



## CITY COUNCIL MEETING AGENDA

February 02, 2026 at 6:30 PM

7701 County Road 110 West Minnetrista, MN 55364

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

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### 1) CALL TO ORDER

- a) Pledge of Allegiance
- b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Claudia Lacy, Peter Vickery, Brian Govern Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Craig Squires, Assistant City Administrator Paula Bauman, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering
- c) Approval of Agenda

### 2) SPECIAL PRESENTATIONS

### 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 City Council Regular Meeting Minutes from January 21, 2026
- b) Res No 14-26 Approve Claims
- c) Res No 15-26 Approval of Residential Recycling Grant Agreement with Hennepin County for January 1, 2026 - December 31, 2028
- d) Res No 16-26 Approve Streetside Setback Variance at 2565 Highland Road
- e) Approve AE2S SCADA Task Order 03-26 for Supervisory Control and Data Acquisition Services

### 5) PUBLIC HEARINGS

### 6) BUSINESS ITEMS

### 7) ADMINISTRATIVE ITEMS

- a) Staff Reports
- b) Council Reports
- i) Mayor Lisa Whalen – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Public Safety Advisory Committee; Northwest

Hennepin League of Municipalities; Regional Council of Mayors; Minnehaha Creek Watershed District; Mound Fire Advisory Committee (alternate); Fire Partnership Committee

**ii)** Cathleen Reffkin – Acting Mayor; Economic Development Authority; Personnel Committee, Planning Commission (rotating); Parks Commission (rotating); St Bonifacius Fire Advisory Committee; Mound Fire Advisory Committee; Fire Partnership Committee

**iii)** Claudia Lacy - Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating), Gillespie Center Advisory Council, Westonka Community Commerce Committee

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

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

## **8) ADJOURNMENT**

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



## CITY COUNCIL MEETING MINUTES

January 21, 2026 at 6:30 PM

7701 County Road 110 West Minnetrista, MN 55364

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

### 1) CALL TO ORDER

Councilmember Vickery called the meeting to order at 6:32 p.m.

- a) Pledge of Allegiance
- b) Introductions: City Council: Peter Vickery, Claudia Lacy, Brian Govern Staff: City Administrator Jasper Kruggel, Community Development Director David Abel, Director of Public Safety Craig Squires, Assistant City Administrator Paula Bauman, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven. Absent: Mayor Lisa Whalen, Councilmember Cathleen Reffkin.

- c) Approval of Agenda

Administrator Kruggel informed the Council that two business items were being proposed for removal from the agenda. One item requires a four-fifths supermajority vote for approval or denial, and the second item is related to it. Due to scheduling constraints, staff recommended continuing both items to the February 18 City Council meeting, at which time a full Council is expected to be present.

Motion made by Councilmember Lacy, Seconded by Councilmember Govern to approve the agenda with changes.

Voting Yea: Councilmember Vickery, Councilmember Lacy, Councilmember Govern

### 2) SPECIAL PRESENTATIONS

Council Member Vickery presented Michael Kirkwood a certificate and thanked him for his service with the LMCD

### 3) PERSONS TO BE HEARD

Bob Christians addressed the Council regarding an unusually high water bill. He stated that a plumber determined the issue was caused by a problem in the City water line and requested a reasonable resolution, proposing that the cost be split 50/50. Staff noted that utility bill adjustments require City Council action and recommended addressing the matter through a formal policy rather than a one-time exception. Council discussed the issue, including differing views on the cause, and reached consensus to bring the matter to a work session on February 18 to consider a policy for similar situations. Staff agreed to place a temporary hold on the utility bill pending Council review.

### 4) CONSENT AGENDA

- a) Approve City Council Regular Meeting Minutes from January 7, 2026
- b) Res. No. 8-26 Approve Claims
- c) Res. No. 9-26 Approve Extension for Preliminary Plat of Highlands at Whaletail Lake

- d) Res. No. 10-26 Approve Simple Subdivision between 3265 & 3320 Williams Lane
- e) Res. No. 11-26 Authorize Execution of Accessory Structure Agreement with MCWD at 6300 Painter Road
- f) Res. No. 12-26 Approve Purchase for Replacement of Ditch Flail Mower
- g) Res. No. 13-26 Accept Improvements and Authorize Final Payment for Minneapolis Ave Drainage Work

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

Voting Yea: Councilmember Vickery, Councilmember Lacy, Councilmember Govern

## 5) PUBLIC HEARINGS

## 6) BUSINESS ITEMS

- a) ~~Res. No. 14-26 Comprehensive Plan Amendment 7635, 7501, 7385 Highway~~
- b) ~~Res. No. 15-26 Approve Simple Subdivision between 4520 Grimm Road & 7635 Highway 7~~

## 7) ADMINISTRATIVE ITEMS

- a) Staff Reports

Administrator Kruggel noted that the strategic planning session is scheduled for February 26 from 3:00 p.m. to approximately 6:00 p.m., followed by a joint City Council meeting with the City of St. Bonifacius at 6:30 p.m. in the City Council Chambers. Due to scheduling challenges, members who are unable to attend were asked to notify staff. The joint meeting agenda is expected to include discussion of the fire partnership, an annexation request from Minnetrista involving a small parcel of land, and the water interconnect agreement that has been under consideration for several years, with the goal of finalizing the agreement.

- b) Council Reports

i) Mayor Lisa Whalen

ii) Cathleen Reffkin

iii) Claudia Lacy

Councilmember Lacy reported on a meeting with the Gillespie Center, which is facing challenges related to its 25-year-old HVAC system and the high cost of replacement, with competitive bids estimated at approximately \$188,000. She noted plans to seek additional input from individuals with relevant technical expertise. It was also announced that the Gillespie Center has a new president, Ms. Carlson, who brings significant corporate and business experience. Additionally, an update was provided on the rebranding of the local Chamber of Commerce and efforts to strengthen connections between nonprofits, for-profit businesses, and city government in the western suburbs, supported by a marketing firm aimed at expanding engagement and economic activity in the community.

iv) Peter Vickery

Councilmember Vickery reported on attendance at a Pioneer-Sarah Creek Watershed Board meeting, where responsible salt use was emphasized due to current icy conditions. It was noted that even a small amount of salt can significantly impact water

quality, reinforcing the importance of limiting salt application to only where necessary. Vickery also acknowledged that the City has been responsible in its salt usage practices, which was viewed as encouraging.

v) Brian Govern

**8) ADJOURNMENT**

Motion made by Councilmember Govern, Seconded by Councilmember Lacy to adjourn the meeting at 6:55 p.m.

Voting Yea: Councilmember Vickery, Councilmember Lacy, Councilmember Govern

DRAFT

**RESOLUTION NO. 14-26**

**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 73849 through 73904; electronic checks E1003537 through E1003549; Claims batch includes an electronic transfer for payroll in the amount of \$117,419.90.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$2,391,302.23 is hereby approved.

ADOPTED this 2<sup>nd</sup> day of February 2026 by a vote of \_\_\_\_ Ayes  
\_\_\_\_ Nays.

