APRIL 21, 2025 CITY COUNCIL MEETING AGENDA

April 21, 2025 at 7:00 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 Allie Polsfuss, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering
   - **c)** Approval of Agenda
2) **SPECIAL PRESENTATIONS**
   - a) 1st Quarter 2025 Financial Update
3) **PERSONS TO BE HEARD**

   The City Council invites residents to share new ideas or concerns related to city business not already on the agenda; however, individual question and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or for consideration at a future meeting. The Mayor may use discretion if speakers are repeating views already expressed or ask for a spokesperson for groups of individuals with similar views. Speakers should state their name and home address at the podium before speaking.
4) **CONSENT AGENDA**
   - a) Approve Work Session Meeting Minutes from April 7, 2025
   - b) Approve City Council Regular Meeting Minutes
   - c) Approve conditional Offer of Employment for Police Officer Melissa Robbins
   - d) Approve Plans and Specifications and Authorize Advertisement of Bids for the Security Camera System Project
   - e) Res. No. 42-25 Approve Claims
5) **PUBLIC HEARINGS**
6) **BUSINESS ITEMS**
   - a) Res. No. 43-25 Opposition to HF 4124 and SF 4689 - Homeowners Association Reform Bills
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 OF MINNETRISTA

INFORMATIONAL ITEM

Subject: Financial Update - For 1st Quarter 2025

Prepared By: Brian Grimm, Finance Director

Date: April 21, 2025

Item: Attached is a year-to-date revenue report and expenditure by department report for the general fund as well as an overall current cash and investment report. The reports attached reflect activity through 1st quarter 2025 (first three months of the year)

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

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

Being at that lower revenue percentage at this time of year, is due to the fact that we don't receive our 1st half tax settlement until June/July. Also, generally licenses and permits tend to pick up more in the spring/summer. We have seen licenses and permits tracking fairly well for the 1st quarter though as we are at about 24% of our annual budgeted amount.

On the expenditure report most items are tracking as expected as well. Overall general fund expenditures are at about 28% year to date in comparison to the total 2025 general fund budgeted expenditures. This is comparable to previous years as for 2024 it was around 27% at this time.

Some things such as property insurance have been paid through the full year and the fire department contracts have been paid through mid-year.

The current cash and investment total for all funds as of March 2025 is 15,228,151.22.

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

The 2024 audited financial numbers are scheduled to be presented at the Council meeting on May 19, 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.

This information item is a normal update to Council for tracking the 2025 budget to actual numbers.

Mission Statement:

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

CITY OF MINNETRISTA

Revenue Guideline updated 2025

Account Descr	2025 YTD Budget	MARCH 2025 Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2024 YTD Amt
101 GENERAL FUND						
R 101-100-31010 GENERAL PROPER	$5,046,638.00	$0.00	$0.00	$5,046,638.00	0.00%	$0.00
R 101-100-31020 DELINQUENT AD	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-100-31040 FISCAL DISPARITI	$126,000.00	$0.00	$0.00	$126,000.00	0.00%	$0.00
R 101-200-32120 BUSINESS LICENS	$6,000.00	$0.00	$0.00	$6,000.00	0.00%	$0.00
R 101-200-32210 BUILDING PERMIT	$655,000.00	$73,029.10	$157,401.40	$497,598.60	24.03%	$129,537.77
R 101-200-32212 BLDG - ENGINEER	$40,000.00	$4,200.00	$9,800.00	$30,200.00	24.50%	$8,400.00
R 101-200-32230 PLUMBING AND H	$55,000.00	$3,955.00	$11,875.00	$43,125.00	21.59%	$13,781.05
R 101-200-32240 DOG LICENSES	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-200-32250 ELECTRICAL PERM	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-200-32260 OTHER PERMITS	$3,000.00	$105.00	$1,335.00	$1,665.00	44.50%	$1,370.00
R 101-300-33160 FEDERAL GRANT	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-300-33265 SAFE & SOBER GR	$10,000.00	$0.00	$0.00	$10,000.00	0.00%	$4,170.42
R 101-300-33270 FIRE SERVICES G	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-300-33401 LOCAL GOVERNME	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-300-33402 HOMESTEAD CRE	$6,000.00	$0.00	$0.00	$6,000.00	0.00%	$0.00
R 101-300-33406 POST REIMBURSE	$13,000.00	$0.00	$861.00	$12,139.00	6.62%	$0.00
R 101-300-33407 POLICE AID	$150,000.00	$0.00	$0.00	$150,000.00	0.00%	$0.00
R 101-300-33416 PERA STATE AID	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-300-33425 STATE AID OTHER	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-300-33510 DRUG TASK FORC	$60,000.00	$0.00	$0.00	$60,000.00	0.00%	$0.00
R 101-400-34101 CITY HALL RENT	$2,200.00	$2,251.00	$2,251.00	-$51.00	102.32%	$1,751.01
R 101-400-34103 ZONING AND SUB	$45,000.00	$4,750.00	$12,260.00	$32,740.00	27.24%	$9,840.00
R 101-400-34104 WETLAND PERMIT	$2,500.00	$0.00	$250.00	$2,250.00	10.00%	$250.00
R 101-400-34105 SALE OF MAPS AN	$250.00	$0.00	$0.00	$250.00	0.00%	-$157.00
R 101-400-34106 REPORT COPIES	$2,500.00	$226.00	$380.70	$2,119.30	15.23%	$729.50
R 101-400-34107 ASSESSMENT SEA	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-400-34109 MISC FEES	$1,000.00	$73.65	$488.42	$511.58	48.84%	$135.90
R 101-400-34301 STREET STATE AI	$20,000.00	$0.00	$10,000.00	$10,000.00	50.00%	$10,000.00
R 101-400-34303 STREET DEPARTM	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-400-34401 CRIME LEVY - ISD	$50,000.00	$0.00	$0.00	$50,000.00	0.00%	$0.00
R 101-400-34501 POLICE SERVICES	$290,509.00	$72,627.25	$145,254.50	$145,254.50	50.00%	$139,122.50
R 101-400-34502 FIRE SERVICE CAL	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-400-34940 SQUAD/EQUIP SAL	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-400-34950 SUPPLIES/MATERI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-400-37170 OTHER/CELL PHO	$200,000.00	$10,264.27	$20,528.54	$179,471.46	10.26%	$19,738.98
R 101-500-35101 COURT FINES	$35,000.00	$1,641.74	$4,407.74	$30,592.26	12.59%	$6,382.27
R 101-500-35104 ALARM FINES	$0.00	$200.00	$800.00	-$800.00	0.00%	$200.00

Account Descr	2025 YTD Budget	MARCH 2025 Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2024 YTD Amt
R 101-500-35105 DOG RELEASE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-500-35300 FORFEITURES	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-600-36101 SPECIAL ASSESSM	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-610-36210 INTEREST ON INV	$100,000.00	$30.49	$21,116.21	$78,883.79	21.12%	$35,689.96
R 101-620-36230 CONTRIBUTIONS	$10,000.00	$1,000.00	$1,000.00	$9,000.00	10.00%	$0.00
R 101-620-36240 REVENUE COLL FO	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-620-36250 REFUNDS AND REI	$15,000.00	$0.00	$11,441.78	$3,558.22	76.28%	$979.97
R 101-620-36251 PD REFUNDS/REI	$5,000.00	$0.00	$0.00	$5,000.00	0.00%	$4,450.00
R 101-620-37170 OTHER/CELL PHO	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 101-620-39101 SALE OF FIXED AS	$2,000.00	$0.00	$0.00	$2,000.00	0.00%	$0.00
R 101-700-40000 OPERATING TRAN	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
101 GENERAL FUND	$6,951,597.00	$174,353.50	$411,451.29	$6,540,145.71	5.92%	$386,372.33
	$6,951,597.00	$174,353.50	$411,451.29	$6,540,145.71	5.92%	$386,372.33

CITY OF MINNETRISTA
Expenditure Guideline by Departments - 2025 upd

Account Descr	2025 YTD Budget	MARCH 2025 Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2024 YTD Amt
101 GENERAL FUND						
41110 COUNCIL						
E 101-41110-101 SALARIES-REGULA	$28,200.00	$2,350.00	$4,700.00	$23,500.00	16.67%	$4,700.00
E 101-41110-122 FICA - EMPLOYER	$2,157.00	$179.80	$359.60	$1,797.40	16.67%	$359.60
E 101-41110-201 OFFICE SUPPLIES	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41110-361 GENERAL LIABILIT	$2,575.00	$0.00	$2,575.00	$0.00	100.00%	$1,819.81
E 101-41110-433 DUES & SUBSRIPT	$2,000.00	$87.01	$345.00	$1,655.00	17.25%	$643.99
E 101-41110-435 COUNCIL TRAIN/R	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41110-436 CONTRIBUTIONS	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41110-437 MISCELLANEOUS E	$3,399.00	$0.00	$990.97	$2,408.03	29.15%	$226.17
E 101-41110-440 APPRECIATION EV	$10,000.00	$0.00	$5,814.95	$4,185.05	58.15%	$1,505.24
E 101-41110-442 LMA	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41110-443 WRA	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
41110 COUNCIL	$48,331.00	$2,616.81	$14,785.52	$33,545.48	30.59%	$9,254.81
41320 ADMINISTRATION						
E 101-41320-101 SALARIES-REGULA	$480,801.00	$37,099.26	$107,470.65	$373,330.35	22.35%	$102,950.10
E 101-41320-102 SALARIES-OVERTI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41320-121 PERA - EMPLOYER	$36,060.00	$2,676.80	$7,754.17	$28,305.83	21.50%	$7,423.44
E 101-41320-122 FICA - EMPLOYER	$36,781.00	$2,694.55	$7,834.10	$28,946.90	21.30%	$7,506.61
E 101-41320-131 HEALTH & LIFE IN	$49,680.00	$5,221.89	$20,460.77	$29,219.23	41.19%	$22,243.03
E 101-41320-151 WORKMEN S COM	$2,233.00	$0.00	$2,233.00	$0.00	100.00%	$3,050.90
E 101-41320-201 OFFICE SUPPLIES	$3,090.00	$138.61	$607.69	$2,482.31	19.67%	$931.05
E 101-41320-202 COPY & PRINTING	$3,605.00	$1,130.00	$1,130.00	$2,475.00	31.35%	$1,118.31
E 101-41320-302 CONSULTANTS/MI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41320-307 PROFESSIONAL SE	$7,000.00	$222.63	$601.07	$6,398.93	8.59%	$2,659.54
E 101-41320-322 POSTAGE	$7,354.00	$175.85	$2,077.82	$5,276.18	28.25%	$2,139.81
E 101-41320-331 TRAVEL EXPENSE	$0.00	$0.00	$0.00	$0.00	0.00%	$38.86
E 101-41320-351 LEGAL NOTICE &	$1,030.00	$0.00	$0.00	$1,030.00	0.00%	$0.00
E 101-41320-404 VEHICLE & EQUIP	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41320-410 COMPUTER SERVI	$30,900.00	$2,801.62	$7,894.95	$23,005.05	25.55%	$5,690.80
E 101-41320-433 DUES & SUBSRIPT	$25,000.00	$880.60	$21,093.89	$3,906.11	84.38%	$13,614.78
E 101-41320-435 COUNCIL TRAIN/R	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41320-437 MISCELLANEOUS E	$4,000.00	$268.04	$2,210.15	$1,789.85	55.25%	$1,074.84
41320 ADMINISTRATION	$687,534.00	$53,309.85	$181,368.26	$506,165.74	26.38%	$170,442.07
41410 ELECTIONS						
E 101-41410-101 SALARIES-REGULA	$0.00	$0.00	$0.00	$0.00	0.00%	$5,020.25
E 101-41410-122 FICA - EMPLOYER	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00

Account Descr	2025 YTD Budget	MARCH 2025 Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2024 YTD Amt
E 101-41410-201 OFFICE SUPPLIES	$0.00	$0.00	$0.00	$0.00	0.00%	$320.23
E 101-41410-202 COPY & PRINTING	$0.00	$0.00	$0.00	$0.00	0.00%	$208.48
E 101-41410-322 POSTAGE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41410-404 VEHICLE & EQUIP	$3,000.00	$0.00	$0.00	$3,000.00	0.00%	$1,744.79
E 101-41410-437 MISCELLANEOUS E	$0.00	$0.00	$0.00	$0.00	0.00%	$20.10
41410 ELECTIONS	$3,000.00	$0.00	$0.00	$3,000.00	0.00%	$7,313.85
41530 AUDITOR						
E 101-41530-301 AUDITING AND AC	$41,160.00	$1,491.00	$6,636.00	$34,524.00	16.12%	$11,921.10
41530 AUDITOR	$41,160.00	$1,491.00	$6,636.00	$34,524.00	16.12%	$11,921.10
41610 ATTORNEY						
E 101-41610-304 LEGAL FEES - ATT	$55,000.00	$8,028.67	$8,028.67	$46,971.33	14.60%	$3,038.00
E 101-41610-305 PROSECUTING AT	$50,000.00	$4,362.95	$4,362.95	$45,637.05	8.73%	$0.00
E 101-41610-311 HR ATTORNEY	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
41610 ATTORNEY	$105,000.00	$12,391.62	$12,391.62	$92,608.38	11.80%	$3,038.00
41910 PLANNING						
E 101-41910-101 SALARIES-REGULA	$253,521.00	$19,382.40	$56,163.65	$197,357.35	22.15%	$54,648.00
E 101-41910-102 SALARIES-OVERTI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41910-121 PERA - EMPLOYER	$19,014.00	$1,453.68	$4,212.27	$14,801.73	22.15%	$4,098.60
E 101-41910-122 FICA - EMPLOYER	$19,394.00	$1,428.72	$4,142.01	$15,251.99	21.36%	$4,025.32
E 101-41910-131 HEALTH & LIFE IN	$28,800.00	$2,754.00	$10,363.14	$18,436.86	35.98%	$9,969.63
E 101-41910-151 WORKMEN S COM	$1,155.00	$0.00	$1,155.00	$0.00	100.00%	$1,118.66
E 101-41910-201 OFFICE SUPPLIES	$1,133.00	$0.00	$0.00	$1,133.00	0.00%	$0.00
E 101-41910-202 COPY & PRINTING	$2,000.00	$627.59	$627.59	$1,372.41	31.38%	$324.00
E 101-41910-302 CONSULTANTS/MI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41910-303 ENGINEERING SE	$4,000.00	$0.00	$0.00	$4,000.00	0.00%	$0.00
E 101-41910-307 PROFESSIONAL SE	$0.00	$41.86	$83.72	-$83.72	0.00%	$0.00
E 101-41910-322 POSTAGE	$200.00	$0.00	$0.00	$200.00	0.00%	$0.00
E 101-41910-331 TRAVEL EXPENSE	$225.00	$0.00	$0.00	$225.00	0.00%	$0.00
E 101-41910-351 LEGAL NOTICE &	$1,200.00	$167.70	$215.00	$985.00	17.92%	$107.26
E 101-41910-433 DUES & SUBSRIPT	$1,100.00	$163.80	$163.80	$936.20	14.89%	$0.00
E 101-41910-435 COUNCIL TRAIN/R	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41910-437 MISCELLANEOUS E	$700.00	$0.00	$0.00	$700.00	0.00%	$0.00
41910 PLANNING	$332,442.00	$26,019.75	$77,126.18	$255,315.82	23.20%	$74,291.47
41940 GOVERNMENT BUILDINGS (CH/PW)						
E 101-41940-101 SALARIES-REGULA	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41940-121 PERA - EMPLOYER	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41940-122 FICA - EMPLOYER	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41940-211 CLEANING & MAIN	$8,000.00	$400.00	$1,087.81	$6,912.19	13.60%	$1,280.52

