



CITY COUNCIL MEETING AGENDA

November 03, 2025 at 6:30 PM

7701 County Road 110 West Minnetrista, MN 55364

1) CALL TO ORDER

- a) Pledge of Allegiance
- b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Claudia Lacy, Peter Vickery, Brian Govern Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Craig Squires, Assistant City Administrator Paula Bauman, 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) Senator Ann Johnson Stewart 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
- b) Approve City Council Regular Meeting Minutes
- c) Res. No. 94-25 Approve Claims
- d) Res. No. 95-25 Accept Improvements and Authorize Final Payment of the 2023 Street Improvement Project
- e) Approve Building Inspection Reciprocal Services Agreement with Victoria
- f) Approve Temporary Liquor License for Northwest Tonka Lions - Holiday Tree Lighting
- g) Approve City of Minnetrista "Not to Waive" the Monetary Limits on Municipal Tort Liability

5) PUBLIC HEARINGS

- a) Res. No. 96-25 Adopting a Street Reconstruction Plan and Providing Preliminary Approval for the Issuance of Bonds Thereafter

6) BUSINESS ITEMS

- a) AE2S Task Order 19 - Communication and Outreach Assistance Related to Water Utility Changes
- b) Res. No. 97-25 Resolution of Support for Acquisition of 6300 Painter Road by MCWD

7) ADMINISTRATIVE ITEMS

- a)** Staff Reports
- 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)** Claudia Lacy - Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating), Gillespie Center Advisory Council, Westonka Community Commerce Committee
 - iv)** Peter Vickery – Economic Development Authority; Personnel Committee, Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission
 - v)** Brian Govern – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission, Westonka Community & Commerce

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 COUNCIL WORK SESSION MINUTES

October 20, 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 5:30 p.m.

Present: Mayor Whalen, Councilmember Reffkin, Vickery, Lacy, Govern. Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Assistant City Administrator Paula Bauman, Director of Public Works Gary Peters, City Clerk Ann Meyerhoff, City Attorney Sarah Sonsalla.

Mayor Whalen requested that they move Halstad Estates to number 1 and remove SWAMP Update and revisit at another work session when the City Engineer can be present.

Motion by Reffkin, seconded by Vickery to approve the agenda as amended.

Motion passed 5-0.

2) DISCUSSION ITEMS

a) Halstad Estates Petition for Improvement District Financing

City Administrator Kruggel presented a request from the Halstead Estates development group, located near the former trailer park site, for the City to consider creating an improvement district for the area. This would involve the City issuing approximately \$3 million in debt on behalf of the development properties, which would then be repaid over the life of the bond through property assessments. Staff noted that while a similar process was used for the Kings Point Road roundabout project in partnership with MnDOT, this situation differs as it would be entirely city-backed. Concerns were raised regarding the financial risk to the City if the development does not proceed as planned, including potential tax forfeiture of properties and the City's responsibility for bond repayment. Staff and legal counsel have been working with the developer's team to assess the feasibility and legal framework of the request. The matter was brought before the City Council for discussion and direction on how to proceed, as the project remains in early stages with only pre-plat and rezoning approvals completed and several conditions still outstanding before final plat approval.

City Attorney Sonsalla provided an overview of the state statutes referenced by the Halstead Estates development group in their request for the creation of an improvement district. Three possible statutory frameworks were discussed: Chapter 429 (Public Improvements), Chapter 428A (Special Service Districts), and Chapter 428.11 (Housing Improvement Areas). Under Chapter 429, the City may, but is not required to, order an improvement even when all property owners petition for it; a feasibility report would be required, estimated to cost between \$25,000 and \$30,000. Chapter 428A allows for the creation of special service districts, which typically fund enhanced services beyond what the City ordinarily provides—such as beautification or maintenance services seen in downtown districts—but this would not apply to general infrastructure improvements like those proposed. Chapter 428.11 governs housing improvement areas, which are generally used for rehabilitating existing condominium

or townhouse developments rather than new construction. The City Attorney emphasized that the Council has full discretion under all three statutes to decide whether or not to proceed and reiterated that, as noted earlier by staff, there is potential financial risk to the City should it choose to take on such debt for the proposed development.

Staff and the City Attorney clarified that a public hearing would only be required if the City chooses to move forward with creating an improvement district or proceeds under Chapter 429 with an actual improvement project. The process would follow the City's standard 429 procedure, beginning with authorization of a feasibility report—prepared by the City Engineer—to determine the project's necessity, cost-effectiveness, and feasibility. If the Council later decides to proceed, staff would then prepare plans and specifications, hold open houses, and conduct public hearings to notify affected property owners of proposed assessments. In this specific case, the Council must first determine whether it wishes to establish an improvement district and proceed with the proposed project. If the district is created, the City would likely be responsible for initial project costs, including the feasibility study, which could potentially be assessed back to the developer as part of the district.

A representative from the Halstead Estates development group addressed the Council to clarify that their proposal involved forming a nonprofit entity to manage the improvement district. The representative explained that the entity would be governed by a five-member board, including themselves and representatives from an accounting firm responsible for approving all financial transactions and audits to ensure transparency. The proposed funding would come from private sources, such as insurance companies, rather than from City-issued debt. The developer stated the goal of the proposal was to make lots more affordable and facilitate quicker property sales.

Council members and staff responded by clarifying that the materials and statutes cited in the developer's October 7 letter—specifically Minnesota Statutes Chapters 429 and 428—do not align with the proposal described, as the developer's approach differed significantly from the statutory processes governing improvement districts and public improvements. The Council noted that no formal petition had been submitted and that, based on the information currently available, the City would not be moving forward with the request under Chapters 429 or 428. The Mayor invited the developer to provide additional legal documentation or supporting information for staff to review if an alternative proposal exists for future consideration.

b) Sewer Fund Budget Discussion

Staff provided an overview of the annual utility fund and highlighted that the primary cost driver continues to be the Metropolitan Council's annual wastewater charge, which for 2026 is projected at approximately \$506,000—a roughly 6% increase from the prior year. To account for this increase, staff recommended a corresponding adjustment to the city's quarterly utility rate of about \$8 per quarter, or \$32 annually, raising the average bill from approximately \$120 to \$128 per quarter. Staff also noted that several capital infrastructure projects are planned, including the scheduled replacement of lift station panels and pumps based on operational need. In response to a councilmember's question regarding how the Met Council determines each city's charge, staff explained that it is based on the Council's total budget and wastewater flow data reported by each municipality, though some expressed uncertainty about the precision of the formula.

Public Works staff provided further details regarding wastewater flow monitoring, intercity agreements, and ongoing infrastructure maintenance. Staff explained that wastewater flow into the Metropolitan Council system is measured through metering stations, with local data collected and submitted monthly and annually to ensure accuracy. The City also maintains flow agreements with St. Bonifacius, as a portion of Minnetrista's system discharges through their infrastructure; this arrangement currently results in quarterly charges of approximately \$80,000–\$90,000. Staff noted a few properties along city boundaries share connections with neighboring Mound and St. Bonifacius, though these are believed to balance out overall.

Staff discussed the City's continued replacement of aging lift stations and control panels, noting that many components have become obsolete or difficult to source. A systematic replacement program, initiated several years ago, continues to address these needs, though supply chain delays during the COVID-19 period caused setbacks. Lift Station 13's new control panel, ordered in 2023, is expected to be installed by the end of this month.

Staff also addressed budget and billing considerations. The Council supported increasing the quarterly sewer utility rate from \$120 to \$128 to reflect Metropolitan Council cost increases. Discussion followed on transitioning customers with city water to monthly billing, while keeping quarterly billing for properties without city water or sewer. Staff reported that the sewer fund remains stable with approximately \$700,000 in fund balance and minor existing debt. Coordination continues on the SCADA system upgrades, which will be shared between the water and sewer funds, with most costs allocated to the water utility.

c) Bayside Lane Drainage Update

Council revisited the ongoing drainage issue affecting the resident at 925 Jennings Cove, whose existing sump pump system and outlet pipe have failed, resulting in overgrown and nonfunctional drainage. Staff reviewed two possible solutions: (1) installing a new catch basin and connecting it to an existing line behind 880 Jennings Cove, or (2) directionally boring a new four-inch pipe, estimated to cost between \$18,000 and \$40,000. Engineering analysis by WSB indicated that the proposed pipe would handle most storm events, but may not function effectively during extreme rainfall. Staff noted that the affected area appears to involve private property and no formal city maintenance agreement or easement exists for the drainage infrastructure. Discussion followed regarding city responsibility, potential cost-sharing with the homeowner, and concerns about setting precedent for similar private drainage issues. The Council reached a consensus that the city would consider contributing up to \$15,000 toward a partial solution, provided the homeowner agrees to cover additional costs and release the city from future liability. Staff will return with formal agreement language and cost estimates for Council review at the next meeting.

d) Water Rate Analysis Update

Staff presented updated options for revising the city's water rate structure, including quarterly base rate scenarios of \$50, \$75, and \$100, and corresponding usage rate adjustments to meet annual revenue requirements. Council discussed the need to eliminate the separate water treatment fee and incorporate it into the base rate for clarity. Staff noted that annual rate adjustments will continue based on operational needs and development impacts.

The Council also discussed transitioning from quarterly to monthly water billing, with implementation targeted for July 1, 2026, to allow adequate time for software updates, communication planning, and resident outreach. Consensus was reached to set a base rate equivalent to \$35 per month (\$105 per quarter) beginning January 1, 2026, with revised usage tiers and rounded rates to simplify billing. Council agreed to review the finalized rate and tier structure, including adjustments for commercial and school accounts, at the November meeting, along with a detailed communication plan to inform residents of the upcoming changes.

e) ~~SWAMP Bathymetric Survey Update~~

3) **ADJOURNMENT**

Motion by Reffkin, seconded by Govern to adjourn the meeting at 6:14 p.m.

Motion passed 5-0.

Respectfully submitted,
Ann Meyerhoff, City Clerk



CITY COUNCIL MEETING MINUTES

October 20, 2025 at 6:30 PM

7701 County Road 110 West Minnetrista, MN 55364

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- b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Claudia Lacy, Peter Vickery, Brian Govern Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Director of Public Safety Craig Squires, Assistant City Administrator Paula Bauman, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff
Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven
- c) Approval of Agenda
Move item 2b to 2a.
Remove item 6b until AE2S can be at the meeting.
Motion made by Councilmember Reffkin, Seconded by Councilmember Vickery to approve the agenda as amended.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Govern, Councilmember Lacy, Councilmember Govern

2) SPECIAL PRESENTATIONS

- a) Minnesota State Representative - Andrew Myers
Representative Andrew Myers presented Council with legislative updates.
- b) 3rd Quarter 2025 Financial Update
Finance Grimm gave a 3rd Quarter Financial Update.

3) PERSONS TO BE HEARD

4) CONSENT AGENDA

- a) Approve Work Session Meeting Minutes from October 6, 2025
- b) Approve City Council Regular Meeting Minutes from October 6, 2025
- c) Res No. 89-25 Approve Claims
- d) Res No. 90-25 Reimbursement Resolution for Woodland Cove Water Treatment Plant, 2026 Road Projects and 2026 Equipment Certificate
- e) Res No. 91-25 Approve 3 year Auditing Services Contract with Clifton Larson Allen for Financial Audit Years 2025, 2026 and 2027
- f) Res No. 92-25 Accept Improvements and Authorize Final Payment for the Crack Fill/Fog Seal portion of the 2025 Pavement Maintenance Project
- g) Accept Body Worn Camera Audit

- h) Approve Renewal of Embedded Social Worker Program Agreement
- i) Approve Temporary Liquor License - Tonka Brew Fest

Motion made by Councilmember Govern, Seconded by Councilmember Lacy to approve the consent agenda as presented.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

5) PUBLIC HEARINGS

6) BUSINESS ITEMS

- a) Res No. 93-25 Minneapolis Ave Fire Lane Improvements and Bayside rip rap - Accept Quotes and Approve Contract

At the September meeting, it was discussed that quotes and contractor feedback were sought for repairing two lake outlet structures, one located at the end of the bay side and the other near Minneapolis Avenue. Five bids were requested, and one competitive bid was received from Sunram, a contractor with prior experience in the area. The estimated repair cost came in significantly below the original budget—approximately \$26,000 compared to the anticipated \$50,000. The project is planned to be completed within the year, pending final permitting from the watershed authority. Sunram has a strong track record, having completed related local projects, and is recommended for contract award to proceed with the drainage improvements at both outlet locations. The council was asked to approve the resolution to contract Sunram for this work.

Motion made by Councilmember Vickery, Seconded by Councilmember Reffkin to Approve Resolution 93-25, Minneapolis Ave Fire Lane Improvements and Bayside Rip Rap – Accept Quotes and Approve Contract.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

- b) ~~Res No. 94-25 & 95-25 Approve AE2S Task Orders for the Woodland Cove Water Treatment Plant Construction Observation and SCADA Services~~

7) ADMINISTRATIVE ITEMS

- a) Staff Reports

Administrator Kruggel updated Council on:

- Bonding for treatment plant.
- Hardscrabble sign will be going up next week.
- Holiday Tree lighting event preparation.
- Security Camera project has kicked off.

- b) Council Reports

i) Mayor Lisa Whalen

- Fire Partnership meeting postponed until November

ii) Cathleen Reffkin

iii) Claudia Lacy

- Gillespie Center 25th Anniversary

iv) Peter Vickery

- Pioneer-Sarah Creek Watershed District Update

v) Brian Govern

8) **ADJOURNMENT**

Motion made by Councilmember Reffkin, Seconded by Councilmember Vickery to adjourn the meeting at 7:11 p.m.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Respectfully Submitted,

Ann Meyerhoff, City Clerk

RESOLUTION NO. 94-25

**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 73530 through 73580; electronic checks E1003461 through E1003473; Claims batch includes an electronic transfer for payroll in the amount of \$106,199.35.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$1,202,772.86 is hereby approved.

ADOPTED this 3rd day of November 2025 by a vote of ____ Ayes
____ Nays.

