
2	Public Works Facility (stationary)	$ 610	$ 340	$ 950
3	Public Safety Facility (stationary)	$ 900	$ 340	$ 1,240
4	South Water Treatment Plant (stationary)	$ 1075	$ 358	$ 1,425
5	North Water Treatment Plant (stationary)	$ 1075	$ 350	$ 1425
6	KatoLight D200FRJ4 (portable)	$ 900	$ 340	$ 1,240
7	KatoLight D50FMJ4 (portable)	$ 610	$ 340	$ 950
8	Winco RP80/A (portable)	$ 620	$ 340	$ 960
9	LS #1 (stationary)	$ 610	$ 340	$ 950
10	LS #3 (stationary)	$ 610	$ 340	$ 950
11	LS #4 (stationary)	$ 920	$ 340	$ 1,260
12	LS #6 (stationary)	$ 725	$ 340	$ 1,065
13	LS #8 (stationary)	$ 610	$ 340	$ 950
14	Well #7 (stationary)	$ 620	$ 340	$ 960
15	Sunnyfield Water Tower (stationary)	$ 400	$ 340	$ 740

Total 2026 Bid: $ 16,125

2027 GENERATOR MAINTENANCE PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator maintenance and inspection services.

Company: Advanced Power Services

Address: 16450 Woodsview Lane

City: Carver MN ZIP Code: 55315

Signature: Lucas Braun

Telephone: 952-465-9959

Email: LBraun@advancedpowerservice.com

2027 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Total
1	City Hall Facility (stationary)	$ 730	$ 350	$ 1,080
2	Public Works Facility (stationary)	$ 620	$ 350	$ 970
3	Public Safety Facility (stationary)	$ 925	$ 350	$ 1,275
4	South Water Treatment Plant (stationary)	$ 1100	$ 370	$ 1,470
5	North Water Treatment Plant (stationary)	$ 1100	$ 370	$ 1,470
6	KatoLight D200FRJ4 (portable)	$ 910	$ 350	$ 1,200
7	KatoLight D50FMJ4 (portable)	$ 625	$ 350	$ 975
8	Winco RP80/A (portable)	$ 645	$ 350	$ 995
9	LS #1 (stationary)	$ 625	$ 350	$ 975
10	LS #3 (stationary)	$ 625	$ 350	$ 975
11	LS #4 (stationary)	$ 950	$ 350	$ 1,300
12	LS #6 (stationary)	$ 740	$ 350	$ 1,090
13	LS #8 (stationary)	$ 645	$ 350	$ 995
14	Well #7 (stationary)	$ 645	$ 350	$ 995
15	Sunnyfield Water Tower (stationary)	$ 400	$ 350	$ 750

Total 2027 Bid: $ 16,575

GENERATOR LOAD BANK TESTING PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator load bank testing services.

Company: Advanced Power Services

Address: 16450 Woodsview Lane

City: Carver MN ZIP Code: 55315

Signature: Lucas Braun

Telephone: 952-465-9959

Email: Lbraun@advancedpowerservice.com

GENERATOR LOAD BANK TESTING FORM SERVICE PRICING

Item #	Description	2025 Load Bank Testing Price	2026 Load Bank Testing Price	2027 Load Bank Testing Price
1	City Hall Facility (stationary)	$ 600	$ 620	$ 640
2	Public Works Facility (stationary)	$ 600	$ 620	$ 640
3	Public Safety Facility (stationary)	$ 850	$ 860	$ 870
4	South Water Treatment Plant (stationary)	$ 850	$ 860	$ 870
5	North Water Treatment Plant (stationary)	$ 850	$ 860	$ 870
6	KatoLight D200FRJ4 (portable)	$ 600	$ 620	$ 640
7	KatoLight D50FMJ4 (portable)	$ 600	$ 620	$ 640
8	Winco RP80/A (portable)	$ 600	$ 620	$ 640
9	LS #1 (stationary)	$ 600	$ 620	$ 640
10	LS #3 (stationary)	$ 600	$ 620	$ 640
11	LS #4 (stationary)	$ 600	$ 620	$ 640
12	LS #6 (stationary)	$ 600	$ 620	$ 640
13	LS #8 (stationary)	$ 600	$ 620	$ 640
14	Well #7 (stationary)	$ 600	$ 620	$ 640
15	Sunnyfield Water Tower (stationary)	$ 600	$ 620	$ 640

Preventative Maintenance Checklist

Advanced Power Services, Inc.

Service Type	Full Service
Service Date	04-22-2024
Project Number	SV7811

Customer Information

Customer Name	City of Minnetrista
Job Location	Police Station
Site Contact Name	Gary

System Information

GenSet Brand	Cummins
Indoor/Outdoor	Outdoor
GenSet Model Number	DQHAA-1233077
GenSet Serial Number	J090038346
GenSet Size (kW)	275
Engine Brand	Cummins
Engine Model Number	QSM11-G4
Engine Serial Number	35258479
Engine Hours	274
ATS Brand	GE Zenith
ATS Model Number	ZS5SB06041
ATS Serial Number	1577741-2
ATS Size (AMPS)	600

Pre-Operational Checks

GenSet in Auto and No Alarms or Faults	Yes, has low fuel warning active. Tank gauge reads 1/2.
Check fluid levels and for any leaks in oil, fuel, coolant	Yes
Verify battery chargers and heaters are working	Yes

Transfer Switch Inspection

Inspect all power & control wiring	OK
Inspect switch mechanism & enclosure	OK
Check exerciser clock	OK
Measure utility voltage	480.00

Preventative Maintenance Checklist

Batteries & Battery Chargers

Battery Install Date	10-01-2022
Battery System Voltage	26.70
Battery Charger AMPS	1.00
Battery cable connections, terminals clean and tight	Yes
Battery Load Test (CCA)	1100.00
Battery #1	Napa 8D
Battery #1 Float Volts	12.40
Battery #1 Hold Volts	11.60
Battery #1 Pass/Fail	Yes
Battery #2	Napa 8D
Battery #2 Float Volts	12.40
Battery #2 Hold Volts	11.70
Battery #2 Pass/Fail	Yes

Engine Cooling System

Last Coolant Fill Date	11-01-2023
Inspect all hoses & clamps for leaks and condition	Ok
Inspect drive belts and pulleys	OK
Inspect fan, water pump, and pulley	OK
Inspect radiator surfaces for obstruction, build up, and damage	Ok
Inspect Coolant Heater and Record Water Jacket Temp (Deg F)	145.00
Coolant Freeze Point	-34.00

GenSet Controls & Accessories

Manually operate generator main breakers	OK
Check all engine mounted wiring, senders, devices	OK
Check all GenSet/Control mounted components & wiring	OK
Check all connections & plugs	OK
Function test on lights & indicators	OK

Fuel System

Preventative Maintenance Checklist

Check Tank Fuel Level	Needs Attn, 1/2 level on gauge. Low warning alarm active on panel.
Check all fuel hose, clamps, and pipes	OK
Check Governor Linkage	OK

Intake & Exhaust Systems

Check Air Cleaner	OK
Check Exhaust System & Raincap	OK
Check Louver Operation	OK

Oil & Filter Service

Change Engine Lube Oil	Yes
Change Fuel Filters	Yes
Change Coolant Filters	No
Filter Numbers	5746XD, 3604
Apply date & run hrs to filters	Yes
Grease Serviceable bearings	Yes

System Operational Tests

System Run Test	Yes
Record Engine Data	Yes
Oil Pressure	55.00
Coolant Temperature	185.00
Battery Voltage	27.00
Engine Speed	1800.00
Genset Voltage	480.00
Genset Frequency (Hz)	60.00
Duration of Test	25.00

Site Pre-Departure Verification

All applied Lock Out devices removed	Yes
All controls and components in AUTO/REMOTE	Yes
All GenSet breakers closed	Yes
Battery Charger Operational	Yes
Site Cleaned Up	Yes
All Tools Picked Up	Yes

Preventative Maintenance Checklist

Special Site Info	
Technician Comments, conceerns, recomendations	Fuel Is below half tank. Genset ran and tested out good. Continue scheduled service.

Signoff

Technician Signature	I acknowledge that the above information is complete and accurate.
Signature	

REQUEST FOR BID: GENERATOR MAINTENANCE & INSPECTION

The City of Minnetrista is requesting bids for twice a year maintenance and inspection services for City owned generators for 2025, 2026 and 2027.

BIDDING NOTES:

* Enclosed is a list of City owned generator units and their locations. Please feel free to contact Gary Peters at 952-241-2532 or garypeters@ci.minnetrista.mn.us for any questions or to request a site visit.

* All generator units will have a full annual service inspection in Spring with oil and filter changes; and a service check in the Fall. These inspections will include complete operational and safety checks.

* Contract awarded vendor will provide a completed maintenance report for each unit inspected.

* Any needed repairs will documented and a quote for repairs must be submitted before any work is performed.

SUBMITTAL OF BIDS:

Proposals shall be submitted to the City of Minnetrista by 3:30 pm on **Wednesday, March 12, 2025**.

They can be mailed to 7701 County Road 110 West, Minnetrista, MN 55364 or emailed to garypeters@ci.minnetrista.mn.us.

This service contract is anticipated to be awarded at the **March 17, 2025** Minnetrista City Council meeting.

PLEASE SEE OUR DETEILED PRICING DOCUMENT ATTACHED

2025 GENERATOR MAINTENANCE PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator maintenance and inspection services.

Company: KODIAK POWER SYSTEMS

Address: 1738 COMMERCE CT

City: WHITE BEAR LAKE ZIP Code: 55038

Signature: BILL BRISCH

Telephone: 651-356-1285

Email: bill@kodiakpowersystems.com

2025 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Total
1	City Hall Facility (stationary)	$ 785.07	$ 350.00	$ 1135.07
2	Public Works Facility (stationary)	$ 601.29	$ 35.00	$ 951.29
3	Public Safety Facility (stationary)	$ 1023.49	$ 350.00	$ 1373.49
4	South Water Treatment Plant (stationary)	$ 1,139.80	$ 350.00	$ 1,489.80
5	North Water Treatment Plant (stationary)	$ 1,139.80	$ 350.00	$ 1,489.80
6	KatoLight D200FRJ4 (portable)	$ 953.60	$ 350.00	$ 1,303.60
7	KatoLight D50FMJ4 (portable)	$ 657.26	$ 350.00	$ 1,007.26
8	Winco RP80/A (portable)	$ 689.08	$ 350.00	$ 1,039.08
9	LS #1 (stationary)	$ 605.16	$ 350.00	$ 955.16
10	LS #3 (stationary)	$ 622.21	$ 350.00	$ 972.21
11	LS #4 (stationary)	$ 1,077.03	$ 350.00	$ 1,427.03
12	LS #6 (stationary)	$ 814.09	$ 350.00	$ 1,164.09
13	LS #8 (stationary)	$ 688.97	$ 350.00	$ 1,038.97
14	Well #7 (stationary)	$ 716.30	$ 350.00	$ 1,038.97
15	Sunnyfield Water Tower (stationary)	$ 465.06	$ 350.00	$ 815.06

Total 2025 Bid: $ 17,228.21

2026 GENERATOR MAINTENANCE PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator maintenance and inspection services.

Company: Kodiak Power Systems

Address: 1738 Commerce Ct.

City: White Bear Lake ZIP Code: 55038

Signature: Bill Brisch

Telephone: 651-356-1285

Email: bill@kodiakpowersystems.com

2026 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Total
1	City Hall Facility (stationary)	$ 824.82	$ 360.00	$ 1,184.82
2	Public Works Facility (stationary)	$ 616.33	$ 360.00	$ 976.33
3	Public Safety Facility (stationary)	$ 1,052.16	$ 360.00	$ 1,412.16
4	South Water Treatment Plant (stationary)	$ 1,168.30	$ 360.00	$ 1,528.30
5	North Water Treatment Plant (stationary)	$ 1,168.30	$ 360.00	$ 1,528.30
6	KatoLight D200FRJ4 (portable)	$ 977.44	$ 360.00	$ 1,337.44
7	KatoLight D50FMJ4 (portable)	$ 673.69	$ 360.00	$ 1,033.69
8	Winco RP80/A (portable)	$ 706.31	$ 360.00	$ 1,066.31
9	LS #1 (stationary)	$ 620.29	$ 360.00	$ 980.29
10	LS #3 (stationary)	$ 637.77	$ 360.00	$ 997.77
11	LS #4 (stationary)	$ 1,103.95	$ 360.00	$ 1,463.95
12	LS #6 (stationary)	$ 834.55	$ 360.00	$ 1,194.55
13	LS #8 (stationary)	$ 706.20	$ 360.00	$ 1,066.20
14	Well #7 (stationary)	$ 734.20	$ 360.00	$ 1,094.21
15	Sunnyfield Water Tower (stationary)	$ 476.68	$ 360.00	$ 836.68

Total 2026 Bid: $ 17,701.00

2027 GENERATOR MAINTENANCE PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator maintenance and inspection services.

Company: Kodiak Power Systems

Address: 1738 Commerce Ct.

