



CITY COUNCIL WORK SESSION AGENDA

September 21, 2026 at 5:00 PM

7701 County Road 110 West Minnetrista, MN 55364

Pursuant to Minnesota Statutes, section 13D.02, one or more council members may participate remotely.

1) CALL TO ORDER

2) DISCUSSION ITEMS

- a)** City Council Meeting Day Discussion
- b)** Personnel Committee Budget Items
- c)** St. Bonifacius/Minnetrista Fire Partnership Update
- d)** Facility Use Policy Review
- e)** Cell Tower Lease Update
- f)** Ash Tree Replacement Policy
- g)** Police Unmanned Aerial Vehicle (UAV) Discussion

3) ADJOURNMENT

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

CITY OF MINNETRISTA



CITY COUNCIL WORK SESSION AGENDA ITEM

Subject: City Council Meeting Time Discussion

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: September 21, 2026

Issue: Mayor Whalen has requested Council discussion of moving regular City Council meetings from the first and third Monday of each month to the first and third Tuesday, effective January 1, 2027.

Background: Regular meeting dates are set in City Code Section 200.001 (Regular and Special Meetings). Several Monday holidays (Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Labor Day) currently require rescheduling to the following Wednesday closest to the regular Monday meeting.

If adopted, staff would adjust the annual meeting calendar notice, agenda publication deadlines, and advisory commission schedules accordingly.

Related to consultants that regularly attend City Council meetings, the City Engineer has no conflict with the potential Tuesday move, and the City Attorney would be able to accommodate the move by utilizing existing “substitute” representatives Ronald Batty and Mary Tietjen.

Next Steps: If the Council wishes to proceed, staff will prepare an ordinance amending Section 200.001 for consideration. Adoption requires an affirmative vote of a majority of all Council members, and the ordinance must be published before taking effect.

Requested Action: Discussion and direction to staff.

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



CITY COUNCIL WORK SESSION AGENDA ITEM

Subject: Personnel Committee Budget Items

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: September 21, 2026

Issue: Annually, the Personnel Committee meets to discuss recommendations to City Council related to items considered for the next years budget. Below is a summary of those recommendations, along with potential action items.

2026 Compensation Check-In

Summary: The 2022 City of Minnetrista Pay Plan Policy outlines a goal for employee pay to be between 90% and 110% of the market average. The 2026 compensation check-in indicated an actual overall percentage of 102%, falling within the policy guidelines. No individual employees fell below the 90% threshold, and two were above the 110% threshold.

- **Action Item 1:** Personnel Committee Members Reffkin and Vickery are recommending removal of the City of Victoria from the list of comparable cities citing Victoria’s continued population growth (12,853 as of April 1, 2025).
 - Cities currently used for determining the average wages are included in list below, but from time to time, other communities are required to be used due to comparable job titles/duties not being available in our core group of comparable cities.
 - Corcoran
 - Dayton
 - Deephaven
 - Delano
 - Medina
 - Mound
 - Orono
 - Shorewood
 - Victoria
 - Waconia
 - Wayzata
- **Action Item 2:** Personnel Committee Members Reffkin, Vickery, and Kruggel are recommending moving the Public Safety Director from a Grade 12 – Step 7 in the

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2026 Pay Plan to a Grade 12 – Step 11 in the 2027 Pay Plan as of January 1, 2027 citing position in the current market of Police Chiefs in the region.

2027 Market Adjustment Discussion

Summary: Staff conducted a survey of surrounding communities related to 2027 non-union wage adjustments. These adjustments may include a step/merit increase, market adjustment, or cost of living adjustment. Five communities responded to the survey; several others indicated that their 2027 data have not yet been developed. Among the responding communities, the average 2027 increase for non-union employees is 6.40%.

- Action Item: Personnel Committee Members Reffkin and Vickery are recommending a 2.50% market adjustment for non-union employees in addition to the 2.0% step increase for those eligible, totaling up to 4.50%. The Committee cited the City’s overall market position of 102% in the 2026 Compensation Check-In. The 2.50% market adjustment will be evaluated by the full City Council throughout the 2027 budget process.

2027 Employer Contribution – Cafeteria Benefits Plan

Summary: Staff, along with assistance from David Drown and Associates, conducted a 2026 benefit summary. Below is a table showing a summary of those results.

CITY	2026 Benefit Contribution - Single (Monthly)	2026 Benefit Contribution - Family (Monthly)
Corcoran	\$1,349.45	\$1,976.17
Medina	\$1,003.67	\$2,164.58
Delano	\$756.16	\$2,006.39
West Hennepin PD	\$927.00	\$2,976.00
Orono	\$830.68	\$2,248.02
Deephaven	\$1,138.22	\$1,805.33
Wayzata	\$1,108.71	\$1,885.05
Mound	\$1,171.00	\$1,521.00
Dayton	\$2,000.00	\$2,000.00
Shorewood	\$1,930.00	\$2,130.00
Waconia	\$1,100.92	\$2,141.79
South Lake Minnetonka PD	\$816.55	\$1,788.25
Averages	\$1,177.70	\$2,053.55
Minnetrista	\$900.00	\$1,500.00

Things to consider: These numbers are a snapshot of 2026, and the averages will increase in 2027. Our increase for 2027 is estimated to be 21.4%, with the average between Medica, HealthPartners, BCBS, and United Health at 18.67%. Financially, Minnetrista

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can go up to the averages described in the previous table; however other budgeted items such as the union contracts are coming in over budget so Personnel Committee Members Reffkin and Vickery recommend a smaller increase to stay on or under budget for the 2027 fiscal year – given current levy amount. Staff would like to see incremental annual increases vs. large one-time or multiple-year jumps to the employer contribution to help with annual budget increases.

- Action Item 1: Personnel Committee Members Reffkin and Vickery are recommending keeping the single monthly employee contribution at \$900 citing that it will still cover the projected single premium for 2027, and moving the family monthly employer contribution to a range of \$1,800 to \$1,900 in 2027, and then making another upward move by \$300 - \$400 per month in 2028.
- Action Item 2: Personnel Committee Members Reffkin, Vickery, and Kruggel are recommending approving a Health Insurance Opt-Out Program with the following terms:
 1. **Proof of alternate coverage** — the employee must provide documentation confirming they are enrolled in health insurance coverage outside of the City's plan (e.g., a spouse's plan or an individual market plan) as a condition of participation.
 2. **Use of opt-out funds** — the employee may direct opt-out funds toward other open enrollment offerings, including dental insurance, a flexible spending account (FSA), and long-term disability coverage.
 3. **Remaining funds** — any portion of the opt-out payment not directed toward other benefit elections shall be paid to the employee as taxable income.
 4. **Opt-out amount** — set at 80% of the City's current Single coverage contribution, regardless of which coverage tier the employee is opting out of. At the current Single contribution of \$900/month, the opt-out payment would be \$720/month.