\_\_\_\_\_  
Cathleen Reffkin, Acting Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## CITY OF MINNETRISTA

**\*Check Detail Register©**

Batch: MetLife010526,Police PC 1-15-26,020225AP26,020225AP25,012826HP25,1-15-26 Bridge,1-22-26  
BOND,012826HP26,PR01152026,020226 AE2S 25,Xcel011626,02212025AP25

| Check #                         | Check Date | Vendor Name                                | Amount     | Invoice     | Comment                                               |
|---------------------------------|------------|--------------------------------------------|------------|-------------|-------------------------------------------------------|
| <b>1010 1ST BK OF THE LAKES</b> |            |                                            |            |             |                                                       |
| <b>73849</b>                    | 01/28/26   | <b>LOFFLER</b>                             |            |             |                                                       |
| E 101-41320-410                 |            | COMPUTER SERVICES/                         | \$1,189.50 | 5215599     | VLAN Updates-IP Addresses                             |
| E 101-41320-410                 |            | COMPUTER SERVICES/                         | \$479.87   | 5216889     | Back up Power Supply Replacement for City Hall Server |
| E 401-43126-560                 |            | EQUIP AND FURNISHIN                        | \$1,116.00 | 5222366     | Domain Name Project                                   |
|                                 |            | Total                                      | \$2,785.37 |             |                                                       |
| <b>73850</b>                    | 01/28/26   | <b>MIDCO</b>                               |            |             |                                                       |
| E 673-49600-307                 |            | PROFESSIONAL SERVIC                        | \$805.39   | 372859502   | Internet                                              |
|                                 |            | Total                                      | \$805.39   |             |                                                       |
| <b>73851</b>                    | 01/28/26   | <b>MOUND TRUE VALUE HARDWARE</b>           |            |             |                                                       |
| E 101-43121-224                 |            | STREET MAINTENANCE                         | \$15.99    | 195986      | Plumbing Parts                                        |
| E 601-49440-227                 |            | UTILITY SYSTEM MAINT                       | \$24.99    | 196526      | Tape measure                                          |
| E 101-43121-224                 |            | STREET MAINTENANCE                         | \$33.95    | 196569      | Shop Supplies                                         |
| E 601-49440-227                 |            | UTILITY SYSTEM MAINT                       | \$56.95    | 198058      | Mouse Killer and MDH Shipping                         |
| E 101-43121-224                 |            | STREET MAINTENANCE                         | \$11.99    | 198168      | 3/8 Quick connect                                     |
| E 101-45202-401                 |            | BLDG/STRUCT MAINTEN                        | \$11.98    | 198243      | Wasp Spray                                            |
| E 651-49590-224                 |            | STREET MAINTENANCE                         | \$13.99    | 199356      | Coupling for Drain Tile Repair                        |
| E 101-43121-224                 |            | STREET MAINTENANCE                         | \$5.37     | 199358      | PVC Couplings for Irrigation Repair                   |
| E 601-49440-227                 |            | UTILITY SYSTEM MAINT                       | \$16.99    | 199579      | Ball valve for SWTP                                   |
|                                 |            | Total                                      | \$192.20   |             |                                                       |
| <b>73852</b>                    | 01/28/26   | <b>OFFICE DEPOT</b>                        |            |             |                                                       |
| E 101-43121-201                 |            | OFFICE SUPPLIES                            | \$14.99    | 43571120500 | Sign                                                  |
| E 101-41910-201                 |            | OFFICE SUPPLIES                            | \$22.98    | 43572121000 | Paper                                                 |
| E 101-42110-201                 |            | OFFICE SUPPLIES                            | \$186.90   | 43964103600 | Forks, Spoons, Tissues, Paper                         |
| E 101-42110-201                 |            | OFFICE SUPPLIES                            | \$10.44    | 43964323400 | Napkins                                               |
|                                 |            | Total                                      | \$235.31   |             |                                                       |
| <b>73853</b>                    | 01/28/26   | <b>PLUNKETTS</b>                           |            |             |                                                       |
| E 101-41940-401                 |            | BLDG/STRUCT MAINTEN                        | \$127.93   | 10340678    | Pest Control                                          |
| E 601-49440-401                 |            | BLDG/STRUCT MAINTEN                        | \$39.37    | 10341412    | Pest Control                                          |
| E 601-49440-401                 |            | BLDG/STRUCT MAINTEN                        | \$37.86    | 10342679    | Pest Control                                          |
|                                 |            | Total                                      | \$205.16   |             |                                                       |
| <b>73854</b>                    | 01/28/26   | <b>BLUE EMBER TECHNOLOGIES, LLC</b>        |            |             |                                                       |
| E 101-43121-224                 |            | STREET MAINTENANCE                         | \$71.75    | 049627      | Break a way components for Bollards                   |
|                                 |            | Total                                      | \$71.75    |             |                                                       |
| <b>73855</b>                    | 01/28/26   | <b>FIDELITY SECURITY LIFE INSURANCE CO</b> |            |             |                                                       |
| G 101-2340                      |            | PAYROLL CLEARING HE                        | \$154.38   | 167158924   | Vision Insurance                                      |
|                                 |            | Total                                      | \$154.38   |             |                                                       |
| <b>73856</b>                    | 01/28/26   | <b>HACH COMPANY</b>                        |            |             |                                                       |
| E 601-49440-227                 |            | UTILITY SYSTEM MAINT                       | \$961.00   | 14824463    | Calibration of Water Testing Equipment                |
|                                 |            | Total                                      | \$961.00   |             |                                                       |
| <b>73857</b>                    | 01/28/26   | <b>Media Com</b>                           |            |             |                                                       |
| E 673-49600-307                 |            | PROFESSIONAL SERVIC                        | \$301.02   |             | Internet                                              |

## CITY OF MINNETRISTA

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BOND,012826HP26,PR01152026,020226 AE2S 25,Xcel011626,02212025AP25