Lisa Whalen, Mayor

ATTEST:

City Clerk

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: 10-15-25 BRIDGE,POSTAGE 10-14-2025,Xcel102325,PR10232025,102725HP,110325AP,Tasc102825,Police PC 10-28-25,11-3-25 2023 ST_UTIL,AE2S110325

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1010 1ST BK OF THE LAKES					
73530	10/28/25	FRONTIER OH			
E 601-49440-381		ELECTRIC UTILITIES	\$1,617.77	217-1880265	Monthly Phone and Internet for Treatment Plants
		Total	\$1,617.77		
73531	10/28/25	MEDICA			
E 101-41320-131		HEALTH & LIFE INS - E C	\$4,550.00	62596504071	Insurance Premium
E 101-41910-131		HEALTH & LIFE INS - E C	\$2,275.00	62596504071	Insurance Premium
E 101-43121-131		HEALTH & LIFE INS - E C	\$3,657.50	62596504071	Insurance Premium
E 101-42110-131		HEALTH & LIFE INS - E C	\$15,305.90	62596504071	Insurance Premium
E 101-43125-131		HEALTH & LIFE INS - E C	\$864.50	62596504071	Insurance Premium
E 101-45202-131		HEALTH & LIFE INS - E C	\$465.50	62596504071	Insurance Premium
E 601-49440-131		HEALTH & LIFE INS - E C	\$2,140.00	62596504071	Insurance Premium
E 602-49490-131		HEALTH & LIFE INS - E C	\$1,845.00	62596504071	Insurance Premium
E 651-49590-131		HEALTH & LIFE INS - E C	\$627.50	62596504071	Insurance Premium
E 101-42401-131		HEALTH & LIFE INS - E C	\$2,275.00	62596504071	Insurance Premium
G 101-2340		PAYROLL CLEARING HE	\$2,600.00	62596504071	Insurance Premium
		Total	\$36,605.90		
73532	10/28/25	MIDCO			
E 673-49600-307		PROFESSIONAL SERVIC	\$805.39	372859502	Internet
		Total	\$805.39		
73533	10/28/25	MN CHILD SUPPORT PAYMENT CENTE			
G 101-2390		PAYROLL CLEARING GA	\$907.24		* Child Support (453.62 x 2)
		Total	\$907.24		
73534	10/28/25	SUN LIFE FINANCIAL			
G 101-2340		PAYROLL CLEARING HE	\$1,053.37	November 20	LTD
G 101-2340		PAYROLL CLEARING HE	\$816.75	November 20	STD
		Total	\$1,870.12		
73535	10/28/25	The Standard			
G 101-2380		PAYROLL CLEARING LIF	\$1,605.25	November 20	Life Insurance
		Total	\$1,605.25		
73536	11/03/25	A-1 STRIPES, INC.			
E 101-43121-224		STREET MAINTENANCE	\$840.00	28507	Installation of new crosswalk at Lotus and Wolfberry/Sunset
		Total	\$840.00		
73537	11/03/25	ACTION FLEET, INC			
E 101-42110-221		EQUIPMENT PARTS, TIR	\$620.00	18153	Decommission Vehicle 78
		Total	\$620.00		
73538	11/03/25	ALPHA TRAINING & TACTICS LLC			
E 401-42110-560		EQUIP AND FURNISHIN	\$8,825.60	2025-0116	Shield-Grant
		Total	\$8,825.60		
73539	11/03/25	ASPEN MILLS			
E 101-42110-417		UNIFORMS	\$585.18	362805	Badges

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: 10-15-25 BRIDGE,POSTAGE 10-14-2025,Xcel102325,PR10232025,102725HP,110325AP,Tasc102825,Police PC 10-28-25,11-3-25 2023 ST_UTIL,AE2S110325

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$585.18		
73540	11/03/25	BNR Irrigation Services, Inc.			
E 101-45202-401		BLDG/STRUCT MAINTEN	\$280.00	76845	Irrigation layout map for Wolfberry Park
Total			\$280.00		
73541	11/03/25	CANON FINANCIAL SERVICES INC			
E 101-42110-202		COPY & PRINTING SUPP	\$104.50	41952137	Copies
Total			\$104.50		
73542	11/03/25	CANTEEN REFRESHMENT SVCS			
E 101-43121-211		CLEANING & MAINT SUP	\$146.87	MSP143917	Coffee
Total			\$146.87		
73543	11/03/25	CAREFREE SERVICES INC.			
E 651-49590-224		STREET MAINTENANCE	\$15,288.00	30250	Fall Sweeping of City Streets
E 651-49590-224		STREET MAINTENANCE	\$550.00	30251	Street Sweeping
Total			\$15,838.00		
73544	11/03/25	CEMSTONE PRODUCTS CO.			
E 101-43121-224		STREET MAINTENANCE	\$2,017.50	7937164	New Pad for Fuel System
Total			\$2,017.50		
73545	11/03/25	CINTAS			
E 101-43121-417		UNIFORMS	\$148.02	4247801461	Uniforms
E 101-43121-417		UNIFORMS	\$144.50	4247852429	Uniforms
Total			\$292.52		
73546	11/03/25	CORRECTIVE ASPHALT MATERIALS, LLC			
E 406-43121-224		STREET MAINTENANCE	\$135,253.86	Pay Voucher	2025 Pavement Maint. Project -Reclamite
Total			\$135,253.86		
73547	11/03/25	Dept. of Labor & Industry			
G 101-2103		BLDG VAL BSD - STATE	\$5,274.50	Sept 2025	Surcharges
G 101-2102		HVAC - STATE SURCH	\$50.00	Sept 2025	Surcharges
G 101-2101		PLUMBING - STATE SUR	\$77.00	Sept 2025	Surcharges
G 101-2100		BLDG GEN - STATE SUR	\$53.00	Sept 2025	Surcharges
Total			\$5,454.50		
73548	11/03/25	DVS			
E 101-42401-404		VEHICLE & EQUIP MAIN	\$31.75		Tabs-Building Inspection Vehicle
Total			\$31.75		
73549	11/03/25	Earl F. Anderson Inc.			
E 101-43121-224		STREET MAINTENANCE	\$98.95	0141192-IN	Hardscrabble No Parking Sign
Total			\$98.95		
73550	11/03/25	ECM PUBLISHERS, INC			
E 406-43121-351		LEGAL NOTICE & ORD P	\$68.80	1069206	Street Recon Resolution
E 101-41910-351		LEGAL NOTICE & ORD P	\$47.30	1069207	CP Amend Akradi
Total			\$116.10		

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: 10-15-25 BRIDGE,POSTAGE 10-14-2025,Xcel102325,PR10232025,102725HP,110325AP,Tasc102825,Police PC 10-28-25,11-3-25 2023 ST_UTIL,AE2S110325

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
73551	11/03/25	FAAC INCORPORATED			
E 401-42110-560		EQUIP AND FURNISHIN	\$102,023.25	PSI007981	Milo
		Total	\$102,023.25		
73552	11/03/25	FASTENAL COMPANY			
E 602-49490-227		UTILITY SYSTEM MAINT	\$28.84	MNWAC8171	Bolts for LS 2 and 13
		Total	\$28.84		
73553	11/03/25	GONYEA HOMES			
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-24142 R1 Temp Co Rtn	-4494 Meadowview Lane
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-24169 R1 Temp Co Rtn	- 4518 Meadowview Lane
		Total	\$15,000.00		
73554	11/03/25	HAWKINS INC			
E 601-49440-227		UTILITY SYSTEM MAINT	\$70.00	7227070	Chlorine Cylinder Demurrage
E 601-49440-227		UTILITY SYSTEM MAINT	\$4,741.21	7227928	Water Treatment Chemicals
		Total	\$4,811.21		
73555	11/03/25	INTERSTATE TESTING LLC			
E 101-45202-401		BLDG/STRUCT MAINTEN	\$399.00		RPZ Repair
E 101-42110-401		BLDG/STRUCT MAINTEN	\$149.00		RPZ Repair
		Total	\$548.00		
73556	11/03/25	JOHNSON, GARY			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$45.65		Overpayment of Utility-4364 Ginger Drive
		Total	\$45.65		
73557	11/03/25	KENNEDY & GRAVEN, CHARTERED			
E 101-41610-304		LEGAL FEES - ATTORNE	\$3,000.00	190006	General
E 101-41610-304		LEGAL FEES - ATTORNE	\$637.00	MN415-0014	Administration
E 101-41610-304		LEGAL FEES - ATTORNE	\$1,597.40	MN415-0026	Personnel Matters
E 101-41610-304		LEGAL FEES - ATTORNE	\$125.00	MN415-0038	Sunnyfileld Road Code Enforcement Matter
G 801-1170		LAND USE RECEIVABLE	\$666.50	MN415-0039	* Halstead Estates-ML-25008
		Total	\$6,025.90		
73558	11/03/25	LEGEND COMPANIES			
E 101-42110-401		BLDG/STRUCT MAINTEN	\$965.37	130496	Service and Replacement of CO Detectors
		Total	\$965.37		
73559	11/03/25	LOFFLER			
E 401-43126-560		EQUIP AND FURNISHIN	\$87,485.51	5157821	Security Cameral Project
E 401-42110-560		EQUIP AND FURNISHIN	\$1,178.39	5163833	Desktop Computer
E 401-43126-560		EQUIP AND FURNISHIN	\$2,723.49	5463872	Security Camera Project
E 401-43126-560		EQUIP AND FURNISHIN	\$163.50	CW253335	In Tune Project
		Total	\$91,550.89		
73560	11/03/25	M/I HOMES OF MPLS			
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21275 R1 Temp Co Rtn	- 6787 Bluestem Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21287 R1 Temp Co Rtn	- 6794 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21291 R1 Temp Co Rtn	- 6778 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21306 R1 Temp Co Rtn	- 6779 Bluestem Way

CITY OF MINNETRISTA

10/30/25 10:51 AM

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21307 R1	Temp Co Rtn - 6775 Bluestem Way
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-21316 R1	Temp Co Rtn - 4791 Foxtail Ln
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-21318 R1	Temp Co Rtn - 4783 Foxtail Ln
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-22093 R1	Temp Co Rtn - 4622 Carnation Ct
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-22101 R1	Temp Co Rtn - 4614 Carnation Ct
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-22120 R1	Temp Co Rtn - 4613 Carnation Ct
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-23080 R1	Temp Co Rtn - 6723 Bluestem Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-23081 R1	Temp Co Rtn - 6727 Bluestem Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-23082 R1	Temp Co Rtn - 6731 Bluestem Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-23083 R1	Temp Co Rtn - 6735 Bluestem Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-23088 R1	Temp Co Rtn - 6647 Bluestem Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-23101 R1	Temp Co Rtn - 4669 Carnation Ct
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-23120 R1	Temp Co Rtn - 4630 Carnation Ct
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-23192 R1	Temp Co Rtn - 4653 Carnation Ct
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-23198 R1	Temp Co Rtn - 4565 Lotus Dr
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-23220 R1	Temp Co Rtn - 4661 Carnation Ct
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-23239 R1	Temp Co Rtn - 6630 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-23240 R1	Temp Co Rtn - 6634 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-23241 R1	Temp Co Rtn - 6638 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-23242 R1	Temp Co Rtn - 6642 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-23270 R1	Temp Co Rtn - 6627 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-23271 R1	Temp Co Rtn - 6631 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-23272 R1	Temp Co Rtn - 6635 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-23273 R1	Temp Co Rtn - 6639 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-23274 R1	Temp Co Rtn - 6643 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-24082 R1	Temp Co Rtn - 4638 Carnation Ct
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-24176 R1	Temp Co Rtn - 6665 Wolfberry Cur
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-24179 R1	Temp Co Rtn - 6641 Wolfberry Cur
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-24189 R1	Temp Co Rtn - 4645 Carnation Ct
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-24193 R1	Temp Co Rtn - 4784 Junegrass Lane
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-24194 R1	Temp Co Rtn - 4780 Junegrass Lane
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-24196 R1	Temp Co Rtn - 4772 Junegrass Lane
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-24199 R1	Temp Co Rtn - 4765 Junegrass Lane
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-24201 R1	Temp Co Rtn - 4773 Junegrass Lane
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-24202 R1	Temp Co Rtn - 4777 Junegrass Lane
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-24203 R1	Temp Co Rtn - 4781 Junegrass Lane
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-24204 R1	Temp Co Rtn - 4785 Junegrass Lane
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-24219 R1	Temp Co Rtn - 6675 Bluestem Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-24223 R1	Temp Co Rtn - 4637 Carnation Ct
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-24256 R1	Temp Co Rtn - 4670 Carnation Ct
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB-24264 R1	Temp Co Rtn - 6649 Wolfberry Cur
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-25027 R1	Temp Co Rtn - 6624 Wolfberry Cur
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-25028 R1	Temp Co Rtn - 6632 Wolfberry Cur
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-25041 R1	Temp Co Rtn - 4681 Wolfberry Cur
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-25060 R1	Temp Co Rtn - 4673 Wolfberry Cur
Total			\$345,000.00		

73561

11/03/25

Media Com

E 673-49600-307

PROFESSIONAL SERVIC

\$122.45

Internet

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: 10-15-25 BRIDGE,POSTAGE 10-14-2025,Xcel102325,PR10232025,102725HP,110325AP,Tasc102825,Police PC 10-28-25,11-3-25 2023 ST_UTIL,AE2S110325

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$122.45		
73562	11/03/25	MENARDS BUFFALO			
E 602-49490-227		UTILITY SYSTEM MAINT	\$138.60	38680	Supplies for New Scada room at KPT
Total			\$138.60		
73563	11/03/25	Metal Finishing Supply Co, Inc.			
E 101-43121-240		SMALL TOOLS AND MIN	\$780.97	257180	Sandblasting Helmet
Total			\$780.97		
73564	11/03/25	MGX Equipment Services, LLC			
E 401-43126-560		EQUIP AND FURNISHIN	\$18,437.00	SW0053501	Plow Lights and Lift gate Swap for New Truck #9
Total			\$18,437.00		
73565	11/03/25	MN Highway Safety & Research			
E 101-42110-434		POLICE TRAINING	\$400.00	337900-1222	Driving Class
Total			\$400.00		
73566	11/03/25	MID COUNTY			
E 601-49440-212		MOTOR FUELS AND LUB	\$316.41	100059	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	\$316.41	100059	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	\$791.02	100059	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	\$158.19	100059	Dyed Diesel Fuel
Total			\$1,582.03		
73567	11/03/25	MN Dept of Health			
E 601-49440-433		DUES & SUBSCRIPT & TR	\$23.00		Water Supply System Operator Renewal-Peters
Total			\$23.00		
73568	11/03/25	MORRIES Parts and Service Group			
E 101-42401-404		VEHICLE & EQUIP MAIN	\$481.76	615584	Building Inpection Vehicle Service
Total			\$481.76		
73569	11/03/25	MORRIS ELECTRONICS INC			
E 101-42110-410		COMPUTER SERVICES/	\$593.75	16056	Labor
Total			\$593.75		
73570	11/03/25	MOUND TRUE VALUE HARDWARE			
E 602-49490-227		UTILITY SYSTEM MAINT	\$16.99	199579	Valve for WTP
E 602-49490-227		UTILITY SYSTEM MAINT	\$34.23	199651	New Scada Control
E 602-49490-227		UTILITY SYSTEM MAINT	\$4.29	199762	Parts for New KP Tower Scada Room
E 601-49440-401		BLDG/STRUCT MAINTEN	\$7.58	199776	Composiite Shim
Total			\$63.09		
73571	11/03/25	NCPERS MINNESOTA - 632400			
G 101-2380		PAYROLL CLEARING LIF	\$240.00	63240011202	*PERA life Ins Employer Paid
Total			\$240.00		
73572	11/03/25	OFFICE DEPOT			
E 101-42110-201		OFFICE SUPPLIES	\$51.42	44311820900	Battery, USB, Air Freshner
E 101-42110-201		OFFICE SUPPLIES	\$8.11	44311981900	Tissues
E 101-42110-201		OFFICE SUPPLIES	\$44.15	44311982000	Air Freshners