City: White Bear Lake ZIP Code: 55038

Signature: Bill Brisch

Telephone: 651-356-1285

Email: bill@kodiakpowersystems.com

2027 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Total
1	City Hall Facility (stationary)	$ 824.82	$ 370.00	$ 1,194.82
2	Public Works Facility (stationary)	$ 631.73	$ 370.00	$ 1,001.73
3	Public Safety Facility (stationary)	$ 1,078.46	$ 370.00	$ 1,448.46
4	South Water Treatment Plant (stationary)	$ 1,197.50	$ 370.00	$ 1,567.50
5	North Water Treatment Plant (stationary)	$ 1,197.50	$ 370.00	$ 1,567.50
6	KatoLight D200FRJ4 (portable)	$ 1,001.88	$ 370.00	$ 1,371.88
7	KatoLight D50FMJ4 (portable)	$ 690.53	$ 370.00	$ 1,060.53
8	Winco RP80/A (portable)	$ 706.31	$ 370.00	$ 1,076.31
9	LS #1 (stationary)	$ 635.79	$ 370.00	$ 1,005.79
10	LS #3 (stationary)	$ 653.92	$ 370.00	$ 1,023.92
11	LS #4 (stationary)	$ 1,131.55	$ 370.00	$ 1,501.55
12	LS #6 (stationary)	$ 855.41	$ 370.00	$ 1,225.41
13	LS #8 (stationary)	$ 723.85	$ 370.00	$ 1,093.85
14	Well #7 (stationary)	$ 752.56	$ 370.00	$ 1,122.56
15	Sunnyfield Water Tower (stationary)	$ 488.60	$ 370.00	$ 858.60

Total 2027 Bid: $ 18,120.41

GENERATOR LOAD BANK TESTING PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator load bank testing services.

Company: Kodiak Power Systems

Address: 1738 Commerce Ct

City: White Bear Lake ZIP Code: 55038

Signature: Bill Brisch

Telephone: 651-356-1285

Email: bill@kodiakpowersystems.com

GENERATOR LOAD BANK TESTING FORM SERVICE PRICING

Item #	Description	2025 Load Bank Testing Price	2026 Load Bank Testing Price	2027 Load Bank Testing Price
1	City Hall Facility (stationary)	$ 670.00	$ 686.75	$ 703.92
2	Public Works Facility (stationary)	$ 670.00	$ 686.75	$ 703.92
3	Public Safety Facility (stationary)	$ 670.00	$ 686.75	$ 703.92
4	South Water Treatment Plant (stationary)	$ 670.00	$ 685.75	$ 703.92
5	North Water Treatment Plant (stationary)	$ 670.00	$ 686.75	$ 703.92
6	KatoLight D200FRJ4 (portable)	$ 670.00	$ 686.75	$ 703.92
7	KatoLight D50FMJ4 (portable)	$ 670.00	$ 686.75	$ 703.92
8	Winco RP80/A (portable)	$ 670.00	$ 686.75	$ 703.92
9	LS #1 (stationary)	$ 670.00	$ 686.75	$ 703.92
10	LS #3 (stationary)	$ 670.00	$ 686.75	$ 703.92
11	LS #4 (stationary)	$ 670.00	$ 686.75	$ 703.92
12	LS #6 (stationary)	$ 670.00	$ 686.75	$ 703.92
13	LS #8 (stationary)	$ 670.00	$ 686.75	$ 703.92
14	Well #7 (stationary)	$ 670.00	$ 686.75	$ 703.92
15	Sunnyfield Water Tower (stationary)	$ 670.00	$ 686.75	$ 703.92

REQUEST FOR BID: GENERATOR MAINTENANCE & INSPECTION

The City of Minnetrista is requesting bids for twice a year maintenance and inspection services for City owned generators for 2025, 2026 and 2027.

BIDDING NOTES:

* Enclosed is a list of City owned generator units and their locations. Please feel free to contact Gary Peters at 952-241-2532 or garypeters@ci.minnetrista.mn.us for any questions or to request a site visit.
* All generator units will have a full annual service inspection in Spring with oil and filter changes; and a service check in the Fall. These inspections will include complete operational and safety checks.
* Contract awarded vendor will provide a completed maintenance report for each unit inspected.
* Any needed repairs will documented and a quote for repairs must be submitted before any work is performed.

SUBMITTAL OF BIDS:

Proposals shall be submitted to the City of Minnetrista by 3:30 pm on **Wednesday, March 12, 2025**.
They can be mailed to 7701 County Road 110 West, Minnetrista, MN 55364 or emailed to garypeters@ci.minnetrista.mn.us.
This service contract is anticipated to be awarded at the **March 17, 2025** Minnetrista City Council meeting.

2025 GENERATOR MAINTENANCE PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator maintenance and inspection services.

Company: Ziegler Power Systems

Address: 8050 County Rd 101 E

City: Shakopee, MN ZIP Code: 55379

Signature: Lucas Van Nevel

Telephone: 651-396-9522

Email: Lucas.Vannevel@Zieglercat.com

2025 GENERATOR SERVICE PRICING

Item #	Description	Annual Service (Fall) Price	Bi-Annual (Spring) Service Price	Total
1	City Hall Facility (stationary)	$1,292	$820	$2,112
2	Public Works Facility (stationary)	$925	$700	$1,625
3	Public Safety Facility (stationary)	$1,730	$1,022	$2,752
4	South Water Treatment Plant (stationary)	$1,730	$1,022	$2,752
5	North Water Treatment Plant (stationary)	$1,730	$1,022	$2,752
6	KatoLight D200FRJ4 (portable)	$1,444	$1,022	$2,466
7	KatoLight D50FMJ4 (portable)	$925	$700	$1,625
8	Winco RP80/A (portable)	$925	$700	$1,625
9	LS #1 (stationary)	$1,192	$820	$2,012
10	LS #3 (stationary)	$925	$700	$1,625
11	LS #4 (stationary)	$1,292	$820	$2,112
12	LS #6 (stationary)	$1,192	$820	$2,012
13	LS #8 (stationary)	$1,192	$820	$2,012
14	Well #7 (stationary)	$1,192	$820	$2,012
15	Sunnyfield Water Tower (stationary)	$925	$700	$1,625

Total 2025 Bid: $31,119

2026 GENERATOR MAINTENANCE PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator maintenance and inspection services.

Company: Ziegler Power Systems

Address: 8050 County Rd 101 E

City: Shakopee, MN ZIP Code: 55379

Signature: Lucas Van Nevel

Telephone: 651-396-9522

Email: Lucas.Vannevel@Zieglercat.com

2026 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Total
1	City Hall Facility (stationary)	$1,350	$890	$2,240
2	Public Works Facility (stationary)	$1,000	$765	$1,765
3	Public Safety Facility (stationary)	$1,800	$1,090	$2,890
4	South Water Treatment Plant (stationary)	$1,800	$1,090	$2,890
5	North Water Treatment Plant (stationary)	$1,800	$1,090	$2,890
6	KatoLight D200FRJ4 (portable)	$1,500	$1,090	$2,590
7	KatoLight D50FMJ4 (portable)	$1,000	$765	$1,765
8	Winco RP80/A (portable)	$1,000	$765	$1,765
9	LS #1 (stationary)	$1,250	$890	$2140
10	LS #3 (stationary)	$1,000	$765	$1,765
11	LS #4 (stationary)	$1,350	$890	$2,240
12	LS #6 (stationary)	$1,250	$890	$2,140
13	LS #8 (stationary)	$1,250	$890	$2,140
14	Well #7 (stationary)	$1,250	$890	$2,140
15	Sunnyfield Water Tower (stationary)	$1,000	$765	$1,765

Total 2026 Bid: $33,125

2027 GENERATOR MAINTENANCE PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator maintenance and inspection services.

Company: Ziegler Power Systems

Address: 8050 County Rd 101 E

City: Shakopee, MN ZIP Code: 55379

Signature: Lucas Van Nevel

Telephone: 651-396-9522

Email: Lucas.Vannevel@Zieglercat.com

2027 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Total
1	City Hall Facility (stationary)	$1,425	$950	$2,375
2	Public Works Facility (stationary)	$1,075	$825	$1,900
3	Public Safety Facility (stationary)	$1,880	$1,150	$3,030
4	South Water Treatment Plant (stationary)	$1,880	$1,150	$3,030
5	North Water Treatment Plant (stationary)	$1,880	$1,150	$3,030
6	KatoLight D200FRJ4 (portable)	$1,575	$1,150	$2,725
7	KatoLight D50FMJ4 (portable)	$1,075	$825	$1,900
8	Winco RP80/A (portable)	$1,075	$825	$1,900
9	LS #1 (stationary)	$1,320	$950	$2,270
10	LS #3 (stationary)	$1,075	$825	$1,900
11	LS #4 (stationary)	$1,425	$950	$2,270
12	LS #6 (stationary)	$1,320	$950	$2,270
13	LS #8 (stationary)	$1,320	$950	$2,270
14	Well #7 (stationary)	$1,320	$950	$2,270
15	Sunnyfield Water Tower (stationary)	$1,075	$825	$1,900

Total 2027 Bid: $35,145

GENERATOR LOAD BANK TESTING PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator load bank testing services.

Company: Ziegler Power Systems

Address: 8050 County Rd 101 E

City: Shakopee, MN ZIP Code: 55379

Signature: Lucas Van Nevel

Telephone: 651-396-9522

Email: Lucas.VanNevel@Zieglercat.com

GENERATOR LOAD BANK TESTING FORM SERVICE PRICING

Item #	Description	2025 Load Bank Testing Price	2026 Load Bank Testing Price	2027 Load Bank Testing Price
1	City Hall Facility (stationary)	$1,673	$1,750	$1,820
2	Public Works Facility (stationary)	$1,079	$1,150	$1,225
3	Public Safety Facility (stationary)	$2,791	$2,875	$2,950
4	South Water Treatment Plant (stationary)	$2,791	$2,875	$2,950
5	North Water Treatment Plant (stationary)	$2,791	$2,875	$2,950
6	KatoLight D200FRJ4 (portable)	$2,500	$2,575	$2,650
7	KatoLight D50FMJ4 (portable)	$1,079	$1,150	$1,225
8	Winco RP80/A (portable)	$1,079	$1,150	$1,225
9	LS #1 (stationary)	$1,673	$1,750	$1,820
10	LS #3 (stationary)	$1,079	$1,150	$1,225
11	LS #4 (stationary)	$1,673	$1,750	$1,820
12	LS #6 (stationary)	$1,673	$1,750	$1,820
13	LS #8 (stationary)	$1,673	$1,750	$1,820
14	Well #7 (stationary)	$1,673	$1,750	$1,820
15	Sunnyfield Water Tower (stationary)	$1,079	$1,150	$1,225

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

March 10, 2025

Re: 2025-2027 Minnetrista Generator Maintenance & Inspection

Thank you for granting Interstate Power Systems the opportunity to bid on your generator service needs.

Since 1957, Interstate Power Systems has been dedicated to meeting critical power requirements by designing, building, selling, and supporting diesel and gas generators. With extensive expertise in prime power and stand-by, mobile, and rental applications ranging from 30kW to 3,250kW, we have consistently delivered reliable power solutions to diverse industries.

At Interstate Power Systems, we recognize that the proficiency of our technicians is paramount to our success. We prioritize ongoing training and development, particularly in achieving dealer and distributor certifications. Through our robust public training program, we invest in enhancing the skills of our employees and clients across various sectors. Our commitment extends to facilitating training sessions for our factory partners and offering valuable opportunities through third-party providers. Moreover, our fleet technicians undergo comprehensive in-house training and gain hands-on experience before assuming independent roles. We remain proactive in sending our technicians to external training programs and certifications to ensure they stay abreast of emerging processes, safety protocols, and industry trends.

As a proud distributor of MTU, a leading provider of reliable power generation solutions with cutting-edge emission technology, we are equipped to maintain MTU generators at the highest standards. Additionally, our team of service technicians is adept at handling non-warranty service and emergency repairs for generators of all types. With access to OEM and comparable brand parts, we ensure swift and efficient service delivery. Furthermore, as a distributor of Donaldson parts, we maintain a comprehensive inventory tailored to a wide range of generators, enabling us to minimize wait times and expedite shipping for many services.

Enclosed with our submission are all requisite documents. Should you require further clarification or details on any aspect, please do not hesitate to reach out.
We appreciate your time and consideration of our proposal.

Katie Hobson | Field Service Supervisor | Interstate Power Systems
Central Region
Western Region
C: 952-463-8359
powersystems.istate.com | LinkedIn
Pride in Service

2025 GENERATOR MAINTENANCE PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator maintenance and inspection services.