Account Descr	2025 YTD Budget	MARCH 2025 Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2024 YTD Amt
E 101-41940-223 BUILDING REPAIR	$3,300.00	$99.88	$282.14	$3,017.86	8.55%	$117.84
E 101-41940-321 TELEPHONE	$14,000.00	$1,120.15	$3,044.78	$10,955.22	21.75%	$4,598.01
E 101-41940-362 PROPERTY INSUR	$27,000.00	$0.00	$27,000.00	$0.00	100.00%	$26,435.15
E 101-41940-381 ELECTRIC UTILITI	$14,000.00	$1,133.64	$2,175.76	$11,824.24	15.54%	$2,931.73
E 101-41940-383 NATURAL GAS	$6,000.00	$1,622.00	$3,083.27	$2,916.73	51.39%	$1,688.46
E 101-41940-384 REFUSE REMOVAL	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41940-401 BLDG/STRUCT MAI	$8,000.00	$326.61	$957.42	$7,042.58	11.97%	$452.34
E 101-41940-402 LAWN MAINTENAN	$10,500.00	$0.00	$0.00	$10,500.00	0.00%	$0.00
E 101-41940-404 VEHICLE & EQUIP	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-41940-437 MISCELLANEOUS E	$0.00	$0.00	$26.78	-$26.78	0.00%	$0.00
E 101-41940-531 BUILDING IMPROV	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
41940 GOVERNMENT BUILDINGS	$90,800.00	$4,702.28	$37,657.96	$53,142.04	41.47%	$37,504.05
42110 POLICE DEPARTMENT						
E 101-42110-101 SALARIES-REGULA	$1,972,205.00	$148,813.67	$440,629.02	$1,531,575.98	22.34%	$417,341.08
E 101-42110-102 SALARIES-OVERTI	$38,000.00	$4,566.43	$14,257.99	$23,742.01	37.52%	$15,866.74
E 101-42110-103 SALARIES-SAFE&S	$5,000.00	$1,874.55	$5,687.60	-$687.60	113.75%	$4,452.33
E 101-42110-104 SALARIES-DARE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-106 SALARIES-CHFCHA	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-121 PERA - EMPLOYER	$327,489.00	$25,380.81	$75,455.24	$252,033.76	23.04%	$69,970.10
E 101-42110-122 FICA - EMPLOYER	$46,117.00	$3,426.89	$10,073.90	$36,043.10	21.84%	$9,639.42
E 101-42110-131 HEALTH & LIFE IN	$248,400.00	$22,504.97	$87,393.00	$161,007.00	35.18%	$74,995.85
E 101-42110-151 WORKMEN S COM	$67,250.00	$0.00	$67,250.00	$0.00	100.00%	$86,442.07
E 101-42110-201 OFFICE SUPPLIES	$4,000.00	$229.73	$1,004.86	$2,995.14	25.12%	$457.20
E 101-42110-202 COPY & PRINTING	$3,500.00	$390.26	$547.51	$2,952.49	15.64%	$607.34
E 101-42110-211 CLEANING & MAIN	$14,000.00	$1,053.21	$2,636.23	$11,363.77	18.83%	$1,933.40
E 101-42110-212 MOTOR FUELS AN	$45,000.00	$3,352.15	$6,834.83	$38,165.17	15.19%	$7,292.55
E 101-42110-221 EQUIPMENT PART	$20,000.00	$2,481.38	$5,989.19	$14,010.81	29.95%	$2,993.68
E 101-42110-240 SMALL TOOLS AN	$1,000.00	$33.19	$152.12	$847.88	15.21%	$39.03
E 101-42110-301 AUDITING AND AC	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-304 LEGAL FEES - ATT	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-307 PROFESSIONAL SE	$25,000.00	$2,685.00	$5,120.00	$19,880.00	20.48%	$5,100.73
E 101-42110-315 RENT/SIRENS	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-319 KENNEL CHARGES	$2,000.00	$0.00	$1,450.00	$550.00	72.50%	$1,200.00
E 101-42110-321 TELEPHONE	$12,000.00	$367.78	$1,263.91	$10,736.09	10.53%	$3,651.71
E 101-42110-322 POSTAGE	$500.00	$0.00	$0.00	$500.00	0.00%	$68.65
E 101-42110-339 SIREN AND MAINT	$21,000.00	$0.00	$4,797.12	$16,202.88	22.84%	$4,797.12
E 101-42110-362 PROPERTY INSUR	$25,000.00	$0.00	$25,000.00	$0.00	100.00%	$24,010.37
E 101-42110-363 AUTOMOBILE INS	$13,000.00	$0.00	$13,000.00	$0.00	100.00%	$12,644.00
E 101-42110-381 ELECTRIC UTILITI	$42,000.00	$15,733.48	$15,733.48	$26,266.52	37.46%	$10,799.29
E 101-42110-383 NATURAL GAS	$8,000.00	$1,353.30	$1,353.30	$6,646.70	16.92%	$2,148.97

Account Descr	2025 YTD Budget	MARCH 2025 Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2024 YTD Amt
E 101-42110-401 BLDG/STRUCT MAI	$16,000.00	$1,256.25	$1,438.53	$14,561.47	8.99%	$1,519.69
E 101-42110-404 VEHICLE & EQUIP	$27,000.00	$6,384.92	$9,226.15	$17,773.85	34.17%	$11,495.19
E 101-42110-410 COMPUTER SERVI	$60,000.00	$6,617.84	$21,370.07	$38,629.93	35.62%	$9,127.66
E 101-42110-415 RADIO LEASE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-416 RENTAL	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-417 UNIFORMS	$18,000.00	$795.74	$1,891.95	$16,108.05	10.51%	$7,013.60
E 101-42110-418 RECRUITING	$12,000.00	$0.00	$3,499.46	$8,500.54	29.16%	$5,215.00
E 101-42110-428 RESERVE OFFICER	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-431 TRAIN/MTG/EXP &	$10,000.00	$0.00	$475.37	$9,524.63	4.75%	$1,791.58
E 101-42110-432 DRUG TASK FORC	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-433 DUES & SUBSRIPT	$14,000.00	$3,970.00	$8,051.68	$5,948.32	57.51%	$4,888.00
E 101-42110-434 POLICE TRAINING	$22,000.00	$3,210.00	$5,655.00	$16,345.00	25.70%	$4,996.08
E 101-42110-435 COUNCIL TRAIN/R	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-437 MISCELLANEOUS E	$3,500.00	$158.45	$277.34	$3,222.66	7.92%	$117.94
E 101-42110-440 APPRECIATION EV	$13,000.00	$2,999.81	$3,549.81	$9,450.19	27.31%	$5,804.72
E 101-42110-441 CORRECTION FEE	$5,000.00	$0.00	$0.00	$5,000.00	0.00%	$696.84
E 101-42110-450 DARE/CRIME PREV	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-510 CITIZEN CORPS C	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-511 CERT TEAM	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-512 VOLUNTEERS IN P	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-513 MEDICAL RESERV	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-560 EQIUP AND FURNI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42110-590 PROGRAMS	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
42110 POLICE DEPARTMENT	$3,140,961.00	$259,639.81	$841,064.66	$2,299,896.34	26.78%	$809,117.93
42210 FIRE DEPARTMENT						
E 101-42210-307 PROFESSIONAL SE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42210-316 FIRE CONTRACT M	$376,764.00	$94,191.00	$188,382.00	$188,382.00	50.00%	$201,612.50
E 101-42210-317 FIRE SATELLITE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42210-318 FIRE CONTRACT S	$349,316.00	$86,702.50	$173,405.00	$175,911.00	49.64%	$156,895.50
42210 FIRE DEPARTMENT	$726,080.00	$180,893.50	$361,787.00	$364,293.00	49.83%	$358,508.00
42401 BUILDING INSPECTION						
E 101-42401-101 SALARIES-REGULA	$187,221.00	$14,188.80	$41,118.41	$146,102.59	21.96%	$40,168.02
E 101-42401-102 SALARIES-OVERTI	$5,000.00	$0.00	$0.00	$5,000.00	0.00%	$0.00
E 101-42401-107 SEASONAL SALARI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42401-121 PERA - EMPLOYER	$14,042.00	$1,064.16	$3,083.88	$10,958.12	21.96%	$3,012.61
E 101-42401-122 FICA - EMPLOYER	$14,322.00	$1,070.60	$3,110.55	$11,211.45	21.72%	$3,061.21
E 101-42401-131 HEALTH & LIFE IN	$28,800.00	$2,113.56	$9,071.00	$19,729.00	31.50%	$9,922.91
E 101-42401-151 WORKMEN S COM	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42401-201 OFFICE SUPPLIES	$550.00	$0.00	$0.00	$550.00	0.00%	$0.00

Account Descr	2025 YTD Budget	MARCH 2025 Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2024 YTD Amt
E 101-42401-202 COPY & PRINTING	$1,200.00	$500.00	$851.00	$349.00	70.92%	$190.00
E 101-42401-303 ENGINEERING SE	$31,000.00	$890.00	$890.00	$30,110.00	2.87%	$700.00
E 101-42401-306 BUILDING INSPEC	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42401-308 PLAN REVIEW FEE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-42401-404 VEHICLE & EQUIP	$2,000.00	$0.00	$0.00	$2,000.00	0.00%	$86.10
E 101-42401-433 DUES & SUBSRIPT	$3,100.00	$0.00	$1,175.00	$1,925.00	37.90%	$1,566.48
E 101-42401-437 MISCELLANEOUS E	$1,000.00	$0.00	$0.00	$1,000.00	0.00%	$0.00
42401 BUILDING INSPECTION	$288,235.00	$19,827.12	$59,299.84	$228,935.16	20.57%	$58,707.33
42600 ENGINEER						
E 101-42600-101 SALARIES-REGULA	$21,000.00	$1,343.12	$10,232.16	$10,767.84	48.72%	$0.00
E 101-42600-121 PERA - EMPLOYER	$1,575.00	$100.73	$767.40	$807.60	48.72%	$0.00
E 101-42600-122 FICA - EMPLOYER	$1,607.00	$38.13	$625.07	$981.93	38.90%	$0.00
E 101-42600-131 HEALTH & LIFE IN	$3,000.00	$189.72	$215.68	$2,784.32	7.19%	$0.00
E 101-42600-303 ENGINEERING SE	$12,000.00	$1,250.00	$1,250.00	$10,750.00	10.42%	$1,000.00
E 101-42600-309 WETLAND REVIEW	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
42600 ENGINEER	$39,182.00	$2,921.70	$13,090.31	$26,091.69	33.41%	$1,000.00
43121 STREET DEPARTMENT						
E 101-43121-101 SALARIES-REGULA	$529,819.00	$39,491.28	$126,916.09	$402,902.91	23.95%	$114,729.89
E 101-43121-102 SALARIES-OVERTI	$6,000.00	$141.15	$1,059.21	$4,940.79	17.65%	$54.56
E 101-43121-105 SALARIES-PAGER	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-43121-121 PERA - EMPLOYER	$33,995.00	$2,972.46	$9,654.46	$24,340.54	28.40%	$8,464.48
E 101-43121-122 FICA - EMPLOYER	$34,675.00	$2,928.35	$9,560.70	$25,114.30	27.57%	$8,511.02
E 101-43121-131 HEALTH & LIFE IN	$80,960.00	$5,092.51	$20,687.82	$60,272.18	25.55%	$22,071.19
E 101-43121-151 WORKMEN S COM	$14,500.00	$0.00	$14,500.00	$0.00	100.00%	$30,508.96
E 101-43121-201 OFFICE SUPPLIES	$500.00	$0.00	$1,660.65	-$1,160.65	332.13%	$182.34
E 101-43121-211 CLEANING & MAIN	$6,500.00	$375.00	$1,128.79	$5,371.21	17.37%	$875.00
E 101-43121-212 MOTOR FUELS AN	$25,000.00	$237.48	$913.39	$24,086.61	3.65%	$4,242.91
E 101-43121-215 SHOP MATERIALS	$8,000.00	$358.16	$2,335.13	$5,664.87	29.19%	$8,431.45
E 101-43121-221 EQUIPMENT PART	$20,000.00	$1,863.54	$2,314.84	$17,685.16	11.57%	$2,023.36
E 101-43121-224 STREET MAINTEN	$200,000.00	$3,169.00	$4,458.33	$195,541.67	2.23%	$3,309.72
E 101-43121-240 SMALL TOOLS AN	$1,500.00	$68.99	$554.17	$945.83	36.94%	$435.10
E 101-43121-307 PROFESSIONAL SE	$10,000.00	$558.61	$1,307.33	$8,692.67	13.07%	$965.00
E 101-43121-321 TELEPHONE	$11,000.00	$191.17	$1,010.20	$9,989.80	9.18%	$3,945.95
E 101-43121-363 AUTOMOBILE INS	$15,000.00	$0.00	$15,000.00	$0.00	100.00%	$14,327.00
E 101-43121-381 ELECTRIC UTILITI	$7,000.00	$1,103.58	$1,536.06	$5,463.94	21.94%	$2,137.44
E 101-43121-383 NATURAL GAS	$7,000.00	$814.57	$1,635.32	$5,364.68	23.36%	$1,643.53
E 101-43121-401 BLDG/STRUCT MAI	$5,000.00	$2,671.95	$10,093.72	-$5,093.72	201.87%	$104.10
E 101-43121-404 VEHICLE & EQUIP	$30,000.00	$1,699.70	$1,792.05	$28,207.95	5.97%	$15,645.60
E 101-43121-410 COMPUTER SERVI	$6,000.00	$951.66	$2,409.93	$3,590.07	40.17%	$1,093.96