This structure benefits both employees and the City. Employees gain the flexibility to utilize a potentially superior health insurance plan available through a spouse's employer, while still receiving compensation they can direct toward other benefits or income. The City benefits financially in every opt-out scenario, since the payment is fixed at 80% of the Single rate rather than 80% of whichever tier the employee previously held — meaning opt-outs from Family coverage generate substantially greater savings than opt-outs from Single coverage.

The table below illustrates the City's savings under each opt-out scenario, based on current contribution levels:

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Scenario	Current monthly contribution	Monthly opt-out payment	Monthly City savings	Annual City savings/employee
Employee on Single coverage opts out	\$900	\$720	\$180	\$2,160
Employee on Family coverage opts out	\$1,500	\$720	\$780	\$9,360

Because the opt-out payment is anchored to the Single rate, employees opting out of Family coverage generate more than four times the annual savings of employees opting out of Single coverage (\$9,360 vs. \$2,160 per employee). Aggregate savings will scale directly with participation — for example, five Family-tier opt-outs would save the City approximately \$46,800 annually, while five Single-tier opt-outs would save approximately \$10,800 annually. Actual savings will depend on the number of eligible employees who elect to participate, and the coverage tier they currently hold.

Recommended City Council Action: The various action items for City Council consideration are listed below.

- **Action Item 1:** Consider removal of the City of Victoria from the list of comparable cities used for compensation comparisons.
- **Action Item 2:** Consider moving the Public Safety Director from Grade 12 – Step 7 in the 2026 Pay Plan to a Grade 12 – Step 11 in the 2027 Pay Plan as of January 1, 2027.
- **Action Item 3:** Consider setting the non-union market adjustment in the 2027 Pay Plan at 2.5%.
- **Action Item 4:** Consider setting the 2027 employer contribution toward the employee benefit cafeteria plan at either \$1,800 or \$1,900 per month for family elections, and \$900 per month for single elections.
- **Action Item 5:** Consider approving a Health Insurance Opt-Out Program effective 1/1/2027 with the terms described above

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CITY OF MINNETRISTA



CITY COUNCIL WORK SESSION AGENDA ITEM

Subject: St. Bonifacius/Minnetrista Fire Partnership Update

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: September 21, 2026

Issue: The cities of St. Bonifacius and Minnetrista are beginning a joint examination of a possible fire services partnership. Staff requests that Council appoint two members to represent Minnetrista in those discussions.

Background: Minnetrista currently contracts with the City of St. Bonifacius for fire protection in the western portion of the city; the remainder is served by the Mound Fire Department.

Staff from both cities met on September 8, 2026, to outline a process for evaluating partnership options, which may range from modifications to the existing agreement to a joint powers arrangement or a fire district. A meeting summary prepared by St. Bonifacius Fire Chief Eric Anderson is attached.

Next Steps: Beginning in October, a working group of staff, fire leadership, and elected representatives from both cities will meet monthly to examine partnership models. Meetings are expected to continue monthly through 2026 and likely through 2027 and into 2028.

Staff is asking Council to appoint two members to serve on this working group. Representatives would be expected to attend regularly, represent Minnetrista's interests, and report back to the full Council. Council may also wish to designate an alternate given the length of the commitment.

Attachments:

1. September 8, 2026 Partnership Meeting Summary

Requested Action: Appoint two Council members (and an alternate, if desired) to represent the City of Minnetrista in the St. Bonifacius/Minnetrista Fire Partnership working group.

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Fire Partnership Meeting Summary

Minnetrista and St Bonifacius

9/8/2026

Meeting at the St Bonifacius Fire department (3pm-4pm)

Attendees: Jasper (Minnetrista), Eurel (St Bonifacius), Eric (Fire Chief)

Discussion:

1. The cities of; Minnetrista and St Bonifacius along with the Fire Chief met to discuss the need to continue partnership conversations driven by the need for long term sustainability, present and future fire service protection for the current areas the St Bonifacius Fire department serves.
2. It was decided that Eric Anderson would chair and plan the partnership meetings moving forward.
3. The meetings would consist of being held once a month starting in October of 2026. Each city would be represented by 2 elected officials and the city manager.
4. The end goal of all discussions would be a JPA agreement or Fire District in place starting 1/1/2029
5. The first step after this initial meeting (Sept 8th) is to bring this meeting summary back to the councils in each city to discuss and answer any initial questions and determine who the representatives from each city will be.
6. After the respective council meetings, the Fire Chief will find consensus on when the meeting times will be moving forward. They would preferably start at 3:30pm or there about on consistent days. The Fire Chief will also consult the State Fire Marshal's office as to when they would be best utilized in discussions for expert opinions. All future meetings would be open to all current fire fighters to attend.

The meeting was adjourned at 4pm.

I look forward to further discussions about our fire service area!

Eric Anderson: Fire Chief

CITY OF MINNETRISTA



CITY COUNCIL WORK SESSION AGENDA ITEM

Subject: Facility Use Agreement Discussion

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: September 21, 2026

Issue: The City of Minnetrista does not have a policy or procedure governing use of City facilities by outside groups for non-City business. Requests are currently handled on a case-by-case basis without consistent standards for eligibility, fees, or liability.

Background: The City periodically receives requests from outside organizations to use City-owned conference rooms and meeting space. Recent examples include the Men's Shed and the League of Women Voters. Past requests have been handled either by Council direction or past precedence.

Two facility use agreements from other Minnesota cities are attached for reference.

Any policy should address, at minimum: priority of City business over outside use; liability, indemnification, and insurance; after-hours access and supervision; and eligibility criteria that are content-neutral, since opening facilities to some outside groups creates obligations to treat similar groups consistently. Staff would have the City Attorney review any draft agreement before it returns to Council.

Questions for Council:

1. Does Council want to allow outside use of City facilities?
2. If so, which spaces should be available (e.g., Council chambers, conference rooms, other)?
3. Who should be eligible — nonprofit and civic organizations only, residents, businesses, or all requesters?
4. Should use be limited to regular business hours, or allowed after hours with appropriate access and supervision?
5. Should the City charge a rental fee, require a damage deposit, recover staff costs, or offer space at no charge?

Staff Recommendation: If Council wishes to allow any outside use, staff recommends adopting a written policy and facility use agreement so that requests are handled consistently and the City's liability exposure is managed.

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Next Steps: With Council direction, staff will draft a policy and facility use agreement, obtain City Attorney review, and return to a future work session or regular meeting.

Attachments:

1. City of Goodhue Facility Use Agreement
2. City of Lake City Facility Use Agreement

Requested Action: Discussion and direction to staff.

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**CITY PROPERTY OR FACILITY
USE AGREEMENT**

THIS AGREEMENT is entered into by and between the City of Goodhue, a Minnesota municipal corporation (“City”), and _____ (“User”). The City is allowing the User to use certain City-owned property or facilities described as follows:

(“City Property”).