CITY OF MINNETRISTA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$103.68		
73573	11/03/25	OFFICE OF MNIT SERVICES			
E 101-42110-410		COMPUTER SERVICES/	\$100.00	DV25090452	WAN Services
Total			\$100.00		
73574	11/03/25	Optum			
E 101-42110-437		MISCELLANEOUS EXPE	\$74.25	0001815384	Account Fee-H.S.A
E 101-43121-437		MISCELLANEOUS EXPE	\$75.00	0001815384	Account Fee-H.S.A
E 101-41320-437		MISCELLANEOUS EXPE	\$75.00	0001815384	Account Fee-H.S.A
Total			\$224.25		
73575	11/03/25	PERMANENT COATING SOLUTIONS			
E 101-43121-401		BLDG/STRUCT MAINTEN	\$725.00		Spray Lining of New Truck #9 box
Total			\$725.00		
73576	11/03/25	PLUNKETTS			
E 101-43121-401		BLDG/STRUCT MAINTEN	\$127.93	10191804	Pest Control
E 101-42110-401		BLDG/STRUCT MAINTEN	\$189.57	10193100	Pest Control
E 601-49440-401		BLDG/STRUCT MAINTEN	\$37.86	10194168	Pest Control
Total			\$355.36		
73577	11/03/25	SEBOLD HEATING AND COOLING			
E 101-41940-401		BLDG/STRUCT MAINTEN	\$695.00	6894	Fall Furnace Check at City Hall
E 601-49440-401		BLDG/STRUCT MAINTEN	\$1,200.00	6895	Furnace/Heater Fall Inspections
E 101-41940-401		BLDG/STRUCT MAINTEN	\$450.00	6901	New Motor for City Hall Furnace #1
E 101-43121-401		BLDG/STRUCT MAINTEN	\$625.00	6902	Fall Check and Filter Replacements PW Infrared Heater
Total			\$2,970.00		
73578	11/03/25	Starkrete, LLC			
E 101-43121-224		STREET MAINTENANCE	\$4,900.00	1206	Replacement of Settled Curb and Apron to fix drainage Issue-Maple Crest
Total			\$4,900.00		
73579	11/03/25	SUPERIOR LAWN AND LANDSCAPE			
E 651-49590-224		STREET MAINTENANCE	\$650.00	61496	Repair of Paver Driveway from Drainage Spillway Repair
Total			\$650.00		
73580	11/03/25	XCEL ENERGY			
E 101-43160-381		ELECTRIC UTILITIES	\$2,758.75	51-6565411-9	Electricity-Street Lights
E 101-42110-381		ELECTRIC UTILITIES	\$3,006.58	51-9597547-2	Electricity-Police
Total			\$5,765.33		
1003461 e	10/16/25	BRIDGEWATER BANK			
E 101-41320-437		MISCELLANEOUS EXPE	\$107.00	10/15/25	REMOTE DEPOSIT & POSITIVE PAY MONTHLY FEES
Total			\$107.00		
1003462 e	10/16/25	Postmaster			
E 101-41320-322		POSTAGE	\$500.00	10/14/2025	POSTAGE ADDED TO POSTAGE MACHINE (E-CHECK)

CITY OF MINNETRISTA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$500.00		
1003463 e	10/23/25	XCEL ENERGY			
E 101-41940-381		ELECTRIC UTILITIES	\$2,350.00		51-6565407-3 Electricity-City Hall (2 Months)
E 101-43121-381		ELECTRIC UTILITIES	\$1,100.00		51-6565407-3 Electricity-PW (2 Months)
E 101-43160-381		ELECTRIC UTILITIES	\$130.00		51-6565407-3 Electricity-Signal Sunnyfield (2 Months)
E 101-43160-381		ELECTRIC UTILITIES	\$160.00		51-6565407-3 Electricity (2 Months)
E 101-45202-401		BLDG/STRUCT MAINTEN	\$75.93		51-6565407-3 Electricity-Hunters Trail (2 Months)
Total			\$3,815.93		
1003464 e	10/27/25	EDWARD JONES			
G 101-2370		PAYROLL CLEARING DE	\$3,383.03		* Deferred Comp w/h
Total			\$3,383.03		
1003465 e	10/27/25	HCSP			
G 101-2370		PAYROLL CLEARING DE	\$275.00		* HCSP Retirement
Total			\$275.00		
1003466 e	10/27/25	ICMA			
G 101-2370		PAYROLL CLEARING DE	\$290.00		* Roth IRA Contributions
Total			\$290.00		
1003467 e	10/27/25	Internal Revenue Service			
G 101-2300		PAYROLL CLEARING FE	\$16,915.69		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FI	\$16,289.70		* PR - SS/Medicare w/h
Total			\$33,205.39		
1003468 e	10/27/25	MINNESOTA DEPT. OF REV.			
G 101-2310		PAYROLL CLEARING ST	\$7,712.78		* State w/h
Total			\$7,712.78		
1003469 e	10/27/25	Optum			
G 101-2347		HSA CLEARING ACCT	\$6,367.23		HSA Employer and Employee Cont
Total			\$6,367.23		
1003470 e	10/27/25	Public Employees Retirement			
G 101-2330		PAYROLL CLEARING PE	\$33,453.60		* Pera w/h
Total			\$33,453.60		
1003471 e	10/28/25	TASC			
G 101-2346		PR CLEARING DAYCARE	\$312.49		* Dependent Care
Total			\$312.49		
1003472 e	11/03/25	AE2S			
E 601-49440-303		ENGINEERING SERV	\$615.00	106027	Westonka Watermain
E 602-49490-303		ENGINEERING SERV	\$414.75	106105	AE2S LS Panel Replacement
E 602-49490-303		ENGINEERING SERV	\$1,642.25	106123	SCADA Services
E 601-49440-303		ENGINEERING SERV	\$3,653.13	106153	Wells 8 and 9
E 601-49440-303		ENGINEERING SERV	\$966.00	106157	Well #3 Rehab
E 601-49440-303		ENGINEERING SERV	\$622.00	106158	Well #7 Rehab
E 601-49440-303		ENGINEERING SERV	\$730.00	106160	OCCT Plan

CITY OF MINNETRISTA

10/30/25 10:51 AM

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Batch: 10-15-25 BRIDGE,POSTAGE 10-14-2025,Xcel102325,PR10232025,102725HP,110325AP,Tasc102825,Police PC 10-28-25,11-3-25 2023 ST_UTIL,AE2S110325

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49440-303		ENGINEERING SERV	\$144,959.29	106283	WTP Design
		Total	\$153,602.42		
1003473 e	11/03/25	LaTour Construction, Inc.			
E 433-43122-530		IMPROVEMENTS	\$17,837.92	11/3/2025	2023 Street Recon & Utility Imprvmt Project-Final Pay Voucher 9
E 601-43241-530		IMPROVEMENTS	\$16,788.59	11/3/2025	2023 Street Recon & Utility Imprvmt Project-Final Pay Voucher 9
E 602-43251-530		IMPROVEMENTS	\$349.75	11/3/2025	2023 Street Recon & Utility Imprvmt Project-Final Pay Voucher 9
		Total	\$34,976.26		
		1010	\$1,096,573.51		

Fund Summary

1010 1ST BK OF THE LAKES

101 GENERAL FUND	\$520,541.75
401 CAPITAL IMPROVEMENT PROGRAM	\$220,836.74
406 ROAD MAINTENANCE FUND	\$135,322.66
433 2023 STREET PROJECTS	\$17,837.92
601 WATER FUND	\$178,533.49
602 SEWER FUND	\$4,791.11
651 STORM WATER MGMT FUND	\$17,115.50
673 CABLE	\$927.84
801 LANDUSE AGENCY	\$666.50
	\$1,096,573.51

**CITY OF MINNETRISTA
CONSENT AGENDA ITEM**



Subject: **Accept Improvements and Authorize
Final Payment for the 2023 Street and
Utility Improvement Project, City Project No. 01-23**

Prepared By: Alyson Fauske, PE, City Engineer

Meeting Date: November 3, 2025

Issue:

The 2023 Street and Utility Improvement Project, City Project No. 01-23 has been satisfactorily completed and project acceptance and final payment is requested by the contractor.

Background/Discussion:

The 2023 Street and Utility Improvement Project, City Project No. 01-23, was awarded at the March 20, 2023 regular City Council meeting. The project included the following work:

Full street reconstruction, installation of concrete curb and gutter, installation of storm sewer, minor sanitary sewer improvements, full watermain and water service replacement, and boulevard restoration of the following roads: Eastview Avenue, Morningview Drive, Morningview Court, Westwood Avenue, and Westwood Drive.

LaTour Construction, Inc. completed the work in general conformance with the Contract documents. Final quantities have been reviewed and agreed to by the City Engineer and it has been determined that the project is complete and final payment is appropriate.

LaTour Construction, Inc. has submitted the required Consent of Surety to Final Payment, Minnesota Form IC-134 Withholdings Affidavit, lien waivers, and the signed request for final payment. The contractor satisfactorily completed all items on the two-year warranty punch list, therefore staff recommends that the city waive the requirement for a maintenance bond on the streets and utilities. LaTour Construction, Inc. provided a maintenance bond that terminates on September 15, 2027 for the trees that were installed in the summer of 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.

A Resolution Accepting Improvements for the 2023 Street and Utility Improvement Project, City Project No. 01-23, and Authorizing Final Payment is included for Council consideration of approval.

Conclusion:

Staff recommends that the 2023 Street and Utility Improvement Project, City Project No. 01-23, be accepted and that final payment be issued to LaTour Construction, Inc.

Fiscal Impact:

The bid awarded to LaTour Construction, Inc. was a total of \$3,336,943.42. Three Change Orders were approved for this project as follows:

Change Order	Description	Amount
1	Extend contract completion dates	\$0.00
2	Add bonded fiber mix to minimize erosion in the boulevard, and hydrant extensions for areas where ditch was filled	\$16,295.00
3	Extend final completion date	\$0.00

The final project construction amount is \$3,425,256.98, which is 2.6% above the base bid and within the 5% construction contingency that was budgeted for the project.

The 2023 Street and Utility Improvement Project, City Project No. 01-23 costs are funded by the Road Maintenance Fund, Special Assessments, the Storm Sewer Fund, the Watermain Fund, and the Sanitary Sewer Fund. The budgeted amount associated with engineering design, bidding, and construction administration was \$676,618, or 20.3% of the bid amount. The final amount billed for these services is estimated to be \$727,120.00, or 21.2% of the actual cost. The indirect costs are higher than anticipated due to the additional construction administration services during 2024 and 2025.

Recommended City Council Action: Staff recommends approving Resolution No. 95-25, accepting the 2023 Street and Utility Improvement Project, City Project No. 01-23, and authorizing final payment to LaTour Construction, Inc. in the amount of \$34,976.26.

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

Mission Statement:

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

RESOLUTION NO. 95-25

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING IMPROVEMENTS AND AUTHORIZING FINAL
PAYMENT FOR THE 2023 STREET AND UTILITY IMPROVEMENT PROJECT, CITY
PROJECT NO. 01-23**

WHEREAS, pursuant to a written contract signed with the City on March 20, 2023, LaTour Construction, Inc. has satisfactorily completed 2023 Street and Utility Improvement Project, City Project 01-23, in accordance with such contract; and

WHEREAS, LaTour Construction, Inc. has completed the two-year warranty punch list items pertaining to the street and utility work performed, and

WHEREAS, LaTour Construction, Inc. supplied a maintenance bond terminating on September 15, 2027 for the trees that were installed in 2025.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Minnetrista, Minnesota, the work completed under said contract is hereby accepted and approved; and

BE IT FURTHER RESOLVED by the City Clerk and Mayor are hereby directed to issue a proper order for the final payment on such contract.

This resolution was adopted by the City Council of the City of Minnetrista on the 3rd day of November, 2025, by a vote of _____ Ayes and _____ Nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk



November 3, 2025

Honorable Mayor and City Council
c/o Jasper Kruggel
City of Minnetrista
7701 County Road 110 West
Minnetrista, MN 55364

Re: Final Construction Pay Voucher No. 9
2023 Street and Utility Improvement Project
City Project No. 01-23
WSB Project No. 020668-000

Dear Honorable Mayor and City Council:

Please find attached Final Construction Pay Voucher No. 9 for the above-referenced project in the amount of \$34,976.26. The quantities completed to date have been reviewed and agreed upon by the contractor and WSB and all retainage on the contract has been released.

Attached is the documentation required for releasing final payment and closing out the project:

1. Satisfactory showing that the Contractor has complied with the provisions of Minnesota Statutes 290.92 requiring withholding state income tax (IC134 forms).
2. Evidence in the form of an affidavit that all claims against the contractor by reasons of the contract have been fully paid or satisfactorily secured (lien waivers, if any).
3. Consent of Surety to Final Payment certification from the Contractor's surety.
4. Two-year Maintenance Bond for the trees.

Please give me a call at 612.263.1736 if you have any questions.

Sincerely,

WSB

Alyson Fauske, PE
City Engineer

Attachments

cc: Joe LaTour, LaTour Construction

AF/

2023 Street Reconstruction and
Utility Improvement Project

Final Pay Voucher 9

WSU

Client: City of Minnetrista 7701 County Road 110 West Minnetrista, MN 55364-9553	Contractor: LaTour Construction, Inc. 2134 County Rd 8 NW Maple Lake, MN 55358
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WSB Project No.: 020668-000
Client Project No.: 01-23
State Project No.:
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$3,336,943.42	Original	\$3,336,943.42
Contract Changes	\$16,295.00	Additional	N/A
Revised Contract	\$3,353,238.42	Total	\$3,336,943.42

Work Certified To Date	
Base Bid Items	\$3,408,961.98
Contract Changes	\$16,295.00
Material On Hand	\$0.00
Total	\$3,425,256.98

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$731.00	\$3,425,256.98	\$0.00	\$3,390,280.72	\$34,976.26	\$3,425,256.98
Percent Retained: 0%			Percent Complete: 102.15%		

FINAL PAY VOUCHER

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By LaTour Construction, Inc.