Account Descr	2025 YTD Budget	MARCH 2025 Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2024 YTD Amt
E 101-43121-415 RADIO LEASE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-43121-416 RENTAL	$1,000.00	$0.00	$0.00	$1,000.00	0.00%	$0.00
E 101-43121-417 UNIFORMS	$8,500.00	$843.27	$1,578.75	$6,921.25	18.57%	$1,987.19
E 101-43121-433 DUES & SUBSRIPT	$1,000.00	$325.00	$325.00	$675.00	32.50%	$1,223.40
E 101-43121-437 MISCELLANEOUS E	$4,000.00	$774.25	$774.25	$3,225.75	19.36%	$2,090.00
43121 STREET DEPARTMENT	$1,066,949.00	$66,631.68	$233,206.19	$833,742.81	21.86%	$249,003.15
43125 ICE AND SNOW REMOVAL						
E 101-43125-101 SALARIES-REGULA	$70,003.00	$2,805.92	$6,578.88	$63,424.12	9.40%	$10,898.24
E 101-43125-102 SALARIES-OVERTI	$6,000.00	$1,651.19	$8,990.11	-$2,990.11	149.84%	$1,036.50
E 101-43125-121 PERA - EMPLOYER	$5,700.00	$334.26	$1,167.64	$4,532.36	20.48%	$895.08
E 101-43125-122 FICA - EMPLOYER	$5,814.00	$334.48	$1,164.20	$4,649.80	20.02%	$889.94
E 101-43125-131 HEALTH & LIFE IN	$15,000.00	$1,104.39	$4,552.81	$10,447.19	30.35%	$4,692.62
E 101-43125-151 WORKMEN S COM	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-43125-212 MOTOR FUELS AN	$18,000.00	$1,187.41	$3,201.98	$14,798.02	17.79%	$851.70
E 101-43125-221 EQUIPMENT PART	$6,000.00	$603.76	$2,148.76	$3,851.24	35.81%	$0.00
E 101-43125-224 STREET MAINTEN	$35,000.00	$13,651.59	$13,651.59	$21,348.41	39.00%	$0.00
E 101-43125-307 PROFESSIONAL SE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-43125-404 VEHICLE & EQUIP	$2,500.00	$0.00	$0.00	$2,500.00	0.00%	$0.00
E 101-43125-433 DUES & SUBSRIPT	$1,500.00	$0.00	$0.00	$1,500.00	0.00%	$0.00
E 101-43125-437 MISCELLANEOUS E	$1,500.00	$0.00	$0.00	$1,500.00	0.00%	$0.00
E 101-43125-560 EQIUP AND FURNI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
43125 ICE AND SNOW REMOVAL	$167,017.00	$21,673.00	$41,455.97	$125,561.03	24.82%	$19,264.08
43160 STREET LIGHTING						
E 101-43160-381 ELECTRIC UTILITI	$32,000.00	$3,011.00	$5,394.25	$26,605.75	16.86%	$3,479.82
43160 STREET LIGHTING	$32,000.00	$3,011.00	$5,394.25	$26,605.75	16.86%	$3,479.82
45202 PARK AREAS						
E 101-45202-101 SALARIES-REGULA	$59,136.00	$7,388.92	$16,572.22	$42,563.78	28.02%	$2,291.31
E 101-45202-102 SALARIES-OVERTI	$0.00	$677.52	$677.52	-$677.52	0.00%	$170.10
E 101-45202-107 SEASONAL SALARI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-45202-121 PERA - EMPLOYER	$4,435.00	$604.98	$1,293.74	$3,141.26	29.17%	$184.62
E 101-45202-122 FICA - EMPLOYER	$4,524.00	$601.26	$1,288.48	$3,235.52	28.48%	$188.47
E 101-45202-131 HEALTH & LIFE IN	$5,000.00	$750.17	$2,642.41	$2,357.59	52.85%	$2,435.96
E 101-45202-151 WORKMEN S COM	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-45202-201 OFFICE SUPPLIES	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-45202-202 COPY & PRINTING	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-45202-215 SHOP MATERIALS	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-45202-221 EQUIPMENT PART	$300.00	$0.00	$0.00	$300.00	0.00%	$31.05
E 101-45202-302 CONSULTANTS/MI	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-45202-362 PROPERTY INSUR	$23,000.00	$0.00	$23,000.00	$0.00	100.00%	$22,173.30

Account Descr	2025 YTD Budget	MARCH 2025 Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2024 YTD Amt
E 101-45202-384 REFUSE REMOVAL	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-45202-401 BLDG/STRUCT MAI	$15,000.00	$309.17	$726.17	$14,273.83	4.84%	$390.12
E 101-45202-402 LAWN MAINTENAN	$68,000.00	$0.00	$0.00	$68,000.00	0.00%	$0.00
E 101-45202-404 VEHICLE & EQUIP	$500.00	$0.00	$0.00	$500.00	0.00%	$63.75
E 101-45202-433 DUES & SUBSRIPT	$1,500.00	$0.00	$705.00	$795.00	47.00%	$0.00
E 101-45202-437 MISCELLANEOUS E	$500.00	$483.17	$483.17	$16.83	96.63%	$0.00
E 101-45202-530 IMPROVEMENTS	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-45202-590 PROGRAMS	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
45202 PARK AREAS	$181,895.00	$10,815.19	$47,388.71	$134,506.29	26.05%	$27,928.68
49020 MISCELLANEOUS						
E 101-49020-307 PROFESSIONAL SE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-49020-433 DUES & SUBSRIPT	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 101-49020-437 MISCELLANEOUS E	$30,000.00	$476.25	$3,326.25	$26,673.75	11.09%	$1,500.00
E 101-49020-530 IMPROVEMENTS	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
49020 MISCELLANEOUS	$30,000.00	$476.25	$3,326.25	$26,673.75	11.09%	$1,500.00
49240 INSURANCE UNALLOCATED						
E 101-49240-361 GENERAL LIABILIT	$10,000.00	$0.00	$10,000.00	$0.00	100.00%	$8,007.19
49240 INSURANCE UNALLOCATED	$10,000.00	$0.00	$10,000.00	$0.00	100.00%	$8,007.19
101 GENERAL FUND	$6,990,586.00	$666,420.56	$1,945,978.72	$5,044,607.28	27.84%	$1,850,281.53
	$6,990,586.00	$666,420.56	$1,945,978.72	$5,044,607.28	27.84%	$1,850,281.53

Section 2, Item a)

	MARCH 2025 CASH and INVESTMENTS
DATE	**03/31/2025**

FUND NO.	DESCRIPTION	TOTAL CASH & INVESTMENTS	
101	General Fund	2,690,459.70	*
401	Capital Improvement Program	685,867.74	
402	Emergency Warning Siren Fund	271,520.91	
404	Park Dedication Fund	979,381.37	
406	Road Maintenance Fund	1,882,614.74	
407	Tree Replacement Fund	310,152.87	
433	2023 Street Projects Capital Fund	1,002,940.57	
490	Street Improvement Capital Projects	389,017.83	**
501	Equipment Certificates Fund	201,142.59	
527	CIP Project Bonds (Facilities)	106,907.57	
528	Game Farm South Bay Project Debt Fund	106,496.09	
529	Highland Road Debt Fund	104,489.30	
532	2017 A Street Projects Debt	375,477.94	
533	2023 Street Projects Debt Fund	619,040.63	
601	Water Fund	3,713,316.75	***
602	Sewer Fund	870,079.29	
651	Storm Water Drainage Fund	786,154.20	
671	Recycling Fund	52,965.17	
673	Cable Fund	742.54	
801	Land use Agency	79,383.42	
	TOTAL	**15,228,151.22**	

Notes to Cash and Investments Report (1st quarter 2025)

1) *** General Fund (101)-** Actual Fund Balance is $1452,332. Most of the difference in comparison to the cash and investments total has to do with the temporary CO deposits the City is holding as well as year-end accounts payable and accrual items.

2) ****Street Improvement Capital Project Fund (490) –** Actual Fund Balance is $56,633. Most of the cash and investments number is escrows and deposits we have for sealcoating and other related street items.

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

APRIL 7, 2025 CITY COUNCIL WORK SESSION MINUTES

April 07, 2025 at 5:30 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.

2) DISCUSSION ITEMS

a) Woodland Cove Crosswalk Discussion

City Administrator Kruggel presented and overview stating that staff has been in communication with HOA representatives and met with them as early as July 2024. At that meeting, staff provided an engineering analysis indicating that the traffic volumes and intersection configurations did not warrant crosswalk installations at that time. The HOA then submitted a formal request for the crosswalks to the City Council.

On February 18, 2025, the City Council discussed this item at a work session. At the meeting, City Engineer Fauske provided a memo for the Council to discuss. Based on the engineering analysis, feedback from Public Works and comments from Public Safety, staff does not recommend installing crosswalks at this time.

Mayor Whalen would like to see one crosswalk at Foxglove. Simple and easy fix.

Council Member Reffkin asked what is this fixing and who is to say that we will not have to do this for every resident that requests this.

Mayor Whalen said we are fixing safety concerns of residents.

Council Member Lacy questioned who should be paying for this. If we pay to put it in have the HOA pay to maintain it.

Mayor Whalen said it would cost us more to put in an agreement to maintain.

Jasper stated that it would be $1000 to put in and $500 to maintain.

Council Member Reffkin brought up setting a precedent. There is a crosswalk 1 block down.

City Engineer Fauske explained how it is determined when a development goes in where crosswalks are needed.

Council Member Govern said he is for it but would like to see 3 months later for data if more requests come in.

Public Works Director Peters shared that by state standards that a crosswalk does not need to be striped.

Council directed staff to go forward with installing a crosswalk on Foxglove.

b) Water Rate Discussion

City Administrator Kruggel reminded Council that on Monday, April 14, 2025, Minnetrista City Hall will host a Town Hall to discuss the future Water Treatment Plant. He proposed reviewing water rate models and funding mechanisms to prepare for this public discussion.

The City is designing a water treatment plant to remove manganese and iron, ensuring clean, drinkable water for the community. The estimated cost is $22,000,000 requiring a doubling of water revenue to cover bond payments and future maintenance. He presented 2 options:

- Option 1: Increase Usage Rates
- Option 2: Add a Water Treatment Fee

Council had a discussion about adjusting the rates to accumulate enough revenue to pay for the bond along with all the other water related charges or adjusting the tiered system we currently use or charging a water treatment fee.

There will be a town hall meeting on Monday April 14th to inform residents as to what the options are and give them a chance to voice their opinions.

3) ADJOURNMENT

Motion by Council Member Lacy seconded by Council Member Reffkin to adjourn the meeting at 6:23 p.m.

APRIL 7, 2025 CITY COUNCIL MEETING MINUTES

April 07, 2025 at 7:00 PM
7701 County Road 110 West Minnetrista, MN 55364

1) CALL TO ORDER

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

a) Pledge of Allegiance

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

c) Approval of Agenda

Motion made by Councilmember Reffkin, Seconded by Councilmember Govern.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

2) SPECIAL PRESENTATIONS

a) Kevin Anderson - Hennepin County Commissioner, gave an update on the roles that Hennepin County plays and the different ways they show up in the community.

He shared that there are a lot of things happening both at the state level and at the national level that is going to very likely have a direct impact to counties and therefore the cities.

This would mean that the county would have to find some other ways of dealing with the cost increases that would be shifted out of the county or we would have to accept lower levels of service that residents have come to the county for.

He encouraged residents to contact their state representatives.

b) Rain Barrel Update

Angela Savstrom, Harrison Bay Association, gave an update on the Rain Barrel project. Goals of the project include:

- Reduce Stormwater run-off from entering lakes and waterways
- Provide community education about landscaping for clean water and water conservation
- Promote rain barrel use as one solution that reduces run-off, is cost effective and reduces dependency on city water

This is the 3rd year for rain barrel sales. Supplies are limited to 72 total (with 45 still available) for $100 or a resident rate of $70. Pick up will be Saturday, May 31st from

10am -12pm at the downtown Mound parking garage. At pick up there will be a rain barrel setup demo.