In consideration of the terms, conditions and mutual promises contained herein, the parties agree as follows:

AGREEMENT

1. USE OF CITY PROPERTY.

User is responsible to ensure the City Property is left in good condition, and is responsible for any breakage, damage, or loss. The City assumes no liability for loss, damage, injury or illness incurred by User or its members, participants, invited guests or others. User shall leave the City Property, or maintain such Property (for use over an extended period), in the same condition as existing at the start of the use. All trash and debris shall be placed in the appropriate receptacles.

User shall not allow the use of alcohol, tobacco, and recreational substances at the City Property.

User shall not modify, move, alter or improve City-owned structures, fixtures, equipment, or personal property, without written approval of the City.

2. COMPENSATION OR RENT.

User shall pay _____ for use of the City Property. In addition, User is liable for all losses and damages to the City Property and any associated equipment, fixtures, or facilities arising out of use of the City Property.

3. TERM OF USE

This Agreement shall be in effect for the following period _____.

In the event that an emergency, weather, act of God, or property damage renders the fulfillment of this Agreement impossible or impractical, this Agreement may be terminated or canceled at the City’s sole option.

Either party may cancel this Agreement upon 10 days’ written notice of default to the other, provided that, User shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Agreement by User.

4. **ASSUMPTION OF RISK.**

User acknowledges the risks and hazards associated with the use of the City Property, and expressly assumes all risk of injury, loss, or damage to User, its organizers, participants, members, spectators, invitees, guests, agents, volunteers, vendors, contractors, employees, representatives, and servants, and any third parties, arising out of or in any way related to User's use of the City Property and/or event on the City Property.

5. **INDEMNIFICATION.**

The User shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the City property or facilities by the User or by the User’s guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents. Nothing in this Agreement shall constitute a waiver or limitation on the City’s statutory limits or immunities from liability under Minnesota Statutes, Chapter 466.

6. **INSURANCE**

User must provide commercial general liability insurance covering use of the City Property in the minimum amount of \$1,500,000 per occurrence. User shall provide a certificate of insurance documenting the required insurance coverage. The insurance shall cover liability for injury, death, and property damage and, at the City’s request, must name the City as an “additional insured” under its policy.

7. **AMENDMENTS**

No amendments may be made to this Agreement except in writing and executed in the same manner as this Agreement.

8. **COMPLIANCE REQUIREMENTS**

User acknowledges the City’s obligation to comply with the Minnesota Government Data Practices Act (the “Act”) and all other applicable state and federal laws relating to data privacy or confidentiality. User acknowledges that the City or the State Auditor shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that involve relevant transactions relating to this Agreement.

User shall be comply with applicable federal, state and city, statutes, regulations, ordinances, and policies, including without limitation, Minnesota Statutes, Section 181.59, and shall not discriminate against any person, or any employee or applicant for employment because of race, color, religion, sex or national origin.

Under Title II of the Americans with Disabilities Act, 1990 (ADA) the City does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. For non-City sponsored activities and private rentals of the City Property, the User must comply with the ADA and Minnesota Human Rights Act, and provide the accommodations necessary for the User members, participants, and invited guests

9. **APPLICABLE LAW.** The laws of the State of Minnesota shall govern all interpretations of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

USER	CITY OF GOODHUE
BY: _____.	BY: _____
ITS: _____.	Mayor
	BY: _____
	City Clerk

FACILITY USE APPLICATION- CITY HALL BUILDING

Today's Date: _____ Date(s) of Event: _____ Time: _____
 Describe Event: (Be detailed) _____

Applications should be received seven days prior to the use of the room. Reservations may be made up to 13 months in advance.

Payment of half of the fee confirms the reservation. The balance of the fee and the \$300 security deposit is due 30 days prior to the event. If the fee and deposit are not paid at that time, the event will be considered a cancellation.

Please check the desired room(s) in the boxes below.

- ☐ **Chambers** (60 chairs) ☐ **Ballroom** (140 chairs with 10 round tables, or 225 chairs alone)
☐ **Conference Room:** (30 chairs with tables, or 45 chairs alone)

Please check all that apply to the event (amount due is per room):

- ☐ School Event (No fee – must showcase youth) \$ _____
☐ One Day Event (\$300.00 fee) \$ _____
☐ Consecutive Day (\$200.00 fee*) \$ _____
**You must pay the One Day Event fee in order to be eligible for the Consecutive Day Event fee on the remaining days.*
☐ Partial Day Event (\$150.00 fee) \$ _____
**Up to 4 hours with approval of city clerk*
☐ Student Recital fee: (\$75.00 fee) \$ _____
☐ Non-Profit Organization Event (\$50.00 fee) \$ _____
☐ Government Organization Event (No fee) \$ _____
☐ Conference Room Rental (\$50.00 fee per day x # of days _____)
(no fee for school events and governmental organizations) \$ _____

Security Deposit (\$300.00) \$ _____
(Required for all room rentals with exception of government organizations)

Total Due \$ _____

Event Set Up Time: _____ Event Tear Down Time: _____

(Continued on next page)

Please indicate all that apply:

- | | | | |
|----|--------------------------|--------------------------|---|
| | Yes | No | |
| 1. | ☐ | ☐ | Serve Liquor (provide a copy of license/permit, if available, otherwise provide immediately upon receipt) |
| 2. | ☐ | ☐ | Serve Food (If checked yes, please describe) _____ |
| | ☐ | ☐ | Proof of Catering Permit (if no, proof of catering permit is not needed) |
| | | | Describe: _____
(Dinner, box lunches, snacks) |
| | | | Caterer: _____
Contact Info: _____ |
| 3. | ☐ | ☐ | Use Piano - If yes, provide name of pianist: _____ |

At least 14 days prior to the event, the applicant must provide the City for its review and approval a certificate of insurance evidencing that the applicant has general liability insurance for the event. The City of Lake City must be named as an additional insured with respect to this policy. If the applicant does not provide proof of insurance by this date, the reservation will be cancelled and the security deposit will be refunded but the rental fee will be retained.

I hereby certify that the information that I have provided on the Facility Use Application is correct and complete.

Signature

Name of person requesting room use

Phone Number

Alternate Number

Organization

Address

City

State

Zip Code

Email

Fax

Approved by: _____

Date _____

Clerk (*Signature*) or designee

For City Use Only:

Date Paid _____ *Cash/ Check #* _____ *Amount* _____ *Signature* _____

CITY OF LAKE CITY CITY HALL ROOM RENTAL POLICIES

Rental Criteria

This Agreement applies to use and rental of rooms within City Hall, including the Historic Ballroom, the Second Floor Conference Room, and the City Council Chambers (if available) by individuals or organizations. City organizations (the City Council, departments, boards, commissions, task forces and committees) conducting City business will be given first priority in reserving these facilities. Requests by other users will be granted on a first-come-first served basis. Users must complete the attached Application and pay all required fees in order to have their reservation confirmed by the City. The City reserves the right to deny rental of the facilities for any reason that it deems necessary.