Company: Interstate Power Systems

Address: 21568 Highview Ave

City: Lakeville, MN ZIP Code: 55044

Signature:

Telephone: 952-463-8359

Email: katie.hobson@istate.com

2025 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Total
1	City Hall Facility (stationary)	$861.79	$390.00	$1251.79
2	Public Works Facility (stationary)	$863.17	$390.00	$1253.17
3	Public Safety Facility (stationary)	$960.90	$390.00	$1350.90
4	South Water Treatment Plant (stationary)	$1073.43	$390.00	$1463.43
5	North Water Treatment Plant (stationary)	$1073.43	$390.00	$1463.43
6	KatoLight D200FRJ4 (portable)	$1012.17	$390.00	$1402.17
7	KatoLight D50FMJ4 (portable)	$904.94	$390.00	$1294.94
8	Winco RP80/A (portable)	$855.47	$390.00	$1245.47
9	LS #1 (stationary)	$645.68	$390.00	$1035.68
10	LS #3 (stationary)	$ 625.29	$390.00	$1015.29
11	LS #4 (stationary)	$985.36	$390.00	$1375.36
12	LS #6 (stationary)	$982.16	$390.00	$1372.16
13	LS #8 (stationary)	$795.91	$390.00	$1185.91
14	Well #7 (stationary)	$795.91	$390.00	$1185.91
15	Sunnyfield Water Tower (stationary)	$694.41	$390.00	$1084.41

Total 2025 Bid: $ 18,980.02

2026 GENERATOR MAINTENANCE PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator maintenance and inspection services.

Company: Interstate Power Systems

Address: 21568 Highview Ave

City: Lakeville, MN ZIP Code: 55044

Signature: [signature] CCO

Telephone: 952-463-8359

Email: katie.hobson@istate.com

2026 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Total
1	City Hall Facility (stationary)	$879.37	$397.96	$1277.33
2	Public Works Facility (stationary)	$880.79	$397.96	$1278.75
3	Public Safety Facility (stationary)	$980.51	$397.96	$1378.47
4	South Water Treatment Plant (stationary)	$1095.34	$397.96	$1493.29
5	North Water Treatment Plant (stationary)	$1095.34	$397.96	$1493.29
6	KatoLight D200FRJ4 (portable)	$1032.83	$397.96	$1430.79
7	KatoLight D50FMJ4 (portable)	$923.41	$397.96	$1321.37
8	Winco RP80/A (portable)	$872.93	$397.96	$1270.89
9	LS #1 (stationary)	$658.86	$397.96	$1056.81
10	LS #3 (stationary)	$638.05	$397.96	$1036.01
11	LS #4 (stationary)	$1005.47	$397.96	$1403.43
12	LS #6 (stationary)	$1002.20	$397.96	$1400.16
13	LS #8 (stationary)	$812.16	$397.96	$1210.12
14	Well #7 (stationary)	$812.16	$397.96	$1210.12
15	Sunnyfield Water Tower (stationary)	$708.59	$397.96	$1106.55

Total 2026 Bid: $ 19,367.37

2027 GENERATOR MAINTENANCE PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator maintenance and inspection services.

Company: Interstate Power Systems

Address: 21568 Highview Ave

City: Lakeville, MN ZIP Code: 55044

Signature: CCO

Telephone: 952-463-8359

Email: katie.hobson@istate.com

2027 GENERATOR SERVICE PRICING

Item #	Description	Annual Service Price	Bi-Annual Service Price	Total
1	City Hall Facility (stationary)	$897.32	$ 406.08	$1303.40
2	Public Works Facility (stationary)	$898.76	$406.08	$1304.84
3	Public Safety Facility (stationary)	$1000.52	$406.08	$1406.60
4	South Water Treatment Plant (stationary)	$1117.69	$406.08	$1523.77
5	North Water Treatment Plant (stationary)	$1117.69	$406.08	$1523.77
6	KatoLight D200FRJ4 (portable)	$1053.91	$406.08	$1459.99
7	KatoLight D50FMJ4 (portable)	$942.26	$406.08	$1348.34
8	Winco RP80/A (portable)	$890.75	$406.08	$1296.83
9	LS #1 (stationary)	$672.30	$406.08	$1078.38
10	LS #3 (stationary)	$651.07	$406.08	$1057.15
11	LS #4 (stationary)	$1025.99	$406.08	$1432.07
12	LS #6 (stationary)	$1022.65	$406.08	$1428.74
13	LS #8 (stationary)	$828.73	$406.08	$1234.81
14	Well #7 (stationary)	$828.73	$406.08	$1234.81
15	Sunnyfield Water Tower (stationary)	$723.05	$406.08	$1129.13

Total 2027 Bid: $ 19,762.62

GENERATOR LOAD BANK TESTING PROPOSAL FORM

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents, and hereby proposes to perform all work and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for generator load bank testing services.

Company: Interstate Power Systems

Address: 21568 Highview Ave

City: Lakeville, MN ZIP Code: 55044

Signature: CCO

Telephone: 952-854-5511

Email: katie.hobson@istate.com

GENERATOR LOAD BANK TESTING FORM SERVICE PRICING

Item #	Description	2025 Load Bank Testing Price	2026 Load Bank Testing Price	2027 Load Bank Testing Price
1	City Hall Facility (stationary)	$760.00	$775.51	$791.34
2	Public Works Facility (stationary)	$650.00	$663.27	$676.80
3	Public Safety Facility (stationary)	$940.00	$959.18	$978.76
4	South Water Treatment Plant (stationary)	$1085.00	$1107.14	$1129.74
5	North Water Treatment Plant (stationary)	$1085.00	$1107.14	$1129.74
6	KatoLight D200FRJ4 (portable)	$845.00	$862.24	$879.84
7	KatoLight D50FMJ4 (portable)	$665.00	$678.57	$692.42
8	Winco RP80/A (portable)	$725.00	$739.80	$754.89
9	LS #1 (stationary)	$685.00	$698.98	$713.24
10	LS #3 (stationary)	$641.00	$654.08	$667.43
11	LS #4 (stationary)	$815.00	$831.63	$848.60
12	LS #6 (stationary)	$735.00	$750.00	$765.31
13	LS #8 (stationary)	$715.00	$729.59	$744.48
14	Well #7 (stationary)	$735.00	$750.00	$765.31
15	Sunnyfield Water Tower (stationary)	$625.00	$637.76	$650.77

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM

Subject: Purchase of used aerial lift truck for public works

Prepared By: Gary Peters, Public Works Director

Meeting Date: March 17, 2025

Issue:
Public Works needs an aerial lift truck (also called a bucket truck or cherry picker truck) tree trimming and other maintenance needs.

Overview:
Public Works performs most of the City right-of-way tree trimming during the winter when trees are in their dormant state. Staff have long struggled with the trimming along road rights-of-way due to tree height. Pole saws only reach a height of 15 feet, and there are numerous trees that need trimming much higher than that. Staff have coordinated with the City of Mound to use their aerial lift truck, but they too are doing tree trimming during the winter months and with the limited time we get to use it, we only do high priority areas, but there is so much more that could be done.

This truck was included on the 2025 CIP list as an additional vehicle to the Public Works fleet. Public Works staff researched new aerial lift trucks and found new ones to be anywhere from $140,00.00-$175,000.00 for a 1½-ton type truck. These trucks are like what the City of Mound has, and what cable/fiber/telecommunication companies use. Larger truck frame prices ranged from $235,000.00-$390,000.00. These are what you would see Xcel Energy or tree companies using. It was determined that staff would look for a well-used truck. Since this truck will not be used every day, a good quality used truck will work well; and with proper yearly maintenance by Public Works staff, this truck will be part of the City fleet for many years to come.

Research showed that several trucks worth viewing were here in Minnesota, one in Illinois and two in Ohio. These were the trucks that staff felt were the best fit, and according to the descriptions, seemed to be in the best condition. The out-of-state dealers would ship it here, but the requested photos did not show a good representation of the condition of the trucks. The in-state trucks were located at dealers in the cities of Rice and Harris. The Rice dealership (CarCo Truck & Equipment) had three trucks that staff wanted to look over, and the dealership in Harris (Larson Brothers Implement) had two. The trucks ranged in years from 2012 to 2017 and were priced from $42,00.00 to $68,500.00.

The Public Works Supervisor and two maintenance staff went to look over all the trucks. After looking at the trucks at the Rice dealership, they determined that none of the three were worth purchasing. One looked like it was in an accident and the other two were very rusty underneath and did not look like they were well maintained. At the Harris dealership, they found both trucks to be in excellent condition and functioned as they should. The 2016 International WorkStar 7300 equipped with a 2015 Terex Hi-Ranger 5TC-55 aerial lift was the preferred choice. This was brought in from Kansas and was an electrical company truck. Public Works staff looked at the engine and chassis from both the top and bottom and found the truck had no rust, good tires, and looked well maintained. They liked the operation of the lift on this truck best, and this truck had more cabinet space for storing saws, tools and safety equipment.

This truck would be subject to state tax, license and registration fees. There would also be the cost to equip the truck with better warning lights and reflective 3M Conspicuity Tape.

Fiscal Impact:

Staff recommends purchasing the 2016 International WorkStar 7300 equipped with a 2015 Terex Hi-Ranger 5TC-55 aerial lift from Larson Brothers Implement of Harris, MN at a purchase price of $42,837.00 including all fees and taxes. As stated, this truck was on the 2025 CIP with a dollar amount of $75,000.00 set aside. 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 additional warning lights. This total will be below the set budget amount and would be funded by the Tree Preservation Fund – E 404-45202-540.

Recommended City Council Action:

Motion to approve Resolution 28-25 for the purchase of a used 2016 International WorkStar 7300 equipped with a 2015 Terex Hi-Ranger 5TC-55 aerial lift from Larson Brothers Implement of Harris, MN at a purchase price of $42,837.00 including all fees and taxes.

Larson Brothers Implement
42050 Amery Ave
Harris MN 55032

Dealer #21482
763-689-1179

Vehicle Purchase C

Stock #:
County: Hennepin
Date: March 2025 Salesperson:

Buyer Last Name: City of MINNETRISTA First: Middle:
Address: 7701 CORd 110W City: Minnetrista State: MN Zip: 55364
Driver's Lic. #: PH: Res.: Bus: D.O.B.:
Co-Buyer Last Name: First: Middle:
Address: City: State: Zip:
Driver's Lic. #: PH: Res.: Bus: D.O.B.:
Lien Holder: Address:
Insurance Company: Policy #: Phone:
Please Enter My Order For: New ☐ Used ☒
Year: 2016 Make: International Model: Workstar 7300 Body: Truck
Vin #: 3HAWBMMN9GL729964 Lic. #: Mileage: 90343 Color: White

DOT #

33000 - TAX Exempt plates

Make of Used Car Trade In
Year Body Type Model NONE
Mileage License #
Serial #

IMPORTANT The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.

Any motor vehicle sold to Purchaser by Dealer under this Order is sold WITHOUT WARRANTY, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE as to its condition or the condition of any part thereof except as may be specifically provided in a separate writing furnished to Purchaser by Dealer. BUYER SHALL NOT BE ENTITLED TO RECOVER FROM THE SELLER ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFITS OR INCOME OR ANY OTHER INCIDENTAL DAMAGES. The Seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of such vehicle. This disclaimer in no way affects the terms of any remaining manufacturer's warranty.

POLLUTION CONTROL SYSTEM DISCLOSURE

In order to comply with the Minnesota Statutes, Section 325E.0951, no person may transfer a motor vehicle without providing a written disclosure to the transferee (buyer) certifying the condition of the pollution control system.

Transferor (seller) hereby certifies, to the best of his/her knowledge, that the pollution control system on this vehicle, including the restricted gasoline pipe, has not been removed, altered, or rendered inoperative.

X Transferor's (Seller's) Signature X Transferee's (Buyer's) Signature

THIS ORDER IS NOT BINDING UNTIL ACCEPTED BY DEALER.

Price of Vehicle	$ 40,000	00
Options/Other	$	
Total Vehicle Price	$ 40,000	00
Less Trade-In Allowance	$	
Total Taxable Amount	$ 40,000	00
Document Administration Fee	$ 30	00
Registration Tax	$ ~~270~~	~~00~~
Plate Fee	$ ~~15~~	~~50~~
Wheelage Tax	$ 20	00
Public Safety Vehicle Fee	$ 3	50
Transfer Tax	$ 10	00
Title / Transfer Fee	$ 8	25
Title Technology Surcharge	$ 2	25
Lien Fee ?	$ ~~2~~ 00	
MV Sales Tax MN 6.875%	$ 2750	00
Late Transfer Penalty	$	
VS Dep Surcharge	$ 1	00
Subtotal	$	
State / Deputy Filing Fee	$ 12	00
Total License Due	$ 2807	00
Total Vehicle and License	$ 42837	00
Less Cash Down	$	
Balance Due on Delivery	$	

IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.