3) PERSONS TO BE HEARD

4) CONSENT AGENDA

a) Approve Work Session Meeting Minutes from March 17, 2025

b) Approve City Council Regular Meeting Minutes from March 17, 2025

c) Approve AE2S Task Order No. 2 for Consulting Services for Replacing Sanitary Lift Station Controls at LS #4 and LS #6

d) Res. No. 33-25 Approve Claims

e) Res. No. 34-25 Approve 2025 Arbitrage Services Consulting Agreement

f) Res. No. 35-25 2025 Pavement Maintenance Project. Approve Plans & Specifications and Authorize Advertisement for Bids

g) Res. No. 36-25 Approve Purchase of New Confined Space Entry Multi-Gas Detector

h) Res. No. 37-25 Award Agreement for Sanitary Sewer Lift Station Cleaning, Sanitary Sewer Line Jet Cleaning and Sanitary Sewer Line Televising with Overline & Son, Inc.

i) Res. No. 39-25 Approval of City Policy for the Disposal of Obsolete or Excess City Personal Property

j) Res. No. 40-25 Authorizing Sale/Disposal of Surplus City Equipment

Motion made by Councilmember Lacy, Seconded by Councilmember Vickery.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

5) PUBLIC HEARINGS

6) BUSINESS ITEMS

a) Res. No. 41-25 Declare Game Farm Road and Blair Road as Municipal State Aid Routes

City Engineer Fauske stated that at the March 17th Work Session City Council discussed designating Game Farm Road and Blair Road as MSAS with the MN Department of Transportation. This designation would allow the city to request MSAS construction funds for eligible resurfacing/rehabilitation costs to Game Farm Road in 2026.

MSAS must connect to trunk highways, county roads, or other state aid routes. Sunnyfield Road is a state aid route, so adding Blair Road and Game Farm Road would satisfy this requirement.

MSAS must be designated as a collector road. The City's comprehensive plan identifies Game Farm Road as a minor collector. Classifying Blair Road as a collector is consistent with the Transportation Strategies, which states that Blair Road should be designated as MSAS.

At the Work Session Council asked what would change if Blair Road becomes a collector road. Staff searched city code and found the minimum right-of-way width for collector roads is 80 feet. According to Hennepin County GIS mapping the current right-of-way width of Blair Road is 66 feet. Any subdivision along Blair Road would be required to dedicate additional right-of-way or get a variance from the City Council to keep the right-of-way width at 66 feet.

Fauske shared a letter from MNDOT State Aid staff supporting the designation of Game Farm Road and Blair Road as MSAS. A City Council resolution for MSAS revisions must be submitted by May 1, 2025 in order for the designation to take effect this year.

Motion made by Councilmember Reffkin, Seconded by Councilmember Govern.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

b) Res. No. 38-25 Approval of Resolution Supporting Retention of City Zoning Authority

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

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

Kruggel presented a resolution that expresses strong opposition to these bills, demanding that zoning authority continues to be locally controlled versus State mandated.

Mayor Whalen expressed that everyone needs to be aware of this. If it passes developers can come in and we would not have any authority as to what goes in. It is very important for residents to contact local legislators.

Motion made by Councilmember Vickery, Seconded by Councilmember Lacy.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

7) ADMINISTRATIVE ITEMS

a) Staff Reports

i) City Administrator

- Town Hall Event on April 14th 6:00 p.m. – 8:00 p.m.
- Bonding Update

b) Council Reports

i) Mayor Lisa Whalen

- Fire Partnership Update
- Recap of Chief Fall retirement event

ii) Cathleen Reffkin

iii) Brian Govern

iv) Peter Vickery

v) Claudia Lacy

8) ADJOURNMENT

Motion made by Councilmember Reffkin, Seconded by Councilmember Vickery.
Voting Yea: Mayor Whalen, Councilmember Vickery, Councilmember Govern Adjourn at 7:51 p.m.

CITY OF MINNETRISTA

CONSENT AGENDA ITEM

Subject:	Request to Approve an Offer of Employment for Melissa Robbins as Police Officer
Prepared By:	Allie Polsfuss, Assistant City Administrator, on behalf of the Personnel Committee: Council member Cathleen Reffkin, Council member Peter Vickery, City Administrator Jasper Kruggel, and Finance Director Brian Grimm
Meeting Date:	April 21, 2025

Issue

The City Council is being asked to approve an offer of employment for Melissa Robbins as Police Officer, filling the current vacancy.

Overview

There is a vacancy in the Police Department due to Chad Griggs' promotion to Sergeant on March 27, 2025 following Chief Falls' retirement on March 26, 2025.

The Police Officer position was posted from February 10^{th}-March 3^{rd} in anticipation of this vacancy, and we received one application. The candidate was initially interviewed on March 5^{th} by Deputy Chief Squires, Sergeant Cummings, and me. A final interview was conducted on March 18^{th} with Chief Falls, Deputy Chief Squires, and me.

Melissa Robbins is the final candidate for the Police Officer position. The Personnel Committee provided direction to continue the contingent offer segment of the process.

At tonight's City Council meeting, we are asking the City Council to approve this conditional offer of employment (Attachment A,) contingent upon Ms. Robbins successfully completing a background investigation, psychological evaluation, and physical exam.

A little more information on Melissa's background: she holds a Law Enforcement degree from Anoka Ramsey Community College and began her career volunteering as a Reserve Officer with the Medina Police Department in 2015 and then began as a Community Service Officer in Medina in 2017. In 2019, she was hired as a Police Officer in Buffalo, where she has served for nearly 6 years. She has experience as a Critical Incident Instructor, Field Training Officer, and we believe she will be a great addition to our department.

Due to her experience and qualifications, the Personnel Committee recommends entering Ms. Robbins into level five of the LELS 116 Police Officer Union pay schedule at $48.32/hr with performance evaluations and six months and one year with possible pay adjustments per the LELS #116 Officers Labor Agreement. Due to the difficulty in recruiting Police Officers, the Personnel Committee also recommends offering a signing incentive of $3,000. Half would be paid after six months of successful employment and half would be paid after a year of successful employment. The candidate has accepted the terms of this conditional offer letter.

Summary

On behalf of the Personnel Committee, we are asking for approval of this conditional offer of employment at tonight's City Council meeting. We expect Melissa to join our staff next month.

Recommended City Council Action: The Personnel Committee recommends approval of the full offer of employment for Melissa Robbins as Police Officer with the City of Minnetrista, based on successfully completing all aspects of the conditional offer of employment.

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

March 18, 2025

Melissa Robbins
<Address>

Dear Melissa,

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

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

We are offering you the 2025 rate of pay at Level 5 of the Police Officer wage program which is $48.32 per hour (or $100,496.66 annually), plus a full benefit package that begins on your first day of employment. We are offering a signing incentive of $1,500 to be paid after having been successfully employed for six months, and another $1,500 after successfully completing your one-year probation period. You will accrue leave benefits at the six-year service threshold (120 hours per year,) and be placed at six years in the longevity schedule.

According to City of Minnetrista policy and the union contract under which you will work, you will serve a one-year (1) probation period, with performance reviews at six-months and at one-year of employment. Upon a successful one-year performance review, you are eligible for a change in job status from "probationary" employee to a "full-time" employee. In future years, your annual performance reviews will be done at the end of each calendar year, with possible pay adjustment granted each January 1. You will receive Level increases on your anniversary date each year, as well. This position is part of Local #116 of the Law Enforcement Labor Services, Inc (LELS) union.

We look forward to you completing these final steps and joining our staff at the City of Minnetrista.

Sincerely,
Allie Polsfuss
Allie Polsfuss

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM

Subject:	**Approve Plans and Specifications and Authorize Advertisement of Bids for the Security Camera System Project**
Prepared By:	**Jasper Kruggel, City Administrator**
Meeting Date:	**April 21, 2025**

Issue: The City of Minnetrista's existing security camera system, updated in 2016, has reached its end-of-life. Following the March 17, 2025, City Council Work Session, staff was directed to develop plans, specifications, and bidding documents for a new Security Camera System Project. The project scope, specifications, and bidding documents are attached for review.

Overview: Below is the proposed timeline of events related to this project.

Proposed Bidding Timeline:

- April 21, 2025: City Council approves plans, specifications, and authorizes bidding.
- April 22, 2025: Bid advertisement submitted to the official newspaper.
- April 26, 2025: Bid advertisement published.
- May 7, 2025: Bids opened.
- May 19, 2025: City Council considers project award.
- June 1, 2025: Project commences.
- October 31, 2025: Project completion.

Financing: If bids are approved, the project will be financed through an equipment certificate, paired with the bond sale for the future Water Treatment Plant. Financing details will be considered at a future City Council meeting.

Recommended City Council Action: Staff recommends that the City Council approve the plans, specifications, and authorize the advertisement for bids as outlined, allowing the project to proceed according to the proposed timeline.

ADVERTISEMENT FOR BIDS
CITY OF MINNETRISTA

NOTICE IS HEREBY GIVEN that sealed bids will be received by Ann Meyerhoff, City Clerk at Minnetrista City Hall, 7701 CR 110 W, Minnetrista, Minnesota 55364, until 4:00 p.m., May 7, 2025 for the installation of hardware and software related to the Minnetrista Security Camera System at multiple locations on City owned property.

Those interested in bidding must contact Jasper Kruggel at: (952) 241-2511 to obtain the bidding documents, consisting of: Bid Specifications/Instructions, Responsible Contractor Certificate and the Bid Form.

No bid will be considered unless it is securely sealed in an envelope, labeled with the name of the bidder, its address and the statement "Bid for the Minnetrista Security Camera System Project," and received by Ann Meyerhoff prior to the time noted above for the closing of bids.

Each bid shall be accompanied by bid security equal to five percent of the amount of the bid, which shall be forfeited to the City in the event the successful bidder fails to enter into a contract, provide the required insurance or to furnish performance or payment bonds. The bid security shall be a bid bond issued by a surety company authorized to do business in the State of Minnesota and acceptable to the City, or a certified check or cashier's check from a federally insured bank, payable to "City of Minnetrista."

Any prime contractor or subcontractor that does not meet the minimum criteria established for a "responsible contractor" as defined in Minnesota Statutes Section 16C.285, subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a contract for the project or to perform work on the project. A false statement under oath verifying compliance with any of the minimum criteria shall make the prime contractor or subcontractor that makes the false statement ineligible to be awarded the project and may result in termination of the contract awarded to a prime contractor or subcontractor that submits a false statement. A prime contractor shall submit to the City, upon request, copies of the signed verifications of compliance from all subcontractors.

If awarded the contract, the bidder will be required to execute and deliver payment and performance bonds, each for an amount no less than the total estimated amount of the contract and evidence of all required insurance. The bidder will also be required to enter into a contract with the City. The required terms of the contract are set forth in the Bid Specifications/Instructions.

The City reserves the right to reject any or all bids and to waive any irregularities and informalities therein and to award the contract to other than the lowest bidder if, in its discretion, the interests of the City would be best served thereby.

The bids will be opened and read aloud at the Minnetrista City Hall on May 7, 2025 at 4:05 p.m. The City Council will consider awarding of the bid at its meeting on May 19, 2025 at 7:00 p.m. but may delay taking action until a later meeting.

Dated this 21st day of April, 2025.

Ann Meyerhoff, City Clerk

BID FORM

CITY OF MINNETRISTA

THIS BID IS SUBMITTED TO:
Ann Meyerhoff, City Clerk
City of Minnetrista
7701 CR 110 W
Minnetrista, MN 55364

I, the undersigned, have examined the bid documents and hereby propose to furnish the following:

Provide services to install equipment and software for the Minnetrista Security System Camrea Project, as described in the bidding documents.

Total: $__________________________

Proposed date of commencement of the work:

____

Proposed date of completion:

____

Please also provide the names of any subcontractors tentatively scheduled to work on the project.

1. ______________________________

2. ______________________________

In submitting this bid, it is understood and agreed by the bidder that the City reserves the right, in its sole discretion to reject any and all bids, accept any bid, waive informalities in bids submitted and waive minor discrepancies between a bid and the bidding documents as it deems to be in its best interests. Any waiver of the City with respect to the requirements of the bid form and bidding documents shall apply only to the particular instance for which it was made or given and no such waiver shall constitute a permanent or future waiver of such requirements.

I hereby certify that the above bid constitutes a valid and binding bid to perform the above work pursuant to the terms of all bidding documents.

I further understand and agree that bids may not be modified or withdrawn after the bid opening.

I represent that I have carefully examined all bidding documents and have become fully informed of existing conditions and limitations under which the work is to be performed. Submittal of a bid shall be conclusive evidence that I have made such an examination. I understand that failure to make such an examination shall not be accepted as a basis for claims for extra compensation.

I represent that my bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, organization or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. I represent that I have not directly or indirectly induced or solicited any other bidder to submit a false or sham bid. I represent that I have not solicited or induced any person, firm or organization or corporation to refrain from bidding; and that I have not sought by collusion to obtain for myself any advantage over any other bidder or over the City.

Accompanying this bid is bid security either in the form of a bid bond issued by a surety company authorized to do business in the State of Minnesota and acceptable to the City, a cashier's check or certified check from a federally insured bank made payable to "City of Minnetrista" in the amount not less than five percent of the amount of the bid.

I understand that my bid security is subject to forfeiture and may be retained by the City in lieu of the City's other legal remedies in the event that I fail to execute the prescribed contract and provide performance and payment bonds by June 15, 2025 or in the event the contract is awarded at a later date than May 19, 2025 within 30 days of date of the Notice of Award.

(A Limited Liability Company)
(A Corporation)
(An Individual)
(A Partnership)

By: ________________________

____
Printed Name of Signer

____
Title

Submitted by:

____
Name of Bidder

____
Address

____
City, State, Zip Code

____
Telephone Number

BID SPECIFICATIONS/INSTRUCTIONS
CITY OF MINNETRISTA, MINNESOTA
SECURITY CAMERA SYSTEM

The City of Minnetrista will receive bids for the completion of a Security Camera Project located throughout the City of Minnetrista in various City owned facilities.

Specifications

The specifications for the dock are set forth in the attached Exhibit A.

Bidder Qualifications

The bidder must meet the following requirements:

1. Be experienced in all aspects of the work and shall demonstrate direct experience on recent projects of similar type, complexity, and size. References shall be provided in accordance with the instructions below.