Signature

Date

Approved By WSB

Signature

September 11, 2025

Date

Approved By City of Minnetrista

Signature

Date

2023 Street Reconstruction and
Utility Improvement Project

Final Pay Voucher 9

WSD

Payment Summary

No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	07/05/2023	\$254,159.53	\$12,707.98	\$241,451.55
2	07/28/2023	\$330,125.51	\$16,506.27	\$313,619.24
3	08/31/2023	\$1,170,604.35	\$58,530.22	\$1,112,074.13
4	09/28/2023	\$785,459.64	\$39,272.98	\$746,186.66
5	11/01/2023	\$417,877.03	\$20,893.85	\$396,983.18
6	12/03/2023	\$408,762.78	\$20,438.14	\$388,324.64
7	03/06/2024	\$19,787.50	(\$100,613.91)	\$120,401.41
8	11/25/2024	\$37,749.64	(\$33,490.27)	\$71,239.91
9	09/10/2025	\$731.00	(\$34,245.26)	\$34,976.26

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$3,425,256.98	\$0.00	\$3,390,280.72	\$34,976.26	\$3,425,256.98

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$34,976.26	\$3,353,238.42	\$3,336,943.42	\$3,425,256.98

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$21,000.00	1	0	\$0.00	1	\$21,000.00
2	2101.502	CLEARING	EACH	\$400.00	6	0	\$0.00	13	\$5,200.00
3	2101.502	GRUBBING	EACH	\$105.00	6	0	\$0.00	10	\$1,050.00
4	2101.505	CLEARING	ACRE	\$21,000.00	0.5	0	\$0.00	0	\$0.00
5	2101.505	GRUBBING	ACRE	\$5,300.00	0.5	0	\$0.00	0	\$0.00
6	2104.502	SALVAGE SIGN	EACH	\$42.00	13	0	\$0.00	6	\$252.00
7	2104.503	SALVAGE AND REINSTALL FENCE	LF	\$29.00	110	0	\$0.00	57	\$1,653.00
8	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	\$7.90	280	0	\$0.00	483	\$3,815.70
9	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LF	\$3.70	1200	0	\$0.00	1847	\$6,833.90
10	2104.503	REMOVE CONCRETE CURB	LF	\$9.50	625	0	\$0.00	640	\$6,080.00
11	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	\$7.80	520	0	\$0.00	395	\$3,081.00
12	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY	\$6.05	2040	0	\$0.00	1918	\$11,603.90
13	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	\$4.20	17270	0	\$0.00	17270	\$72,534.00
14	2104.518	REMOVE CONCRETE WALK	SF	\$2.10	135	0	\$0.00	130	\$273.00

2023 Street Reconstruction and
Utility Improvement Project

Final Pay Voucher 9

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Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
15	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	L S	\$15,000.00	1	0	\$0.00	1.2	\$18,000.00
16	2104.618	SALVAGE BRICK PAVERS	S F	\$3.15	670	0	\$0.00	940	\$2,961.00
17	2105.607	STABILIZING AGGREGATE	C Y	\$51.90	295	0	\$0.00	229	\$11,885.10
18	2106.507	EXCAVATION - SUBGRADE	C Y	\$20.00	295	0	\$0.00	95	\$1,900.00
19	2118.507	AGGREGATE SURFACING (CV) CLASS 2	C Y	\$77.70	20	0	\$0.00	65	\$5,050.50
20	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$257.00	100	0	\$0.00	100	\$25,700.00
21	2130.523	WATER	MGAL	\$105.00	90	0	\$0.00	66	\$6,930.00
22	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$49.80	3662	0	\$0.00	3662	\$182,367.60
23	2331.603	JOINT ADHESIVE	L F	\$0.60	13260	0	\$0.00	13252	\$7,951.20
24	2360.504	TYPE SP 9.5 WEAR CRS (2,B) 3.0" THICK	S Y	\$46.40	2040	0	\$0.00	2088	\$96,883.20
25	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	\$87.50	1390	0	\$0.00	1304	\$114,100.00
26	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	TON	\$82.00	2770	0	\$0.00	2611.7	\$214,159.40
27	2504.601 /sb7	IRRIGATION SYSTEM REPAIR	L S	\$8,000.00	1	0	\$0.00	1	\$8,000.00
28	2521.618	6" CONCRETE WALK	S F	\$13.70	135	0	\$0.00	111	\$1,520.70
29	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$20.80	365	0	\$0.00	1235	\$25,688.00
30	2531.503	CONCRETE CURB & GUTTER DESIGN D412	L F	\$15.10	12895	0	\$0.00	13272.07	\$200,408.26
31	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$98.00	520	0	\$0.00	280.9	\$27,528.20
32	2531.618	TRUNCATED DOMES	S F	\$65.10	10	0	\$0.00	10	\$651.00
33	2540.602	MAIL BOX	EACH	\$42.00	2	0	\$0.00	0	\$0.00
34	2540.602	MAIL BOX SUPPORT	EACH	\$131.00	2	0	\$0.00	3	\$393.00
35	2540.602	MAIL BOX SPECIAL	EACH	\$630.00	1	0	\$0.00	0	\$0.00
36	2540.602 /M7905	TEMPORARY MAIL BOX	EACH	\$210.00	82	0	\$0.00	82	\$17,220.00
37	2540.618	INSTALL BRICK PAVERS	S F	\$12.00	670	0	\$0.00	940	\$11,280.00

2023 Street Reconstruction and
Utility Improvement Project

Final Pay Voucher 9

WSD

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
38	2557.602 /M7906	REPAIR DOG FENCE	EACH	\$105.00	20	0	\$0.00	3	\$315.00
39	2563.601	TRAFFIC CONTROL	LS	\$4,200.00	1	0	\$0.00	1	\$4,200.00
40	2564.518	SIGN PANELS TYPE C	S F	\$105.00	7.5	0	\$0.00	17.5	\$1,837.50
41	2564.602	INSTALL SALVAGED SIGN	EACH	\$262.00	13	0	\$0.00	5	\$1,310.00
42	2571.502	CONIFEROUS TREE 8' HT B&B	EACH	\$404.00	20	0	\$0.00	5	\$2,020.00
43	2571.502	DECIDUOUS TREE 2.5" CAL B&B	EACH	\$470.00	20	0	\$0.00	14	\$6,580.00
44	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$3,960.00	1	0	\$0.00	1	\$3,960.00
45	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$275.00	41	0	\$0.00	30	\$8,250.00
46	2573.503	SILT FENCE, TYPE HI	L F	\$7.40	500	0	\$0.00	0	\$0.00
47	2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	L F	\$27.00	50	0	\$0.00	100	\$2,700.00
48	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$2.50	5140	0	\$0.00	6393	\$15,982.50
49	2574.507	COMMON TOPSOIL BORROW	C Y	\$35.40	909	1	\$35.40	2437	\$86,269.80
50	2574.508	FERTILIZER TYPE 3	LB	\$1.00	200	0	\$0.00	1350	\$1,350.00
51	2575.504	SODDING TYPE LAWN	S Y	\$7.10	8600	0	\$0.00	11255.4	\$79,913.34
52	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	S Y	\$3.70	410	188	\$695.60	388	\$1,435.60
53	2575.505	SEEDING	ACRE	\$6,300.00	1	0	\$0.00	2.6	\$16,380.00
54	2575.508	SEED MIXTURE 25-131	LB	\$4.70	120	0	\$0.00	1100	\$5,170.00
55	2575.508	HYDRAULIC MULCH MATRIX	LB	\$1.00	2500	0	\$0.00	7980	\$7,980.00
56	2575.523	WATER	MGAL	\$47.00	185	0	\$0.00	0	\$0.00
57	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$682.00	5	0	\$0.00	1.2	\$818.40
58	2021.501	MOBILIZATION	LS	\$22,230.00	1	0	\$0.00	1	\$22,230.00
59	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$525.00	7	0	\$0.00	6	\$3,150.00
60	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$8.40	1040	0	\$0.00	795	\$6,678.00
61	2106.603	MINOR GRADING	L F	\$10.50	800	0	\$0.00	0	\$0.00
62	2501.502	12" CS PIPE APRON	EACH	\$380.00	4	0	\$0.00	2	\$760.00

2023 Street Reconstruction and
Utility Improvement Project

Final Pay Voucher 9

WSP

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
63	2501.502	12" RC PIPE APRON	EACH	\$1,410.00	2	0	\$0.00	2	\$2,820.00
64	2501.502	15" RC PIPE APRON	EACH	\$1,600.00	5	0	\$0.00	5	\$8,000.00
65	2501.502	21" RC PIPE APRON	EACH	\$1,900.00	1	0	\$0.00	1	\$1,900.00
66	2501.502	36" RC PIPE APRON	EACH	\$3,300.00	2	0	\$0.00	2	\$6,600.00
67	2501.503	12" CS PIPE CULVERT	L F	\$48.00	66	0	\$0.00	31	\$1,488.00
68	2501.602	TRASH GUARD FOR 12" PIPE APRON	EACH	\$700.00	1	0	\$0.00	1	\$700.00
69	2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	\$865.00	2	0	\$0.00	2	\$1,730.00
70	2501.602	TRASH GUARD FOR 36" PIPE APRON	EACH	\$3,325.00	1	0	\$0.00	0	\$0.00
71	2502.503	6" PERF TP PIPE DRAIN	L F	\$17.80	450	0	\$0.00	3264.48	\$58,107.74
72	2502.602	6" PVC PIPE DRAIN CLEANOUT	EACH	\$400.00	2	0	\$0.00	7.518	\$3,007.20
73	2503.503	12" RC PIPE SEWER DES 3006 CL V	L F	\$65.30	916	0	\$0.00	873	\$57,006.90
74	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$73.10	656	0	\$0.00	672.2	\$49,137.82
75	2503.503	21" RC PIPE SEWER DES 3006 CL III	L F	\$94.70	27	0	\$0.00	27	\$2,556.90
76	2503.503	36" RC PIPE SEWER DES 3006 CL III	L F	\$218.00	41	0	\$0.00	49	\$10,682.00
77	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$2,625.00	2	0	\$0.00	2	\$5,250.00
78	2506.502	CONST DRAINAGE STRUCTURE DESIGN G	EACH	\$2,650.00	8	0	\$0.00	0	\$0.00
79	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$653.00	95	0	\$0.00	99.38	\$64,895.14
80	2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$820.00	25	0	\$0.00	24.2	\$19,844.00
81	2506.502	CASTING ASSEMBLY	EACH	\$710.00	21	0	\$0.00	23	\$16,330.00
82	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	\$2,950.00	10	0	\$0.00	10	\$29,500.00
83	2506.602 /M7857	CHIMNEY SEAL	EACH	\$208.00	41	0	\$0.00	34	\$7,072.00
84	2511.507	RANDOM RIPRAP CLASS III	C Y	\$101.00	67	0	\$0.00	67	\$6,767.00
85	2021.501	MOBILIZATION	LS	\$0.01	1	0	\$0.00	1	\$0.01
86	2503.603	SANITARY SEWER SPOT REPAIR	L F	\$163.00	50	0	\$0.00	29.4	\$4,792.20

2023 Street Reconstruction and
Utility Improvement Project

Final Pay Voucher 9

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Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
87	2506.502	ADJUST FRAME & RING CASTING	EACH	\$600.00	28	0	\$0.00	34.175	\$20,505.00
88	2506.602 /M7857	CHIMNEY SEAL	EACH	\$253.00	28	0	\$0.00	28	\$7,084.00
89	2506.603	RECONSTRUCT DRAINAGE STRUCTURE	L F	\$463.00	16	0	\$0.00	10	\$4,630.00
90	2506.502	CASTING ASSEMBLY (SANITARY SEWER)	EACH	\$956.00	1	0	\$0.00	2	\$1,912.00
91	2021.501	MOBILIZATION	LS	\$30,000.00	1	0	\$0.00	1	\$30,000.00
92	2101.502	CLEARING	EACH	\$404.00	41	0	\$0.00	48	\$19,392.00
93	2101.502	GRUBBING	EACH	\$105.00	41	0	\$0.00	10	\$1,050.00
94	2104.502	REMOVE GATE VALVE & BOX	EACH	\$89.00	10	0	\$0.00	27.33	\$2,432.37
95	2104.502	REMOVE CURB STOP & BOX	EACH	\$26.00	77	0	\$0.00	79	\$2,054.00
96	2104.502	REMOVE HYDRANT	EACH	\$450.00	13	0	\$0.00	10	\$4,500.00
97	2104.603	ABANDON WATER MAIN	L F	\$10.50	185	0	\$0.00	370	\$3,885.00
98	2104.503	REMOVE WATER MAIN	L F	\$4.20	6445	0	\$0.00	6040	\$25,368.00
99	2104.503	REMOVE WATER SERVICE PIPE	L F	\$0.50	2700	0	\$0.00	2733	\$1,366.50
100	2106.507	EXCAVATION - COMMON (P)	C Y	\$25.00	12829	0	\$0.00	12863.3	\$321,582.50
101	2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	C Y	\$31.10	8149	0	\$0.00	8172	\$254,149.20
102	2106.601	DEWATERING	LS	\$0.01	1	0	\$0.00	0	\$0.00
103	2108.504	GEOTEXTILE FABRIC TYPE 7	S Y	\$2.90	21010	0	\$0.00	21078	\$61,126.20
104	2112.519	SUBGRADE PREPARATION	RDST	\$433.00	80	0	\$0.00	80	\$34,640.00
105	2123.610	1.5 CU YD BACKHOE	HOUR	\$315.00	20	0	\$0.00	1	\$315.00
106	2123.610 /010111	UTILITY CREW	HOUR	\$1,365.00	16	0	\$0.00	18.5	\$25,252.50
107	2504.601	TEMPORARY WATER SERVICE	LS	\$34,260.00	1	0	\$0.00	1	\$34,260.00
108	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$1,500.00	4	0	\$0.00	4	\$6,000.00
109	2504.602	CONNECT TO EXISTING WATER SERVICE	EACH	\$347.00	87	0	\$0.00	88	\$30,536.00
110	2504.602	HYDRANT	EACH	\$6,700.00	13	0	\$0.00	13	\$87,100.00

2023 Street Reconstruction and
Utility Improvement Project

Final Pay Voucher 9

WSD

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
111	2504.602	6" GATE VALVE & BOX	EACH	\$2,330.00	14	0	\$0.00	14	\$32,620.00
112	2504.602	8" GATE VALVE & BOX	EACH	\$3,460.00	15	0	\$0.00	20	\$69,200.00
113	2504.602	1" CORPORATION STOP	EACH	\$520.00	87	0	\$0.00	88	\$45,760.00
114	2504.602	1" CURB STOP & BOX	EACH	\$665.00	87	0	\$0.00	88	\$58,520.00
115	2504.603	1" TYPE PE PIPE	L F	\$22.00	2905	0	\$0.00	2945	\$64,790.00
116	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$67.00	281	0	\$0.00	199	\$13,333.00
117	2504.603	8" PVC WATERMAIN	L F	\$58.00	6330	0	\$0.00	6321	\$366,618.00
118	2504.604	4" POLYSTYRENE INSULATION	S Y	\$45.00	40	0	\$0.00	7	\$315.00
119	2504.608	DUCTILE IRON FITTINGS	LB	\$13.00	1790	0	\$0.00	2095	\$27,235.00
Bid Totals:							\$731.00		\$3,408,961.98

Project Category Totals			Amount This Voucher	Amount To Date
Category				
A. SURFACE IMPROVEMENTS			\$731.00	\$1,360,425.80
B. STORM SEWER IMPROVEMENTS			\$0.00	\$386,212.70
C. SANITARY SEWER IMPROVEMENTS			\$0.00	\$38,923.21
D. WATERMAIN IMPROVEMENTS			\$0.00	\$1,623,400.27

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	2	120	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$7,980.00	1	0	\$0.00	1	\$7,980.00
CO	3	121	2504.602	HYDRANT EXTENSION	EACH	\$1,575.00	4	0	\$0.00	4	\$6,300.00
CO	3	122	2504.602	HYDRANT EXTENSION	EACH	\$2,015.00	1	0	\$0.00	1	\$2,015.00
Contract Change Totals:									\$0.00		\$16,295.00

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
1	CO	The Contractor has requested, and the Engineer concurs, that an adjustment to the substantial and final completion dates on the project is warranted, due to other work being performed on the project that was out of the Contractor's control.	\$0.00	\$0.00

2023 Street Reconstruction and
Utility Improvement Project

Final Pay Voucher 9

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
		The provisions of 1806.1 DETERMINATION AND EXTENSION OF PROJECT TIME, paragraphs 4, 5 and 6, shall be amended to read: The Work will be substantially completed on or before October 27, 2023. Substantial completion includes utility installation, installation of concrete curb and gutter, and the placement of the first lift of bituminous. The Work will be ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before November 30, 2023. Final completion includes placement of the final lift of bituminous, restoration, cleanup, and resolving punch list items.		
2	CO	Added bonded fiber mix	\$0.00	\$7,980.00
3	CO	Install 1 foot hydrant extentions and 2 foot hydrant extensions	\$0.00	\$8,315.00