Accepted By: X X
Buyer's Signature Accepting Terms of Contract

©NORTHLAND 1990 Reorder: NORTHLAND • 850 E. Cliff Road • Burnsville, MN 55337 952/894-1766 • PART #6

RESOLUTION NO. 28-25

RESOLUTION APPROVING THE PURCHASE OF A USED 2016 INTERNATIONAL WORKSTAR EQUIPPED WITH A 2015 TEREX HI-RANGER 5TC-55 AERIAL LIFT

WHEREAS, the City received a quote from Larson Brothers Implement of Harris, Mn in the amount of $42,837.00 for one used 2016 International WorkStar 7300 equipped with a 2015 Terex Hi-Ranger 5TC-55 aerial lift;

WHEREAS, the purchase of this vehicle was budgeted for in the 2025 Capital Improvement Plan and is within the budgeted amount of $75,000.00;

NOW, THEREFORE, BE IT RESOLVED, **BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA,** by the City Council of Minnetrista that they approve the purchase of one used 2016 International WorkStar 7300 equipped with a 2015 Terex Hi-Ranger 5TC-55 aerial lift for the Public Works department.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of March 2025, by a vote of ____ Ayes and _____ Nays.

_____
Mayor Lisa Whalen

ATTEST:

_____
City Clerk Ann Meyerhoff

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM

Subject: **Adopt Final Assessment Roll and Award Contract for the 2025 Street Improvement Project (City Project No. 01-25)**

Prepared By: Alyson Fauske, PE (MN), City Engineer

Meeting Date: March 17, 2025

Issue:

The City Council is advised to hold the public hearing and consider adopting the assessment roll for the 2025 Street Improvement Project, City Project No. 01-25.

Overview:

The 2025 Street Improvement Project, City Project No. 01-25, is proposed to be funded by various City Funds, supported, in part, by special assessments. The improvements proposed for construction in 2025 are summarized below:

- Reclamation of the Pine Circle, Trillium Lane East, Trillium Lane West, Trillium Way, and Wind Ridge Trail,
- Partial curb and gutter replacement in the Trillium area,
- Replacement of one gate valve and the addition of three gate valves in the Trillium area, and
- Installation of inflow/infiltration barriers in Pine Circle.

On February 18, 2025, the City Council ordered the preparation of the proposed assessments and called for the hearing on the assessments. The amount to be assessed was declared to be $504,273.64.

Proposed special assessments are based on the city's assessment policy, and on direction provided by the City Council at the October 7, 2024 work session and the February 18, 2025 city council meeting. Proposed assessment rates are as follows:

Project Area	Preliminary Assessment Rate	Proposed Final Assessment Rate
Pine Circle	$8,700 per unit	$5,700.00 per unit
Trillium Area	$9,700 per unit	$7,900.00 per unit
Wind Ride Circle	$10,000 per unit	$10,000.00 per unit

At the February 18, 2025 meeting city council directed staff to evaluate if Parcel 6 and Parcel 7 should both be assessed. These parcels were included in the preliminary and final assessment rolls because they are shown as separate Property Identification numbers (PIDs) in the County system and both have frontage to Wind Ridge Trail.

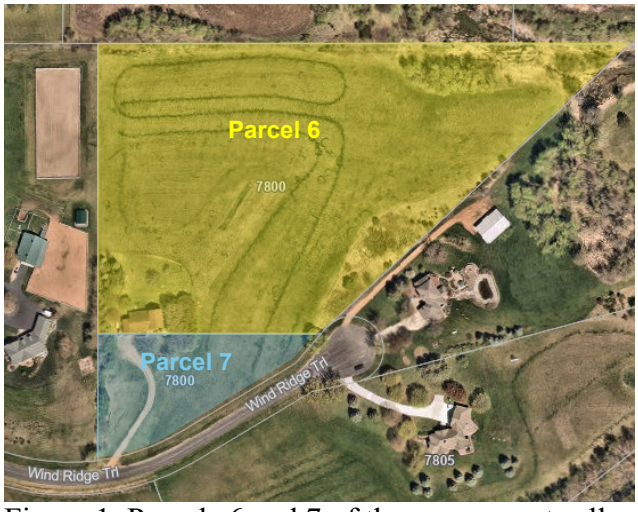


Figure 1. Parcels 6 and 7 of the assessment roll

Parcels 6 and 7 were platted one lot: Lot 2, Block 1 Wind Ridge. According to the Hennepin County ½ Section Map the school district boundary coincides with the common lot line between Parcels 6 and 7. Hennepin County verified Parcels 6 and 7 are one lot, they just have two PIDs. Per the Hennepin County Auditor's records two PIDs are required due to different taxation from the two different school districts. Staff recommends that Parcel 7 be removed from the assessment roll.

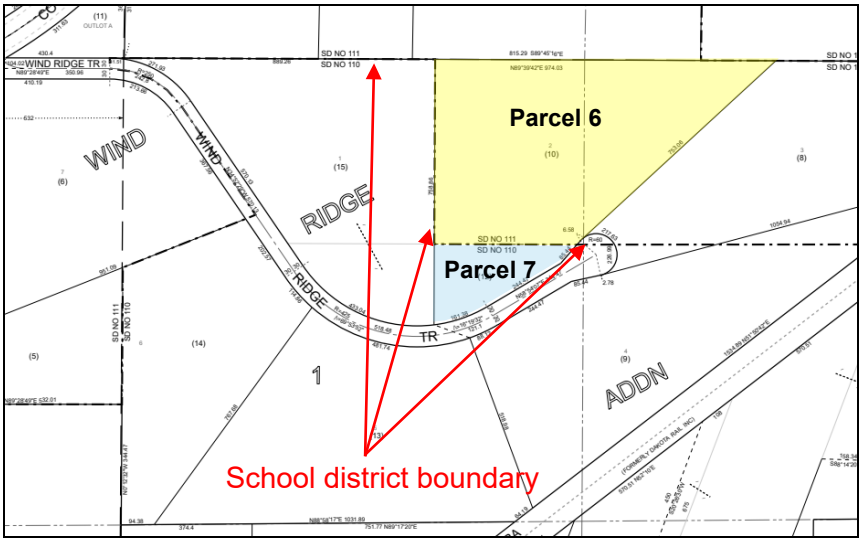


Figure 3. Hennepin County ½ Section Map (2023).

The final assessment roll is attached and includes a list of the properties to be assessed and the proposed assessment amounts.

Fiscal Impact:

The improvements are proposed to be funded through a combination of City Funds and special assessments to benefitting properties. The assessment will be levied for a 20-year period at an interest rate of 3.9 percent per annum; per City Council direction 2% was not added to the interest rate because the city is not bonding for the project.

Funding Summary 2025 Street Improvement Project			
Proposed Improvements	**City Responsibility**	**Specially Assessed***	**Total Estimated Funding**
Schedule A: Surface Improvements	$675,574.72	$491,300.00	$1,166,874.72
Schedule B: Sanitary Sewer Improvements	$24,532.20	-	$24,532.20
Schedule C: Watermain Improvements	$51,697.80	-	$51,697.80
Total Estimated Probable Cost	**$751,804.72**	**$491,300.00**	**$1,243,104.72**

*Does not include an assessment for Parcel 7

Recommended City Council Action:

Staff recommends approving Resolution No. 29-25 & 30-25, adopting the assessment roll and awarding the contract for the 2025 Street Improvement Project (City Project No. 01-25).

Final Assessment Roll - Wind Ridge Trail

Project: 2025 Street Improvement Project
Project Location: City of Minnetrista
City Project No. : 01-25
WSB Project No. : 026511-000

Date: 2/7/2025
Total Surface Improvement Cost: $ 318,327.89
Assessable Units: 7
Unit Assessment Rate: $ 10,000.00

Map ID	Owner Name	Property Owner Address		Property Address		PID No.	Land Use Description	Assessable Units	Assessment Rate	Total Assessment
1	L K Martin & C K Martin	7955 Wind Ridge Tr	Minnetrista, MN 55364	7955 Wind Ridge Trail	Minnetrista, MN 55364	2911724110006	Residential	1	$ 10,000.00	$ 10,000.00
2	J C & K M Marlatt Rev Trust	7855 Wind Ridge Trl	Minnetrista, MN 55364	7905 Wind Ridge Trail	Minnetrista, MN 55364	2811724220014	Vacant Land - Residential	1	$ 10,000.00	$ 10,000.00
3	J C & K M Marlatt Jt Rev Tr	7855 Wind Ridge Tr	Mound, MN 55364	7855 Wind Ridge Trail	Minnetrista, MN 55364	2811724220013	Residential	1	$ 10,000.00	$ 10,000.00
4	D Delange & P Delange	7805 Wind Ridge Tr	Minnetrista, MN 55364	7805 Wind Ridge Trail	Minnetrista, MN 55364	2811724210009	Residential	1	$ 10,000.00	$ 10,000.00
5	F J & R P Kline	7750 Wind Ridge Tr	Mound, MN 55364	7750 Wind Ridge Trail	Minnetrista, MN 55364	2811724210008	Residential	1	$ 10,000.00	$ 10,000.00
6	J C & D M Leduc	7800 Wind Ridge Tr	Mound, MN 55364	7800 Wind Ridge Trail	Minnetrista, MN 55364	2811724220010	Residential	1	$ 10,000.00	$ 10,000.00
7	J C & D M Leduc	7800 Windridge Trl	Minnetrista, MN 55364	7800 Wind Ridge Trail	Minnetrista, MN 55364	2811724220012	Vacant Land - Residential	0	$ 10,000.00	$ -
8	K J Marlowe & M W Marlowe	7900 Wind Ridge Trail	Minnetrista, MN 55364	7900 Wind Ridge Trail	Minnetrista, MN 55364	2811724220015	Residential	1	$ 10,000.00	$ 10,000.00
								Total		**$ 70,000.00**

Final Assessment Roll - Pine Circle

Project: 2025 Street Improvement Project
Project Location: City of Minnetrista
City Project No. : 01-25
WSB Project No. : 026511-000

Date: 2/7/2025
Total Surface Improvement Cost: $ 69,068.98
Assessable Units: 6
Unit Assessment Rate: $ 5,700.00

Map ID	Owner Name	Property Owner Address		Property Address		PID No.	Land Use Description	Assessable Units	Assessment Rate	Total Assessment
9	Kyle & Meghan Danielson	6145 Pine Cir	Mound, MN 55364	6145 Pine Circle	Minnetrista, MN 55364	2611724240012	Residential	1	$ 5,700.00	$ 5,700.00
10	B Pallazza & R Pallazza	6135 Pine Cir	Mound, MN 55364	6135 Pine Circle	Minnetrista, MN 55364	2611724240011	Residential	1	$ 5,700.00	$ 5,700.00
11	David Nelson & Teri Nelson	6120 Pine Cir	Mound, MN 55364	6120 Pine Circle	Minnetrista, MN 55364	2611724240010	Residential	1	$ 5,700.00	$ 5,700.00
12	D L Minge & J E Minge	6150 Pine Cir	Mound, MN 55364	6150 Pine Circle	Minnetrista, MN 55364	2611724210003	Residential	1	$ 5,700.00	$ 5,700.00
13	D J Gregori Jr & S Bergmann	6180 Pine Cir	Mound, MN 55364	6180 Pine Circle	Minnetrista, MN 55364	2611724210002	Residential	1	$ 5,700.00	$ 5,700.00
14	D Hargreaves & P Hargreaves	6190 Pine Circle	Minnetrista, MN 55364	6190 Pine Circle	Minnetrista, MN 55364	2611724240021	Residential	1	$ 5,700.00	$ 5,700.00
								Total		**$ 34,200.00**

Final Assessment Roll - Trillium Area

Project: 2025 Street Improvement Project
Project Location: City of Minnetrista
City Project No. : 01-25
WSB Project No. : 026511-000

Date: 2/7/2025
Total Surface Improvement Cost: $ 779,477.86
Assessable Units: 49
Unit Assessment Rate: $ 7,900.00