2. Upon award of the contract, provide the City with performance and payment bonds that are in the amount of the contract price.

3. Sign a contract with the City that includes all of the provisions set forth in these Bid Specifications/Instructions.

NOTE: The City cannot award a contract to any bidder unless the bidder demonstrates that it is a "responsible contractor" as defined by Minnesota Statutes Section 16C.285, subdivision 3. A bidder submitting a bid for this project must verify that it meets the minimum criteria specified in Minnesota Statutes Section 16C.285, subdivision 3 by completing the Responsible Contractor Certificate included with the bidding documents. The certificate must be signed by an owner or officer. Bidders are responsible for obtaining verifications of compliance from all subcontractors and must submit those to the City upon request. A bidder that does not meet the minimum criteria in Minnesota Statutes Section 16C.285, subdivision 3 or fails to verify that it meets those criteria is not a "responsible contractor" and is not eligible to be awarded the contract for the project or to perform work on the project. Bidders are advised that making a false statement verifying compliance with any of the minimum criteria will render the bidder or subcontractor ineligible to be awarded a construction contract for this project and may result in a termination of a contract awarded to a bidder or subcontractor that makes a false statement.

Bidding Instructions

1. Bid Form.

The City's bid form must be completed by the bidder. The bidder shall enter the bid amount using numbers. The bidder shall not change any of the wording of the bid form. No special conditions or contingencies shall be added to the bid form by the bidder. A bid containing an alteration or erasure of any amount will be rejected unless the alteration or erasure is crossed out and the correction is printed or typed in ink and initialed by the person(s) signing the bid form.

The bidder must fill out and sign the bid form in ink. Bid forms filled out in pencil will be rejected. If the bidder is a partnership, the bid form shall be signed by one or more of the partners (as required by the partnership agreement), and the names and addresses of all partners shall be entered upon or attached to the bid form. If the bidder is a corporation or limited liability company, an authorized officer must sign the bid form and the corporate seal (if any) must be affixed to the bid form.

2. Bid Security.

A bid security in the form of a bid bond issued by a surety company authorized to do business in the State of Minnesota and acceptable to the City, a cashier's check or certified check from a federally insured bank made payable to "City of Minnetrista" for not less than five percent of the amount of the bid shall be required and shall be submitted with the bid.

The bid security shall serve as a guarantee, which may be forfeited and retained by the City in lieu of its other legal remedies if the contract is awarded to the bidder by the City and after 30 days of receiving notification of the award of the contract, the bidder fails to submit the required performance or payment bonds, provide the required insurance or enter into the Contract with the City.

Bid securities of unsuccessful bidders will be returned by the City within seven business days after award of the contract or rejection of all bids. The bid security of the successful bidder will be retained by the City until a contract satisfactory to the City has been executed, performance and payment bonds have been furnished by the successful bidder and evidence of the required insurance has been provided. If a successful bidder fails or refuses to either enter into the attached Contract, to provide the required insurance or to furnish the performance or payment bonds, that bidder's bid security shall be forfeited to the City as liquidated damages.

3. References.

Each bid shall be accompanied by a list of similarly completed projects that were installed by the bidder that are presently in service. The list shall include customer's name, address, the date the camera project was completed and a current contact person's name and phone number.

Any bidder may be required, as a condition to award of the contract to the bidder, to furnish additional evidence that the bidder and its proposed subcontractors have sufficient experience to ensure completion of the work in a satisfactory manner, and have successfully supplied products and/or performed work similar in scope and type to the products and/or work for which the bidder has bid.

4. Bid Form Submittal.

Two copies of the bid form together with bid security and any additional information, must be submitted in a sealed envelope with the name of the bidder, its address and the statement "Bid for the Minnetrista Security Camera System Project" clearly indicated. ***All bids must be mailed or personally delivered to Ann Meyerhoff, City Clerk: 7701 CR 110 W, Minnetrista, MN 55364.*** Telephone, email, oral or facsimile bids will not be accepted. ***The bid must be received no later than 4:00 p.m. on May 7, 2025.*** Late bids will not be accepted. It shall be the responsibility of the bidder to assure that its bid arrives on time. The City shall have no responsibility or liability to any bidder whose bid is not received by the deadline, regardless of whether a delay is caused by a third party, the United States Postal Service, or failure or unavailability of any transmitting device or service.

5. Completion.

The successful bidder shall complete the installation of the security camera system throughout the various Minnetrista facilities no later than October 31, 2025. Any applicable delivery costs shall be included in the amount of the base bid. Liquidated damages of $500 per week will be assessed by the City to the bidder if the dock as specified is not delivered and installed by this date. If the bidder is unable to deliver and install the dock within 30 days of the delivery date, the City reserves the right to reject the Project and shall not be responsible for payment for the work or any consequential damages incurred by the bidder. Any Project delivered which does not comply with all the agreed upon instructions will be rejected by the City and redone by the Contractor at the Contractor's expense.

6. Questions.

Questions by the bidder concerning the project shall be submitted in writing to:

Jasper Kruggel, City Administrator
City of Minnetrista
7701 CR 110 W
Minnetrista, MN 55364
jkruggel@ci.minnetrista.mn.us

7. Bid Modifications or Withdrawal.

Modifications of a bid must be submitted to the City in writing by an authorized partner or officer (as the case may be) of the bidder on the bidder's letterhead and must specify which components of the bid are being modified. Modifications must be received by the City by mail, personal delivery or facsimile and marked to the attention of Ann Meyerhoff, prior to the time scheduled for the opening of bids. Telephone or oral modifications will not be accepted.

Bids may be withdrawn in writing by an authorized partner or officer (as the case may be) of the bidder on the bidder's letterhead received by the City by mail, personal delivery or facsimile, and marked to the attention of the Ann Meyerhoff, prior to the time scheduled for opening of bids.

The original of any modification or withdrawal transmitted by facsimile must also be mailed to the City of Minnetrista (and marked to the attention of Ann Meyerhoff), be postmarked the same date as the date of the bid opening, and received by the City no later than 12:00 p.m. on the first business day following the date of the bid opening.

Bids may not be modified or withdrawn after the bid opening.

8. Substitutions.

The products and materials described in this document establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.

Bidders may request of the City a statement a minimum of 10 days prior to bid opening, concerning the acceptability of any product or material which the bidder is uncertain of as to compliance with these specifications. It shall be the sole responsibility of the bidder to transmit such requests in writing to the City only in a full and complete manner accompanying the request with all data necessary for qualification of the article and at such a date as to allow reasonable time for the examination thereof. Such data may include specifications, drawings and any other information deemed necessary by the City. All costs incidental to the submission of this data are to be borne by the submitting bidder.

The City will examine such requests to the extent possible, but there shall be no guarantee that all requests will be able to be examined, nor will the City examine requests accompanied by inadequate data or requests received too late to be qualified.

If the City approves any proposed substitutions, such approval will be set forth in an addendum. Bidders shall not rely upon approvals made in any other manner. Approved substitutions may include modifications to submitted material deemed necessary by the City to conform to the established standard of required function, dimension, appearance and quality set forth in these specifications and shall be binding with regard to the performance of the work, if accepted.

9. Bid Opening.

Bids will be opened and read aloud at 4:05 p.m. at the Minnetrista City Hall on May 7, 2025. The Minnetristga City Council will consider the award of the contract at its regular meeting held on May 19, 2025 at 7:00 p.m. at the Minnetrista City Hall. The City Council will consider awarding the contract at this meeting, but may delay awarding the contract until a later meeting if needed. A bid shall be valid for a period of 60 days from the date of the bid opening.

10. Evaluation of Bids

In evaluating the bids, the City will consider the qualifications of the bidders and whether or not the bids comply with the prescribed requirements. The City may conduct such investigations as deemed necessary to establish the responsibility, qualifications and financial ability of the bidders, and other persons and organizations to do the work in accordance with the contract requirements to the City's satisfaction.

It is the intent of the City to accept the bid of, and award a contract to, the responsive, responsible bidder submitting the lowest bid, provided that the bidder's bid has been submitted substantially in accordance with the Bid Specifications/Instructions, is a responsible contractor pursuant to Minnesota Statutes Section 16C.285, does not exceed the funds available for the work and the bidder is capable of undertaking the work in an acceptable manner in the sole discretion of the City.

The City reserves the right, in its sole discretion, to reject any and all bids, accept any bid, waive informalities in the bids submitted, and waive minor discrepancies between a bid and these Bid Specifications/Instructions, as it deems to be in its best interests. The City reserves the right to hold the bids for 60 days. Any waiver by the City with respect to the requirements of these Bidding Instructions shall apply only to the particular instance for which it was made or given, and no such waiver shall constitute permanent or future waiver of such requirements.

11. Award of Contract.

After the City Council has considered the bids and made the award, the bidder to whom the award is made will receive the following from the City:

Notice of Award
City of Minnetrista
Security Camera Project, Hardware and Software Installation

In the event that the City Council awards the contract at its May 19, 2025 meeting, the successful bidder, upon notification by the City of its intent to award a contract, must execute and deliver a payment bond, performance bond and evidence of all required insurance to the City by June 1, 2025. If the award date is later, the successful bidder must provide these documents to the City within 30 days of the date of the Notice of Award.

12. Execution of Contract.

The City will require the following provisions in its contract with the successful bidder. Additional provisions may be required by the City.

1. **<u>Independent Contractor</u>.** The City hereby retains the Contractor as an independent contractor upon the terms and conditions set forth in this Agreement. The Contractor is an independent contractor and not an employee of the City. The Contractor is free to contract with other entities as provided herein. The Contractor shall be responsible for obtaining and furnishing equipment, materials, and labor necessary for the Contractor's performance under this Agreement. The City and the Contractor agree that the Contractor shall not at any time or in any manner represent that the Contractor is in any manner an agent or employee of the City. The Contractor shall be exclusively responsible under this Agreement for the Contractor's own FICA payments, workers' compensation insurance, unemployment compensation insurance, withholding amounts, or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

2. **Contractor's Performance of Work.** The Contractor agrees to perform and provide the equipment, materials, labor and services as described in the Bid Specifications and Instructions which are set forth on the attached Exhibit A. The Contractor shall, in the performance of the work under this Agreement, conform to all applicable federal, state, and local laws, codes, ordinances, and regulations.

3. **Compensation for Services.** The City agrees to pay the Contractor a total of $____________ for the project (the "Contract Price"). The Contractor may invoice the City on a monthly basis for the materials and services that have been provided to the City to the current date, but upon the City paying 75 percent of the Contract Price to the Contractor, the remaining 25 percent of the Contract Price will be retained until the Project is complete and the City has accepted it.

4. **Termination.** Either party, without cause, may terminate this Agreement by 30 days' written notice delivered to the other party at the address written above. After termination, the City shall have no further obligation to the Contractor except to compensate the Contractor for the equipment and materials provided and services performed prior to the date of the notice of termination.

5. **Subcontractors.** The Contractor shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City.

6. **Assignment.** Neither party shall assign this Agreement, or any interest arising herein, without the written consent of the other party.

7. **Indemnification.** The Contractor agrees to defend, indemnify and hold the City, its officials, employees, agents and contractors harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from an act or omission (including without limitation professional errors or omissions) of the Contractor in the performance of the work provided by this Agreement and against all losses by reason of the failure of the Contractor fully to perform, in any respect, all obligations under this Agreement.

8. **Workers' Compensation Insurance.** The Contractor shall have workers' compensation insurance coverage that meets the requirements of Minnesota law (if required by statute). The Contractor shall execute the City's workers' compensation form.

9. **Records Access.** The Contractor shall provide the City access to any books, documents, papers, and records which are directly pertinent to the Agreement, for the purpose of making audit, examination, excerpts, and transcriptions, for three years after final payments and all other pending matters related to this Agreement are closed.

10. **General Liability Insurance.** The Contractor shall maintain general liability insurance with bodily injury and property damage limits of $1,500,000 to protect the Contractor and the City from claims and liability for injury or damages to persons or property for all work performed by the Contractor under this Agreement. The Contractor shall name the City as an additional insured under the Contractor's policy. Prior to performing any services under this Agreement, the Contractor shall provide evidence to the City that acceptable insurance coverage is in effect.

11. Data Privacy. The Contractor shall comply with Minnesota Statutes Chapter 13, the Minnesota Government Data Practices Act. The Contractor shall not disclose not public data except as authorized by the Act.

12. Governing Law. The laws of the State of Minnesota shall control this Agreement.

13. Entire Agreement; Amendments. This Agreement constitutes the entire Agreement between the parties, and no other agreement prior to or contemporaneous with this Agreement shall be effective, except as expressly set forth or incorporated herein. Any purported amendment to this Agreement is not effective unless it is in writing and executed by both parties.

14. No Waiver by the City. By entering into this Agreement, the City does not waive its entitlement to any immunities under statute or common law.

EXHIBIT A

Specifications of the Security Camera System in Minnetrista, Minnesota

1.0 SCOPE OF WORK. The work for this project will occur at various locations throughout Minnetrista at City owned facilities. These areas area all located within six miles of the Minnetrista City Hall and bid prices should included this provision. Below is a list of the locations, products, product numbers, and quantities. This list shall be used to determine a do not exceed price for the project, to be filled out on the bid form.