About the Facilities

The Historic Ballroom accommodates 140 people when set up with chairs and tables or 225 people when set up with chairs alone.

The City Council Chambers accommodates 60 people.

The Second Floor Conference Room accommodates 30 people when set up with chairs and tables or 45 people when set up with chairs alone.

There is a piano that is located in the Historic Ballroom. The Woman's Club maintains the piano by tuning it twice a year. If users choose, they may have the piano tuned for their event at their cost.

Events or meetings that are held in the City Council Chambers may be recorded onto a DVD, if desired. This is provided that one of the City's qualified video equipment operators is available for the event. The user will be responsible for paying the costs of the operator and the materials.

The City will provide some cleaning supplies. The City will also provide paper products for the bathrooms (toilet paper, paper towels, etc.).

Fees, Cancellations, & Refunds

Payment of half of the rental fee is required at the time of making the reservation. The balance of the fee and the security deposit is due 30 days prior to the event. If the reservation is made less than 30 days before the rental date, full payment is due upon making the reservation. If the fee and security deposit are not paid in full at that time, the event will be cancelled and the deposited funds will be refunded.

The user may cancel the reservation by giving written notice to the City. The City will retain 25 percent of the total rental fee if a reservation is cancelled more than 30 days prior to the rental date. No refunds will be issued for cancellations occurring less than 30 days prior to the rental date.

The City reserves the right to use its facilities at any time, and as such cancellations may be ordered by City officials or staff with or without notice. In the event of a cancellation, the City will contact the user as soon as possible. The City will refund the entire rental fee and the security deposit.

The City will charge the user a service fee of \$25.00 for each check returned as not payable by a financial institution.

General Rules

The facilities within City Hall are non-smoking, and smoking anywhere inside the building is prohibited. The user must notify attendees of this policy before the scheduled event. Lit candles and other open flames are not allowed anywhere

inside City Hall, with the exception of canned heat, fuel tablets, and chafing dish fuel that are used by purposes of keeping food warm.

The user must designate a person to oversee the event and be responsible for monitoring all activities at the event. This person must be present during setup and cleanup as well as throughout the event.

Groups of persons that are under 18 years of age must have at least one adult present for every 10 people using the facility. Minors must remain in the rented space unless directly supervised by an adult. Running or playing in the hallways or other common areas is not permitted.

City staff must have access to the rented space at all times before, during, and after the event.

The user must not assign, transfer or sublet the rented space.

The user must use his or her best efforts to ensure that he or she, members of his or her organization, and any and all invitees and guests of the event are respectful and use reasonable care when using the facilities. In particular, the user must use care and caution to protect the delicate paintings and artifacts that are on display in City Hall.

The user and his or her guests must be considerate and respectful of other meetings or events that are taking place in other rooms in City Hall. Disorderly conduct is prohibited. If City staff determines that conduct is unacceptable, they will immediately notify the user or the user's designee. The user or his or her designee shall immediately address the situation. If, in the judgment of City staff, the user or his or her designee is unable to adequately address the situation, City staff reserves the right to end the event early and require those persons attending the event to immediately vacate the premises. If City staff ends an event early, all fees and deposits are forfeited.

Furniture arrangements in the rooms must include aisles in order to allow safe emergency exiting.

With the exception of service animals, animals are not allowed in the facilities or in City Hall.

Food & Beverage

Consumption of food and beverage is allowed in the facilities. Users may bring in outside food. The City is not responsible for providing food or beverage services and coffee pots and other food and beverage serving items will not be provided. Limited or minimal food preparation may be done on site, but the majority of food preparation must be done off-site and brought as a prepared dish to the facilities for service. Catering equipment and supplies must only be delivered on the day of the event and must be removed by the end time.

Peanuts in the shell, popcorn and cotton candy may not be served.

Wine and beer may be served in the Historic Ballroom, provided the necessary licenses or permits have been received from the City or State. The license or permit must be displayed during the event as well as a copy must be provided to the City upon submission of the application, if received or as soon as it is received. The City may allow wine and beer to be served in the Council Chambers on a case-by-case basis, as determined by the City Council and if all necessary licenses or permits are received from the City or State. If wine or beer is to be served, an off-duty police officer must be hired by the user and must be on-site at all times during the event to provide security and ensure compliance with all state laws and City code requirements. Serving of alcoholic beverages must end by 11:30 p.m.

Set up, Cleanup, Decorations, & Equipment

The user is responsible for set up and cleanup of the facilities rented and the common areas that are used within the City Hall building. Set up, including decorating and food preparation is allowed only during the period of time reserved by the user. Set up the day before the rental date is not permitted unless the user has received prior permission from the City. For large events, users may request access to the facility ahead of the reserved time in order to allow time for set up.

Users must leave the room clean and the furnishings arranged as found. The City will provide the user with a list of items to be cleaned. Users must consult this list for specific cleanup instructions for the room. Generally, users must sweep or

vacuum the floor in the room(s) rented and the common areas that are used, if needed after the event. Litter must be cleaned to the best of the user's ability. However, the user must not mop the floor of the Historic Ballroom. Users must return all furniture to its original position following the event. The City encourages users to have at least two people set up and cleanup in all City rooms, so that heavy furniture is able to be picked up to be moved rather than dragged. The user must remove and dispose of all trash to the dumpster that is located outside of City Hall by the Fire Department.

The full amount of the security deposit will be refunded if the facilities are left clean, the furnishings are arranged as found and there has been no damage to the facilities or furnishings. A charge of \$27.00 per hour will be assessed for any time spent by the City to clean the room or common areas of the building after the event. The user is responsible for any damage that is incurred during the rental period, including any repairs or replacements that are necessary. These charges and any cleaning charges will be deducted from the user's security deposit. In the event that the security deposit is not sufficient to cover the charges, the City may bill the user and use all legal means available to secure collection of the charges.

Decorations are permitted in all rooms. However, use of pins, hooks, tacks, nails, or other fasteners on the woodwork or walls of any room or hallway is not permitted. Painter's tape or adhesive paper products may be used to hang decorations on the walls or woodwork of the Conference Room or Council Chambers with permission of City staff. In the Historic Ballroom, lightweight decorations may be hung from the existing hooks on the picture rail or they may be set on easels. Use of tape, or adhesive paper products in the Historic Ballroom is not allowed. Confetti, sand, rice, glitter, silly string, piñatas, and birdseed are not permitted in any of the rooms or common areas. All decorations must be carefully removed and disposed of by the user at the conclusion of the event.

The user, the user's guests, music equipment, catering equipment, and other property must be removed from the facilities by the stated end time in the Application and in no event, later than 1:00 a.m. A fee of \$100 per 30 minute increment will be charged to users who do not vacate the facilities as specified.

Once the event has concluded, the user must make sure that all necessary cleanup is complete, that all participants have left the building and that the lights are turned off. The user must then contact the Lake City Police Department at its non-emergency number (651-345-3391) to have someone from the Department check that the building is locked and secure.