Map ID	Owner Name	Property Owner Address		Property Address		PID No.	Land Use Description	Assessable Units	Assessment Rate	Total Assessment
15	J M Rivet & W G Herreid Ii	4305 Trillium Way	Mound, MN 55364	4305 Trillium Way	Minnetrista, MN 55364	3511724310013	Residential	1	$ 7,900.00	$ 7,900.00
16	Trillium Bay Hmwnrs Assoc	14180 78th St W	Eden Prairie, MN 55344		Minnetrista, MN 55364	3511724310021	Common Area		$ 7,900.00	$ -
17	J M Rivet & W G Herreid Ii	4305 Trillium Way	Mound, MN 55364	4290 Trillium Lane West	Minnetrista, MN 55364	3511724310012	Vacant Land - Lakeshore	1	$ 7,900.00	$ 7,900.00
18	Elizabeth Ann Reed	4300 Trillium La W	Mound, MN 55364	4300 Trillium Lane West	Minnetrista, MN 55364	3511724310011	Residential	1	$ 7,900.00	$ 7,900.00
19	C Liedtke & L Liedke	4310 Trillium La W	Minnetrista, MN 55364	4310 Trillium Lane West	Minnetrista, MN 55364	3511724310010	Residential	1	$ 7,900.00	$ 7,900.00
20	Sally G Hofmeister	4320 Trillium La W	Minnetrista, MN 55364	4320 Trillium Lane West	Minnetrista, MN 55364	3511724310009	Residential	1	$ 7,900.00	$ 7,900.00
21	Michelle M Richards	4330 Trillium La W	Mound, MN 55364	4330 Trillium Lane West	Minnetrista, MN 55364	3511724240020	Residential	1	$ 7,900.00	$ 7,900.00
22	S Valek & J Tanner	4340 Trillium La W	Mound, MN 55364	4340 Trillium Lane West	Minnetrista, MN 55364	3511724240019	Residential	1	$ 7,900.00	$ 7,900.00
23	R T Schmidt & C K Schmidt	4350 Trillium La W	Mound, MN 55364	4350 Trillium Lane West	Minnetrista, MN 55364	3511724240018	Residential	1	$ 7,900.00	$ 7,900.00
24	Elm Holdings Llc	4360 Trillium La W	Minnetrista, MN 55364	4360 Trillium Lane West	Minnetrista, MN 55364	3511724240017	Residential	1	$ 7,900.00	$ 7,900.00
25	Craig D & Linda L Mack	4370 Trillium La W	Mound, MN 55364	4370 Trillium Lane West	Minnetrista, MN 55364	3511724240016	Residential	1	$ 7,900.00	$ 7,900.00
26	R P Denne & L B Denne	4380 Trillium La W	Minnetrista, MN 55364	4380 Trillium Lane West	Minnetrista, MN 55364	3511724240015	Residential	1	$ 7,900.00	$ 7,900.00
27	Haiyin Chen & Jason Harris	2709 Newlands Ave	Belmont, CA 94002	4390 Trillium Lane West	Minnetrista, MN 55364	3511724240014	Residential	1	$ 7,900.00	$ 7,900.00
28	James E Best Rev Trust	4400 Trillium La W	Mound, MN 55364	4400 Trillium Lane West	Minnetrista, MN 55364	3511724240013	Residential	1	$ 7,900.00	$ 7,900.00
29	David R & Ann M Mylrea	4405 Trillium La W	Mound, MN 55364	4405 Trillium Lane West	Minnetrista, MN 55364	3511724240012	Residential	1	$ 7,900.00	$ 7,900.00
30	Heather Harris	4395 Trillium La W	Mound, MN 55364	4395 Trillium Lane West	Minnetrista, MN 55364	3511724240011	Residential	1	$ 7,900.00	$ 7,900.00
31	Todd A Maki/Karen L Clauson	4385 Trillium La W	Minnetrista, MN 55364	4385 Trillium Lane West	Minnetrista, MN 55364	3511724240010	Residential	1	$ 7,900.00	$ 7,900.00
32	Tru Agr of Linda S Mulligan	4375 Trillium La W	Mound, MN 55364	4375 Trillium Lane West	Minnetrista, MN 55364	3511724240009	Residential	1	$ 7,900.00	$ 7,900.00
33	N P Musgjerd & M D Musgjerd	4365 Trillium La W	Mound, MN 55364	4365 Trillium Lane West	Minnetrista, MN 55364	3511724240024	Residential	1	$ 7,900.00	$ 7,900.00
34	Brock W Ketcher Rev Trust	4355 Trillium La W	Mound, MN 55364	4355 Trillium Lane West	Minnetrista, MN 55364	3511724240034	Residential	1	$ 7,900.00	$ 7,900.00
35	Randall A & Kimberly A Green	4345 Trillium La W	Mound, MN 55364	4345 Trillium Lane West	Minnetrista, MN 55364	3511724240033	Residential	1	$ 7,900.00	$ 7,900.00
36	J S Johnson & R L Johnson	4325 Trillium La W	Mound, MN 55364	4325 Trillium Lane West	Minnetrista, MN 55364	3511724310022	Residential	1	$ 7,900.00	$ 7,900.00
37	J M Wiebold/H S Panowitsch	4295 Trillium La W	Mound, MN 55364	4295 Trillium Lane West	Minnetrista, MN 55364	3511724310016	Residential	1	$ 7,900.00	$ 7,900.00
38	Peter Knutson/Sanna Knutson	4285 Trillium La W	Mound, MN 55364	4285 Trillium Lane West	Minnetrista, MN 55364	3511724310015	Residential	1	$ 7,900.00	$ 7,900.00
39	Daniel C Cook & Tina L Cook	4275 Trillium La W	Mound, MN 55364	4275 Trillium Lane West	Minnetrista, MN 55364	3511724310014	Residential	1	$ 7,900.00	$ 7,900.00
40	J A Repp & M L Repp	4255 Trillium La E	Mound, MN 55364	4255 Trillium Lane East	Minnetrista, MN 55364	3511724310020	Residential	1	$ 7,900.00	$ 7,900.00
41	L Anderson & K Anderson	4245 Trillium La E	Minnetrista, MN 55364	4245 Trillium Lane East	Minnetrista, MN 55364	3511724310019	Residential	1	$ 7,900.00	$ 7,900.00
42	Lisa M Olson	4235 Trillium La E	Mound, MN 55364	4235 Trillium Lane East	Minnetrista, MN 55364	3511724310018	Residential	1	$ 7,900.00	$ 7,900.00
43	Dean & Kathryn Johnson Trust	4215 Trillium La E	Mound, MN 55364	4215 Trillium Lane East	Minnetrista, MN 55364	3511724240029	Residential	1	$ 7,900.00	$ 7,900.00
44	K M Johnson Trust Et Al	4215 Trillium Lane E	Minnetrista, MN 55364	4205 Trillium Lane East	Minnetrista, MN 55364	3511724240028	Vacant Land - Lakeshore	1	$ 7,900.00	$ 7,900.00
45	Karrisa Gehring/Mark Gehring	4195 Trillium La E	Minnetrista, MN 55364	4195 Trillium Lane East	Minnetrista, MN 55364	3511724240027	Residential	1	$ 7,900.00	$ 7,900.00
46	Daryl S Gilpin Rev Trust	23515 Pioneer Tr	Loretto, MN 55357	4185 Trillium Lane East	Minnetrista, MN 55364	3511724240026	Residential	1	$ 7,900.00	$ 7,900.00
47	E J Lee & C A Lee	4175 Trillium Lane East	Minnetrista, MN 55364	4175 Trillium Lane East	Minnetrista, MN 55364	3511724240025	Seasonal Residential Rec.	1	$ 7,900.00	$ 7,900.00
48	M Nicklaus/J Lehrke-Nicklaus	4165 Trillium La E	Mound, MN 55364	4165 Trillium Lane East	Minnetrista, MN 55364	3511724240030	Residential	1	$ 7,900.00	$ 7,900.00
49	Bruce Malec Jr	4155 Trillium La E	Mound, MN 55364	4155 Trillium Lane East	Minnetrista, MN 55364	3511724210014	Residential	1	$ 7,900.00	$ 7,900.00
50	R Kaganovsky & S Kaganovsky	4145 Trillium La E	Mound, MN 55364	4145 Trillium Lane East	Minnetrista, MN 55364	3511724210013	Residential	1	$ 7,900.00	$ 7,900.00
51	James P Lemke	4135 Trillium La E	Mound, MN 55364	4135 Trillium Lane East	Minnetrista, MN 55364	3511724210017	Residential	1	$ 7,900.00	$ 7,900.00
52	James Lemke	4135 Trillium La E	Mound, MN 55364	4125 Trillium Lane East	Minnetrista, MN 55364	3511724210016	Vacant Land - Lakeshore	1	$ 7,900.00	$ 7,900.00
53	Sally Biel	4130 Trillium La E	Mound, MN 55364	4130 Trillium Lane East	Minnetrista, MN 55364	3511724210010	Residential	1	$ 7,900.00	$ 7,900.00
54	Jill Jones-Larson	4160 Trillium La E	Mound, MN 55364	4160 Trillium Lane East	Minnetrista, MN 55364	3511724240005	Residential	1	$ 7,900.00	$ 7,900.00
55	City of Minnetrista	7701 Co Rd No 110 W	Minnetrista, MN 55364	4180 Trillium Lane East	Minnetrista, MN 55364	3511724240032	Commercial	1	$ 7,900.00	$ 7,900.00
56	Daniel Lessor/Erin Lessor	4190 Trillium La E	Mound, MN 55364	4190 Trillium Lane East	Minnetrista, MN 55364	3511724240006	Residential	1	$ 7,900.00	$ 7,900.00
57	Carol A Ahlstrand	4200 Trillium La E	Minnetrista, MN 55364	4200 Trillium Lane East	Minnetrista, MN 55364	3511724240007	Residential	1	$ 7,900.00	$ 7,900.00
58	Jacob Gotler/Falen N Gotler	4210 Trillium La E	Mound, MN 55364	4210 Trillium Lane East	Minnetrista, MN 55364	3511724240008	Residential	1	$ 7,900.00	$ 7,900.00
59	S T Joynt & K L Vanordstrand	4220 Trillium La E	Mound, MN 55364	4220 Trillium Lane East	Minnetrista, MN 55364	3511724310003	Residential	1	$ 7,900.00	$ 7,900.00
60	David D/Michelle R Schissler	4230 Trillium La E	Mound, MN 55364	4230 Trillium Lane East	Minnetrista, MN 55364	3511724310004	Residential	1	$ 7,900.00	$ 7,900.00
61	John J Ward & Barbara A Ward	4240 Trillium La E	Minnetrista, MN 55364	4240 Trillium Lane East	Minnetrista, MN 55364	3511724310005	Residential	1	$ 7,900.00	$ 7,900.00
62	W J Kennedy & D A Kennedy	4250 Trillium La E	Mound, MN 55364	4250 Trillium Lane East	Minnetrista, MN 55364	3511724310006	Residential	1	$ 7,900.00	$ 7,900.00
63	John Cich & Janina Cich	4260 Trillium La E	Minnetrista, MN 55364	4260 Trillium Lane East	Minnetrista, MN 55364	3511724310008	Residential	1	$ 7,900.00	$ 7,900.00
64	Douglas Houser/Leah R Leger	4300 Trillium Way	Mound, MN 55364	4300 Trillium Way	Minnetrista, MN 55364	3511724310007	Residential	1	$ 7,900.00	$ 7,900.00
65	Trillium Bay Hmwnrs Assoc	14180 78th St W	Eden Prairie, MN 55344		Minnetrista, MN 55364	3511724240031	Common Area		$ 7,900.00	$ -
								Total		**$ 387,100.00**

February 7, 2025

Honorable Mayor and City Council
City of Minnetrista
7701 County Road 110 West
Minnetrista, MN 55364

Re: 2025 Street Improvement Project
City of Minnetrista Project No. 01-25
City of Minnetrista, MN
WSB Project No. 026511-000

Dear Mayor and Council Members:

Bids were received online for the above-referenced project on Wednesday, February 5, 2025, and were viewed and read aloud. Nine bids were received. Please find attached the Bid Tabulation Summary indicating Asphalt Surface Technologies Corporation (ASTECH Corp.), St. Cloud, Minnesota, as the low bidder with a grand total bid amount of $986,591.05. The Engineer's Estimate for the project was $1,061,001.00.

We recommend that the City Council consider these bids and award a contract for the grand total bid in the amount of $986,591.05 to ASTECH Corp. based on the results of the bids received.

If you have any questions, please contact me at 612.849.6157. Thank you.

Sincerely,
WSB

Emily Brown, PE
Project Manager

Attachment

cc: ASTECH Corp.
Alyson Fauske, WSB

srb

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

Bid Tabulation Summary

2025 Street Improvement Project
City of Minnetrista Project No. 01-25
WSB Project No. 026511-000
Bids Received Online: Wednesday, February 5, 2025, at 10:00 a.m. Local Time

DENOTES CORRECTED FIGURE

	Contractor	Bid Bond (5%)	Addendum No. 1 Rec'd.	Grand Total Bid
1	Asphalt Surface Technologies Corporation a/k/a ASTECH Corp.	X	X	$986,591.05
2	Wm. Mueller & Sons, Inc.	X	X	$997,499.50
3	Valley Paving, Inc.	X	X	$1,032,032.00
4	Northwest Asphalt, Inc.	X	X	$1,043,725.31
5	Park Construction Company	X	X	$1,046,297.93
6	S.M. Hentges & Sons, Inc.	X	X	$1,056,856.85
7	GMH Asphalt Corporation	X	X	$1,083,129.74
8	Bituminous Roadways, Inc.	X	X	$1,088,431.25
9	Omann Contracting Companies, Inc.	X	X	$1,097,634.18
	Engineer's Opinion of Probable Cost			$1,061,001.00

I hereby certify that this is a true and correct tabulation of the bids as received on February 5, 2025.

Emily Brown

Emily Brown, PE, Project Manager

RESOLUTION NO. 29-25

RESOLUTION ADOPTING ASSESSMENT FOR THE 2025 STREET IMPROVEMENT PROJECT, CITY PROJECT NO. 01-25

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the assessable portion of City Project No 01-25, which includes the reclamation of the Pine Circle, Trillium Lane East, Trillium Lane West, Trillium Way, and Wind Ridge Trail; partial curb and gutter replacement in the Trillium area; replacement of one gate valve and the addition of three gate valves in the Trillium area, and the installation of inflow/infiltration barriers in Pine Circle.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of 20 years, the first of the installments to be payable on or before the first Monday in January 2026 and shall bear interest at the rate of 3.9 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from November 1, 2025 until December 31, 2026. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid any time on or before November 1, 2025; and he/she may, at any time thereafter, pay to the City Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

4. The owner of any property so assessed may, at any time prior to certification of the assessment of the first installment to the County Auditor, pay to the City Treasurer any portion of the assessment. The remaining unpaid balance shall be spread over the period of time established by the Council for installment payment of the assessment.