| Check #         | Check Date | Vendor Name                            | Amount      | Invoice     | Comment                                                        |
|-----------------|------------|----------------------------------------|-------------|-------------|----------------------------------------------------------------|
| Total           |            |                                        | \$301.02    |             |                                                                |
| <b>73858</b>    | 01/28/26   | <b>MEDICA</b>                          |             |             |                                                                |
| E 101-41320-131 |            | HEALTH & LIFE INS - E C                | \$4,780.00  | 62596341172 | Insurance Premium                                              |
| E 101-41910-131 |            | HEALTH & LIFE INS - E C                | \$2,150.00  | 62596341172 | Insurance Premium                                              |
| E 101-43121-131 |            | HEALTH & LIFE INS - E C                | \$5,811.03  | 62596341172 | Insurance Premium                                              |
| E 101-42110-131 |            | HEALTH & LIFE INS - E C                | \$16,400.00 | 62596341172 | Insurance Premium                                              |
| E 101-43125-131 |            | HEALTH & LIFE INS - E C                | \$1,373.52  | 62596341172 | Insurance Premium                                              |
| E 101-45202-131 |            | HEALTH & LIFE INS - E C                | \$739.59    | 62596341172 | Insurance Premium                                              |
| E 601-49440-131 |            | HEALTH & LIFE INS - E C                | \$2,566.55  | 62596341172 | Insurance Premium                                              |
| E 602-49490-131 |            | HEALTH & LIFE INS - E C                | \$2,266.55  | 62596341172 | Insurance Premium                                              |
| E 651-49590-131 |            | HEALTH & LIFE INS - E C                | \$828.26    | 62596341172 | Insurance Premium                                              |
| E 101-42401-131 |            | HEALTH & LIFE INS - E C                | \$2,250.00  | 62596341172 | Insurance Premium                                              |
| G 101-2340      |            | PAYROLL CLEARING HE                    | \$2,900.00  | 62596341172 | Insurance Premium                                              |
| Total           |            |                                        | \$42,065.50 |             |                                                                |
| <b>73859</b>    | 02/02/26   | <b>ANDERSON, DR. MELISSA</b>           |             |             |                                                                |
| E 101-42110-307 |            | PROFESSIONAL SERVIC                    | \$2,259.04  |             | Psychological Services                                         |
| Total           |            |                                        | \$2,259.04  |             |                                                                |
| <b>73860</b>    | 02/02/26   | <b>ASPEN MILLS</b>                     |             |             |                                                                |
| E 101-42110-417 |            | UNIFORMS                               | \$109.97    | 368290      | Uniform                                                        |
| Total           |            |                                        | \$109.97    |             |                                                                |
| <b>73861</b>    | 02/02/26   | <b>City of St Bonifacius</b>           |             |             |                                                                |
| E 602-49490-390 |            | SEWER SERVICE TO OT                    | \$20,337.73 | 2026-03     | Minnetrista Sanitary Sewer Flows Hunters 4thQtr/Spruce 1st Qtr |
| Total           |            |                                        | \$20,337.73 |             |                                                                |
| <b>73862</b>    | 02/02/26   | <b>FINANCE AND COMMERCE</b>            |             |             |                                                                |
| E 406-43121-351 |            | LEGAL NOTICE & ORD P                   | \$287.47    | 745841878   | Legal Bids-2026 STREET IMPROVEMENT PROJECT                     |
| Total           |            |                                        | \$287.47    |             |                                                                |
| <b>73863</b>    | 02/02/26   | <b>KENNEDY &amp; GRAVEN, CHARTERED</b> |             |             |                                                                |
| E 101-41610-304 |            | LEGAL FEES - ATTORNE                   | \$1,134.50  | MN415-0014  | Administration                                                 |
| E 101-41610-304 |            | LEGAL FEES - ATTORNE                   | \$3,000.00  | MN415-0026  | General                                                        |
| E 101-41610-304 |            | LEGAL FEES - ATTORNE                   | \$12,225.00 | MN415-0038  | Sunnyfield Road Code Enforcement Matter                        |
| G 801-1170      |            | LAND USE RECEIVABLE                    | \$1,399.00  | MN415-0039  | Halstead Estates ML-25008                                      |
| G 801-1170      |            | LAND USE RECEIVABLE                    | \$77.50     | MN415-0039  | ML-25031                                                       |
| Total           |            |                                        | \$17,836.00 |             |                                                                |
| <b>73864</b>    | 02/02/26   | <b>MEDIACOM</b>                        |             |             |                                                                |
| E 673-49600-307 |            | PROFESSIONAL SERVIC                    | \$301.02    |             | Internet                                                       |
| Total           |            |                                        | \$301.02    |             |                                                                |
| <b>73865</b>    | 02/02/26   | <b>MNCPA</b>                           |             |             |                                                                |
| E 101-41320-433 |            | DUES & SUBSRIPT & TR                   | \$390.00    | 417432      | CPA Membership-Grimm                                           |
| Total           |            |                                        | \$390.00    |             |                                                                |
| <b>73866</b>    | 02/02/26   | <b>Optum</b>                           |             |             |                                                                |
| E 101-42110-437 |            | MISCELLANEOUS EXPE                     | \$74.75     | 1852251     | Account Fee-H.S.A-NOV                                          |



## CITY OF MINNETRISTA

**\*Check Detail Register©**

Batch: MetLife010526,Police PC 1-15-26,020225AP26,020225AP25,012826HP25,1-15-26 Bridge,1-22-26  
BOND,012826HP26,PR01152026,020226 AE2S 25,Xcel011626,02212025AP25

| Check #         | Check Date | Vendor Name                         | Amount      | Invoice     | Comment                                      |
|-----------------|------------|-------------------------------------|-------------|-------------|----------------------------------------------|
| E 101-42110-437 |            | MISCELLANEOUS EXPE                  | \$78.00     | 1852251     | Account Fee-H.S.A-OCT                        |
| E 101-42110-437 |            | MISCELLANEOUS EXPE                  | \$74.75     | 1852908     | Account Fee-H.S.A DEC                        |
|                 |            | Total                               | \$227.50    |             |                                              |
| <b>73867</b>    | 02/02/26   | <b>STREICHER'S</b>                  |             |             |                                              |
| E 101-42110-417 |            | UNIFORMS                            | \$135.96    | S1641722    | PAT CUMMINGS                                 |
|                 |            | Total                               | \$135.96    |             |                                              |
| <b>73868</b>    | 02/02/26   | <b>SUMMIT FIRE PROTECTION</b>       |             |             |                                              |
| E 101-42110-401 |            | BLDG/STRUCT MAINTEN                 | \$707.92    | 3598977     | Fire extinguisher annual check for PD        |
| E 101-43121-401 |            | BLDG/STRUCT MAINTEN                 | \$1,663.80  | 3598983     | Fire extinguisher annual check for PW        |
| E 101-41940-401 |            | BLDG/STRUCT MAINTEN                 | \$241.36    | 3598990     | Fire extinguisher annual check for City Hall |
|                 |            | Total                               | \$2,613.08  |             |                                              |
| <b>73869</b>    | 02/02/26   | <b>WSB &amp; ASSOCIATES</b>         |             |             |                                              |
| G 801-1170      |            | LAND USE RECEIVABLE                 | \$976.00    | R-0128750-0 | Halstead Bay Estates ML25008                 |
| E 651-49590-303 |            | ENGINEERING SERV                    | \$666.00    | R-013428-00 | MS4 SERVICES                                 |
| E 406-43121-303 |            | ENGINEERING SERV                    | \$1,355.25  | R-026511-00 | 2025 STREET IMP PROJECT                      |
| E 601-49440-303 |            | ENGINEERING SERV                    | \$500.00    | R-026558-00 | General Engineering Svcs                     |
| E 602-49490-303 |            | ENGINEERING SERV                    | \$500.00    | R-026558-00 | General Engineering Svcs                     |
| E 651-49590-303 |            | ENGINEERING SERV                    | \$500.00    | R-026558-00 | General Engineering Svcs                     |
| E 101-42600-303 |            | ENGINEERING SERV                    | \$1,250.00  | R-026558-00 | General Engineering Svcs                     |
| E 651-49590-303 |            | ENGINEERING SERV                    | \$753.00    | R-026559-00 | JENNINGS/ENCHANTED STORM-SWAMP               |
| E 101-43121-307 |            | PROFESSIONAL SERVIC                 | \$251.00    | R-026559-00 | Engineering Standards Update                 |
| E 651-49590-303 |            | ENGINEERING SERV                    | \$668.00    | R-026766-00 | 9101 WEST HILL RD-SWAMP                      |
| G 801-1170      |            | LAND USE RECEIVABLE                 | \$3,173.00  | R-026766-00 | 2025 WCA Services                            |
| E 406-43121-303 |            | ENGINEERING SERV                    | \$1,338.50  | R-028526-00 | 2025 Pavement Maintenance Project            |
| E 406-43121-303 |            | ENGINEERING SERV                    | \$13,001.50 | R-029049-00 | 2026 Pavement Maintenance Project            |
|                 |            | Total                               | \$24,932.25 |             |                                              |
| <b>73870</b>    | 02/02/26   | <b>Banyon Data Systems, Inc.</b>    |             |             |                                              |
| E 101-41320-433 |            | DUES & SUBSCRIPT & TR               | \$1,189.00  | 167372      | UB Support, Vault BU, PSN Module             |
|                 |            | Total                               | \$1,189.00  |             |                                              |
| <b>73871</b>    | 02/02/26   | <b>BAUER BUILT TIRE</b>             |             |             |                                              |
| E 101-42110-221 |            | EQUIPMENT PARTS, TIR                | \$525.32    | 940128096   | TIRES FOR #81                                |
|                 |            | Total                               | \$525.32    |             |                                              |
| <b>73872</b>    | 02/02/26   | <b>BROWN, JOSH</b>                  |             |             |                                              |
| E 101-42110-417 |            | UNIFORMS                            | \$69.06     |             | REIMB UNIFORM                                |
|                 |            | Total                               | \$69.06     |             |                                              |
| <b>73873</b>    | 02/02/26   | <b>Bryan Rock Products</b>          |             |             |                                              |
| E 101-43121-224 |            | STREET MAINTENANCE                  | \$7,602.31  | 73225       | CHIPS FOR GRAVEL ROADS                       |
|                 |            | Total                               | \$7,602.31  |             |                                              |
| <b>73874</b>    | 02/02/26   | <b>CANON FINANCIAL SERVICES INC</b> |             |             |                                              |
| E 101-42110-202 |            | COPY & PRINTING SUPP                | \$104.50    | 42464896    | Copier -PD                                   |
|                 |            | Total                               | \$104.50    |             |                                              |
| <b>73875</b>    | 02/02/26   | <b>Car-Co Auto Parts</b>            |             |             |                                              |