**CITY OF LAKE CITY
ROOM RENTAL AGREEMENT**

Section 2, Item d)

I hereby certify that I have read the City of Lake City's Room Rental Policies. I agree to adhere to the Policies. If I represent an organization, I represent that I have the authority to enter into this Agreement on behalf of the organization.

I also acknowledge and agree that:

- A. The City does not insure me or my operations or activities. By signing this Agreement, I agree that loss, illness, injuries, and damages to my guests or to the general public as a result of my activities or operations on City property are solely my responsibility.
- B. The City is not responsible for damages or loss of items stored or displayed on its property prior to, during, or following my event. I am responsible for any damages or thefts that occur to the premises or property that may result from acts or omissions of myself or my guests.
- C. I shall defend, indemnify and hold harmless the City, its officials, employees, contractors, and agents from and against any and all claims, damages, losses, or expenses including attorneys' fees, which the City may suffer or for which the City may be held liable that arise out of my or my organization's activities on the City property associated with my event as well as the acts or omissions of my guests while on City property.
- D. Permission by the City to use its facilities may be withdrawn if any terms of this Agreement or any of the Policies are violated. Additionally, the City may prohibit my future use of the facilities.
- E. I am responsible for any damage caused to City property or equipment that occurs during my use of the City facilities (with the exception of normal wear and tear).
- F. I will follow all federal, state and local ordinances, rules, and regulations regarding my use of the facilities.

Date: _____

By: _____
Signature of Applicant

Printed Name of Applicant

CITY OF MINNETRISTA



CITY COUNCIL WORK SESSION AGENDA ITEM

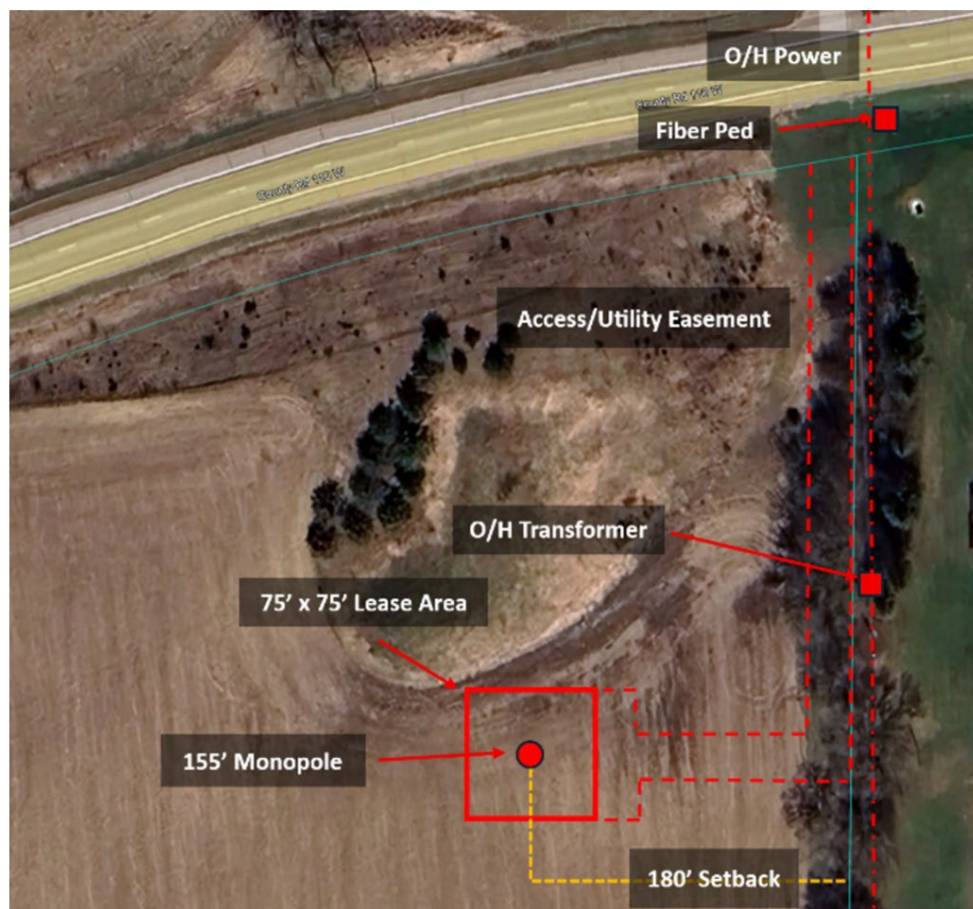
Subject: Land Lease for Cell Tower Discussion

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: September 21, 2026

Issue: Staff would like to provide an update to City Council related to a request from a vendor to lease land from the City of Minnetrista for the purposes of a cell phone tower.

Overview: Staff have been engaged in discussions and negotiations with a vendor requesting a lease of land from the City for the purposes of a cell tower. The cell tower is proposed to be 155' tall and will initially be used for Verizon Wireless but will be marketed to other vendors. Below is a map of the location:



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This area currently has no proposed use by the City, and Public Work Director Peters has indicated that this location works well for what the vendor needs related to access. There is a value for the proposed lease, as you will see below, but a major consideration should be related to service provided to the public. Below is a photo of what the cell tower may look like:



Proposed Lease Terms: Below are the lease terms provided by the vendor.

- 2-Year Option - \$2,000 upfront payment
- Rent: \$2,000.00 per month
- \$250 revenue share for additional tenants after Verizon
- 3% annual escalator
- 35-Year Lease

Lease Proceeds Analysis: Over the 35-year term of the lease with the 3% annual escalator, assuming only Verizon on the tower, would generate \$1,451,090. There is a high likelihood that two other cell vendors would also add equipment to the tower within five years according to the vendor. If this were to happen in year five, the lease value would move to \$1,751,106 with the \$250 per month revenue share clause.

Cell Tower Lease Market Analysis: Telecommunication Attorney Robert Vose has indicated that the \$2,000 per month with a 3% annual escalator is on the bottom range of metro communities, and in the mid to upper range of greater Minnesota communities. Based on that analysis, and Minnetrista's mostly rural setting and geographic location,

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the rent amount of \$2,000 per month with the 3% annual escalator appears to be within the market one would expect for Minnetrista.

Previous Farm Lease Reference: Ending on November 30, 2025, the City of Minnetrista leased 16.3 acres of land on the above referenced parcel to a local ag producer for an annual payment of \$2,251.00.

Update from Verizon: Verizon representatives have indicated that they are evaluating a lease opportunity on private land in the same general area as the proposed City owned parcel location. Any cell tower would require a conditional use permit, but our City Code is set up in a manner that allows cell towers on public/institutional land.

Next Steps: Staff are looking for direction on this topic for final feedback to Verizon representatives.