Part Number/Product Number	Location and Description	Quantity
Subtotal Header	**Minnetrista PD**	
CH52-1TBE-HW	Verkada CH52-E Outdoor Multisensor Camera, 4x5MP, Zoom Lens, 1TB of Storage, Maximum 30 Days of Retention	4
ACC-MNT-CORNER-1	Verkada Corner Mount	4
ACC-MNT-ARM-1	Verkada Arm Mount	4
ACC-MNT-PEND-1	Verkada Pendant Cap Mount	4
CF83-512E-HW	Verkada CF83-E Outdoor Fisheye Camera, 12MP, Fixed Lens, 512GB of Storage, Maximum 30 Days of Retention	9
CD43-256E-HW	Verkada CD43-E Outdoor Dome Camera, 5MP, Fixed Lens, 256GB of Storage, Maximum 30 Days of Retention	4
ACC-MNT-ARM-1	Verkada Arm Mount	1
ACC-MNT-PEND-1	Verkada Pendant Cap Mount	1
Comment	Door monitor in garage	
Full Motion TV Mount 32-55" TV	Full motion 1-arm 19" Wall Mount Bracket 32-55" TVs, narrow plate, black	1
Monitor, Vizio, 40", Class Smart TV	Monitor, Vizio, 40", Class Smart TV	1
02282-001	D1110 4K Video Decoder	1
	----Card Access System---Replace all readers with Verkada Command readers. Allows doors to be unlocked through camera screen, so operators can see who is at the door when they unlock.	
AD34-HW	Verkada AD34 Multi-format Card Reader	26
AD64-HW	Verkada AD64 Multi-format, Single Gang Card Reader with Keypad	15
AC62-HW	Verkada AC62 16 Door Controller	3
TD33-HW	TD33 Mullion Video Intercom Reader	1
ACC-BAT-18AH	Verkada 18AH Backup Battery for AC62	3
SM24TBT2DPB-2XPS-NA	Managed Gigabit PoE++ Switch, 24 Ports 10/100/1000Base-T PoE++ and 2 100/1000 SFP/RJ-45 Combo Port, Dual Power Supply Modulars	2
AL600ULACMCB	Power Supply Charger with Multi-Output Access Power Controller 12 or 24VDC at 6 AMP, PTC Protected Outputs	6
LIC-AC-1Y	Verkada 1-Year Door License Subscription	34
LIC-CH52-1Y	Verkada 1-Year CH52 Multisensor Camera License Subscription	4
LIC-CAM-1Y	Verkada 1-Year Camera License Subscription	13
LIC-TD-1Y	Verkada 1-Year Intercom License Subscription	1

	City Hall	
CH52-1TBE-HW	Verkada CH52-E Outdoor Multisensor Camera, 4x5MP, Zoom Lens, 1TB of Storage, Maximum 30 Days of Retention	2
ACC-MNT-CORNER-1	Verkada Corner Mount	2
ACC-MNT-ARM-1	Verkada Arm Mount	2
ACC-MNT-PEND-1	Verkada Pendant Cap Mount	2
CF83-512E-HW	Verkada CF83-E Outdoor Fisheye Camera, 12MP, Fixed Lens, 512GB of Storage, Maximum 30 Days of Retention	2
CM42-256-HW	Verkada CM42 Indoor Mini Dome Camera, 5MP, Fixed Lens, 256GB of Storage, Maximum 30 Days of Retention	4
	----Card Access System---Replace all readers with Verkada Command readers. Allows doors to be unlocked through camera screen, so operators can see who is at the door when they unlock.	
	Allows mobile credentials in addition to existing fobs	
AD34-HW	Verkada AD34 Multi-format Card Reader	11
AC62-HW	Verkada AC62 16 Door Controller	1
ACC-BAT-18AH	Verkada 18AH Backup Battery for AC62	1
	--- Alarm System---Replace panic alarms in council chambers. New panic alarms tie to cameras	
BP52	Verkada BP52 Alarm Panel	1
WH52-HW	Verkada WH52 Wireless Hub (New Alarms, US only)	1
BR33-HW	Verkada BR33 Wireless Panic Button	2
SM24TBT2DPB-2XPS-NA	Managed Gigabit PoE++ Switch, 24 Ports 10/100/1000Base-T PoE++ and 2 100/1000 SFP/RJ-45 Combo Port, Dual Power Supply Modulars	1
AL600ULACMCB	Power Supply Charger with Multi-Output Access Power Controller 12 or 24VDC at 6 AMP, PTC Protected Outputs	2
LIC-AC-1Y	Verkada 1-Year Door License Subscription	10
LIC-CH52-1Y	Verkada 1-Year CH52 Multisensor Camera License Subscription	2
LIC-CAM-1Y	Verkada 1-Year Camera License Subscription	6
LIC-BX-MA-1Y-CAP	Verkada 1-Year Advanced Video Alarms License for 1 Site (New Alarms, US only), Capacity Increase	1

	Public Works Building	
	Cameras only	
CH52-1TBE-HW	Verkada CH52-E Outdoor Multisensor Camera, 4x5MP, Zoom Lens, 1TB of Storage, Maximum 30 Days of Retention	2
ACC-MNT-CORNER-1	Verkada Corner Mount	2
ACC-MNT-ARM-1	Verkada Arm Mount	2
ACC-MNT-PEND-1	Verkada Pendant Cap Mount	2
CF83-512E-HW	Verkada CF83-E Outdoor Fisheye Camera, 12MP, Fixed Lens, 512GB of Storage, Maximum 30 Days of Retention	2
ACC-MNT-PEND-1	Verkada Pendant Cap Mount	2
1915-3-100-08	8U Security Wall Rack Enclosure	1
1908-3-001-01	KDH Optional Fan kit for the 8U Security wall Rack	1
SISPM1040-3248-L	Managed, Hardened Gigabit Ethernet PoE+ Rack Mountable Switch	1
GBE-PLUS-US	AirMax GigaBeam Plus 60 GHz Radio	2
LIC-CH52-1Y	Verkada 1-Year CH52 Multisensor Camera License Subscription	2
LIC-CAM-1Y	Verkada 1-Year Camera License Subscription	2

	S Water Treatment	
	Replace access control system (2)Add intercom reader to water towerInstall cameras on interior and exterior	
AC42-HW	Verkada AC42 4 Door Controller	1
BAT-70	Rechargable battery, 7.0Ah, 12	2
AD34-HW	Verkada AD34 Multi-format Card Reader	2
TD53-HW	Verkada TD53 Video Intercom Reader	1
ACC-INT-HOOD-1	Verkada TD53/TD63 Rain Hood	1
ACC-INT-COND-2	Verkada TD53 Conduit Mount	1
AR7400628	7400 Ultraline Strike	1
4590-04-00-628	4590 Deadlatch Paddle, Push to Right, Satin Aluminum	1
IS310WH	Request to Exit PIR White	1
2505A-L	Industrial Wide Gap CL 36" Armored Cable, 3" Gap	1
AC-DL2	18" Armored Door Cable w/Block Ends	1
CF83-512E-HW	Verkada CF83-E Outdoor Fisheye Camera, 12MP, Fixed Lens, 512GB of Storage, Maximum 30 Days of Retention	1
ACC-MNT-CORNER-1	Verkada Corner Mount	1
ACC-MNT-ARM-1	Verkada Arm Mount	1
ACC-MNT-PEND-1	Verkada Pendant Cap Mount	1
CB52-256E-HW	Verkada CB52-E Outdoor Bullet Camera, 5MP, Zoom Lens, 256GB of Storage, Maximum 30 Days of Retention	2
CD43-256E-HW	Verkada CD43-E Outdoor Dome Camera, 5MP, Fixed Lens, 256GB of Storage, Maximum 30 Days of Retention	4
ACC-MNT-ARM-1	Verkada Arm Mount	4
ACC-MNT-PEND-1	Verkada Pendant Cap Mount	4
LIC-TD-1Y	Verkada 1-Year Intercom License Subscription	1
LIC-AC-1Y	Verkada 1-Year Door License Subscription	3
LIC-CAM-1Y	Verkada 1-Year Camera License Subscription	7
1915-3-100-08	8U Security Wall Rack Enclosure	1
1908-3-001-01	KDH Optional Fan kit for the 8U Security wall Rack	1
SM16TAT2SANA	16 Port, SMART MANAGED PoE+ Switch, 250 Watts, 10/100/1000Base-T PoE+ and 2 100/1000	1

	N Water Treatment	
	Replace access control system (3Install cameras on interior and exterior	
AC42-HW	Verkada AC42 4 Door Controller	1
BAT-70	Rechargable battery, 7.0Ah, 12	1
AD34-HW	Verkada AD34 Multi-format Card Reader	3
CF83-512E-HW	Verkada CF83-E Outdoor Fisheye Camera, 12MP, Fixed Lens, 512GB of Storage, Maximum 30 Days of Retention	1
ACC-MNT-CORNER-1	Verkada Corner Mount	1
ACC-MNT-ARM-1	Verkada Arm Mount	1
ACC-MNT-PEND-1	Verkada Pendant Cap Mount	1
CB52-256E-HW	Verkada CB52-E Outdoor Bullet Camera, 5MP, Zoom Lens, 256GB of Storage, Maximum 30 Days of Retention	2
CD43-256E-HW	Verkada CD43-E Outdoor Dome Camera, 5MP, Fixed Lens, 256GB of Storage, Maximum 30 Days of Retention	3
ACC-MNT-ARM-1	Verkada Arm Mount	3
ACC-MNT-PEND-1	Verkada Pendant Cap Mount	3
LIC-AC-1Y	Verkada 1-Year Door License Subscription	3
LIC-CAM-1Y	Verkada 1-Year Camera License Subscription	3
1915-3-100-08	8U Security Wall Rack Enclosure	1
1908-3-001-01	KDH Optional Fan kit for the 8U Security wall Rack	
SM8TAT2SANA	8 PORT , SMART MANAGED SWITCH, 1G POE Plus, 130 Watts +2-PORT 100/1000SFP	1

	Well House 3	
Comment	Intercom Card Reader Install cameras (2)Cellular radio and services	
AC12-HW	Verkada AC12 1 Door Controller	1
TD53-HW	Verkada TD53 Video Intercom Reader	1
ACC-INT-HOOD-1	Verkada TD53/TD63 Rain Hood	1
ACC-INT-COND-2	Verkada TD53 Conduit Mount	1
4500C-12/24-629	4500 Series Complete Strike Pack - 12/24VD (629 Finish-Bright Statinless Steel	1
IS310WH	Request to Exit PIR White	1
2505A-L	Industrial Wide Gap CL 36" Armored Cable, 3" Gap	1
CF83-512E-HW	Verkada CF83-E Outdoor Fisheye Camera, 12MP, Fixed Lens, 512GB of Storage, Maximum 30 Days of Retention	1
ACC-MNT-CORNER-1	Verkada Corner Mount	1
ACC-MNT-PEND-1	Verkada Pendant Cap Mount	1
ACC-MNT-PEND-1	Verkada Pendant Cap Mount	1
CB52-256E-HW	Verkada CB52-E Outdoor Bullet Camera, 5MP, Zoom Lens, 256GB of Storage, Maximum 30 Days of Retention	1
LIC-TD-1Y	Verkada 1-Year Intercom License Subscription	1
LIC-AC-1Y	Verkada 1-Year Door License Subscription	1
LIC-CAM-1Y	Verkada 1-Year Camera License Subscription	2
GC31-E-HW	Verkada GC31 Cellular Gateway, Outdoor	1
LIC-GC-1Y	Verkada 1-Year Cellular Gateway License Subscription, Includes Unlimited Data for Verkada Non-Video Devices	1
LIC-GC-1VD-1Y	Verkada 1-Year Cellular Gateway Data Plan, Includes Unlimited Data for 1 Verkada Video Device	3
1915-3-100-08	8U Security Wall Rack Enclosure	1
1908-3-001-01	KDH Optional Fan kit for the 8U Security wall Rack	1
SM8TAT2SANA	8 PORT , SMART MANAGED SWITCH, 1G POE Plus, 130 Watts +2-PORT 100/1000SFP	1

	Sunnyfield Water Tower	
	Intercom Card Reader Install cameras (1)Cellular radio and services	
AC12-HW	Verkada AC12 1 Door Controller	1
TD53-HW	Verkada TD53 Video Intercom Reader	1
ACC-INT-HOOD-1	Verkada TD53/TD63 Rain Hood	1
ACC-INT-COND-2	Verkada TD53 Conduit Mount	1
AR7400628	7400 Ultraline Strike	1
4590-04-00-628	4590 Deadlatch Paddle, Push to Right, Satin Aluminum	1
IS310WH	Request to Exit PIR White	1
2505A-L	Industrial Wide Gap CL 36" Armored Cable, 3" Gap	1
AC-DL2	18" Armored Door Cable w/Block Ends	1
CB52-256E-HW	Verkada CB52-E Outdoor Bullet Camera, 5MP, Zoom Lens, 256GB of Storage, Maximum 30 Days of Retention	1
LIC-TD-1Y	Verkada 1-Year Intercom License Subscription	1
LIC-AC-1Y	Verkada 1-Year Door License Subscription	1
LIC-CAM-1Y	Verkada 1-Year Camera License Subscription	1
GC31-E-HW	Verkada GC31 Cellular Gateway, Outdoor	1
LIC-GC-1Y	Verkada 1-Year Cellular Gateway License Subscription, Includes Unlimited Data for Verkada Non-Video Devices	1
1915-3-100-08	8U Security Wall Rack Enclosure	1
1908-3-001-01	KDH Optional Fan kit for the 8U Security wall Rack	1
SM8TAT2SANA	8 PORT , SMART MANAGED SWITCH, 1G POE Plus, 130 Watts +2-PORT 100/1000SFP	1

	Kings Point Water Tower	
	Intercom Card Readers (2)Install cameras (2) Cellular radio and services Future expandability to gate arm	
AC42-HW	Verkada AC42 4 Door Controller	1
BAT-70	Rechargable battery, 7.0Ah, 12	1
AL600ULACMCB	Power Supply Charger with Multi-Output Access Power Controller 12 or 24VDC at 6 AMP, PTC Protected Outputs	1
TD53-HW	Verkada TD53 Video Intercom Reader	2
ACC-INT-HOOD-1	Verkada TD53/TD63 Rain Hood	1
ACC-INT-COND-2	Verkada TD53 Conduit Mount	2
IS310WH	Request to Exit PIR White	2
2505A-L	Industrial Wide Gap CL 36" Armored Cable, 3" Gap	2
CB52-256E-HW	Verkada CB52-E Outdoor Bullet Camera, 5MP, Zoom Lens, 256GB of Storage, Maximum 30 Days of Retention	2
LIC-TD-1Y	Verkada 1-Year Intercom License Subscription	2
LIC-AC-1Y	Verkada 1-Year Door License Subscription	2
LIC-CAM-1Y	Verkada 1-Year Camera License Subscription	2
GC31-E-HW	Verkada GC31 Cellular Gateway, Outdoor	1
LIC-GC-1Y	Verkada 1-Year Cellular Gateway License Subscription, Includes Unlimited Data for Verkada Non-Video Devices	1
LIC-GC-1VD-1Y	Verkada 1-Year Cellular Gateway Data Plan, Includes Unlimited Data for 1 Verkada Video Device	4
1915-3-100-08	8U Security Wall Rack Enclosure	
1908-3-001-01	KDH Optional Fan kit for the 8U Security wall Rack	
SM8TAT2SANA	8 PORT , SMART MANAGED SWITCH, 1G POE Plus, 130 Watts +2-PORT 100/1000SFP	1

Conduit		1
Proper wiring for access control devices		1
Cat5 for all IP Devices		1
On Site Labor		1
Management		1
Training		1

3.0 DOCUMENTATION AND TRAINING.

A. At the conclusion of the Project, all documentation is to be compiled by the Contractor into an organized, comprehensive package.