## CITY OF MINNETRISTA

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BOND,012826HP26,PR01152026,020226 AE2S 25,Xcel011626,02212025AP25

| Check #         | Check Date | Vendor Name                         | Amount      | Invoice     | Comment                              |
|-----------------|------------|-------------------------------------|-------------|-------------|--------------------------------------|
| E 101-43121-221 |            | EQUIPMENT PARTS, TIR                | \$11.68     | 490786621   | PARTS FOR VALVE EXERCISER            |
|                 |            | Total                               | \$11.68     |             |                                      |
| <b>73876</b>    | 02/02/26   | <b>CINTAS</b>                       |             |             |                                      |
| E 101-43121-417 |            | UNIFORMS                            | \$144.50    | 4257518142  | uniforms                             |
|                 |            | Total                               | \$144.50    |             |                                      |
| <b>73877</b>    | 02/02/26   | <b>CITY OF MONTICELLO</b>           |             |             |                                      |
| E 101-42110-319 |            | KENNEL CHARGES                      | \$300.00    | 44621       | Annual Animal Control Boarding Fee   |
|                 |            | Total                               | \$300.00    |             |                                      |
| <b>73878</b>    | 02/02/26   | <b>CIVICS PLUS LLC</b>              |             |             |                                      |
| E 101-41320-410 |            | COMPUTER SERVICES/                  | \$3,528.00  | 355746      | agenda & meeting mgmt                |
|                 |            | Total                               | \$3,528.00  |             |                                      |
| <b>73879</b>    | 02/02/26   | <b>CLASSIC CLEANING COMPANY</b>     |             |             |                                      |
| E 101-43121-211 |            | CLEANING & MAINT SUP                | \$400.00    | 38758       | PW Cleaning                          |
| E 101-41940-211 |            | CLEANING & MAINT SUP                | \$375.00    | 38758       | CH Cleaning                          |
| E 101-43121-101 |            | SALARIES-REGULAR                    | \$142.00    | 38758       | PW Supplies                          |
| E 101-41940-211 |            | CLEANING & MAINT SUP                | \$142.00    | 38758       | CH Supplies                          |
| E 101-42110-211 |            | CLEANING & MAINT SUP                | \$775.00    | 38759       | PD Cleaning                          |
| E 101-42110-211 |            | CLEANING & MAINT SUP                | \$284.00    | 38759       | PD Supplies                          |
|                 |            | Total                               | \$2,118.00  |             |                                      |
| <b>73880</b>    | 02/02/26   | <b>COMPASS MINERALS</b>             |             |             |                                      |
| E 101-43125-224 |            | STREET MAINTENANCE                  | \$9,440.76  | 1602831     | ROAD DEICING SALT                    |
| E 101-43125-224 |            | STREET MAINTENANCE                  | \$3,113.20  | 1604070     | ROAD DEING SALT                      |
|                 |            | Total                               | \$12,553.96 |             |                                      |
| <b>73881</b>    | 02/02/26   | <b>CORE AND MAIN</b>                |             |             |                                      |
| E 601-49440-227 |            | UTILITY SYSTEM MAINT                | \$3,849.95  | 25515       | Dehumidifier for SWTP                |
|                 |            | Total                               | \$3,849.95  |             |                                      |
| <b>73882</b>    | 02/02/26   | <b>CULLIGAN</b>                     |             |             |                                      |
| E 101-42110-211 |            | CLEANING & MAINT SUP                | \$129.61    | 3147769     | MAINT-NEW FILTERS                    |
|                 |            | Total                               | \$129.61    |             |                                      |
| <b>73883</b>    | 02/02/26   | <b>DWINELL, CHASE</b>               |             |             |                                      |
| E 101-42110-431 |            | TRAIN/MTG/EXP & SUPP                | \$59.95     |             | REIMB TRAINING 14600 MINNETONKA BLVD |
|                 |            | Total                               | \$59.95     |             |                                      |
| <b>73884</b>    | 02/02/26   | <b>ECM PUBLISHERS, INC</b>          |             |             |                                      |
| E 101-41910-351 |            | LEGAL NOTICE & ORD P                | \$60.20     | 1080749     | IUP                                  |
| E 101-41910-351 |            | LEGAL NOTICE & ORD P                | \$68.80     | 1083036     | IUP                                  |
|                 |            | Total                               | \$129.00    |             |                                      |
| <b>73885</b>    | 02/02/26   | <b>FRONTIER OH</b>                  |             |             |                                      |
| E 601-49440-381 |            | ELECTRIC UTILITIES                  | \$1,617.47  | 21718802650 | WTPs Internet and Phone Lines        |
|                 |            | Total                               | \$1,617.47  |             |                                      |
| <b>73886</b>    | 02/02/26   | <b>GREAT AMERICA FINANCIAL SVCS</b> |             |             |                                      |
| E 101-41320-307 |            | PROFESSIONAL SERVIC                 | \$201.85    | 41000267    |                                      |