5. The clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of March 2025, by a vote of _____Ayes and_____Nays.

_____
Mayor Lisa Whalen

ATTEST:

_____
Ann Meyerhoff
City Clerk

RESOLUTION NO. 30-25

RESOLUTION AWARDING A CONTRACT FOR THE 2025 STREET IMPROVEMENT PROJECT, CITY PROJECT NO. 01-25

WHEREAS, the City Council of Minnetrista previously directed the City Engineer to advertise for bids for the 2025 Street Improvement Project, City Project No. 01-25; and

WHEREAS, bids were publicly received, opened, and read aloud on February 5, 2025.

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

1. All bids for the construction of the 2025 Street Improvement Project, City Project 01-25 have been received and are tabulated on the attached summary.

2. The total bid of Asphalt Surface Technologies Corporation, in the amount of $986,591.05, for the construction of said improvements, is in accordance with the plans and specifications and advertisement for bids and is the lowest responsible total bid.

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

4. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposit of the successful bidder and the next two lowest bidders shall be retained until a contract has been executed.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of March 2025, by a vote of _____Ayes and_____Nays.

_____
Mayor Lisa Whalen

ATTEST:

_____
Ann Meyerhoff
City Clerk

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM

Subject: **Approve Task Order 8 with WSB, LLC for Professional Construction Administration Services for the 2025 Street Improvement Project (City Project No. 01-25)**

Prepared By: Gary Peters, Public Works Director

Meeting Date: March 17, 2025

Issue:

Should the City Council approve Task Order 8 for construction administration services for the 2025 Street Improvement Project, City Project No. 01-25?

Overview:

On January 6, 2025, The City Council approved plans and specifications and authorized the advertisement for bids for the 2025 Street Improvement Project, City Project 01-25. The City received bids on February 18, 2025, and award of the contract is on the March 17, 2025 City Council agenda.

As part of the engineering services for the project, Staff requested a professional services proposal from WSB to perform construction administration services as outlined in the attached Task Order. The fee estimate assumes that a construction observer will only be present for thirty hours per week for six weeks and 10 hours a week for two weeks. This project will provide a training opportunity for the City's engineering technician.

Fiscal Impact:

The improvements are proposed to be funded through a combination of City Funds and special assessments. The construction bid amount is $986,591.05 and proposed indirect costs at 22%.

Recommended City Council Action:

Staff recommends approving Resolution No. 31-25, approving Task Order 8 WSB LLC for construction administration services for the 2025 Street Improvement Project (City Project No. 01-25)

Master PSA Task Order No. 8

This Task Order No. 8 ("Task Order") is made as of 03/18/25 ("Effective Date"), under the terms and conditions established in the Master Professional Services Agreement dated 02/19/24 ("Master Agreement"), between City of Minnetrista, MN ("Client") and WSB LLC ("Consultant"). This Task Order authorizes and describes the scope, schedule if applicable, and payment conditions for Consultant's professional services ("Services") on the project known as: 2025 Street Improvement, located in Minnetrista, MN ("Project").

1. **SCOPE OF WORK:**

See Attached Exhibit A.

2. SCHEDULE:

Completion Date by November 30th, 2025

3. PAYMENT:

See Attached Exhibit A, The estimated fee is $128,955.00 including expenses.

4. ADDITIONAL PROVISIONS:

None.

This Task Order is executed pursuant to the Master Agreement, effective as of the Effective Date. Execution of this Task Order by Client and Consultant authorizes Consultant to carry out and complete the Services described herein in strict accordance with the Master Agreement.

City of Minnetrista, MN	**WSB LLC**
By:	**By:**
Name:	**Name:**
Its:	**Its:**

I. Scope of Services

1. CONSTRUCTION SERVICES
   - A. Project Management
     - a. Manage project and coordinate as needed with the city.
     - b. Review and update WSB resources and time allocated to the project with respect to approved project scope and fee as needed.
     - c. Close out the project in accordance with the project specifications.
   - B. Submittals/Shop Drawing Reviews
     - a. Review documents for general conformance with project plans and specifications.

2. CONSTRUCTION ADMINISTRATION
   - A. Preconstruction Meeting
     - a. Prepare agenda.
     - b. Attend meeting.
     - c. Prepare minutes.
   - B. Private Utility Meetings
     - a. Coordinate with private utilities in effort to accommodate private utility relocation with respect to the 2025 Street Improvement Project schedule.
   - C. Weekly Meetings
     - a. Prepare agenda.
     - b. Attend meeting.
     - c. Prepare minutes.
   - D. Documentation Review
     - a. Review documents related to the agreement.
   - E. Pay Estimates
     - a. Review quantities requested by the contractor.
     - b. Prepare draft pay vouchers (on a once monthly basis).
     - c. Distribute pay vouchers to contractor and city for signatures.

3. CONSTRUCTION OBSERVATION SERVICES
   - A. Construction Observation
     - a. Observe crews for general conformance with project plans and specifications.
   - B. Punch List / Final Inspection
     - a. Prepare punch list.
     - b. Inspect work performed to address items on the punch list.
   - C. Record Plan Measurements
     - a. Collect data as needed for project record plans.

4. CONSTRUCTION SURVEYING SERVICES
   - A. Construction Survey
     - a. One set of construction stakes as required by the plans and specifications.
   - B. Administration
     - a. Office work necessary to coordinate the construction survey.
   - C. Record Plans
     - a. Perform survey and office work to gather data for record plans.
     - b. Office work to prepare record plans.
     - c. Deliverable will be an electronic copy of the record plans and data necessary for city staff to update GIS mapping.

5. PUBLIC ENGAGEMENT
   - A. Construction kick-off newsletter
   - B. Weekly and as-needed email and website construction status updates
   - C. Door-hanger notices to residents
   - D. Construction hotline number and email for resident questions

6. CONSTRUCTION MATERIAL TESTING

A. Perform construction material testing as required by the project specifications.

7. PERMIT APPLICATIONS
   A. Apply for the following permits
      1) Hennepin County Work in Right of Way Permit
      2) Minnehaha Creek Watershed District Permit
      3) NPDES Construction Stormwater Permit

II. Compensation

Time and Materials
Construction administration, construction observation, and permit fees are estimated based on the anticipated hours required for administering and inspecting construction and is dependent on the contractor's ability to complete the work on schedule. The estimated cost for these services is $87,102.

Lump Sum
Compensation for construction materials testing is a lump sum fee of $16,895.

Not to Exceed
The construction surveying and public engagement fees are $19,348 and $5,610, respectively and are not to exceed fees without prior Council authorization.

III. Assumptions

Fees for construction observation are based on an eight-week construction schedule assuming 30 hours per week for the six weeks and 10 hours per week for the last two weeks, plus additional time for pre and post construction field work with City Staff and the Contractor. It is anticipated that construction can begin as early as June and will be substantially complete by the end of September.

IV. Exclusions

The following items are excluded from this Agreement; however, Consultant can provide these services for additional compensation by an Amendment for Additional Services (AAS).

A. Update the city's GIS mapping with the as-built data
B. Environmental compliance inspections

2025 Rate Schedule

	Billing Rate/Hour
PRINCIPAL | ASSOCIATE	$195 - $281
SR. PROJECT MANAGER | SR. PROJECT ENGINEER	$195 - $251
PROJECT MANAGER	$171 - $191
PROJECT ENGINEER | GRADUATE ENGINEER	$115 - $190
PROJECT MANAGER ASSISTANT	$95 - $155
ENGINEERING TECHNICIAN | ENGINEERING SPECIALIST	$76 - $189
LANDSCAPE ARCHITECT | SR. LANDSCAPE ARCHITECT	$86 - $182
ENVIRONMENTAL SCIENTIST | SR. ENVIRONMENTAL SCIENTIST	$77 - $180
PLANNER | SR. PLANNER	$89 - $188
GIS SPECIALIST | SR. GIS SPECIALIST	$86 - $188
CONSTRUCTION OBSERVER	$117 - $152
SURVEY	
Survey Office Technician	$136 - $169
Drone Pilot	$197
One-Person Crew	$197
Two-Person Crew	$265
OFFICE TECHNICIAN	$67 - $147

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.

Fee Estimate for Professional Engineering Services
2025 Street Improvement Project
CP No. 01-25
City of Minnetrista

				Senior Project Manager	Project Manager	Lead Construction Inspector	Senior Survey Technician	Two-Person Survey Crew	Public Engagement	Adminstrative Assistant	Total Hours	Total Fee
		Staff/Resource Name		**Alyson Fauske**	**Emily Brown**	**Matt Havlik**	**Cooper Forbrook**	**n/a**	**Kirsten Gray**	**Amy Rein**		
		Hourly Rate		*$251.00*	*$219.00*	*$195.00*	*$153.00*	*$265.00*	*$187.00*	*$135.00*		
Phase	**TASKS**	**Start Date**	**Finish Date**								**Total**	
008 Construction Services	Project Management	5/5/2025	11/30/2025	60	20					4	84	$ 19,980
	Submittals/Shop Drawing Reviews	5/5/2025	5/19/2025		8						8	$ 1,752
009 Contract Administration	Preconstruction Meeting	5/5/2025	5/12/2025	3	6	3					12	$ 2,652
	Private Utility Meetings	6/1/2025	9/30/2025	8	4	8					20	$ 4,444
	Weekly Meetings	6/1/2025	9/30/2025	20		8					28	$ 6,580
	Documentation Review	6/1/2025	9/30/2025		6						6	$ 1,314
	Pay Estimates	7/1/2025	10/31/2025	8	8	10				10	36	$ 7,060
010 Construction Inspection Services	Construction Observation*	6/1/2025	9/30/2025			200					200	$ 39,000
**Assumes 6 wks @ 30hrs/wk*	Punchlist / Final Inspection	8/1/2025	9/30/2025			12					12	$ 2,340
plus 2 wks @ 10 hrs/wk	Record Plan Measurements	10/1/2025	10/31/2025			4					4	$ 780
011 Construction Surveying Services	Construction Survey	6/1/2025	9/30/2025					50			50	$ 13,250
	Administration	6/1/2025	9/30/2025				10				10	$ 1,530
	Record Plans	10/1/2025	10/31/2025				16	8			24	$ 4,568
012 Public Engagement	Public Engagement	5/15/2025	10/15/2025						30		30	$ 5,610
	Total Estimated Fee											**$ 110,860.00**
	Total Hours			**99**	**52**	**245**	**26**	**58**	**30**	**14**	**524**	

	Hourly Rate											
	Labor Total			**$24,849**	**$11,388**	**$47,775**	**$3,978**	**$15,370**	**$5,610**	**$1,890**		**$110,860.00**
	Lump Sum Services- Construction Materials Testing											$ 16,895.00
	Permits- Hennepin County (est. $400), MCWD (est. $400), NPDES ($400)											$1,200.00
	Total Expenses											**$18,095.00**

Total Project Fee	**$ 128,955.00**

RESOLUTION NO. 31-25

RESOLUTION APPROVING TASK ORDER 8 WITH WSB, LLC FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE 2025 STREET IMPROVEMENT PROJECT, CITY PROJECT NO. 01-25

WHEREAS, the City of Minnetrista awarded the construction contract for the 2025 Street Improvement Project, City Project 01-25; and

WHEREAS, it is proposed to approve Task Order 8 with WSB, LLC for construction administration services for the 2025 Street Improvement Project, City Project 01-25.

NOW, THEREFORE, BE IT RESOLVED, **BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA,** that Task Order 8 between the City and WSB for construction administration services for the 2025 Street Improvement Project, City Project 01-25 is approved.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of March, 2025, by a vote of _____Ayes and_____Nays.

_____
Mayor Lisa Whalen

ATTEST:

_____
Ann Meyerhoff
City Clerk

CITY OF MINNETRISTA

CONSENT AGENDA ITEM

Subject: Approve Task Order 9 and Authorize Preparation of Plans and Specifications for the 2025 Pavement Maintenance Project, City Project 03-25

Prepared By: Gary Peters, Public Works Director

Meeting Date: March 17, 2025

Attachments: Maps of proposed project

Issue:
Should the City Council approve Task Order 9 and authorize preparation of plans and specifications for the 2025 Pavement Maintenance Project, City Project 03-25?

Background/Discussion:
The streets proposed for the 2025 Pavement Maintenance Project have been identified by Public Works and Engineering staff and the improvements have been budgeted within the City's Road Maintenance budget for 2025. A summary of the proposed maintenance activities are listed below and are based on the pavement condition index (PCI), age, and visual inspection:

- Crack fill and reclamite of 15 miles of streets
- Fog seal and seal coat of Astilbe Court

The total estimated project cost of the improvements is $471,000. The project will be funded by the Road Maintenance Fund. The contract will include unit price work for crack filling by the linear foot and reclamite and the seal coats will be by the square yard. If some streets require more linear feet of crack filling than anticipated, it may necessitate that some other streets are postponed until the 2026 Pavement Maintenance Project in order to keep the project on budget.