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:1-622-898-144

Submitted Date and Time:9-Oct-2025 4:32:57 PM

Legal Name:LATOUR CONSTRUCTION INC

Federal Employer ID:41-1692051

User Who Submitted:LATOURCO

Type of Request Submitted:Contractor Affidavit

Affidavit Summary

Affidavit Number:1501081600

Minnesota ID:1239458

Project Owner:CITY OF MINNETRISTA

Project Number:MINNETRISTA

Project Begin Date:20-Mar-2023

Project End Date:30-Sep-2025

Project Location:MINNETRISTA

Project Amount:\$3,425,256.98

Subcontractor Summary

Name	ID	Affidavit Number
ALLIED BLACKTOP COMPANY	8606387	1783943168
ALL STATE TRAFFIC CONTROL INC.	4300984	25636864
CR FISCHER & SONS INC	1605604	671559680
ALVERO LLC	3051898	1548267520
HUSKY CONSTRUCTION	5047998	631549952
KP MILLER CONSTRUCTION LLC	8304455	545992704
WM MUELLER & SONS INC.	5148707	1505873920

Important Messages

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Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

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Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-316-085-088
Submitted Date and Time:	25-Mar-2024 8:35:30 AM
Legal Name:	ALLIED BLACKTOP COMPANY
Federal Employer ID:	41-0827871
User Who Submitted:	N10503
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1783943168
Minnesota ID:	8606387
Project Owner:	CITY OF MINNETRISTA
Project Number:	2023 STREET RECONSTRUCTION & UTILITY IMPROVEMENTS
Project Begin Date:	16-Nov-2023
Project End Date:	16-Nov-2023
Project Location:	CITY OF MINNETRISTA
Project Amount:	\$7,288.60
Subcontractors:	No Subcontractors

Important Messages

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Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-042-939-872
Submitted Date and Time:	9-Oct-2025 1:05:26 PM
Legal Name:	ALL STATE TRAFFIC CONTROL INC
Federal Employer ID:	47-5418502
User Who Submitted:	ASTCMN16
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	25636864
Minnesota ID:	4300984
Project Owner:	CITY OF MINNETRISTA
Project Number:	01-23
Project Begin Date:	09-Jun-2023
Project End Date:	08-Dec-2023
Project Location:	MINNETRISTA
Project Amount:	\$7,128.69
Subcontractors:	No Subcontractors

Important Messages

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Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-514-157-536
Submitted Date and Time:	8-Oct-2025 9:38:17 AM
Legal Name:	C R FISCHER & SONS INC
Federal Employer ID:	41-1716349
User Who Submitted:	crfischer
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	671559680
Minnesota ID:	1605604
Project Owner:	CITY OF MINNETRISTA
Project Number:	231017
Project Begin Date:	21-Sep-2023
Project End Date:	30-Sep-2025
Project Location:	23 STREET RECON MINNETRISTA
Project Amount:	\$242,681.77
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-938-290-144
Submitted Date and Time:	9-Oct-2025 1:54:40 PM
Legal Name:	ALVERO LLC
Federal Employer ID:	46-2582481
User Who Submitted:	alvero
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1548267520
Minnesota ID:	3051898
Project Owner:	CITY OF MINNETRISTA
Project Number:	2023 STREET & UTILITY
Project Begin Date:	16-Jun-2023
Project End Date:	27-Oct-2023
Project Location:	MINNETRISTA
Project Amount:	\$16,775.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-651-441-632
Submitted Date and Time:	8-Oct-2025 10:27:30 AM
Legal Name:	HUSKY CONSTRUCTION
Federal Employer ID:	81-5485445
User Who Submitted:	aprilboogren
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	631549952
Minnesota ID:	5047998
Project Owner:	CITY OF MINNETRISTA
Project Number:	2023 STREET RECONSTRUCTION & UTILITY IMPROVEMENT
Project Begin Date:	20-Mar-2023
Project End Date:	30-Sep-2025
Project Location:	MINNETRISTA
Project Amount:	\$26,985.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-136-869-344
Submitted Date and Time:	8-Oct-2025 11:47:28 AM
Legal Name:	KP MILLER CONSTRUCTION LLC
Federal Employer ID:	88-3261501
User Who Submitted:	Kpmiller1
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	545992704
Minnesota ID:	8304455
Project Owner:	CITY OF MINNETRISTA
Project Number:	2023 STREET RECON
Project Begin Date:	20-Mar-2023
Project End Date:	30-Sep-2025
Project Location:	MINNETRISTA MN
Project Amount:	\$171,268.25
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

April Kamps

From: MN Revenue e-Services <eservices.mdor@state.mn.us>
Sent: Wednesday, September 25, 2024 7:49 AM
To: April Kamps
Subject: Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	2-084-298-976
Submitted Date and Time:	25-Sep-2024 7:49:11 AM
Legal Name:	WM MUELLER & SONS INC
Federal Employer ID:	41-1300496
User Who Submitted:	aprilk
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1505873920
Minnesota ID:	5148707
Project Owner:	CITY OF MINNETRISTA
Project Number:	01-23
Project Begin Date:	14-Jun-2023
Project End Date:	16-Aug-2024
Project Location:	MINNETRISTA
Project Amount:	\$1,454,559.13

Subcontractor Summary

Name	ID	Affidavit Number
KP MILLER CONSTRUCTION	***_**-1501	880988160

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

How to View and Print this Request

You can see copies of your requests by going into your History.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: October 11, 2024

The undersigned hereby acknowledges receipt of the sum of \$145.77

CHECK ONLY ONE

- 1) ☐ as partial payment for labor, skill and material furnished
- 2) ☐ as payment for all labor, skill and material furnished or to be furnished (except the sum of \$0.00 retainage or holdback)
- 3) ☒ as full and final payment for labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

Minnetrista – 2023 Street Improvements

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Dated: 10/21/24
FEIN: 41-0827871

☒ Corporation ☐ Partnership
☐ LLC ☐ Sole Proprietor

Firm: Allied Blacktop
By: Pate M Capstick
Title: President
Address: Allied Blacktop Company
10503 89th Avenue North
Maple Grove, MN 55369

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by A partnership, it must be signed by a partner.
Please return this form via mail to:
LaTour Construction, Inc.
2134 County Rd. 8 NW
Maple Lake, MN 55358

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: September 30, 2025

On receipt of check from LaTour Construction Inc. (Maker of Check), in the sum of \$72.01 (Amount of Check), and when it has been paid by the bank on which it is drawn, the undersigned hereby acknowledges this

CHECK ONLY ONE

- 1) ☐ as partial payment for labor, skill and material furnished to
- 2) ☐ as payment for all labor, skill and material furnished or to be furnished (except the sum of \$0.00 retainage or holdback)
- 3) ☒ as full and final payment for labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

Minnetrista 2023 Street Reconstruction & Utility Improvements

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Dated: 10/9/2025
FEIN: 47-5418502

Firm: All State Traffic Control Inc.
By: Laurie Kissner

☒ Corporation ☐ Partnership
☐ LLC ☐ Sole Proprietor

Title: President
Address: 875 Prairie Court Cold Spring, MN 56320

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by A partnership, it must be signed by a partner.

Please return to: LaTour Construction Inc.
Kristi LaTour
Kristi@latourconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: September 30, 2025

On receipt of check from LaTour Construction Inc. (Maker of Check), in the sum of \$3,356.75 (Amount of Check), and when it has been paid by the bank on which it is drawn, the undersigned hereby acknowledges this

CHECK ONLY ONE

- 1) ☐ as partial payment for labor, skill and material furnished to
- 2) ☐ as payment for all labor, skill and material furnished or to be furnished (except the sum of \$0.00 retainage or holdback)
- 3) ☐ as full and final payment for labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

Minnetrista 2023 Street Reconstruction & Utility Improvements

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Dated: 10.8.25
FEIN: 41-1716349

Firm: CR Fischer & Sons Inc.
By: Sara Obrenski

☒ Corporation ☐ Partnership
☐ LLC ☐ Sole Proprietor

Title: Treasurer
Address: PO Box 448
Farmington, MN 55024

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by A partnership, it must be signed by a partner.

Please return to: LaTour Construction Inc.
Kristi LaTour
Kristi@latourconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: September 30, 2025

On receipt of check from LaTour Construction Inc. (*Maker of Check*), in the sum of \$167.75 (*Amount of Check*), and when it has been paid by the bank on which it is drawn, the undersigned hereby acknowledges this

CHECK ONLY ONE

- 1) ☐ as partial payment for labor, skill and material furnished to
- 2) ☐ as payment for all labor, skill and material furnished or to be furnished (except the sum of \$0.00 retainage or holdback)
- 3) ☒ as full and final payment for labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

Minnetrista 2023 Street Reconstruction & Utility Improvements

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Dated: 10-9-25
FEIN: 46-2582481

Firm: Herness Construction Co
By: Amy Alvero

☐ Corporation ☐ Partnership
☒ LLC ☐ Sole Proprietor

Title: President
Address: 15422 Leona Ln, Wayzata 55391

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by A partnership, it must be signed by a partner.

Please return to: LaTour Construction Inc.
Kristi LaTour
Kristi@latourconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: September 30, 2025

On receipt of check from LaTour Construction Inc. (Maker of Check), in the sum of \$269.85 (Amount of Check), and when it has been paid by the bank on which it is drawn, the undersigned hereby acknowledges this

CHECK ONLY ONE

- 1) ☐ as partial payment for labor, skill and material furnished to
- 2) ☐ as payment for all labor, skill and material furnished or to be furnished (except the sum of \$0.00 retainage or holdback)
- 3) ☐ as full and final payment for labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

Minnetrista 2023 Street Reconstruction & Utility Improvements

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Dated: 10-8-25

Firm: Husky Construction Inc.

FEIN: 81-5485445

By: April Borggren

☒ Corporation ☐ Partnership

Title: president

☐ LLC ☐ Sole Proprietor

Address: 12060 239th

Elk River, MN 55330

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by A partnership, it must be signed by a partner.

Please return to: LaTour Construction Inc.
Kristi LaTour
Kristi@latourconstruction.com

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: September 30, 2025

On receipt of check from LaTour Construction Inc. (Maker of Check), in the sum of \$6,164.29 (Amount of Check), and when it has been paid by the bank on which it is drawn, the undersigned hereby acknowledges this

CHECK ONLY ONE

- 1) ☐ as partial payment for labor, skill and material furnished to
- 2) ☐ as payment for all labor, skill and material furnished or to be furnished (except the sum of \$0.00 retainage or holdback)
- 3) ☒ as full and final payment for labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

Minnetrista 2023 Street Reconstruction & Utility Improvements

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Dated: OCT 08 2025

Firm: KP Miller Construction LLC

FEIN: 88-3261501

By: [Signature]

☐ Corporation ☐ Partnership

Title: Owner

☒ LLC

☐ Sole Proprietor

Address: 103 Elm Ave SW

Montgomery, MN 56069

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by A partnership, it must be signed by a partner.

Please return to: LaTour Construction Inc.
Kristi LaTour
Kristi@latourconstruction.com



H A M B U R G , M N
831 PARK AVE-PO BOX 247, HAMBURG, MN 55339
PHONE 952-467-2720 FAX 952-467-3894
ROAD CONTRACTORS WASHED SAND & GRAVEL LIMESTONE PRODUCTS BLACKTOP SURFACING

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Date: 09/25/2024

The undersigned acknowledges having received payment of: **\$ 1,454,559.13**

CHECK ONLY ONE

- ☐ Partial payment for labor, skill and material furnished
- ☐ As payment for all labor, skill and material furnished or to be furnished except for retainage or holdback, and additions to final quantities
- ☒ As full and final payment for all labor, skill and material furnished to the following described real property (legal description, street address or project name)

MINNETRISTA 2023 STREET RECONSTRUCTION & UTILITY IMPROVEMENT PROJECT

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, with the exception of: _____.

SUBCONTRACTOR: **Wm. Mueller & Sons, Inc.**

SIGNATURE: Timothy Mueller

DATE: 9-25-2024

 AIA® Document G707™ – 1994

Consent Of Surety to Final Payment

Bond No: 107748559

PROJECT: <i>(Name and address)</i> 2023 Street Reconstruction & Utility Improvement Project; City Project No. 01-23	ARCHITECT'S PROJECT NUMBER: CONTRACT FOR: General Construction	OWNER: ☒ ARCHITECT: ☐ CONTRACTOR: ☐ SURETY: ☐ OTHER: ☐
TO OWNER: <i>(Name and address)</i> City of Minnetrista 7701 County Road 110 West, Minnetrista, MN 55364	CONTRACT DATED: March 20, 2023	

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183

on bond of
(Insert name and address of Contractor)

LaTour Construction, Inc.
2134 County Road 8 N.W.
Maple Lake, MN 55358

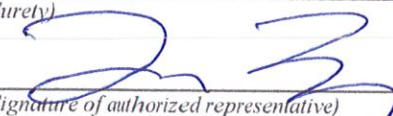
hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety
of any of its obligations to
(Insert name and address of Owner)

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

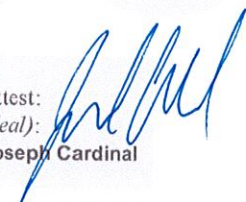
as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **October 10, 2025**
(Insert in writing the month followed by the numeric date and year.)

Travelers Casualty and Surety Company of America
(Surety)


(Signature of authorized representative)

Joshua R Loftis, Attorney-in-Fact
(Printed name and title)

Attest:
(Seal): 
Joseph Cardinal





Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint **Joshua R Loftis** of **ST LOUIS PARK**, **Minnesota**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **16th** day of **February, 2024**.



State of Connecticut

City of Hartford ss.

By:

Bryce Grissom
 Bryce Grissom, Senior Vice President

On this the **16th** day of **February, 2024**, before me personally appeared **Bryce Grissom**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**



Anna P. Nowik

Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **10th** day of **October**, **2025**



Kevin E. Hughes

Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
 Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

MAINTENANCE BONDBond No. 107748559KNOW BY ALL THESE PRESENTS, that we, LaTour Construction, Inc.(hereinafter called the "Principal"), as Principal, and Travelers Casualty and Surety Company of AmericaConnecticut Corporation One Tower Square, Hartford, CT 06183

(hereinafter called the "Surety"), as Surety, are held and firmly bound unto the _____

City of Minnetrista (hereinafter called the "Obligee"), as Obligee in the amount of Ten Thousand & 00/100 (\$10,000)

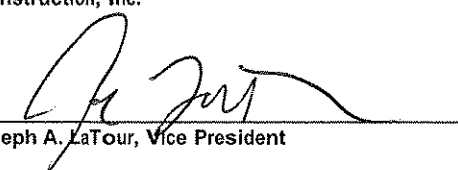
for the payment of which are well and truly to be made, we, the said Principal, and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Sealed with our seals and dated this 14th day of October, 2025**WHEREAS**, the said Principal has heretofore entered into a contract with:City of Minnetristafor: 2023 Street Reconstruction & Utility Improvement Project; City Project No. 01-23

and,

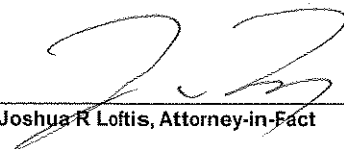
WHEREAS, the said Principal is required to guarantee to the City of Minnetristasaid contract against possible future repairs or replacement costs because of defaults in materials or workmanship which may develop during the period of 2 years(s) from the date of acceptance of said work under said contract.This bond shall be effective from September 15, 2025 to September 15, 2027**NOW, THEREFORE**, if the Principal shall repair any defects in said work occasioned by and resulting from defects in materials furnished by, or workmanship of, the Principal in the performing of the work covered by said contract, occurring within a period of 2 years after date of acceptance of said work by the Obligee, then this obligation shall be null and void, otherwise to remain in full force and effect.