## CITY OF MINNETRISTA

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Batch: MetLife010526,Police PC 1-15-26,020225AP26,020225AP25,012826HP25,1-15-26 Bridge,1-22-26  
BOND,012826HP26,PR01152026,020226 AE2S 25,Xcel011626,02212025AP25

| Check #         | Check Date | Vendor Name                           | Amount      | Invoice    | Comment                                  |
|-----------------|------------|---------------------------------------|-------------|------------|------------------------------------------|
| Total           |            |                                       | \$201.85    |            |                                          |
| <b>73887</b>    | 02/02/26   | <b>HACH COMPANY</b>                   |             |            |                                          |
| E 601-49440-227 |            | UTILITY SYSTEM MAINT                  | \$961.00    | 14824463   | CALIBRATION OF WATER TESTING EQUIPT      |
| Total           |            |                                       | \$961.00    |            |                                          |
| <b>73888</b>    | 02/02/26   | <b>HAWKINS INC</b>                    |             |            |                                          |
| E 601-49440-227 |            | UTILITY SYSTEM MAINT                  | \$130.00    | 7308772    | Chlorine cylinder demurrage              |
| Total           |            |                                       | \$130.00    |            |                                          |
| <b>73889</b>    | 02/02/26   | <b>HENN CO TREASURER -</b>            |             |            |                                          |
| E 101-42110-307 |            | PROFESSIONAL SERVIC                   | \$12,633.00 | 1000259898 | SR SOCIAL WORKER                         |
| Total           |            |                                       | \$12,633.00 |            |                                          |
| <b>73890</b>    | 02/02/26   | <b>IDEAL SERVICE INC</b>              |             |            |                                          |
| E 601-49440-227 |            | UTILITY SYSTEM MAINT                  | \$665.00    | 13938      | Repair of VFD at SWTP                    |
| Total           |            |                                       | \$665.00    |            |                                          |
| <b>73891</b>    | 02/02/26   | <b>Int'l Union of Oper. Engineers</b> |             |            |                                          |
| G 101-2360      |            | PAYROLL CLEARING UN                   | \$315.00    | JAN 2026   | * Union dues                             |
| Total           |            |                                       | \$315.00    |            |                                          |
| <b>73892</b>    | 02/02/26   | <b>LAKE MINNETONKA SWAT TEAM</b>      |             |            |                                          |
| E 101-42110-433 |            | DUES & SUBSCRIPT & TR                 | \$4,500.00  |            | 2026 MEMBERSHIP                          |
| Total           |            |                                       | \$4,500.00  |            |                                          |
| <b>73893</b>    | 02/02/26   | <b>LANGUAGE LINE SERVICES</b>         |             |            |                                          |
| E 101-42110-307 |            | PROFESSIONAL SERVIC                   | \$60.27     | 11814677   | Interpretation Services                  |
| Total           |            |                                       | \$60.27     |            |                                          |
| <b>73894</b>    | 02/02/26   | <b>League of Minnesota Cities</b>     |             |            |                                          |
| E 101-42110-434 |            | POLICE TRAINING                       | \$1,710.00  | 440235     | Peace Officer Accred Trng(Online) PATROL |
| E 101-41110-433 |            | DUES & SUBSCRIPT & TR                 | \$125.00    | 443228     | Peter Vickery-Day on the Hill            |
| E 101-41110-433 |            | DUES & SUBSCRIPT & TR                 | \$125.00    | 443230     | Lisa Whelan-Day on the Hill              |
| E 101-41110-433 |            | DUES & SUBSCRIPT & TR                 | \$125.00    | 443833     | Brian Govern-Day on the Hill             |
| Total           |            |                                       | \$2,085.00  |            |                                          |
| <b>73895</b>    | 02/02/26   | <b>LE-AST SERVICE COUNSELING</b>      |             |            |                                          |
| E 101-42110-307 |            | PROFESSIONAL SERVIC                   | \$180.00    | 1933       | Monthly Retainer Fee                     |
| Total           |            |                                       | \$180.00    |            |                                          |
| <b>73896</b>    | 02/02/26   | <b>LOFFLER</b>                        |             |            |                                          |
| E 101-43121-410 |            | COMPUTER SERVICES/                    | \$164.00    | CW260812   | IT Service-Project Mgmt                  |
| Total           |            |                                       | \$164.00    |            |                                          |
| <b>73897</b>    | 02/02/26   | <b>MID COUNTY</b>                     |             |            |                                          |
| E 101-43121-212 |            | MOTOR FUELS AND LUB                   | \$1,284.00  | 84232      | WINTER DIESEL DYED W/ST                  |
| Total           |            |                                       | \$1,284.00  |            |                                          |
| <b>73898</b>    | 02/02/26   | <b>MVP MEDIA NETWORK/GSML</b>         |             |            |                                          |
| E 101-42110-434 |            | POLICE TRAINING                       | \$349.00    | 29089798   | PATRICK CUMMINGS-SOCIAL MEDIA CONFERENCE |

## CITY OF MINNETRISTA

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Batch: MetLife010526,Police PC 1-15-26,020225AP26,020225AP25,012826HP25,1-15-26 Bridge,1-22-26  
BOND,012826HP26,PR01152026,020226 AE2S 25,Xcel011626,02212025AP25