Conclusion:
Staff is recommending Council approve Task Order 9 with WSB and authorize preparation of plans and specifications for the 2025 Pavement Maintenance Project, City Project 03-25.

Fiscal Impact:

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 attached Task Order summarizes the scope and fee to prepare plans and specifications, and to administer bidding and construction services. Part time construction observation (56 hours over a four-week timeframe) is included in the proposed scope. The proposed fee for design and bidding is hourly not-to-exceed. The proposed construction administration fee is an estimate based on the anticipated hours required and is dependent on the contractor's ability to complete the work on schedule. WSB is proposing to complete the work on a cost-reimbursable basis in accordance with their current fee schedule. Fees for design and estimated construction services are itemized below:

Design and Bidding Services	$ 20,458
Construction Services	$ 19,556
Total	**$ 40,014**

The budget for the project is $471,000 including contingencies and indirect costs.

The proposed timeline for the project is as follows:

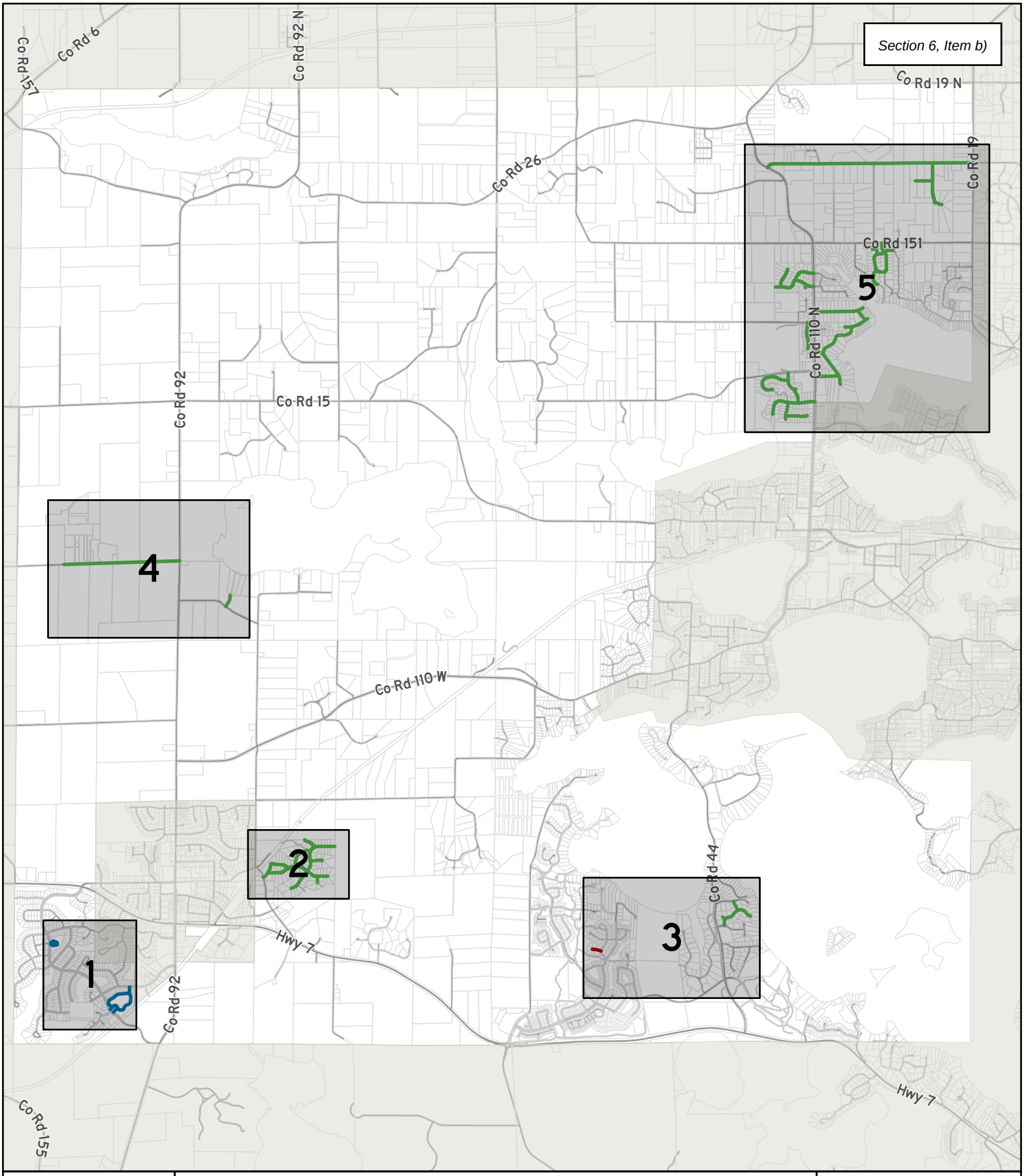
Approve Professional Services Agreement; Authorize Preparation of Plans & Specifications ..... March 17, 2025
Approve Plans & Specifications and Authorize Advertisement for Bids.....April 7, 2025
Bid Opening ..... May 6, 2025
Accept Bids and Award Contract ..... May 19, 2025
Pavement Maintenance Activities are Employed ..... Summer, 2025

Recommended City Council Action: Staff recommends approval of Resolution 32-25 approving Task Order 9 and authorizing preparation of plans and specifications for the 2025 Pavement Maintenance Project, City Project 03-25.

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.



CITY OF MINNETRISTA

7701 COUNTY ROAD 110 WEST
MINNETRISTA, MN 55364

2025 PAVEMENT MAINTENANCE

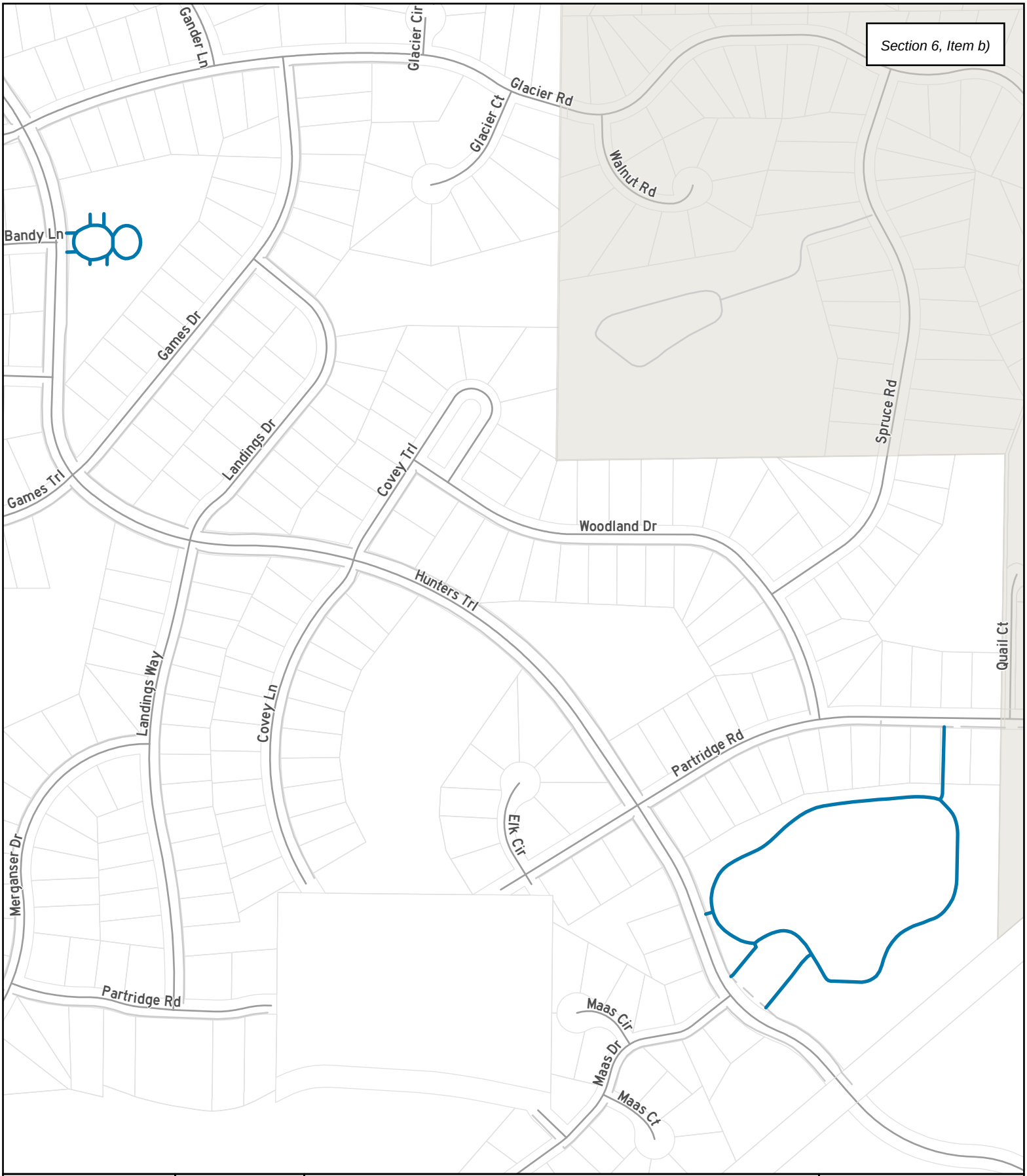
CRACK FILL (CF) | RECLAMITE (REC) | FOG SEAL (FS)

OVERVIEW

ROAD FS
ROAD CF/REC
TRAIL CF/REC

0 0.5 MILES

155



7701 COUNTY ROAD 110 WEST
MINNETRISTA, MN 55364

1

2025 PAVEMENT MAINTENANCE

CRACK FILL (CF) | RECLAMITE (REC)

LISLE PARK & LINDEN PARK

ROAD FS
ROAD CF/REC
TRAIL CF/REC

0 240 FEET



CITY OF MINNETRISTA

7701 COUNTY ROAD 110 WEST
MINNETRISTA, MN 55364

2

2025 PAVEMENT MAINTENANCE

CRACK FILL (CF) | RECLAMITE (REC) | FOG SEAL (FS)

TURTLE CREEK

ROAD FS
ROAD CF/REC
TRAIL CF/REC

0 200 FEET



CITY OF MINNETRISTA
7701 COUNTY ROAD 110 WEST
MINNETRISTA, MN 55364

3

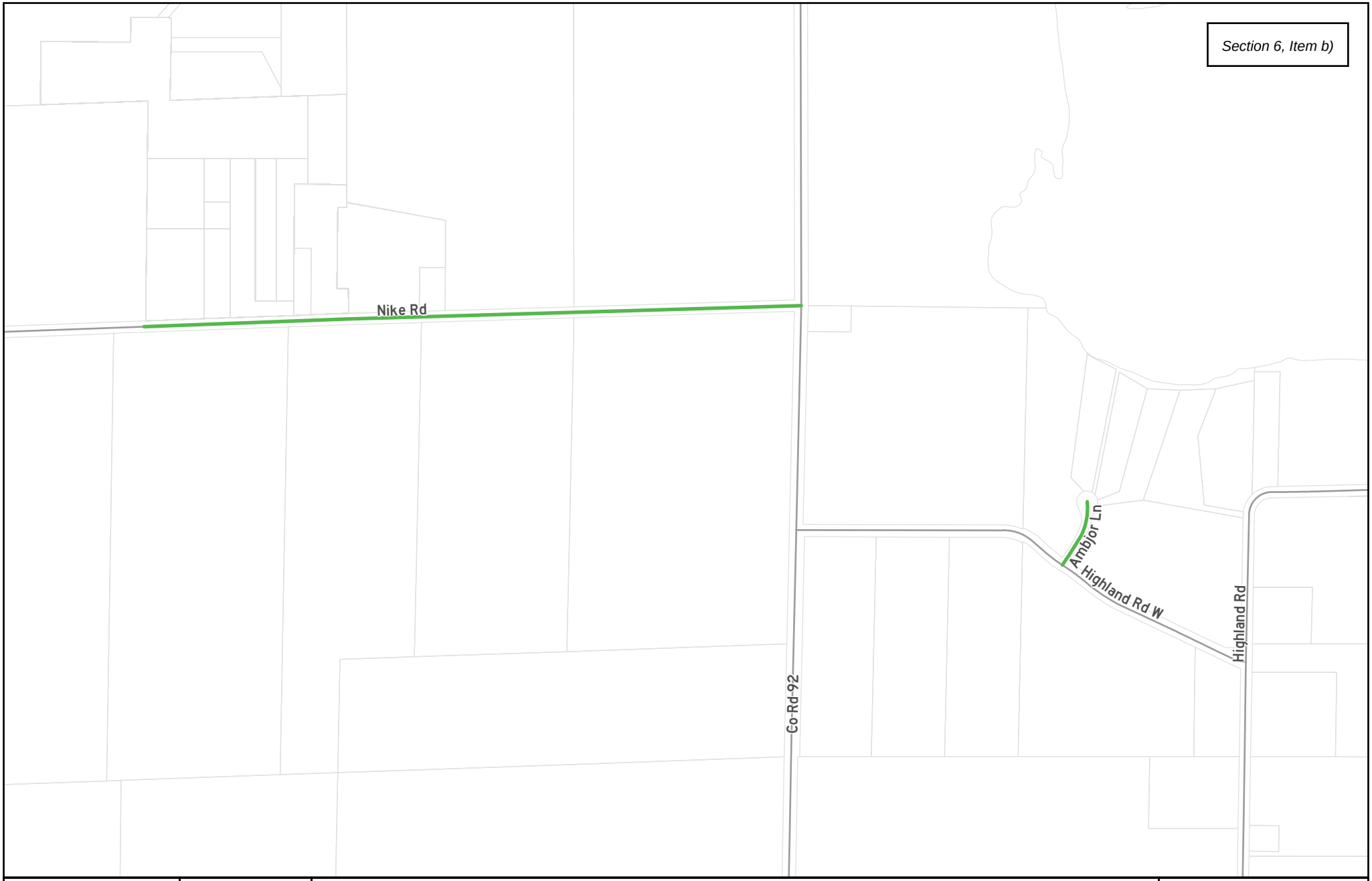
2025 PAVEMENT MAINTENANCE

CRACK FILL (CF) | RECLAMITE (REC) | FOG SEAL (FS)