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CITY OF MINNETRISTA



WORK SESSION AGENDA ITEM

Subject: Ash tree removal and replacement

Prepared By: Gary Peters, Public Works Director

Meeting Date: September 21, 2026

Issue:

Emerald Ash Borer (EAB) disease has been identified in the City of Minnetrista. The emerald ash borer is a wood-boring beetle from Asia that feeds on all native ash trees.

Overview:

Public Works is actively managing the spread of EAB by removing ash trees in City Parks and boulevard right-of-ways (ROW) that have been identified as infested and at high risk. It is estimated that over 800 trees have been removed in the past 4 years. Some areas of removal have included:

- Slow Creek Park in the Sunnybrook neighborhood – over 200 ash trees removed.
- Sunnybrook Ln – 12 ROW boulevard ash trees removed.
- Painters Creek neighborhood – 37 ROW boulevard ash trees were removed.
- Squire Ln – 52 ROW boulevard ash trees were removed.
- Jennings Cove fire lane/sanitary sewer access road – 12 ash trees removed.
- Glacier Rd (between Cottontail & Games) – 10 boulevard ash trees removed.
- Woods of Saga Hill Park – 6 ash trees removed in front area of the park.
- Tuxedo Boat Launch – 1 large, 4 medium and several small ash trees removed.
- Lotus Dr – 70-75 ash trees removed.

Other areas that will have removals next winter will be:

- Hunters Crest neighborhood
 - Covey Ln – 27 boulevard ash trees
 - Covey Tr – 26 boulevard as trees
 - Lisle Park/Three Rivers Regional Trail border – several dead/dying ash trees to be removed.

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- Gene Lehner Park – several dead/dying ash trees along walking trail on north side of park.
- Woods of Saga Hill Park – 10-12 more ash trees to be removed throughout the park.
- North Arm Dr – several dead/dying ash trees throughout the corridor in the ROW

The most asked question that Public Works has received during these removals is what is going to happen now that the ash trees have been removed. Public Works is asking council what they would like to do for the homeowners that have had trees removed from the ROW boulevard. The choices would be as follows:

1. Do nothing – the City did the removal, ground the stump, and installed black dirt and seeded the disturbed areas. Homeowner supplies their own tree and plants it in their yard, not in the ROW.
2. City would work with their tree supplier (Wilson's Nursery) and see if they would be willing to give homeowners a list of available trees at a discounted price. This price would include the tree, planting, and 1-year warranty. Again, the tree would not be planted in the City ROW.
3. Would be the same as number 2 above, but the City would participate in a cost share program with the homeowner. A cost share percentage or set dollar amount would be established by the City Council.

Another question that Public Works has received is from homeowners with diseased trees on private property and whether the City will help out in any way. The Public Works Director did apply for a grant through the DNR that focuses on removing, treating or replacing trees with EAB. This grant application just closed September 15, and grant notifications are slated for November 13. So Public Works staff is asking Council if they would like to help homeowners with diseased/dying ash trees on private property. The options would be:

1. Do nothing – the homeowners would be responsible for the removal and disposal of the dead/dying diseased ash trees.
2. Drop-off site. Council has discussed having its own drop off site in the past and did not want to pursue it. But with the large number of ash trees that will be removed, would the council like to open a new discussion on having and maintaining a drop-off site.
3. Cost share for disposal. The city would work with The Mulch Store and negotiate a set price for ash tree drop off. Once that price is set, council would decide on the cost percentage split.
4. Street pick-up. Some cities have residents place the removed tree on the ROW and have Public Works staff pick them up. Would the city council want to open a discussion on the pros and cons of doing this.

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Fiscal Impact:

Presently, Public Works staff’s labor time, stump grinder rental, and restoration costs for ash tree removals have been charged to either the street maintenance and/or park maintenance funds depending on where the trees were located. This is due to the Tree Preservation Fund not having a salary code allowing the labor time to be charged to. Any tree replacements would be paid for out of the Tree Preservation Fund.

Recommended City Council Action:

The City Council has chosen the following action for right-of-way trees from the above mentioned options:

- ☐ #1
- ☐ #2
- ☐ #3 Cost share percentage: _____ Set dollar amount: _____
- ☐ Other: _____

Depending on council’s direction, a list of tree availability and costs would be brought back to council for final approval before planting.

The City Council has chosen the following action for trees not on the right-of-way and on private land from the above mentioned options:

- ☐ #1
- ☐ #2
- ☐ #3
- ☐ #4
- ☐ Other: _____

Depending on council’s direction, further discussion on a drop-off site, disposal cost share, or street pick-up would take place.

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CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

Subject: Discussion Regarding Establishment of a Public-Safety Drone/Unmanned Aerial Vehicle Program

Prepared By: Craig Squires, Director of Public Safety

Meeting Date: Sept. 21st 2026

Purpose

Staff is requesting City Council discussion and direction regarding the potential establishment of a public-safety Drone/Unmanned Aerial System (UAS) program.

Staff have identified a need for an aerial platform that could support emergency operations, enhance public-safety response capabilities, and improve officer and responder safety. Given Minnetrista's large rural, wooded, and water-adjacent areas, an appropriately equipped drone could provide a valuable tool for modern public-safety operations.

Operational Need and Intended Use

The primary purpose of a public-safety drone would be to improve the Department's ability to conduct rapid, safe, and effective search and rescue operations.

Minnetrista responds to incidents involving missing or endangered people, including children, elderly individuals, and persons with cognitive or medical conditions. These incidents may occur in terrain that is difficult and time-consuming to search on foot, including dense woods, marshes, open fields, and lakeshore environments.

A properly equipped drone can provide aerial imaging, thermal imaging, a spotlight, and a speaker system. These capabilities would allow officers to rapidly scan large and difficult-to-access areas while providing responders with information that may otherwise require significant time and personnel to obtain.

The use of a drone could also reduce the risk to officers and other responders by allowing potentially hazardous areas to be evaluated before personnel enter them.

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Additional Public-Safety Applications

Although search and rescue is a primary anticipated use, a public-safety drone could also support other lawful police operations, including:

- Locating suspects who have fled from an incident.
 - Providing an elevated visual perspective during high-risk incidents.
 - Assisting officers in maintaining visual containment around a residence or other structure.
 - Providing situational awareness during emergencies and other critical incidents.
 - Supporting documentation and crime scene assessment when legally authorized.
 - Assisting with other emergency-management or public-safety functions as authorized by Department policy and applicable law.
- The availability of an aerial perspective could provide officers with real-time information before approaching potentially dangerous situations, thereby improving decision-making and officer safety.

Equipment Research and Selection

Staff researched several drone platforms and obtained vendor information and pricing from Vertex Unmanned Solutions, B&H Photo, Drone Nerds, and DSLRPros.

Based on the capabilities reviewed, staff identified the DJI Matrice 4TD as the preferred platform for further consideration. The platform was identified based on its durability, sensor capabilities, reliability, and suitability for emergency response and investigative applications.