| Check #          | Check Date | Vendor Name                          | Amount       | Invoice      | Comment                                     |
|------------------|------------|--------------------------------------|--------------|--------------|---------------------------------------------|
| Total            |            |                                      | \$349.00     |              |                                             |
| <b>73899</b>     | 02/02/26   | <b>NCPERS MINNESOTA - 632400</b>     |              |              |                                             |
| G 101-2380       |            | PAYROLL CLEARING LIF                 | \$240.00     | 63240002202  | *PERA life Ins Employer Paid                |
| Total            |            |                                      | \$240.00     |              |                                             |
| <b>73900</b>     | 02/02/26   | <b>Oak Ridge Kennels</b>             |              |              |                                             |
| E 101-42110-319  |            | KENNEL CHARGES                       | \$200.00     | BO16791      | Dog Impound                                 |
| E 101-42110-319  |            | KENNEL CHARGES                       | \$1,200.00   | SO17151      | 2026 Annual Fee                             |
| Total            |            |                                      | \$1,400.00   |              |                                             |
| <b>73901</b>     | 02/02/26   | <b>OFFICE OF MNIT SERVICES</b>       |              |              |                                             |
| E 101-42110-410  |            | COMPUTER SERVICES/                   | \$100.00     | Dv25120453   | WAN Services                                |
| Total            |            |                                      | \$100.00     |              |                                             |
| <b>73902</b>     | 02/02/26   | <b>RAKOW RANCH LLC</b>               |              |              |                                             |
| E 101-42110-440  |            | APPRECIATION EVENTS                  | \$1,044.60   |              | TRISTA DAY PETTING ZOO                      |
| Total            |            |                                      | \$1,044.60   |              |                                             |
| <b>73903</b>     | 02/02/26   | <b>XCEL ENERGY</b>                   |              |              |                                             |
| E 101-43160-381  |            | ELECTRIC UTILITIES                   | \$2,775.45   | 51-6565411-9 | ELECTRICITY STREET LIGHTS                   |
| E 101-42110-381  |            | ELECTRIC UTILITIES                   | \$440.63     | 51-9597547-2 | ELECTRICITY POLICE STATION                  |
| Total            |            |                                      | \$3,216.08   |              |                                             |
| <b>73904</b>     | 02/02/26   | <b>ZAHL PETROLEUM MAINTENANCE CO</b> |              |              |                                             |
| E 401-43126-560  |            | EQUIP AND FURNISHIN                  | \$38,164.00  | 226001       | New fuel management system - 2024 CIP item  |
| Total            |            |                                      | \$38,164.00  |              |                                             |
| <b>1003537 e</b> | 01/20/26   | <b>BRIDGEWATER BANK</b>              |              |              |                                             |
| E 101-41320-437  |            | MISCELLANEOUS EXPE                   | \$95.00      | 1/15/2026    | Remote Deposit & Positive Pay Monthly Fee   |
| Total            |            |                                      | \$95.00      |              |                                             |
| <b>1003538 e</b> | 01/20/26   | <b>Petty Cash</b>                    |              |              |                                             |
| E 101-42110-404  |            | VEHICLE & EQUIP MAIN                 | \$32.50      |              | tabs 84 and 88                              |
| E 101-42110-322  |            | POSTAGE                              | \$28.46      |              | Postage                                     |
| E 101-42110-437  |            | MISCELLANEOUS EXPE                   | \$6.07       |              | Greeting card                               |
| E 101-42110-431  |            | TRAIN/MTG/EXP & SUPP                 | \$30.00      |              | Chiefs meeting                              |
| Total            |            |                                      | \$97.03      |              |                                             |
| <b>1003539 e</b> | 01/21/26   | <b>WELLS FARGO - BOND WIRES</b>      |              |              |                                             |
| E 527-47000-601  |            | BOND PRINCIPAL                       | \$320,000.00 | 01/22/2025   | Bond Principal 2014 B Obligation Bond       |
| E 527-47000-611  |            | BOND INTEREST                        | \$24,400.00  | 01/22/2025   | Bond Interest 2014 B Obligation Bond        |
| E 527-47000-620  |            | FISCAL AGENT FEES                    | \$475.00     | 01/22/2025   | Bond Interest 2017C General Obligation Bond |
| E 529-47000-601  |            | BOND PRINCIPAL                       | \$55,000.00  | 01/22/2025   | Bond Principal 2012 A Obligation Bond       |
| E 529-47000-611  |            | BOND INTEREST                        | \$1,568.75   | 01/22/2025   | Bond Interest 2012A Obligation Bond         |
| E 602-47000-601  |            | BOND PRINCIPAL                       | \$55,000.00  | 01/22/2025   | Bond Principal 2012A Obligation Bond        |
| E 602-47000-611  |            | BOND INTEREST                        | \$1,568.75   | 01/22/2025   | Bond Interest 2012 A Obligation Bond        |
| E 602-47000-620  |            | FISCAL AGENT FEES                    | \$237.50     | 01/22/2025   | Bond Paying Agent Fee 2012A Bonds           |
| E 529-47000-620  |            | FISCAL AGENT FEES                    | \$237.50     | 01/22/2025   | Bond Paying Agent Fee 2012A Bonds           |
| E 601-47000-620  |            | FISCAL AGENT FEES                    | \$475.00     | 01/22/2025   | Bond Paying Agent Fee 2016A Bonds           |
| E 601-47000-601  |            | BOND PRINCIPAL                       | \$185,000.00 | 01/22/2025   | BondPrincipal 2016A General Obligation Bond |

## CITY OF MINNETRISTA

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BOND,012826HP26,PR01152026,020226 AE2S 25,Xcel011626,02212025AP25