B. The Contractor must provide the City with a network map of the camera system.

C. The Contractor must provide the City with a Microsoft Excel spreadsheet identifying locations, items installed, and cost per item per the bid amount.

D. The Contractor must provide the City with any certificates of manufacturers' extended warranties, when applicable.

RESOLUTION NO. 42-25

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 72783 through 72834; electronic checks E1003276 through E1003286; Claims batch includes an electronic transfer for payroll in the amount of $135,608.51.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of $653,271.55 is hereby approved.

ADOPTED this 21st day of April 2025 by a vote of ____ Ayes ______ Nays.

____
Lisa Whalen, Mayor

ATTEST:

____
City Clerk

CITY OF MINNETRISTA

*Check Detail Register©

Batch: Aflac040425,MetLife040125,040325 PSN,042125AP,PR04102025,Wells 8,9- 4-21-25

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1010 1ST BK OF THE LAKES					
72783	04/21/25	**ACTION FLEET, INC**			
G 101-2399		FORFEITED PROPERTY	$505.00	I7733	DeCOMMISION VEHICLE REFURBISH EQUPT
		Total	$505.00		
72784	04/21/25	**ASPEN MILLS**			
E 101-42110-417		UNIFORMS	$53.99	351345	BRAD CARLSON UNIFORM
E 101-42110-417		UNIFORMS	$117.98	351345	BRAD CARLSON UNIFORM
		Total	$171.97		
72785	04/21/25	**AUTOMATIC SYSTEMS CO.**			
E 601-49440-530		IMPROVEMENTS	$14,368.00	42843	WTP PRESSURE TRANSDUCER MODS
		Total	$14,368.00		
72786	04/21/25	**CAMPBELL KNUTSON**			
E 101-41610-304		LEGAL FEES - ATTORNE	$2,614.95	3569-0998	3569-0998
E 101-41610-305		PROSECUTING ATTORN	$1,619.01	3569-0999	3569-0999
		Total	$4,233.96		
72787	04/21/25	**Car-Co Auto Parts**			
E 101-43121-221		EQUIPMENT PARTS, TIR	$209.99	766297	fluid film
		Total	$209.99		
72788	04/21/25	**CAREFREE SERVICES INC.**			
E 651-49590-224		STREET MAINTENANCE	$18,424.00	30189	Spring Sweeping
E 651-49590-224		STREET MAINTENANCE	$550.00	30190	Spring Sweeping-LYTHRUM & EAGLE BLUFF
		Total	$18,974.00		
72789	04/21/25	**CINTAS**			
E 101-43121-417		UNIFORMS	($234.83)	1905338917c	uniforms-credit due to doubel payment
E 101-43121-417		UNIFORMS	$140.89	4221277330	uniforms
E 101-43121-417		UNIFORMS	$140.89	4226485498	uniforms
		Total	$46.95		
72790	04/21/25	**City of St Bonifacius**			
E 601-43241-530		IMPROVEMENTS	$22,399.00	2025-03	Interconnect on Glacier
E 601-43241-303		ENGINEERING SERV	$3,322.00	2025-03	Engineering Charges
		Total	$25,721.00		
72791	04/21/25	**CORE AND MAIN**			
E 601-49440-227		UTILITY SYSTEM MAINT	$1,459.20	15865	ChemicalS CL & FL
		Total	$1,459.20		
72792	04/21/25	**CULLIGAN**			
E 101-42110-211		CLEANING & MAINT SUP	$129.14	114X0262430	Water
		Total	$129.14		
72793	04/21/25	**CUMMINGS, PATRICK**			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	$37.75		REIMB-ROCHESTER
		Total	$37.75		

*Check Detail Register©

Batch: Aflac040425,MetLife040125,040325 PSN,042125AP,PR04102025,Wells 8,9- 4-21-25

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
72794	04/21/25	**Dept. of Labor & Industry**			
G 101-2101		PLUMBING - STATE SUR	$41.00		Q1 2025 MAR
G 101-2102		HVAC - STATE SURCH	$33.00		Q1 2025 MAR
G 101-2100		BLDG GEN - STATE SUR	$12.00		Q1 2025 MAR
G 101-2103		BLDG VAL BSD - STATE	$6,211.38		Q1 2025 MAR
		Total	$6,297.38		
72795	04/21/25	**FACTORY MOTOR PARTS**			
E 101-43121-221		EQUIPMENT PARTS, TIR	$118.60	1-10516641	Parts
E 101-43121-221		EQUIPMENT PARTS, TIR	$74.55	75-516419	Parts
		Total	$193.15		
72796	04/21/25	**FASTENAL COMPANY**			
E 101-43121-224		STREET MAINTENANCE	$209.21	MNWAC8027	GLOVES
		Total	$209.21		
72797	04/21/25	**AT & T MOBILITY**			
E 101-42110-321		TELEPHONE	$429.22	28733308499	Phone
E 401-42110-560		EQIUP AND FURNISHIN	$305.84	28733308499	Equipment
E 101-41940-321		TELEPHONE	$500.00	X04032025	Cell phones, Ipads, Hot Spots
E 601-49440-381		ELECTRIC UTILITIES	$100.00	X04032025	Cell phones, Ipads, Hot Spots
E 602-49490-381		ELECTRIC UTILITIES	$100.00	X04032025	Cell phones, Ipads, Hot Spots
E 101-43121-321		TELEPHONE	$219.68	X04032025	Cell phones, Ipads, Hot Spots
		Total	$1,654.74		
72798	04/21/25	**FRONTIER OH**			
E 601-49440-381		ELECTRIC UTILITIES	$1,099.65		Water Treatment Plant
		Total	$1,099.65		
72799	04/21/25	**Fury Motors**			
E 101-42110-404		VEHICLE & EQUIP MAIN	$78.45	787170	Battery Test
E 101-42110-404		VEHICLE & EQUIP MAIN	$78.45	787592	Battery Test
		Total	$156.90		
72800	04/21/25	**GALLAGHER BENEFIT SERVICES**			
E 101-41320-307		PROFESSIONAL SERVIC	$2,500.00	336556	GASB 75 Audit Services
		Total	$2,500.00		
72801	04/21/25	**Gopher State One Call**			
E 602-49490-227		UTILITY SYSTEM MAINT	$81.68	5030610	locates
E 601-49440-227		UTILITY SYSTEM MAINT	$81.67	5030610	locates
		Total	$163.35		
72802	04/21/25	**Grainger Inc.**			
E 602-49490-227		UTILITY SYSTEM MAINT	$159.36	9451661939	FLNGE GASKET, TOGGLESWITCH
		Total	$159.36		
72803	04/21/25	**H & R CONST. CO**			
E 101-43121-224		STREET MAINTENANCE	$409.80	23099	MNDOT GUARD RAIL
		Total	$409.80		

CITY OF MINNETRISTA

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Batch: Aflac040425,MetLife040125,040325 PSN,042125AP,PR04102025,Wells 8,9- 4-21-25

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
72804	04/21/25	**HAWKINS INC**			
E 601-49440-227		UTILITY SYSTEM MAINT	$110.00	7037387	Chlorine Cylinder Demurrage
		Total	$110.00		
72805	04/21/25	**HENNEPIN COUNTY INFO TECH DEPT**			
E 401-42110-560		EQIUP AND FURNISHIN	$2,602.27	1000244194	radio lease - PD
E 401-43126-560		EQIUP AND FURNISHIN	$407.82	1000244217	Radio Lease
		Total	$3,010.09		
72806	04/21/25	**HENN CO TREASURER**			
E 101-41320-307		PROFESSIONAL SERVIC	$825.00	36-2025	ANNUAL BILLING-SPECIAL ASSMTS
		Total	$825.00		
72807	04/21/25	**Int'l Union of Oper. Engineers**			
G 101-2360		PAYROLL CLEARING UN	$315.00	APRIL 2025	* Union dues
		Total	$315.00		
72808	04/21/25	**KWIK TRIP**			
E 101-42110-404		VEHICLE & EQUIP MAIN	$19.95	10275134	CARWASH
		Total	$19.95		
72809	04/21/25	**LEXISNEXIS RISK DATA MNGMT INC**			
E 101-42110-307		PROFESSIONAL SERVIC	$209.50	1100122585	Contract Fee
		Total	$209.50		
72810	04/21/25	**LOFFLER**			
E 101-41320-410		COMPUTER SERVICES/	$2,553.12	4988302	Monthly Service/General Support
E 101-42110-410		COMPUTER SERVICES/	$3,647.32	4988302	Monthly Service/General Support
E 101-43121-410		COMPUTER SERVICES/	$547.10	4988302	Monthly Service/General Support
E 601-49440-410		COMPUTER SERVICES/	$1,185.38	4988302	Monthly Service/General Support
E 602-49490-410		COMPUTER SERVICES/	$1,185.38	4988302	Monthly Service/General Support
E 401-43126-560		EQIUP AND FURNISHIN	$1,461.78	4994357	SWITCHES
E 101-41320-410		COMPUTER SERVICES/	$203.35	4996675	Phone installation/Switchover
E 101-42110-410		COMPUTER SERVICES/	$831.89	4996675	Phone installation/Switchover
E 101-43121-410		COMPUTER SERVICES/	$92.43	4996675	Phone installation/Switchover
E 401-43126-560		EQIUP AND FURNISHIN	$3,495.50	CW235140	SDWAN Project
		Total	$15,203.25		
72811	04/21/25	**MAMA**			
E 101-41320-433		DUES & SUBSRIPT & TR	$35.00	2249	MAMA-JASPER KRUGGEL
		Total	$35.00		
72812	04/21/25	**Martin McAllister**			
E 101-42110-307		PROFESSIONAL SERVIC	$1,800.00	16773	Assessment
		Total	$1,800.00		
72813	04/21/25	**MENARDS BUFFALO**			
E 101-43125-224		STREET MAINTENANCE	$71.44		GREEN TREATED 2X8-8'; 4X4-8'
		Total	$71.44		
72814	04/21/25	**METERING AND TECHNOLOGY**			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49440-227		UTILITY SYSTEM MAINT	$6,647.56	INV7686	Utility Equip
E 601-49440-227		UTILITY SYSTEM MAINT	$1,076.17	INV7738	Water Dept Equip
		Total	$7,723.73		
72815	04/21/25	**MID COUNTY**			
E 101-42110-212		MOTOR FUELS AND LUB	$857.72	81840	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	$936.55	81861	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	$462.22	81874	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	$1,106.75	81907	Squad Fuel
E 601-49440-212		MOTOR FUELS AND LUB	$350.82	81940	water-fuel - Dyed Diesel
E 101-43125-212		MOTOR FUELS AND LUB	$877.06	81940	ice snow fuel Dyed Diesel
E 602-49490-212		MOTOR FUELS AND LUB	$350.82	81940	sewer fuel Dyed Diesel
E 101-43121-212		MOTOR FUELS AND LUB	$175.42	81940	street fuel Dyed Diesel
		Total	$5,117.36		
72816	04/21/25	**MIDCO**			
E 673-49600-307		PROFESSIONAL SERVIC	$805.39	37285950214	Internet Service
		Total	$805.39		
72817	04/21/25	**MINNESOTA BATTERY LLC**			
E 101-43121-221		EQUIPMENT PARTS, TIR	$219.50	30615	BS-65 800CCA
		Total	$219.50		
72818	04/21/25	**Minnesota Pollution Control**			
E 651-49590-433		DUES & SUBSRIPT & TR	$400.00	MS4 APP	MS4 APPLICATION
		Total	$400.00		
72819	04/21/25	**MOUND TRUE VALUE HARDWARE**			
E 601-49440-227		UTILITY SYSTEM MAINT	$29.42	196689	WATER TESTING TO DEPT OF HEALTH
E 601-49440-227		UTILITY SYSTEM MAINT	$65.97	196721	GALV PIPE, COUPLNG, NPL
E 601-49440-227		UTILITY SYSTEM MAINT	$78.42	196733	GALV NIPPLES, CURBSTOP EXTEN
		Total	$173.81		
72820	04/21/25	**MOUND TRUE VALUE**			
E 101-42110-211		CLEANING & MAINT SUP	$8.98	196344	Glass Cleaner
E 101-42110-211		CLEANING & MAINT SUP	$2.59	196515	Binder Ring
		Total	$11.57		
72821	04/21/25	**NORTH AMERICAN SAFETY, INC**			
E 101-43121-417		UNIFORMS	$840.82	INV96972	SWEATHIRT, TSHIRT, OTHER
		Total	$840.82		
72822	04/21/25	**Capital One Trade Credit**			
E 101-43121-240		SMALL TOOLS AND MIN	$311.55	23075602	Milwaukee Top Handle Chainsaw
		Total	$311.55		
72823	04/21/25	**OFFICE OF MNIT SERVICES**			
E 101-42110-410		COMPUTER SERVICES/	$100.00	DV25030449	wrDE AREA NETWORK (WAN) SERVICES MONTHLY
		Total	$100.00		
72824	04/21/25	**Per Mar Security Services**			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42110-404		VEHICLE & EQUIP MAIN	$179.06	3564375	MONITORING
		Total	$179.06		
72825	04/21/25	**PLUNKETTS**			
E 601-49440-401		BLDG/STRUCT MAINTEN	$36.40	9092555	PEST CONTROL
E 101-41940-401		BLDG/STRUCT MAINTEN	$123.01	9096082	Pest Control
E 101-42110-401		BLDG/STRUCT MAINTEN	$182.28	9097367	Pest Control
		Total	$341.69		
72826	04/21/25	**POLSFUSS, ALLIE**			
E 101-41320-433		DUES & SUBSRIPT & TR	$67.20		MILEAGE REIMBURSEMENT
		Total	$67.20		
72827	04/21/25	**PREMIUM WATERS, INC**			
E 101-41940-211		CLEANING & MAINT SUP	$361.11	605123-03-25	2 MONTHS INVOICES -Water
E 101-41940-211		CLEANING & MAINT SUP	$50.59	605123-03-25	Water
		Total	$411.70		
72828	04/21/25	**RUSCH CREEK SERVICES**			
E 101-43121-404		VEHICLE & EQUIP MAIN	$3,014.53	840	Repair of TRUCK#5
		Total	$3,014.53		
72829	04/21/25	**SEBOLD HEATING AND COOLING**			
E 601-49440-401		BLDG/STRUCT MAINTEN	$190.00	6507	SPRING SERVICE
		Total	$190.00		
72830	04/21/25	**SQUIRES, CRAIG T**			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	$40.12		REIMBURSE FOR ETR CONFERENCE
		Total	$40.12		
72831	04/21/25	**TRITECH SOFTWARE SYSTEMS**			
E 101-42110-410		COMPUTER SERVICES/	$780.00	434076	VPN LICENSE
		Total	$780.00		
72832	04/21/25	**US BANK CORPORATE SYSTEMS**			
E 101-42110-418		RECRUITING	$144.00		Background - SSA
E 101-42110-417		UNIFORMS	$39.99		UNIFORMS
E 101-49020-437		MISCELLANEOUS EXPE	$186.39		Shadox Box - Falls Retirment
E 101-42110-221		EQUIPMENT PARTS, TIR	$149.74		Brass Regulator
E 101-42110-434		POLICE TRAINING	$299.00		KOCH CLASS
E 101-42110-434		POLICE TRAINING	$299.00		Koch - class (to be reimbursed/refunded)
E 101-42110-433		DUES & SUBSRIPT & TR	$90.00		Brown - POST renewal
E 101-42110-201		OFFICE SUPPLIES	$75.23		FILE DRAWERS
E 101-42110-221		EQUIPMENT PARTS, TIR	$149.63		INFANT BVM (6)
E 101-42110-221		EQUIPMENT PARTS, TIR	$49.88		INFANT BVM(2)
E 101-42110-221		EQUIPMENT PARTS, TIR	$13.97		WIRELESS MOUSE
E 101-42110-201		OFFICE SUPPLIES	$8.54		PHONE CASE
E 101-42110-433		DUES & SUBSRIPT & TR	$90.00		Squires- POST renewal
E 101-42110-201		OFFICE SUPPLIES	$18.99		KEYBOARD
E 101-42110-440		APPRECIATION EVENTS	$263.83		Trista Day Banner
E 101-42110-418		RECRUITING	$28.50		BACKGROUND CHECK