The package reviewed by staff includes:

- DJI Matrice 4TD water-resistant platform.
- Spotlight module.
- Speaker module.
- Four batteries.
- Landing Pad.
- Local Assistance

Staff's identification of the Matrice 4TD is intended as a recommendation for further consideration and is not intended to limit Council's consideration of other comparable platforms.

Vendor Support and Recommendation

Staff recommends further consideration of purchasing the proposed system through Vertex Unmanned Solutions, a Minnesota-based company with personnel available to provide local support, onsite assistance, and specialized consultation for public-safety agencies.

In addition to equipment, Vertex can assist with advice on FAA operational requirements, data-management and data-compliance considerations, and training necessary for safe and effective deployment. The availability of local personnel who can provide in-person

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assistance is an additional benefit when compared with national vendors that may not provide the same level of nearby support.

The quoted cost for the complete package is \$12,260. The quoted price is subject to change based on the date of purchase. The City's current Capital Improvement Program includes \$14,500 for a drone purchase, so the proposed acquisition is currently within the amount budgeted. Remaining funds can be used for operator training.

Training, Regulation, and Policy

Personnel operating the drone for Department missions will receive training consistent with applicable FAA requirements.

The drone would be properly registered with the FAA and MnDOT, as required.

Before deployment, the Department would also establish a written policy governing the operation and use of the UAS. Attached to this packet is a draft policy which has been reviewed by the City Attorney.

Any use of the drone in criminal investigations would be conducted in accordance with applicable state and federal law. Court orders or warrants would be obtained when required.

The City's use of unmanned aerial vehicles would be guided by Minnesota Statute §626.19.

Public Feedback:

If Council provides direction to continue exploring establishment of a public-safety drone program, State law requires the City provide an opportunity for public feedback before final implementation or acquisition. The City of St. Bonifacius also requests to be a part of this feedback.

Public comment should be accepted through multiple methods, including:

- Written comments submitted by mail.
- Electronic comments submitted to the City.
- Public comment provided in person at a designated future City Council meeting.

Staff could return to Council following the public-feedback period with any comments received for a final recommendation for Council consideration.

Mission Statement:

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Financial Consideration

The current vendor quote for the proposed equipment and support package is \$12,260, compared with \$14,500 budgeted in the City's CIP for a drone purchase this year.

The current quote therefore provides approximately \$2,280 in available budget capacity. Because the vendor has indicated that pricing is subject to change based on the purchase date, the final acquisition cost could be more or less than \$12,260. Remaining money can be used for training.

Recommendation

Staff requests that the City Council provide direction on whether the City should continue researching and developing a public-safety drone/UAS program, including consideration of the purchase of a DJI Matrice 4TD or comparable platform and associated equipment.

If Council supports moving forward, staff recommend that the next steps include:

- Obtaining updated equipment pricing and confirming the proposed equipment package.
- Providing an opportunity for public feedback through written, electronic, and in-person comments at a future City Council meeting.
- Returning to Council to discuss the public-feedback and a final recommendation for consideration.

Recommended City Council Action: Discussion Regarding Establishment of a Public-Safety Drone/Unmanned Aerial Vehicle Program

Does Recommended Action meet City Mission Statement?

☒ Yes ☐ No

Does Recommended Action meet City Goals/Priorities?

☒ Yes ☐ N

Mission Statement:

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MINNETRISTA PUBLIC SAFETY DEPARTMENT

GENERAL ORDER # 470

EFFECTIVE DATE: September 1, 2026

REVISION DATE:

DRAFT

SUBJECT: *Unmanned Aerial System (UAS) Operations*

Fight Crime, Promote Safety

1.0 PURPOSE

- 1.1 The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval, and dissemination of images and data captured by the UAS (Minn. Stat 626.19)
- 1.2 Definitions related to this policy include:
 - A. **Unmanned Aerial System (UAS)** – an unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled without the possibility of direct human intervention from within or on the aircraft (commonly referred to as an unmanned aerial vehicle UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording, or any other means (Minn. Stat. 626.19).

2.0 POLICY

- 2.1 A UAS may be utilized to enhance the Department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

3.0 PRIVACY

- 3.1 The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g. residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

4.0 PROGRAM COORDINATOR

- 4.1 The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:
- A. Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for department operations.
 - B. Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
 - C. Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.
 - D. Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g.; natural disasters, search and rescue, emergency situations to safeguard human life.)
 - E. Developing protocols for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
 - F. Developing operational protocols governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
 - G. Have a protocol for fully documenting all missions.
 - H. Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
 - I. Have an established protocol to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
 - J. Have a protocol that ensure retention and purge periods are maintained in accordance with established records retention schedules.
 - K. Facilitating law enforcement access to images and data captured by the UAS.
 - L. Recommending program enhancements, particularly regarding safety and information security.
 - M. Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

- N. Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.
- O. Developing protocols for reviewing and approving requests for use of the Department UAS by government entities (Minn. Stat. 626.19).
- P. Preparing and submitting the required annual report to the Commissioner of Public Safety (Minn. Stat. 626.19).
- Q. Posting the Department policies and procedures regarding the use of UAS on the department website, as applicable (Minn. Stat. 626.19).
- R. Reviewing the program and UAS use for compliance with Minn. Stat. 626.19.

5.0 USE OF UAS

- 5.1 Only authorized operators of the Minnetrista Public Safety Department who have completed the required training shall be permitted to operate the UAS. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission. This policy shall be followed when assisting other jurisdictions.
- 5.2 Use of vision enhancement technology (e.g.; thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.
- 5.3 UAS operations should only be conducted consistent with FAA regulations.
- 5.4 The Department shall not use a UAS without a search warrant, except (Minn. Stat. 626.19):
 - A. During or in the aftermath of an emergency situation or disaster that involves the risk of death or bodily harm to a person.
 - B. To document evidence that is at imminent risk of destruction.
 - C. Over a public event where there is a heightened risk to the safety of participants or bystanders.
 - D. To counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk.
 - E. To prevent the loss of life or property in natural or man-made disasters and to facilitate operation planning, rescue, and recovery operations.
 - F. To conduct a threat assessment in anticipation of a specific event.
 - G. To collect information from a public area if there is reasonable suspicion of criminal activity.
 - H. To collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road.

- I. Over a private area with the written consent of the occupant or a public area, for officer training or public relations purposes.
- J. For purposes unrelated to law enforcement at the request of a government entity, provided the request is in writing and specifies the reason for the request and a proposed period of use.
- K. To facilitate the active search for a missing person.

5.5 Each use of a UAS should be properly documented by providing the following (Minn. Stat. 626.19):

- A. A unique agency case number.
- B. A factual basis for the use of an UAS.
- C. The applicable exception, unless a warrant was obtained.

6.0 PROHIBITED USE

6.1 The UAS video surveillance equipment shall not be used:

- A. To conduct random surveillance activities.
- B. To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- C. To harass, intimidate, or discriminate against any individual or group.
- D. To conduct personal business of any type.