LaTour Construction, Inc.

By: 

Joseph A. LaTour, Vice President

Travelers Casualty and Surety Company of America

By: 

Joshua R. Loftis, Attorney-in-Fact



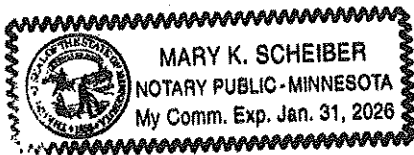
ACKNOWLEDGEMENT OF PRINCIPAL

STATE OF Minnesota)

COUNTY OF Wright)

On this 15th day of October, in the year 2025, before me personally appeared Joseph A. LaTour,
Vice President of
LaTour Construction, Inc., known to me to be
the person whose name is subscribed to the instrument, and acknowledge that he/she executed the same.

In WITNESS WHEREOF, I have hereunto set my hands and affixed my official seal, the day and year in
this certificate first above written.



Mary K. Scheiber, Notary Public

My Commission Expires: Jan. 31, 2026

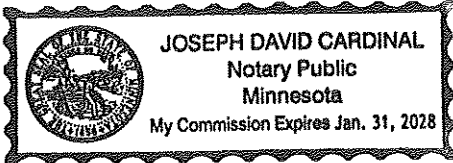
ACKNOWLEDGEMENT OF SURETY

STATE OF Minnesota)

COUNTY OF Hennepin)

On this 14th day of October, in the year 2025, before me personally come(s)
Joshua R Loftis, Attorney-in-Fact of
Travelers Casualty and Surety Company of America, with whom
I am personally acquainted, and who, being by me duly sworn, says that he/she is the Attorney-in-Fact of
Travelers Casualty and Surety Company of America, the company described in and
which executed the within instrument; that he/she know(s) the corporate seal of such Company; and that the seal
affixed to the within instrument is such corporate seal and that it was affixed by order of the Board of Directors of
said Company, and that he/she signed said instrument as Attorney-in-Fact of the said Company by like order.

In WITNESS WHEREOF, I have hereunto set my hands and affixed my official seal, the day and year in
this certificate first above written.



Joseph Cardinal, Notary Public

My Commission Expires: January 31, 2028



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint **Joshua R Loftis** of **ST LOUIS PARK**, **Minnesota**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **16th** day of **February, 2024**.



State of Connecticut

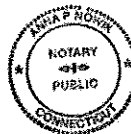
City of Hartford ss.

By: 
 Bryce Grissom, Senior Vice President

On this the **16th** day of **February, 2024**, before me personally appeared **Bryce Grissom**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**




 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

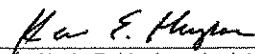
FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **14th** day of **October**, **2025**




 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
 Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

CITY OF MINNETRISTA
BUSINESS / DISCUSSION ITEM



Subject: Building Inspection Reciprocal
Services Agreement with Victoria

Prepared By: David Abel, Community Development Director

Meeting Date: November 3, 2025

Issue: The City of Minnetrista and the City of Victoria have both expressed interest at a staff level in renewing a previously used reciprocal services agreement between the two cities related to building inspection services and plan review. This notion was discussed on September 15th, 2025 at the City Council Work Session and the City Council directed staff to proceed with updating the agreement. The City Council of Victoria and staff had a similar discussion, and they directed their staff to proceed the same. Both cities have reviewed the agreement and are bringing them forward for approval.

Background: The cities of Minnetrista and Victoria previously engaged in a reciprocal services agreement for building inspection services and plan review as recently as 2015.

Recommended City Council Action:
Motion to approve a Building Inspection Reciprocal Services Agreement with the city of Victoria.

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.

Building Inspection Reciprocal Services Agreement

This Agreement (the “Agreement”) is made as of _____, 2025, by and between the city of Minnetrista, a Minnesota municipal corporation (“Minnetrista”) and the city of Victoria, a Minnesota municipal corporation (“Victoria”).

Recitals

- A. Both Minnetrista and Victoria are authorized and empowered to provide for building inspection services to ensure the public health, welfare and safety are provided to residents, businesses, and property owners of their respective communities.
- B. Due to the limited staffing of each city’s building inspections department, both Minnetrista and Victoria have concluded that the public’s interest will be best served if the two cities contract with one another to assist one another with the provision of building inspection services on an as needed and reciprocal basis.
- C. Minnetrista and Victoria both currently have their own employees performing building inspections, but both cities are sometimes in need of additional building inspection services.
- D. The parties desire to enter into an agreement setting forth the terms by which each city will provide the other with reciprocal building inspection services on an as-needed basis.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties hereto agree as follows:

1. SCOPE OF SERVICES

- 1.1 This Agreement shall become effective on _____, 2025, or upon approval and signature of both parties, whichever date is later.
- 1.2 Each city agrees to provide building inspection services to the other as set forth in Attachment 1 to this Agreement (“Services”) on an as-needed basis. All employees providing Services to either city shall be certified as a building inspector in accordance with applicable laws and regulations.
- 1.3 Each city shall designate its own building official as provided for in Minnesota Rules who shall then name the necessary employee(s) of the other city as designee(s) able to provide Services as outlined in this Agreement.
- 1.4 Except as otherwise specifically set forth herein, Services shall include the duties and functions set forth in Attachment 1 to this Agreement, in compliance with local, state, and federal laws, rules and regulations.
- 1.5 Under this Agreement, all applicable permit and inspection fees and operational charges shall be received by the city in which the property receiving Services is located.

- 1.6 The employees of either city performing the Services in the other city shall not be required to attend regular city council meetings, but shall be available to attend a city council or other meeting upon reasonable notice given from the city receiving Services in the event that Services provided will be discussed.
- 1.7 Each city shall make a request to the other to receive Services when needed and there shall be no duty on either city to provide Services until requested by the other. Requests for Services from the other city shall be given the same priority as Services rendered to the city providing Services based on the type and urgency of the required Services. Notwithstanding anything herein to the contrary, there shall be no obligation to provide requested Services if the city receiving the request cannot reasonably provide the requested Services due to workload, employee scheduling, or other business reasons. If a city cannot provide Services in a timely manner, it shall notify the other city as soon as reasonably possible. The Service Hourly Rate set forth in Attachment 2 of this Agreement shall be applicable for these Services.
- 1.8 In the event a correction order, interpretation, or citation is necessary, and the Services are being provided by a designee under this Agreement, the designee shall confer with the requesting city about the need for additional steps, and it shall be the duty of the requesting city to direct the issuance of such orders, interpretations, or citations in accordance with city code, which may result in the designee administering those functions.
- 1.9 Upon completion of the requested inspection, the city providing Services shall forward the original inspection records to the city requesting the Services. All such records shall be kept on file by the requesting city pursuant to state law. All such original records shall remain the exclusive property of the requesting city.
- 1.10 Enforcement and prosecution of any applicable building code requirements by way of judicial action for either criminal or civil sanction shall remain the exclusive responsibility of the requesting city. The providing city shall reasonably cooperate with the requesting city in any enforcement procedures.

2. FEES

- 2.1 The requesting city shall pay the providing city according to the Service Hourly Rate set forth in Attachment 2 of this Agreement, including any overtime which results from providing the requested Services. Service Hourly Rates shall be charged and paid at a one hour minimum. Invoices shall be submitted monthly by the providing city to the requesting city. Payments shall be due from the requesting city upon receipt of the invoice and subsequent approval by the requesting city council.
- 2.2 The rates set forth in Attachment 2 to this Agreement may be adjusted upon written request made by either city and subject to approval by both city councils.

3. GENERAL TERMS AND CONDITIONS

- 3.1 Any employee assigned by either city to perform its obligations under this Agreement shall remain the exclusive employee of the providing city. Neither city shall assume any liability for the direct payment of any salary, wage, workers' compensations, income tax withholding, or

any other type of compensation to any employee of the other for performing any inspection or any other Services performed pursuant to this Agreement.

- 3.2 Both cities and their officers, agents, and employees shall cooperate with and assist the other city in the orderly performance of Services to be provided for herein.
- 3.3 All inspections shall be made on forms utilized and maintained at the requesting city's offices.
- 3.4 The books, records, documents, and accounting procedures of both cities relevant to this Agreement are subject to examination by the other city and either the legislative or state auditor as appropriate, pursuant to Minnesota Statutes.
- 3.5 This Agreement represents the entire agreement between Minnetrista and Victoria and supersedes and cancels any and all prior agreements or proposals, written or oral, between the parties relating to the subject matter hereof. Any amendments, addenda, alterations, or modifications to the terms and conditions of this Agreement shall be in writing and signed by both parties.
- 3.6 Both parties agree to comply with all applicable state, federal and local laws, rules, and regulations.
- 3.7 This Agreement may be terminated by either party at any time, for any reason, following 90 days' written notice to the other party.
- 3.8 Minnetrista agrees to defend, indemnify and hold harmless Victoria, and its officials, agents, and employees from and against all claims, actions, damages, losses, and expenses arising out of or resulting from Minnetrista's performance of the duties required under this Agreement.
- 3.9 Victoria agrees to defend, indemnify and hold harmless Minnetrista, and its officials, agents, and employees from and against all claims, actions, damages, losses, and expenses arising out of or resulting from Victoria's performance of the duties required under this Agreement.
- 3.10 Nothing herein shall be deemed a waiver by either party of the limitations on liability set forth in Minnesota Statutes, Chapter 466. As provided in Minnesota Statutes, Section 471.59, subd. 1a(b), the two cities shall be considered a single governmental unit for purposes of determining the total liability of the two cities under Minnesota Statutes, Chapter 466.
- 3.11 It is agreed that nothing contained in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the persons employed by one city as the agent, representative or employee of the other city for any purpose or in any manner whatsoever.
- 3.12 All notices required by this Agreement shall be in written form and shall be deemed delivered upon its receipt by the City Administrator/Manager. Notice may be made by personal delivery, email, or mail.
- 3.13 In case any one or more of the provisions contained in this Agreement shall be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining

provisions contained herein, and any other application thereof shall not in any way be affected or impaired thereby.

- 3.14 Nothing herein shall be deemed to preclude either city from entering into a similar agreement for Services with another city or with a private entity providing building inspection services.
- 3.15 This Agreement may be simultaneously executed in any number of counterparts, all of which shall constitute one and the same instrument.

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

CITY OF MINNETRISTA

By: _____
Lisa Whalen, Mayor

By: _____
Ann Meyerhoff, City Clerk

CITY OF VICTORIA

By: _____
Debra McMillan, Mayor

By: _____
Dana Hardie, City Manager

ATTACHMENT 1

Each city shall provide the following services to the other under this Agreement:

- Perform the duties and responsibilities of building official and/or building inspector as an official designee as required by the state building code.
- Review building permit applications and ensure that they are accurate, complete, and in compliance with city codes and requirements.
- Review detailed and complex building plans and specifications for compliance with city and state codes and regulations; approve plans for construction or identify areas not complying with regulatory requirements.
- Perform inspections on all classifications of buildings and structures during construction, and upon completion, for conformity with approved plans and adopted building codes.
- Issue oral and/or written orders for correction of faulty, improper, or illegal construction.
- Prepare reports of inspection results and code enforcement activities.
- Issue certificates of occupancy for buildings inspected and constructed in compliance with city and state codes.

ATTACHMENT 2**Service Hourly Rates**

The requesting city shall pay the providing city at a rate of \$ 80.00 per hour.

Overtime shall be provided by the requesting city at a rate of \$ 120.00 per hour.

Mileage costs incurred by the city providing Services shall be paid by the city requesting Services at a rate set by the Internal Revenue Service.

There shall be a one hour minimum charge for Services. Services provided in a single trip to the requesting city that exceeds one hour in duration shall be paid in half hour increments.

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM



Subject: **Application for a Temporary One-day Intoxicating Liquor License for the event of Minnetrista Holiday Tree Lighting on December 4, 2025 at Minnetrista City Hall, 7701 County Road 110 W**

Prepared By: **Ann Meyerhoff, City Clerk**

Meeting Date: **November 3, 2025**

Issue:
The second annual Minnetrista Holiday Tree Lighting is scheduled for Thursday, December 4, 2025, from 5 p.m. to 7 p.m. at Minnetrista City Hall (7701 County Road 110 W). The event will feature a beer and wine tent, a food truck, s’mores, and a visit from Santa. A temporary on-sale liquor license is required for this event.

Overview:
Hosted by the City of Minnetrista, the event will serve beer and wine provided by the Northwest Tonka Lions. According to state liquor laws, a license is needed whenever alcohol is served for monetary transactions. Temporary intoxicating liquor licenses can only be issued for events sponsored by qualifying nonprofit organizations that have been in existence for at least three years and meet other criteria.

All required documentation has been submitted, and the Minnetrista Public Safety Department has confirmed that the applicants have no relevant convictions in the past five years. Therefore, staff recommends approval of the temporary on-sale liquor license.

Conditions:
Staff recommends the following conditions for approval:

1. Only alcoholic beverages provided by Northwest Tonka Lions may be allowed on the property.
2. Alcoholic beverages must remain on the property.
3. On-site access to call 911 must be provided.
4. All relevant laws and postings must be enforced.

As this is a city-hosted event, staff recommends waiving the \$40 application fee.

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.

Conclusion:

Staff recommends that the City Council approve a temporary one-day intoxicating liquor license for the Holiday Tree Lighting on December 4, 2025, at Minnetrista City Hall, for the Northwest Tonka Lions, with the specified conditions.

Recommended City Council Action:

Approve the temporary one-day intoxicating liquor license for the Holiday Tree Lighting on December 4, 2025, at Minnetrista City Hall, with conditions noted above and to waive the \$40 application fee.

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

CONSENT AGENDA ITEM



Subject: Approve City of Minnetrista “Not to Waive” the Monetary Limits on Municipal Tort Liability Established by Minnesota Statutes 466.04

Prepared By: Paula Bauman, Assistant City Administrator

Meeting Date: November 3, 2025

Issue:

The City of Minnetrista purchases liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT). Each year, the City of Minnetrista must set its monetary limits on the City’s tort liability.

Background:

All cities obtaining liability coverage from the LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. Historically, the City of Minnetrista has chosen the “not to waive” option. A brief explanation of the options is below:

If the city chooses the option of **not to waive** the statutory tort limits:

- An individual claimant can recover no more than \$500,000 per claim
- The total payout for all claimants from a single incident is limited to \$1,500,000

If the city **waives** the statutory tort limit and **does not** purchase excess liability coverage:

- A single claimant could recover up to \$2,000,000 per incident
- The total payout for all claimants combined from a single incident would be capped at \$2,000,000

If the city **waives** the statutory limits and **does** buy excess liability coverage:

- A single claimant could recover up to the amount of excess coverage purchased
- The total for all claimants combined from a single incident would also be capped at the amount of coverage purchased.