| Check #          | Check Date | Vendor Name                        | Amount         | Invoice    | Comment                                             |
|------------------|------------|------------------------------------|----------------|------------|-----------------------------------------------------|
| E 601-47000-611  |            | BOND INTEREST                      | \$11,550.00    | 01/22/2025 | Bond Interest 2016A General Obligation Bond         |
| E 601-47000-601  |            | BOND PRINCIPAL                     | \$65,000.00    | 01/22/2025 | Bond Principal 2023A General Obligation Bond        |
| E 533-47000-601  |            | BOND PRINCIPAL                     | \$155,000.00   | 01/22/2025 | Bond Principal 2023A General Obligation Bond        |
| E 501-47000-601  |            | BOND PRINCIPAL                     | \$45,000.00    | 01/22/2025 | Bond Principal 2023A General Obligation Bond        |
| E 601-47000-611  |            | BOND INTEREST                      | \$39,275.00    | 01/22/2025 | Bond Interest 2023A General Obligation Bond         |
| E 533-47000-611  |            | BOND INTEREST                      | \$94,950.00    | 01/22/2025 | Bond Interest 2023A General Obligation Bond         |
| E 501-47000-611  |            | BOND INTEREST                      | \$4,875.00     | 01/22/2025 | Bond Interest 2023A General Obligation Bond         |
| E 532-47000-601  |            | BOND PRINCIPAL                     | \$135,000.00   | 01/22/2025 | 2017 A BondPrincipal                                |
| E 531-47000-611  |            | BOND INTEREST                      | \$30,875.00    | 01/22/2025 | 2017 A Bond Interest                                |
| E 528-47000-601  |            | BOND PRINCIPAL                     | \$100,000.00   | 01/22/2025 | Bond Principal 2019A General Obligation Bond        |
| E 528-47000-611  |            | BOND INTEREST                      | \$15,650.00    | 01/22/2025 | Bond Interest 2019A General Obligation Bond         |
| E 601-47000-601  |            | BOND PRINCIPAL                     | \$40,800.00    | 01/22/2025 | Bond Principal 2017C General Obligation Bond        |
| E 601-47000-611  |            | BOND INTEREST                      | \$3,104.20     | 01/22/2025 | Bond Interest 2017C General Obligation Bond         |
| E 602-47000-601  |            | BOND PRINCIPAL                     | \$19,200.00    | 01/22/2025 | Bond Principal 2017C General Obligation Bond        |
| E 602-47000-611  |            | BOND INTEREST                      | \$1,460.80     | 01/22/2025 | Bond Interest 2017C General Obligation Bond         |
| E 528-47000-620  |            | FISCAL AGENT FEES                  | \$475.00       | 01/22/2025 | Bond Paying Agent Fee 2019A General Obligation Bond |
| E 601-47000-620  |            | FISCAL AGENT FEES                  | \$327.75       | 01/22/2025 | Bond Paying Agent Fee 2017C General Obligation Bond |
| E 602-47000-620  |            | FISCAL AGENT FEES                  | \$147.25       | 01/22/2025 | Bond Paying Agent Fee 2017C General Obligation Bond |
| E 601-47000-601  |            | BOND PRINCIPAL                     | \$85,000.00    | 01/22/2025 | Bond Principal 2020A General Obligation Bond        |
| E 601-47000-611  |            | BOND INTEREST                      | \$15,000.00    | 01/22/2025 | Bond Interest 2020A General Obligation Bond         |
| E 501-47000-601  |            | BOND PRINCIPAL                     | \$100,000.00   | 01/22/2025 | Bond Principle 2020A General Obligation Bond        |
| E 501-47000-611  |            | BOND INTEREST                      | \$1,000.00     | 01/22/2025 | Bond Interest 2020A General Obligation Bond         |
| E 601-47000-620  |            | FISCAL AGENT FEES                  | \$356.25       | 01/22/2025 | Bond Paying Agent Fee 2020A General Obligation Bond |
| E 501-47000-620  |            | FISCAL AGENT FEES                  | \$118.75       | 01/22/2025 | Bond Paying Agent Fee 2020A General Obligation Bond |
| E 601-47000-620  |            | FISCAL AGENT FEES                  | \$133.00       | 01/22/2025 | Bond Paying Agent Fee 2023A General Obligation Bond |
| E 533-47000-620  |            | FISCAL AGENT FEES                  | \$325.50       | 01/22/2025 | Bond Paying Agent Fee 2023A General Obligation Bond |
| E 501-47000-620  |            | FISCAL AGENT FEES                  | \$16.50        | 01/22/2025 | Bond Paying Agent Fee 2023A General Obligation Bond |
| E 601-47000-601  |            | BOND PRINCIPAL                     | \$85,000.00    | 01/22/2025 | Bond Principal 2024 A General Obligation Bond       |
| E 601-47000-611  |            | BOND INTEREST                      | \$70,200.00    | 01/22/2025 | Bond Interest 2024 A General Obligation Bond        |
| E 501-47000-601  |            | BOND PRINCIPAL                     | \$105,000.00   | 01/22/2025 | Bond Principal 2024 A General Obligation Bond       |
| E 501-47000-611  |            | BOND INTEREST                      | \$11,800.00    | 01/22/2025 | Bond Interest 2024 A General Obligation Bond        |
| Total            |            |                                    | \$1,880,602.50 |            |                                                     |
| <b>1003540 e</b> | 01/27/26   | <b>Internal Revenue Service</b>    |                |            |                                                     |
| G 101-2300       |            | PAYROLL CLEARING FE                | \$18,442.47    |            | * PR - Fed w/h                                      |
| G 101-2320       |            | PAYROLL CLEARING FI                | \$17,500.26    |            | * PR - SS/Medicare w/h                              |
| Total            |            |                                    | \$35,942.73    |            |                                                     |
| <b>1003541 e</b> | 01/27/26   | <b>MINNESOTA DEPT. OF REV.</b>     |                |            |                                                     |
| G 101-2310       |            | PAYROLL CLEARING ST                | \$7,090.36     |            | * State w/h                                         |
| Total            |            |                                    | \$7,090.36     |            |                                                     |
| <b>1003542 e</b> | 01/27/26   | <b>Public Employees Retirement</b> |                |            |                                                     |
| G 101-2330       |            | PAYROLL CLEARING PE                | \$36,832.06    |            | * Pera w/h                                          |

## CITY OF MINNETRISTA

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BOND,012826HP26,PR01152026,020226 AE2S 25,Xcel011626,02212025AP25

| Check #          | Check Date | Vendor Name             | Amount      | Invoice | Comment                                                                                        |
|------------------|------------|-------------------------|-------------|---------|------------------------------------------------------------------------------------------------|
| Total            |            |                         | \$36,832.06 |         |                                                                                                |
| <b>1003543 e</b> | 01/27/26   | <b>ICMA</b>             |             |         |                                                                                                |
| G 101-2370       |            | PAYROLL CLEARING DE     | \$288.46    |         | * Roth IRA Contributions                                                                       |
| Total            |            |                         | \$288.46    |         |                                                                                                |
| <b>1003544 e</b> | 01/27/26   | <b>HCSP</b>             |             |         |                                                                                                |
| G 101-2370       |            | PAYROLL CLEARING DE     | \$275.00    |         | * Retirement                                                                                   |
| Total            |            |                         | \$275.00    |         |                                                                                                |
| <b>1003545 e</b> | 01/27/26   | <b>Optum</b>            |             |         |                                                                                                |
| G 101-2347       |            | HSA CLEARING ACCT       | \$5,715.07  |         | HSA Employer and Employee Cont                                                                 |
| Total            |            |                         | \$5,715.07  |         |                                                                                                |
| <b>1003546 e</b> | 01/27/26   | <b>EDWARD JONES</b>     |             |         |                                                                                                |
| G 101-2370       |            | PAYROLL CLEARING DE     | \$3,090.24  |         | * Deferred Comp w/h                                                                            |
| Total            |            |                         | \$3,090.24  |         |                                                                                                |
| <b>1003547 e</b> | 01/28/26   | <b>METLIFE</b>          |             |         |                                                                                                |
| E 101-41320-131  |            | HEALTH & LIFE INS - E C | \$345.18    |         | Dental Insurance                                                                               |
| E 101-42401-131  |            | HEALTH & LIFE INS - E C | \$90.64     |         | Dental Insurance                                                                               |
| E 101-41910-131  |            | HEALTH & LIFE INS - E C | \$175.38    |         | Dental Insurance                                                                               |
| E 101-43121-131  |            | HEALTH & LIFE INS - E C | \$355.93    |         | Dental Insurance                                                                               |
| E 101-43125-131  |            | HEALTH & LIFE INS - E C | \$84.13     |         | Dental Insurance                                                                               |
| E 101-45202-131  |            | HEALTH & LIFE INS - E C | \$45.30     |         | Dental Insurance                                                                               |
| E 101-42110-131  |            | HEALTH & LIFE INS - E C | \$939.92    |         | Dental Insurance                                                                               |
| E 601-49440-131  |            | HEALTH & LIFE INS - E C | \$123.74    |         | Dental Insurance                                                                               |
| E 602-49490-131  |            | HEALTH & LIFE INS - E C | \$113.75    |         | Dental Insurance                                                                               |
| E 651-49590-131  |            | HEALTH & LIFE INS - E C | \$42.35     |         | Dental Insurance                                                                               |
| Total            |            |                         | \$2,316.32  |         |                                                                                                |
| <b>1003548 e</b> | 02/02/26   | <b>AE2S</b>             |             |         |                                                                                                |
| E 601-49440-303  |            | ENGINEERING SERV        | \$304.25    | 108016  | AE2S December 2025 Invoice - Communication Services (1-16-26)                                  |
| E 601-49440-303  |            | ENGINEERING SERV        | \$577.75    | 108273  | AE2S December invoicing for Wells 8 & 9 closeout                                               |
| E 601-49440-303  |            | ENGINEERING SERV        | \$1,756.50  | 108277  | Well 7 rehab project close out                                                                 |
| E 651-49590-303  |            | ENGINEERING SERV        | \$365.00    | 108279  | AE2S December invoicing for General Services: Watershed/City maintenance agreement for WTP     |
| E 601-49440-303  |            | ENGINEERING SERV        | \$262.50    | 108279  | Helping with chem feed adjustments                                                             |
| E 602-49490-303  |            | ENGINEERING SERV        | \$993.50    | 108311  | AE2S December invoicing for LS 2 panel replacement                                             |
| E 602-49490-303  |            | ENGINEERING SERV        | \$1,382.25  | 108327  | AE2S December invoicing for SCADA Task Order 1:<br>Pump data reporting issues at LS 13 & LS 22 |
| E 601-49440-303  |            | ENGINEERING SERV        | \$1,263.00  | 108327  | Working with Loffler to get WatchGuard firewall at WTPs updated & chem feeds                   |
| E 602-49490-303  |            | ENGINEERING SERV        | \$4,393.28  | 108332  | AE2S December invoicing for LS #4 & LS #6 panel replacement                                    |
| E 602-49490-303  |            | ENGINEERING SERV        | \$15,398.00 | 108335  | AE2S December invoicing for SCADA program reports update                                       |
| E 602-49490-303  |            | ENGINEERING SERV        | \$37,924.80 | 108346  | AE2S December invoicing for WTP construction services                                          |