6.2 The UAS shall not be weaponized (Minn. Stat. 626.19).

6.3 Unless authorized by a warrant, a UAS shall not be deployed with facial recognition or biometric-matching technology (Minn. Stat. 626.19).

6.4 Unless authorized by a warrant or for purposes of a permitted use outlined in this policy, a UAS shall not be used to collect data on public protests or demonstrations (Minn. Stat. 626.19)

7.0 RETENTION OF UAS DATA

7.1 The Program Coordinator shall ensure that data collected by the UAS is disclosed or deleted as required by Minn. Stat. 626.19, including the deletion of collected data as soon as possible, and in no event later than seven days after collection, unless the data is part of an active criminal investigation (Minn. Stat. 626.196).



SHIPPING ADDRESS

Chad Griggs

Minnetrista Public Safety

Department

7651 County Road 110 West

Minnetrista MN 55364

United States

Tel. +19522412570

BILLING ADDRESS

Chad Griggs

Minnetrista Public Safety

Department

7651 County Road 110 West

Minnetrista MN 55364

United States

ITEMS		PRICE	TAX	QTY	ITEM TOTAL
	DJI Matrice 4TD Standalone Combo	\$15,450.00 \$9,820.00	\$0.00	1	\$9,820.00
	DJI Matrice 4D Series Battery	\$430.00	\$0.00	4	\$1,720.00
	DJI AS1 Speaker - Matrice 4	\$290.00	\$0.00	1	\$290.00
	DJI AL1 Spotlight - Matrice 4	\$430.00	\$0.00	1	\$430.00
	Landing Pad (3FT)	\$69.99 \$0.00	\$0.00	1	\$0.00

NOTES

Matrice 4TD Drone with 4 flight batteries,
controller, WB37 Controller battery, AL1
Spotlight, AS1 Speaker, charging hub, DJI Case
***Pricing valid while in-stock / 14 days -
Potential pricing increases due to potential
Tariff increases after 9/3 - CONFIRM STOCK
AND PRICING AT TIME OF PO / INVOICE***

Subtotal	\$12,260.00
Shipping	\$0.00
MN COUNTY TAX	
- HENNEPIN	\$0.00
0.0%	
MN SPECIAL TAX	
- METRO AREA	
TAX FOR	\$0.00
HOUSING 0.0%	
MN SPECIAL TAX -	
METRO AREA	
TRANSPORTATION	\$0.00
0.0%	
MN SPECIAL TAX	
- TRANSIT	
IMPROVEMENT	\$0.00
(HENNEPIN CO)	
0.0%	
MN STATE TAX -	
MINNESOTA	\$0.00
0.0%	
TOTAL (USD)	\$12,260.00

By signing below, the customer acknowledges and agrees that this quote constitutes an authorized purchase order.
Upon signature, Vertex Unmanned Solutions will proceed with fulfillment and the customer will be invoiced accordingly.

AUTHORIZED BY

DATE

Vertex Unmanned Solutions, LLC
14212 23rd Ave N, Plymouth, MN, 55447, United States
sales@vertexunmanned.com



YOUR SHOPPING CART

PRODUCT	QUANTITY	TOTAL
 DJI AL1 SpotLight for Matrice 4 Series SKU: CP.EN.00000579.01 <i>Please note this item is backordered.</i>	1	\$473.00
 DJI AS1 Speaker for Matrice 4 Series SKU: CP.EN.00000578.01	1	\$319.00
 DJI Matrice 4D Series Battery SKU: CP.EN.00000636.01	4	\$2,092.00
 DJI Matrice 4TD (DJI RC Plus 2 Enterprise) SKU: CP.EN.00000662.01	1	\$9,820.00

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1 Year \$1574.99	2 Years \$1664.99
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ORDER SUMMARY

 **SubTOTAL**

\$12,704.00



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420 9th Ave. at 34th St. in New York City
www.bhphotovideo.com

Sales: 212-444-6615
Customer Service: 212-239-7765



DJI AS1 Speaker for Matrice 4 Series

BH # DJAS1SPEAKER | MFR
#CP.EN.00000578.01

Free 2-Day Shipping

In Stock
Ready to Ship

1

\$290.00

Save for Later | Remove

☒ Protect Your Gear

- ☐ Allstate 2-Year Drops & Spills \$42.99
- ☐ Allstate 3-Year Drops & Spills \$54.99

See All Options

Item Total: \$290.00



DJI AL1 Spotlight for Matrice 4 Series

BH # DJAL1SPLGHT | MFR
#CP.EN.00000579.01

Free 2-Day Shipping

In Stock
Ready to Ship

1

\$430.00

Save for Later | Remove

☒ Protect Your Gear

- ☐ Allstate 2-Year Drops & Spills \$59.99
- ☐ Allstate 3-Year Drops & Spills \$82.99

See All Options

Item Total: \$430.00



DJI Flight Battery for Matrice 4D

BH # DJMR4DBAT | MFR
#CP.EN.00000636.01

Free Standard Shipping

In Stock
Ready to Ship

4

\$420.00

Accessories

Save for Later | Remove

Estimated Shipping & Tax ⓘ

☐ NYC Pickup See Details

UNITED STATES

Zip Code

55049

Subtotal: \$12,151.20

Shipping FREE

Est. Tax: ⓘ \$956.91

Total: \$13,108.11

Your Cart ID # 615 575 119 10

☒ **Protect Your Gear**

- ☐ Allstate 2-Year Drops and Spills **\$54.99**
- ☐ Allstate 3-Year Drops and Spills **\$79.99**

[See All Options](#)

Item Total: **\$1,680.00**



DJI Matrice 4TD (RC Plus 2 Enterprise)

In Stock
Ready to Ship

1

\$9,751.20

BH # DJMTR4DTSPPR | MFR
#CP.EN.00000662.01

Free 2-Day Shipping

Packaging Reveals Contents: M...

Important Notice!

Accessories

[Save for Later](#) | [Remove](#)

☒ **Protect Your Gear**

- ☐ CPS 1-Year Accidental Damage Protection **\$999.99**
- ☐ CPS 2-Year Accidental Damage Protection **\$1,499.99**

[See All Options](#)

Item Total: **\$9,751.20**

Your cart



PRODUCT

TOTAL



**DJI Matrice 4D Series
Battery**

\$1,836.00

\$459.00

-

4

+



**DJI AS1 Speaker for
Matrice 4 Series**

\$288.00

\$288.00

-

1

+



**DJI AL1 Spotlight for
Matrice 4 Series**

\$449.00

\$449.00

-

1

+



**DJI Matrice 4TD with RC
Plus 2 Enhanced
Controller (Standalone
Unit)**

\$9,800.00

\$9,800.00

-

1

+



Order special instructions



Estimated total

\$12,373.00 USD

Taxes, discounts and shipping calculated at checkout.

Check out

Get 15% Off