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-49020-437		MISCELLANEOUS EXPE	$346.14		Falls - Retirement event supplies
E 101-49020-437		MISCELLANEOUS EXPE	$500.00		Falls - Retirement/recognition policy appreciation item
E 101-41110-433		DUES & SUBSRIPT & TR	$73.46		Council meeting food
E 101-41110-433		DUES & SUBSRIPT & TR	$96.77		Council meeting food
E 101-42110-433		DUES & SUBSRIPT & TR	$361.52		Training Manuals - First Aid, CPR
E 101-49020-437		MISCELLANEOUS EXPE	$75.63		PID 31-117-24-31-0066 taxes -(now exempt going forward)
E 101-42110-431		TRAIN/MTG/EXP & SUPP	$51.90		Parking Fees - conference
E 101-42110-401		BLDG/STRUCT MAINTEN	$158.43		Water softener parts for PD
E 101-43121-212		MOTOR FUELS AND LUB	$69.07		Diesel new aerial lift truck
E 101-45202-401		BLDG/STRUCT MAINTEN	$269.00		Dog waste station for Lisle Park
R 101-620-36250		REFUNDS AND REIMB	$450.00		Permit fee being reimbursed by Xcel
E 101-43121-221		EQUIPMENT PARTS, TIR	$293.49		Storage box for infrared heater trailer
E 101-43121-221		EQUIPMENT PARTS, TIR	$169.99		Winch to load infrared asphalt heater on trailer
E 651-49590-221		EQUIPMENT PARTS, TIR	$161.51		Fill hose and parts for vac trailer
E 101-43121-433		DUES & SUBSRIPT & TR	$349.00		Annual Fee - Amazon Business Prime Account
		Total	$5,332.60		
72833	04/21/25	**VERITONE, INC**			
E 101-42110-410		COMPUTER SERVICES/	$2,400.00	948366	REDACT APPLICATION
		Total	$2,400.00		
72834	04/21/25	**WASTE MANAGEMENT OF WI-MN**			
E 671-43230-384		REFUSE REMOVAL	$20,305.80	8070602-159	RECYCLING
E 671-43230-384		REFUSE REMOVAL	$91.58	9249567-228	RECYCLING-ORGANICS
		Total	$20,397.38		
1003276 e	04/07/25	**METLIFE**			
E 101-41320-131		HEALTH & LIFE INS - E C	$361.46	April 2025	Dental Insurance
E 101-42401-131		HEALTH & LIFE INS - E C	$45.32	April 2025	Dental Insurance
E 101-41910-131		HEALTH & LIFE INS - E C	$175.38	April 2025	Dental Insurance
E 101-43121-131		HEALTH & LIFE INS - E C	$317.55	April 2025	Dental Insurance
E 101-43125-131		HEALTH & LIFE INS - E C	$75.06	April 2025	Dental Insurance
E 101-45202-131		HEALTH & LIFE INS - E C	$40.42	April 2025	Dental Insurance
E 101-42110-131		HEALTH & LIFE INS - E C	$981.60	April 2025	Dental Insurance
E 601-49440-131		HEALTH & LIFE INS - E C	$126.94	April 2025	Dental Insurance
E 602-49490-131		HEALTH & LIFE INS - E C	$117.51	April 2025	Dental Insurance
E 651-49590-131		HEALTH & LIFE INS - E C	$38.28	April 2025	Dental Insurance
		Total	$2,279.52		
1003277 e	04/07/25	**AFLAC**			
G 101-2348		AFLAC INS	$48.46	37317	* Aflac Supplemental Insurance
		Total	$48.46		
1003278 e	04/07/25	**PSN**			
E 601-49440-307		PROFESSIONAL SERVIC	$86.24	04/03/2025	Monthly Online Payment Fees March 2025
E 602-49490-307		PROFESSIONAL SERVIC	$86.24	04/03/2025	Monthly Online Payment Fees March 2025
E 651-49590-307		PROFESSIONAL SERVIC	$57.49	04/03/2025	Monthly Online Payment Fees March 2025
E 671-43230-307		PROFESSIONAL SERVIC	$57.50	04/03/2025	Monthly Online Payment Fees March 2025

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	$287.47		
1003279 e	04/16/25	**Internal Revenue Service**			
G 101-2300		PAYROLL CLEARING FE	$32,548.12		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FIC	$18,160.20		* PR - SS/Medicare w/h
		Total	$50,708.32		
1003280 e	04/16/25	**MINNESOTA DEPT. OF REV.**			
G 101-2310		PAYROLL CLEARING ST	$13,391.75		* State w/h
		Total	$13,391.75		
1003281 e	04/16/25	**Public Employees Retirement**			
G 101-2330		PAYROLL CLEARING PE	$32,278.12		* Pera w/h
		Total	$32,278.12		
1003282 e	04/16/25	**ICMA**			
G 101-2370		PAYROLL CLEARING DE	$290.00		* Roth IRA Contributions
G 101-2370		PAYROLL CLEARING DE	$100.00		* Deferred Comp Contributions
		Total	$390.00		
1003283 e	04/16/25	**EDWARD JONES**			
G 101-2370		PAYROLL CLEARING DE	$3,510.27		* Deferred Comp w/h
		Total	$3,510.27		
1003284 e	04/16/25	**Optum**			
G 101-2347		HSA CLEARING ACCT	$11,962.66		H.S.A Employer and Employee Contribution
		Total	$11,962.66		
1003285 e	04/16/25	**HCSP**			
G 101-2370		PAYROLL CLEARING DE	$250.00		*HCSP
		Total	$250.00		
1003286 e	04/21/25	**TRAUT Companies**			
E 601-43241-530		IMPROVEMENTS	$253,398.73	4-21-25	Pay 3 on Wells 8 & 9
		Total	$253,398.73		
		1010	$517,663.04		

Fund Summary

1010 1ST BK OF THE LAKES	
101 GENERAL FUND	$160,205.72
401 CAPITAL IMPROVEMENT PROGRAM	$8,273.21
601 WATER FUND	$306,211.57
602 SEWER FUND	$2,080.99
651 STORM WATER MGMT FUND	$19,631.28
671 RECYCLING FUND	$20,454.88
673 CABLE	$805.39
	$517,663.04

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM

Subject:	**Resolution of Opposition to HF 4124 and SF 4689 – Homeowners Association Reform Bills**
Prepared By:	**Jasper Kruggel, City Administrator**
Meeting Date:	**April 21, 2025**

Issue: This memo outlines the City of Minnetrista's position against House File 4124 (HF 4124) and Senate File 4689 (SF 4689), which propose reforms to homeowners associations (HOAs) and common interest communities, and recommends formalizing this stance through a resolution.

Overview: HF 4124, authored by Rep. Fue Lee, amends the Minnesota Common Interest Ownership Act to require HOAs to file annual disclosures with the state, including governing documents and financial information, and establishes a public database and dispute resolution process. SF 4689, authored by Sen. Lindsey Port, regulates short-term rentals within HOAs. Both bills have advanced through committee hearings and are under consideration in the Minnesota Legislature.

Reasons for Opposition:

The City of Minnetrista opposes HF 4124 and SF 4689 for the following reasons:

1. Increased Administrative Burden on Local Governments: The state-level mandates for HOA disclosures and dispute resolution may indirectly burden city staff with enforcement or oversight responsibilities, straining limited municipal resources.
2. Infringement on Local Control: These bills impose uniform regulations that may not account for the unique needs of Minnetrista's communities, undermining the city's ability to address HOA-related issues through local ordinances.
3. Potential Costs to Residents: The requirements for disclosures and compliance could increase HOA operating costs, leading to higher fees for Minnetrista residents without clear evidence of proportional benefits.
4. Overreach in Short-Term Rental Regulation: SF 4689's focus on short-term rentals within HOAs may preempt local zoning and regulatory authority, limiting the city's ability to manage rental impacts tailored to Minnetrista's neighborhoods.
5. Lack of Clarity: The bills' provisions, including the proposed task force in HF 4124, lack sufficient detail on implementation, funding, and long-term impacts, creating uncertainty for municipalities and residents.

Recommended City Council Action: Staff recommends that the City Council adopt a formal resolution expressing dissent to HF 4124 and SF 4689 and communicate this position to state legislators, the League of Minnesota Cities, and relevant stakeholders. A draft resolution is attached for your consideration.

RESOLUTION NO. 43-25

A RESOLUTION OPPOSING HOUR FILE 4124 AND SENATE FILE 4689

WHEREAS, the Minnesota Legislature is considering House File 4124 (HF 4124) and Senate File 4689 (SF 4689), which propose reforms to homeowners associations (HOAs) and common interest communities, including mandatory state disclosures, public record access, dispute resolution processes, and regulation of short-term rentals; and

WHEREAS, the City of Minnetrista recognizes the importance of effective HOA governance but believes these bills impose undue burdens on local governments, HOAs, and residents; and

WHEREAS, HF 4124 and SF 4689 may increase administrative demands on municipalities, potentially requiring city staff to support state-mandated compliance or enforcement without adequate funding; and

WHEREAS, the bills risk undermining local control by imposing uniform regulations that may not align with the specific needs of Minnetrista's communities; and

WHEREAS, the proposed requirements could raise HOA costs, increasing financial burdens on Minnetrista residents through higher fees; and

WHEREAS, SF 4689's regulation of short-term rentals may limit the city's zoning and regulatory authority, hindering tailored solutions for Minnetrista's neighborhoods; and

WHEREAS, the bills lack sufficient clarity on implementation, funding, and long-term impacts, creating uncertainty for municipalities and residents;

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

1. The City of Minnetrista opposes House File 4124 and Senate File 4689 due to their potential to burden local governments, infringe on local control, increase costs for residents, and create regulatory uncertainty.

2. The City urges the Minnesota Legislature to reconsider these bills and engage with municipalities to address HOA governance through collaborative, locally tailored solutions.

3. The City Administrator is directed to transmit this resolution to Rep. Fue Lee, Sen. Lindsey Port, Minnetrista's legislative delegation, the League of Minnesota Cities, and other relevant stakeholders.

Adopted by the City Council on this 21st day of April 2025.

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Lisa Whalen, Mayor

ATTEST:

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Ann Meyerhoff, City Clerk