Recommended City Council Action: Approve and opt “Not to Waive” the statutory tort monetary limits on the municipal tort liability coverage established by Minnesota Statutes 466.04.

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

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

Explain:

Mission Statement:

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

CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: City of Minnetrista

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: Monday, November 3, 2025

Signature: Paula Bauman Position: Assistant City Administrator



CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

Subject: Res No 96-25 Adopting a Street Reconstruction Plan and providing Preliminary Approval for the Issuance of Bonds Thereunder

Prepared By: Brian Grimm, Finance Director

Meeting Date: November 3, 2025

In conjunction with our scheduled 2026 road projects a street reconstruction plan is required for the issuance of the 2026 bonds under chapter 475. This is in addition to the chapter 429 process we are following regarding bonds issued with special assessments. The Public Hearing was called for back on October 6, 2025.

The City Council is holding the Public Hearing at 6:30pm on the Bonds and on the Street Reconstruction Plan (SRP). The action being requested is to adopt by Resolution giving preliminary approval for their issuance and approving the SRP by at least a 2/3rds majority vote of the City Council membership present.

Todd Hagen from Ehlers will be here to further explain and answer any potential questions.

Recommended City Council Action: Resolution Adopting a Street Reconstruction Plan and providing Preliminary Approval for the Issuance of Bonds Thereunder

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

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

Explain: This item is in regard to the Street Reconstruction Plan being used to finance the proposed 2026 Street Improvements under MN Chapter 475

Mission Statement:

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

CITY OF MINNETRISTA, MINNESOTA

RESOLUTION NO. 96-25

**ADOPTING A STREET RECONSTRUCTION PLAN AND PROVIDING
PRELIMINARY APPROVAL FOR THE ISSUANCE OF BONDS THEREUNDER**

BE IT RESOLVED by the City Council of the City of Minnetrista, Minnesota (the “City”) as follows:

Section 1. Authorization.

1.01. The City is authorized under Minnesota Statutes, Section 475.58, subdivision 3b, as amended (the “Act”), to prepare a plan for reconstruction of streets in the City over the next five (5) years, including a description of the affected streets and estimated costs, and to issue general obligation bonds to finance the cost of street reconstruction activities described in the plan.

1.02. Before the issuance of any bonds under the Act, the City is required to hold a public hearing on the plan and issuance of the bonds.

1.03. Pursuant to the Act, the City, in consultation with its City engineer, has caused preparation of a five (5) year street reconstruction plan (the “Plan”), which describes certain street reconstruction activities in the City of the years 2026 through 2030. The reconstruction activities described in the Plan include the reconstruction of all or portions of the certain streets in connection with the 2026 Street Improvement Project, City Project No. 01-26 and West Edge Boulevard in the City, all as described further in the Plan (collectively, the “Street Reconstruction”).

1.04. The City has determined that it is in the best interests of the City to authorize the issuance and sale of general obligation bonds pursuant to the Act in the maximum principal amount of \$3,450,000, plus any premium received (the “Bonds”). The purpose of the Bonds is to finance all or a portion of the costs of the Street Reconstruction as described in the Plan.

1.05. On the date hereof, the City Council held a public hearing on the Plan and the issuance of the Bonds, after publication in the City’s official newspaper of a notice of public hearing at least ten (10) days but no more than twenty-eight (28) days before the date of the hearing.

Section 2. Street Reconstruction Plan; Issuance of Bonds.

2.01. The City Council hereby ratifies all actions of the City’s staff and consultants in preparing the Plan and arranging for approval of this resolution in accordance with the Act.

2.02. The City Council finds that the Plan will improve the City’s street system, which serves the interests of the City as a whole.

2.03. The Plan is approved in the form on file in City Hall.

2.04. The City gives preliminary approval to the issuance of the Bonds in the maximum principal amount of \$3,450,000, plus any premium received; provided that if a petition requesting a vote on the issuance of the Bonds, signed by voters equal to five percent (5%) of the votes cast in the last municipal general election, is filed with the City Clerk within thirty (30) days of the date hereof, the City

may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

Adopted by the City Council of the City of Minnetrista, Minnesota this 3rd day of November, 2025, by a vote of _____ ayes and _____ nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

November 3, 2025

STREET RECONSTRUCTION & OVERLAY PLAN IN
CONNECTION WITH FINANCING: 2026 Street Improvement
Project, City Project No. 01-26 and West Edge Boulevard

City of Minnetrista, MN

2026–2030



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, Minnesota 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.

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I. INTRODUCTION

In 2002, the Minnesota State Legislature passed into law a bill that generally exempts city bonds issued under a street reconstruction plan from the referendum requirements usually required for bonding expenditures. In 2013 the Legislature amended the law to allow bituminous overlays to be included in the street reconstruction plan. The authorization is contained in Minnesota Statutes, Section 475.58, subdivision 3b (the “Act”).

II. PURPOSE

A street reconstruction plan represents a major expenditure of city funds for the reconstruction or bituminous overlay of public streets. As defined in the Act, street reconstruction and bituminous overlay projects include but are not limited to: utility replacement and relocation and other activities incidental to the street reconstruction; the addition or reconstruction of turn lanes, bicycle lanes, sidewalks, paths, and other improvements having a substantial public safety function; realignments and other modifications to intersect with state and county roads; and the local share of state and county road projects. Except in the case of turn lanes, bicycle lanes, sidewalks, paths, and other safety improvements; realignments; intersection modifications; and the local share of state and county road projects, street reconstruction and bituminous overlays do *not* include the portion of project costs allocable to widening a street or adding curbs and gutters where none previously existed.

The Street Reconstruction and Overlay Plan (the “SROP”) is a document designed to anticipate street reconstruction and overlay expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost-effective method. It allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the city considers the benefits, costs, alternatives, and impact on operating expenditures.

The City of Minnetrista, Minnesota (the “City”) believes the street reconstruction and overlay process is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. Good planning is essential for the wise use of limited financial resources. The SROP is designed to be updated on an as needed basis.

III. PLANNING PROCESS

The City Council annually reviews its capital expenditures according to their priority, fiscal impact, and available funding as part of its Capital Improvement Plan (CIP) process. The City assembles the specific capital expenditures to be undertaken within the next five years. The City Council prepares a plan based on the available funding sources. From this information, a preliminary CIP is prepared for public discussion from citizens and other governmental units. Changes are made based on that input, and a final plan is established.

Over the life of the CIP, once the funding becomes available the individual capital expenditures can be made as part of individual project approvals. In subsequent years, the process is repeated as expenditures are completed and new needs arise.

If bonding is necessary, the City collaborates with its municipal advisor to prepare a bond sale and repayment schedule. Street reconstruction and overlay planning occurs separately from the CIP process focusing specifically on those projects to be financed with general obligation street reconstruction bonds under provisions of the Act. The SROP is to describe the identified street reconstruction and overlay projects to be financed, their estimated costs, and any planned reconstruction or overlay of other streets in the City over the next five years.

For the City to use its authority under the Act to finance street reconstruction and bituminous overlay expenditures with general obligation bonds, it must meet the requirements provided therein.

Specifically, the City must hold a public hearing for public input on a the proposed SROP. Notice of such hearing must be published in the official newspaper at least ten, but not more than 28 days prior to the date of the public hearing. In addition, the City Council must approve the SROP and issuance of bonds by a two-thirds majority vote of its membership present at the meeting following a public hearing.

Although a referendum is not required, a reverse referendum is allowable. If a petition requesting a vote on the issuance of bonds bearing the signatures of at least 5 percent of the votes cast in the last municipal general election is filed with the municipal clerk within 30 days after the public hearing, a referendum vote on the issuance of the bonds shall be required to authorize the issuance. If a municipality elects not to submit the question to the voters, the municipality shall not propose the issuance of bonds under the Act for the same purpose for a period of 365 days from the date of receipt of the petition.

IV. PROJECT SUMMARY

The expenditures to be undertaken with this 2026 to 2030 SROP are limited to those listed in Appendix A and further discussed in the following section. All other foreseeable capital expenditures within the City will come through other means or through an amendment to this SROP.

V. FINANCING

The project expenditures under this SROP are estimated at up to \$3,179,270. If these expenditures are to be funded, that amount of money is anticipated to be generated through a combination of tax levy, special assessments and sale of general obligation street reconstruction plan bonds over the five-year period. The anticipated bond size of \$3,345,000 is based upon the estimated hard and soft costs for the projects, plus estimated issuance costs, any capitalized interest, and contingency. However, for the purpose of the SROP, the not to exceed amount for the bonds, including hard and soft costs for the projects, plus estimated issuance costs, any capitalized interest, and contingency, will be \$3,450,000.

In the financing of the SROP, one statutory limitation applies to the City. Under Minnesota Statutes, Chapter 475, with few exceptions, a local government cannot incur debt greater than 3% of the estimated market value (EMV) for its jurisdiction. In the City, the EMV for property tax payable in 2025 is \$3,059,130,900. As noted in the table below, the City’s debt subject to this requirement, including the proposed bond issue, is within the required threshold:

Net Debt Limit, Taxes Payable in 2025	
Estimated Market Value	3,059,130,900
Statutory Debt Limit Factor	3.0%
Statutory Debt Limit	91,773,927
Less: Debt Paid Solely from Taxes	(4,030,000)
Less: Proposed Bond Issue(s)	(3,345,000)
Unused Debt Limit	\$84,398,927

Under the SROP, the City plans to issue up to \$3,450,000 in general obligation bonds in the years 2026 through 2030 to finance the projects listed in Appendix A and further described below.

Year	Description	Street
2026	Full Depth Removal and Replacement	Game Farm Road East from 3900' west of CR 110 to 1500' west of CR 110 Game Farm Road North from 4630' south of CR 21 to 5810' south of CR 21 Saunders Lake Drive North from 265' west of Maple Lane to 350' west of Cedar Court Basswood Drive between Cherrywood Court and 85' north of Walnut Drive
	Mill and Overlay	The remainder of Game Farm Road The remainder of Saunders Lake Drive North Willow Court Maple Lane Cedar Court Saunders Lake Drive South The remainder of Basswood Drive Bluffs Lane North Walnut Drive Cherrywood Court Pinnacle Way Lakeside Drive Lakeside Circle West Edge Boulevard
2027	None Anticipated	
2028	None Anticipated	
2029	None Anticipated	
2030	None Anticipated	

VI. PLAN CONTINUATION

This SROP should be reviewed annually as needed by the City Council using the process outlined in this document. It should review proposed expenditures, make priority decisions, and seek funding for those expenditures it deems necessary for the City. If deemed appropriate, the Council should prepare an update to this SROP.

APPENDIX A

Plan Project Costs

Project Costs by Year		
Year	Project	Amount
2026	2026 Street Improvement Project, City Project No. 01-26 and West Edge Boulevard	\$3,179,270
2027	None Planned	-
2028	None Planned	-
2029	None Planned	-
2030	None Planned	-
Total		\$3,179,270

Proposed Street Reconstruction and Overlay Plan Bond Issue(s)

Street Reconstruction and Overlay Bond Issues by Year	
Year	Amount
2026	\$3,345,000
2027	-
2028	-
2029	-
2030	-
Total	\$3,345,000

APPENDIX B

Proposed SROP Bond Issue(s)

City of Minnetrista, Minnesota

\$23,635,000 GO Road Reconstruction & Water Rev Bonds, Series 2026

Issue Summary

Assumes Current Market Non-BQ AA+ Rates plus 50bps

Total Issue Sources And Uses

Dated 03/05/2026 | Delivered 03/05/2026

	Water Revenue	Street Reconstruction	Issue Summary
Sources Of Funds			
Par Amount of Bonds	\$20,290,000.00	\$3,345,000.00	\$23,635,000.00
Total Sources	\$20,290,000.00	\$3,345,000.00	\$23,635,000.00
Uses Of Funds			
Total Underwriter's Discount (0.800%)	162,320.00	26,760.00	189,080.00
Costs of Issuance	122,761.58	20,238.42	143,000.00
Deposit to Capitalized Interest (CIF) Fund	-	120,022.33	120,022.33
Deposit to Project Construction Fund	20,000,000.00	3,179,270.00	23,179,270.00
Rounding Amount	4,918.42	(1,290.75)	3,627.67
Total Uses	\$20,290,000.00	\$3,345,000.00	\$23,635,000.00

City of Minnetrista, Minnesota

\$3,345,000 GO Road Reconstruction & Water Rev Bonds, Series 2026

Street Reconstruction

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	Fiscal Total
03/05/2026	-	-	-	-	-	-	-
02/01/2027	-	-	120,022.33	120,022.33	(120,022.33)	-	-
08/01/2027	-	-	66,270.00	66,270.00	-	66,270.00	-
02/01/2028	120,000.00	3.150%	66,270.00	186,270.00	-	186,270.00	252,540.00
08/01/2028	-	-	64,380.00	64,380.00	-	64,380.00	-
02/01/2029	120,000.00	3.050%	64,380.00	184,380.00	-	184,380.00	248,760.00
08/01/2029	-	-	62,550.00	62,550.00	-	62,550.00	-
02/01/2030	125,000.00	2.950%	62,550.00	187,550.00	-	187,550.00	250,100.00
08/01/2030	-	-	60,706.25	60,706.25	-	60,706.25	-
02/01/2031	130,000.00	3.000%	60,706.25	190,706.25	-	190,706.25	251,412.50
08/01/2031	-	-	58,756.25	58,756.25	-	58,756.25	-
02/01/2032	135,000.00	3.000%	58,756.25	193,756.25	-	193,756.25	252,512.50
08/01/2032	-	-	56,731.25	56,731.25	-	56,731.25	-
02/01/2033	140,000.00	3.100%	56,731.25	196,731.25	-	196,731.25	253,462.50
08/01/2033	-	-	54,561.25	54,561.25	-	54,561.25	-
02/01/2034	140,000.00	3.250%	54,561.25	194,561.25	-	194,561.25	249,122.50
08/01/2034	-	-	52,286.25	52,286.25	-	52,286.25	-
02/01/2035	145,000.00	3.350%	52,286.25	197,286.25	-	197,286.25	249,572.50
08/01/2035	-	-	49,857.50	49,857.50	-	49,857.50	-
02/01/2036	150,000.00	3.400%	49,857.50	199,857.50	-	199,857.50	249,715.00
08/01/2036	-	-	47,307.50	47,307.50	-	47,307.50	-
02/01/2037	155,000.00	3.650%	47,307.50	202,307.50	-	202,307.50	249,615.00
08/01/2037	-	-	44,478.75	44,478.75	-	44,478.75	-
02/01/2038	165,000.00	3.800%	44,478.75	209,478.75	-	209,478.75	253,957.50
08/01/2038	-	-	41,343.75	41,343.75	-	41,343.75	-
02/01/2039	170,000.00	3.950%	41,343.75	211,343.75	-	211,343.75	252,687.50
08/01/2039	-	-	37,986.25	37,986.25	-	37,986.25	-
02/01/2040	175,000.00	4.050%	37,986.25	212,986.25	-	212,986.25	250,972.50
08/01/2040	-	-	34,442.50	34,442.50	-	34,442.50	-
02/01/2041	185,000.00	4.200%	34,442.50	219,442.50	-	219,442.50	253,885.00
08/01/2041	-	-	30,557.50	30,557.50	-	30,557.50	-
02/01/2042	190,000.00	4.650%	30,557.50	220,557.50	-	220,557.50	251,115.00
08/01/2042	-	-	26,140.00	26,140.00	-	26,140.00	-
02/01/2043	200,000.00	4.700%	26,140.00	226,140.00	-	226,140.00	252,280.00
08/01/2043	-	-	21,440.00	21,440.00	-	21,440.00	-
02/01/2044	210,000.00	4.700%	21,440.00	231,440.00	-	231,440.00	252,880.00
08/01/2044	-	-	16,505.00	16,505.00	-	16,505.00	-
02/01/2045	220,000.00	4.750%	16,505.00	236,505.00	-	236,505.00	253,010.00
08/01/2045	-	-	11,280.00	11,280.00	-	11,280.00	-
02/01/2046	230,000.00	4.800%	11,280.00	241,280.00	-	241,280.00	252,560.00
08/01/2046	-	-	5,760.00	5,760.00	-	5,760.00	-
02/01/2047	240,000.00	4.800%	5,760.00	245,760.00	-	245,760.00	251,520.00
Total	\$3,345,000.00	-	\$1,806,702.33	\$5,151,702.33	(120,022.33)	\$5,031,680.00	-

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: AE2S Task Order No. 19 – Communication and Outreach Assistance
Related to Water Utility Changes

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: November 3, 2025

Issue: The City requires targeted public outreach to educate residents on upcoming water rate increases, water treatment plant project updates, and the transition to monthly billing cycles, ensuring transparency and minimizing confusion during these changes.