HERMITAGE SHORES & ASTILBE CT

ROAD FS
ROAD CF/REC
TRAIL CF/REC

0 400 FEET



CITY OF MINNETRISTA
7701 COUNTY ROAD 110 WEST
MINNETRISTA, MN 55364

4

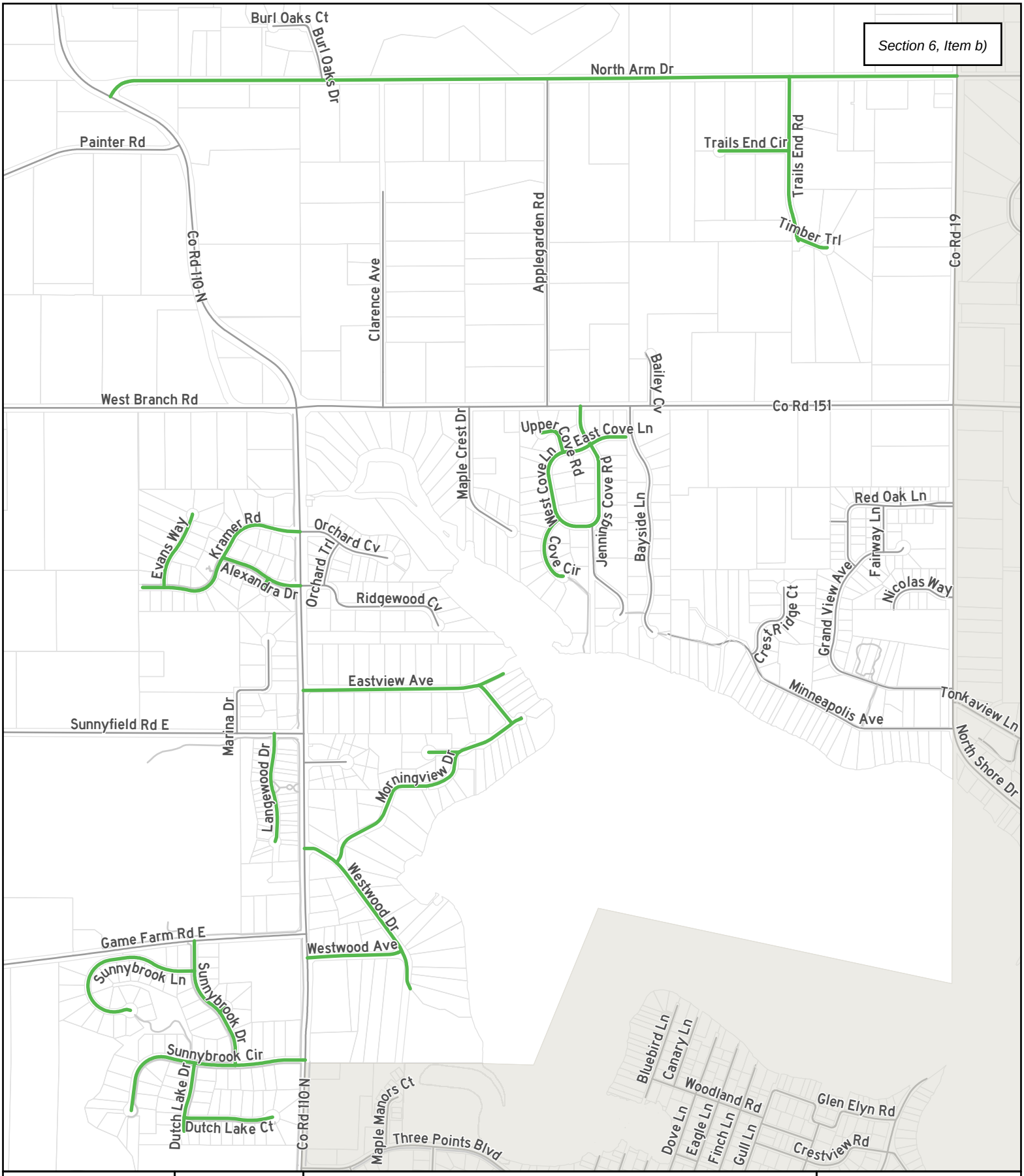
2025 PAVEMENT MAINTENANCE

CRACK FILL (CF) | RECLAMITE (REC)

NIKE RD & AMBJOR LN

ROAD FS
ROAD CF/REC
TRAIL CF/REC

0 480 FEET



CITY OF MINNETRISTA

7701 COUNTY ROAD 110 WEST
MINNETRISTA, MN 55364

5

2025 PAVEMENT MAINTENANCE

CRACK FILL (CF) | RECLAMITE (REC)

COUNTY RD 110 N AREA

ROAD FS
ROAD CF/REC
TRAIL CF/REC

0 640 1280
FEET

1 inch = 160 feet

Master PSA Task Order No. 9

This Task Order No. 9 ("Task Order") is made as of 03/18/25 ("Effective Date"), under the terms and conditions established in the Master Professional Services Agreement dated 02/19/24 ("Master Agreement"), between City of Minnetrista, MN ("Client") and WSB LLC ("Consultant"). This Task Order authorizes and describes the scope, schedule if applicable, and payment conditions for Consultant's professional services ("Services") on the project known as: N/A, located in Minnetrista, MN ("Project").

1. **SCOPE OF WORK:**

See Attached Exhibit A.

2. SCHEDULE:

Completion Date October 31st, 2025

3. PAYMENT:

See Attached Exhibit A, the estimated fee is $40,014.00 including expenses.

4. ADDITIONAL PROVISIONS:

None.

This Task Order is executed pursuant to the Master Agreement, effective as of the Effective Date. Execution of this Task Order by Client and Consultant authorizes Consultant to carry out and complete the Services described herein in strict accordance with the Master Agreement.

City of Minnetrista, MN	**WSB LLC**
By:	**By:**
Name:	**Name:**
Its:	**Its:**

I. Scope of Services

1. DESIGN
   - A. Project Management
     - a. Manage project and coordinate as needed with the city.
     - b. Review and update WSB resources and time allocated to the project with respect to approved project scope and fee as needed.
   - B. Meetings with the City
     - a. Attend one (1) meeting with city staff to discuss project scope and schedule.
   - C. Plans and Specifications
     - a. The plans will consist of the maps attached, showing project location, proposed improvements legend and aerials.
     - b. Specifications will include: Project Bid Form, Contractor Requirements, Contract for Construction, Insurance Requirements, Performance and Payment Bonds, and Special Provisions.
     - c. Plans will be transmitted to the City for review at approximately 90% completion stage of production for staff comments.
     - d. Preparation of contract pay items, estimation of bid quantities, and preparation of an Engineer's opinion of probable construction cost for review by the City.
   - D. Engineer's Opinion of Probable Cost based on the final plan.
   - E. QA/QC of the plans, specifications and Opinion of Probable Cost.
   - F. Bidding
     - a. Coordinate the advertisement for bids, including addressing questions from contractors, preparation of any necessary addendums, evaluation and tabulation of quotes, preparation of quote results letter for consideration of award of the contract, and presentation of the quote results to the City Council.
     - b. Following a successful award of contract, WSB will prepare a notice of award

2. CONSTRUCTION SERVICES
   - A. Project Management
     - a. Manage project and coordinate as needed with the city.
     - b. Review and update WSB resources and time allocated to the project with respect to approved project scope and fee as needed.
     - c. Close out the project in accordance with the project specifications
   - B. Meetings
     - a. Attend one (1) meeting with the contractor before work begins.
   - C. Construction Observation
     - a. Observe crews for general conformance with project plans and specifications.
   - D. Pay Vouchers
     - a. Prepare pay vouchers.
     - b. Distribute pay vouchers to contractor and city for signatures.
   - E. Project Closeout
     - a. Collect forms from the contractor that are required to close out the project and provide a letter of recommendation to the city.

II. Compensation

Time and Materials

Construction services is estimated based on the anticipated hours required for administering and inspecting construction and is dependent on the contractor's ability to complete the work on schedule. The estimated cost for these services is $19,556.

Not to Exceed

Design services is $20,458 and is a not to exceed fee without prior Council authorization.

III. Assumptions

1. Fees for construction observation are based on four weeks with part-time, on-site construction representation totaling 56 hours.
2. The project will only require one (1) pay voucher.

IV. Proposed Schedule

We are available to start the design immediately upon your approval. WSB proposes the following work schedule:

Approve Professional Services Agreement;
Authorize Preparation of Plans & Specifications……March 17, 2025
Approve Plans & Specifications and Authorize Advertisement for Bids……...April 7, 2025
Bid Opening .....May 6, 2025
Accept Bids and Award Contract.....May 19, 2025
Pavement Maintenance Activities are Employed .....Summer, 2025

2025 Rate Schedule

	Billing Rate/Hour
PRINCIPAL | ASSOCIATE	$195 - $281
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PROJECT MANAGER	$171 - $191
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PROJECT MANAGER ASSISTANT	$95 - $155
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Drone Pilot	$197
One-Person Crew	$197
Two-Person Crew	$265
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Fee Estimate for Professional Engineering Services
2025 Pavement Maintenance Project
CP No. 03-25
City of Minnetrista

		Senior Project Manager	Project Manager	Project Engineer	Pavement Specialist	Construction Observer	Office Technician	Total Hours	Total Fee
		Alyson Fauske	**Emily Brown**	**Jacob Ringstad**	**Paul Kyle**	**Matt Havlik**	**Amy Rein**		
		$ 251.00	**$ 219.00**	**$ 140.00**	**$ 218.00**	**$ 195.00**	**$ 135.00**		
Phase	**TASKS**							**Total**	
001 Design	Project Management	4	32					36	$8,012
	Meetings with City (1)	1	1					2	$470
	Plans and Specifications		6	18	6		3	33	$5,547
	Engineer's Opinion of Probable Cost			12				12	$1,680
	QA / QC	2	2		4	4		12	$2,592
	Bidding		8				3	11	$2,157
002 Construction Services	Project Management	4	20					24	$5,384
	Meetings (1)	2	2			2		6	$1,330
	Construction Observation					56		56	$10,920
	Pay Vouchers (1)		2				1	3	$573
	Project Closeout	1	2			2	2	7	$1,349
	Total Estimated Fee								**$40,014**
	Total Hours	**14**	**75**	**30**	**10**	**64**	**9**	**202**	
	Hourly Rates	*$251.00*	*$219.00*	*$140.00*	*$218.00*	*$195.00*	*$135.00*		
	Labor Total	**$3,514**	**$16,425**	**$4,200**	**$2,180**	**$12,480**	**$1,215**		**$40,014**

Total Project Fee	**$40,014**

RESOLUTION NO. 32-25

CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA

A RESOLUTION APPROVING TASK ORDER 9 AND AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS FOR THE 2025 PAVEMENT MAINTENANCE PROJECT
CITY PROJECT 03-25

WHEREAS, the Public Works Department has identified roadways in need of maintenance in the form of crack filling, fog seal, chip seal and pavement reclamite.

NOW THEREFORE, BE IT RESOLVED by the City Council of Minnetrista

1. That Task Order 9 for the 2025 Pavement Maintenance Project, City Project 03-25 is approved, and
2. The preparation of plans and specifications for the 2025 Pavement Maintenance Project, City Project 03-25 is hereby authorized.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of March, 2025, by a vote of _____ Ayes and _____ Nays.

_____
Lisa Whalen, Mayor

ATTEST:

_____
Ann Meyerhoff, City Clerk

(seal)