Overview: Task Order No. 19 with AE2S provides communication services, including a project webpage with 30 months of updates, a folded newsletter mailer, a follow-up postcard, and a social media plan with five graphics/posts. Projects would commence if approved, at an estimated cost of \$18,840 (hourly basis, not to exceed without approval). The City will handle mailing lists, printing/postage, hosting, notifications, bill adjustments, and social media posting.

Recommended City Council Action: Staff recommend approval of Task Order No. 19 with AE2S for \$18,840 to support effective resident engagement aligned with water improvement goals.

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.

Task Order 19

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated August 1, 2022 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: October 20, 2025
- b. Owner: City of Minnetrista
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): Water Improvements Communication Services
- e. Specific Project (description): Resident education regarding water projects, rate increases and billing cycle changes.

2. Scope of Services

Engineer proposes to work with the Owner to provide public outreach assistance for the education of rate increases, water treatment plant project updates, and the city's switch to monthly billing cycles.

A. The specific services to be provided or furnished by Engineer under this Task Order are:

Scope:

- Design and development of a project specific webpage hosted at <https://www.cityofminnetrista.gov/engineering-development> using ArcGIS as a base.
- Regular monthly updates to project webpage through project completion (30 months).
- Content creation and design for one (1) 11x17 folded-mailer newsletter to be mailed out to residents with information including monthly billing changes, rate changes, project highlight, and QR code to project webpage.
- Develop and design a follow-up postcard to be mailed out to residents with reminders of the upcoming billing changes, project benefits highlights, and link to project webpage.
- Social media plan, content development, and graphic design of five (5) images and social posts.

Deliverables:

- 1-page project website
- 11x17 folded newsletter mailer
- 5x7 postcard
- Social media plan
- (5) Social media graphics

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are as follows:

- Assistance as needed for callouts associated with online bill page, printed bills, and push notifications.

4. Owner's Responsibilities

Owner shall have the following responsibilities as set forth in Article 2 of the agreement and in Exhibit B, subject to the following:

- Provide comprehensive mailing lists
- Associated cost for printing and postage of both newsletter and postcard follow-up
- Host webpage on city's website
- Push notification distribution
- Adjustments to online bill page
- Post social media to city pages

5. Task Order Schedule

The parties shall meet the following schedule:

<u>Task/Project</u>	<u>Completion Date</u>
Water Improvements Communications	December 31, 2025

<u>Party</u>	<u>Action</u>	<u>Schedule</u>
Engineer	Furnish draft of webpage and newsletter mailer.	October 31, 2025
Owner	Submit comments regarding webpage and newsletter mailer.	November 5, 2025
Engineer	Furnish revised webpage and newsletter mailer.	November 7, 2025
Engineer	Furnish social media plan and graphics.	November 7, 2025
Owner	Submit comments regarding social media plan and graphics.	November 11, 2025
Owner	Approve publishment of webpage. Submit newsletter mailer for printing/mailing.	November 11, 2025
Engineer	Furnish revised social media plan and graphics.	November 13, 2025

Owner	Publish social media post #1.	November 14, 2025
Engineer	Furnish follow-up postcard.	November 17, 2025
Owner	Publish social media post #2.	November 24, 2025
Owner	Submit comments regarding postcard.	November 24, 2025
Engineering	Furnish revised postcard.	December 1, 2025
Owner	Submit postcard for printing/mailing.	December 5, 2025
Owner	Publish social media post #3	December 5, 2025
Owner	Publish social media post #4	December 14, 2025
Owner	Publish social media post #5	December 29, 2025

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
Phase 01 – Project Webpage	\$ 3,700	Hourly
Phase 02 – Newsletter	\$ 3,330	Hourly
Phase 03 – Postcard	\$ 1,480	Hourly
Phase 04 – Social Media	\$ 1,080	Hourly
Phase 05 – Support	\$ 9,250	Hourly
Total Compensation	\$18,840	

Compensation items and totals based in whole or in part on hourly Rates are estimates only. Engineer shall not exceed the total compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions in Exhibit C.

7. **Consultants retained as of the Effective Date of the Task Order:** None.

8. **Other Modifications to Agreement and Exhibits:** None.

9. Attachments:

- Exhibit A – Hourly Fee Schedule

10. Other Documents Incorporated by Reference: None.

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is October 20, 2025.

OWNER:

By: _____

Print Name: _____

Title: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Title: _____

Address: _____

E-Mail Address: _____

Phone: _____

ENGINEER:

By: 
Justin Klabo (Oct 15, 2025 17:21:05 CDT)

Print Name: Justin Klabo

Title: Operations Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Aaron Vollmer, PE

Title: Client Development Director

Address: Water Tower Place Business Center
6901 E Fish Lake Rd Ste 104
Maple Grove, MN 55369

E-Mail Address: Aaron.Vollmer@ae2s.com

Phone: 763-463-5036

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC

2025 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

Administrative 1	\$70.00	IT 1	\$140.00
Administrative 2	\$85.00	IT 2	\$189.00
Administrative 3	\$99.00	IT 3	\$232.00
Communications Specialist 1	\$113.00	Land Surveyor Assistant	\$103.00
Communications Specialist 2	\$132.00	Land Surveyor 1	\$124.00
Communications Specialist 3	\$152.00	Land Surveyor 2	\$150.00
Communications Specialist 4	\$183.00	Land Surveyor 3	\$169.00
Communications Specialist 5	\$202.00	Land Surveyor 4	\$186.00
		Land Surveyor 5	\$205.00
Construction Services 1	\$135.00	Operations Specialist 1	\$108.00
Construction Services 2	\$165.00	Operations Specialist 2	\$135.00
Construction Services 3	\$183.00	Operations Specialist 3	\$167.00
Construction Services 4	\$203.00	Operations Specialist 4	\$191.00
Construction Services 5	\$224.00	Operations Specialist 5	\$214.00
Engineering Assistant 1	\$91.00	Project Coordinator 1	\$125.00
Engineering Assistant 2	\$107.00	Project Coordinator 2	\$140.00
Engineering Assistant 3	\$135.00	Project Coordinator 3	\$156.00
Engineer 1	\$146.00	Project Coordinator 4	\$172.00
Engineer 2	\$175.00	Project Coordinator 5	\$194.00
Engineer 3	\$205.00	Project Manager 1	\$221.00
Engineer 4	\$237.00	Project Manager 2	\$242.00
Engineer 5	\$254.00	Project Manager 3	\$259.00
Engineer 6	\$269.00	Project Manager 4	\$274.00
Engineering Technician 1	\$90.00	Project Manager 5	\$293.00
Engineering Technician 2	\$113.00	Project Manager 6	\$307.00
Engineering Technician 3	\$136.00	Sr. Designer 1	\$192.00
Engineering Technician 4	\$152.00	Sr. Designer 2	\$213.00
Engineering Technician 5	\$174.00	Sr. Designer 3	\$229.00
Financial Analyst 1	\$121.00	Sr. Financial Analyst 1	\$227.00
Financial Analyst 2	\$137.00	Sr. Financial Analyst 2	\$248.00
Financial Analyst 3	\$165.00	Sr. Financial Analyst 3	\$269.00
Financial Analyst 4	\$180.00		
Financial Analyst 5	\$201.00		
GIS Specialist 1	\$113.00	Technical Expert 1	\$348.00
GIS Specialist 2	\$137.00	Technical Expert 2	Negotiable
GIS Specialist 3	\$162.00		
GIS Specialist 4	\$181.00		
GIS Specialist 5	\$202.00		
I&C Assistant 1	\$108.00		
I&C Assistant 2	\$134.00		
I&C 1	\$160.00		
I&C 2	\$189.00		
I&C 3	\$213.00		
I&C 4	\$226.00		
I&C 5	\$237.00		

Reimbursable Expense Rates

Transportation	\$0.75/mile
Survey Vehicle	\$0.95/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS – Survey	\$50.00/hour
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$25.00/hour
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$291.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM 6B

Subject: Res. No. 97-25 Resolution of Support for Acquisition of 6300 Painter Road by MCWD

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

Meeting Date: November 3, 2025

Background: Minnehaha Creek Watershed District has identified the potential opportunity to acquire an 11.4-acre parcel located at 6300 Painter Road, A Agriculture Zoning District; PID# 02-117-24-32-0010 (the “Property”), which offers the possibility for regional water quality improvements draining to Jennings’ Bay on Lake Minnetonka. This parcel is situated within the Painter Creek Subwatershed, near MCWD’s existing strategic land holdings and other publicly held conservation easements, and is identified in MCWD’s 2017 Watershed Management Plan as a priority area for coordinated planning and capital investment due to its regional ecological significance and its contribution to phosphorus loading to impaired Jennings Bay. The Property is available on a willing seller basis.

Discussion: Minn. Stat. § 462.356, Subd. 2 requires public agencies to notify the planning agency of a city prior to purchase of any public land. Furthermore, it is stated that the planning agency (Planning Commission) shall review the potential purchase and report in writing to the governing body (City Council) its findings as to compliance with the comprehensive municipal plan.

Recommended Action: Motion to adopt a resolution of support for Minnehaha Creek Watershed District’s acquisition of 6300 Painters Circle.

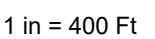
Attachments:

1. Location Map
2. Letter from MCWD Regarding Purchase
3. Res. No. 97-25 Resolution of Support for Acquisition of 6300 Painter Road by MCWD

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.

Section 6, Item b)



- 
- The logo of the City of Minnetrista is an oval emblem. It features a stylized blue 'M' with a green wave-like base. Above the 'M' are two green pine trees. The words 'CITY OF' are arched above the trees, and 'MINNETRISTA' is arched below the wave.



October 14, 2025

City of Minnetrista Planning Commission
City of Minnetrista
7701 Co. Rd. 110 W.
Minnetrista, MN 55364

RE: Consideration of Minnehaha Creek Watershed District's Purchase of 6300 Painter Road

Dear Chairman Young and Planning Commission Members:

The Minnehaha Creek Watershed District (MCWD) has a rich history of partnership with the City of Minnetrista, bridging land use planning with shared goals for natural resource stewardship.

Successful examples of this can be found in the delivery of the 42-acre Mader Wetland Bank, which improved water quality and facilitated thoughtful conservation development, and the acquisition and delivery of the 160-acre Six Mile Marsh Prairie restoration, which restored critical habitat and delivered a new publicly accessible nature-based place off the Dakota Regional Trail. Together, MCWD and Minnetrista have collaborated to deliver a shared vision for sustainable growth that maintains the city's rural character, while improving natural resources and expanding recreational access to nature.

This year, through its annual coordination meetings with the City of Minnetrista, MCWD identified the potential opportunity to acquire an 11.4-acre parcel located at 6300 Painter Road, which offers the possibility for regional water quality improvements draining to Jennings' Bay on Lake Minnetonka. This parcel is situated within the Painter Creek Subwatershed, near MCWD's existing strategic land holdings and other publicly held conservation easements, and is identified in MCWD's 2017 Watershed Management Plan as a priority area for coordinated planning and capital investment due to its regional ecological significance and its contribution to phosphorus loading to impaired Jennings Bay.

Guided by Minnetrista staff, MCWD is asking for review by the Planning Commission before seeking support from the Minnetrista City Council. As MCWD's proposed acquisition is considered, it is our understanding that this potential acquisition aligns with the City's Comprehensive Plan, and that it offers a unique opportunity to advance shared objectives around water quality, ecological restoration, and community access to natural areas. MCWD will be available at the October 27, 2025, Planning Commission meeting to answer any questions you may have at that time.

Sincerely,

James Wisker

James Wisker
District Administrator

We collaborate with public and private partners to protect and improve land and water for current and future generations.

RESOLUTION NO. 97-25

**A RESOLUTION OF SUPPORT FOR THE ACQUISITION OF 6300 PAINTER ROAD
BY MINNEHAHA CREEK WATERSHED DISTRICT**

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

WHEREAS, Minnesota State Statue 462.365 (subd. 2) requires public agencies to notify the planning agency of a city prior to purchase of any public land and the planning agency (Planning Commission) shall review the potential purchase and report in writing the governing body (City Council) its findings as to compliance with the comprehensive municipal plan; and

WHEREAS, Minnehaha Creek Watershed District (“MCWD”) has entered into an agreement with the landowners to purchase property adjacent to Painters Creek; and

WHEREAS, the property proposed to be purchased is generally located at 6300 Painter Road (the “Property”) and is legally described on Exhibit A attached hereto: and

WHEREAS, if the purchase agreement is completed, Westonka proposes to use the Property for regional water quality improvements, ecological restoration, and community access to natural areas; and

WHEREAS, on October 27, 2025, the Minnetrista Planning Commission considered the proposed land purchase and, after consideration of the record before it, voted 5-0 in favor of recommending the City Council determine the proposed land purchase is consistent with the 2040 Comprehensive Plan; and

WHEREAS, on November 3, 2025, the City Council reviewed the proposed land purchase and the findings of the Planning Commission.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby determines the proposed land purchase of 6300 Painter Road by Minnehaha Creek Watershed District is consistent with the 2040 Comprehensive Plan.

This resolution was adopted by the City Council of the City of Minnetrista on the 3rd day of March 2025, by a vote of ____ Ayes and ____ Nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

EXHIBIT A

Legal Description of 6300 Painter Road:

That part of the following described property:

That part of the Northwest quarter of the Southwest quarter, and of the North half of the Southwest quarter of the Southwest quarter of Section 2, Township 117 North, Range 24 West of the 5th Principal Meridian, lying Northerly of the centerline of Painters Creek, EXCEPT that portion platter as PAINTERS CREEK ESTATES

Which lies South of the North 405 feet of said Northwest quarter of the Southwest quarter.