## CITY OF MINNETRISTA

**\*Check Detail Register©**

Batch: MetLife010526,Police PC 1-15-26,020225AP26,020225AP25,012826HP25,1-15-26 Bridge,1-22-26  
BOND,012826HP26,PR01152026,020226 AE2S 25,Xcel011626,02212025AP25

| Check #          | Check Date | Vendor Name         | Amount                | Invoice | Comment                                    |
|------------------|------------|---------------------|-----------------------|---------|--------------------------------------------|
| Total            |            |                     | \$64,620.83           |         |                                            |
| <b>1003549 e</b> | 01/28/26   | <b>XCEL ENERGY</b>  |                       |         |                                            |
| E 101-41940-381  |            | ELECTRIC UTILITIES  | \$982.15              |         | 51-6565407-3 Electricity-City Hall         |
| E 101-43121-381  |            | ELECTRIC UTILITIES  | \$120.47              |         | 51-6565407-3 Electricity-PW                |
| E 101-43160-381  |            | ELECTRIC UTILITIES  | \$62.30               |         | 51-6565407-3 Electricity-Signal Sunnyfield |
| E 101-43160-381  |            | ELECTRIC UTILITIES  | \$50.83               |         | 51-6565407-3 Electricity                   |
| E 101-45202-401  |            | BLDG/STRUCT MAINTEN | \$12.68               |         | 51-6565407-3 Electricity-Hunters Trail     |
| E 101-43121-381  |            | ELECTRIC UTILITIES  | \$382.54              |         | 51-6565407-3 Electricity                   |
| E 602-49490-381  |            | ELECTRIC UTILITIES  | \$189.59              |         | 51-6565409-5 Electricity-Lift Stations     |
| E 601-49440-381  |            | ELECTRIC UTILITIES  | \$16,283.96           |         | 51-6565410-8 Electricity-Wells/Watertower  |
| Total            |            |                     | \$18,084.52           |         |                                            |
| <b>1010</b>      |            |                     | <b>\$2,273,882.33</b> |         |                                            |

## Fund Summary

**1010 1ST BK OF THE LAKES**

|                                   |                       |
|-----------------------------------|-----------------------|
| 101 GENERAL FUND                  | \$211,649.30          |
| 401 CAPITAL IMPROVEMENT PROGRAM   | \$39,280.00           |
| 406 ROAD MAINTENANCE FUND         | \$15,982.72           |
| 501 CIP EQUIPMENT CERTIFICATES    | \$267,810.25          |
| 527 CIP BONDS (WAS EDA) DEBT FUND | \$344,875.00          |
| 528 GAME FARM/SOUTH BAY DEBT      | \$116,125.00          |
| 529 HIGHLAND ROAD DEBT            | \$56,806.25           |
| 531 KINGS POINT ROAD STREET DEBT  | \$30,875.00           |
| 532 2017 A STREET PROJECTS DEBT   | \$135,000.00          |
| 533 2023 A STREET PROJECTS DEBT   | \$250,275.50          |
| 601 WATER FUND                    | \$633,220.03          |
| 602 SEWER FUND                    | \$161,113.75          |
| 651 STORM WATER MGMT FUND         | \$3,836.60            |
| 673 CABLE                         | \$1,407.43            |
| 801 LANDUSE AGENCY                | \$5,625.50            |
|                                   | <b>\$2,273,882.33</b> |





## CITY OF MINNETRISTA

### BUSINESS / DISCUSSION ITEM

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**Subject:** Approval of Residential Recycling Grant Agreement with Hennepin County for January 1, 2026 – December 31, 2028

**Prepared By:** Brian Grimm, Finance Director

**Meeting Date:** February 2, 2026

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#### **Issue:**

The City of Minnetrista operates a residential recycling program for its residents, with grant funding provided by Hennepin County through the state of Minnesota's SCORE funding program. In exchange for the grant funds, the city agrees to the operating terms set forth in the grant agreement, including recycling services, materials to be collected, vendor requirements, data reporting requirements, and recycling performance criteria, along with some other basic requirements.

#### **Background:**

The City of Minnetrista has recently received this new four-year grant agreement with Hennepin County from Ms. Kirsten Wahlberg of the Hennepin County Environmental Services department. This agreement continues the goals and desired outcomes that have been in place through the agreement that has been in place through 2025.

The County is committed to implementing the funding policy and will continue to distribute its SCORE funds to cities for the purpose of curbside recycling and organic programs. The document outlines the percentages allocated to each of these activities and processes. Through our City budget discussions earlier in the year our estimated projected grant revenue was provided during the 2026 draft recycling budget worksession.

#### **Conclusion:**

Minnetrista has participated in recycling programs for a number of years through our vendor contract with Waste Management. Approval of this grant agreement, help offset some of the costs of providing this service.

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#### **Mission Statement:**

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



**Recommended City Council Action:** Motion to approve the Recycling Grant Agreement with Hennepin County for the period of four years from January 1, 2026 through December 31, 2028.

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

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**Mission Statement:**

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

RESOLUTION NO. 15-26

RESOLUTION APPROVING THE RESIDENTIAL RECYCLING GRANT  
AGREEMENT WITH HENNEPIN COUNTY FOR JANUARY 1, 2026 THROUGH  
DECEMBER 31, 2028

**WHEREAS**, the Hennepin County Board, by Resolution, adopted and approved the Hennepin County Residential Recycling Funding Policy for the period of January 1, 2026 through December 31, 2028, and authorized grant funding for municipal recycling programs consistent with the Funding Policy; and

**WHEREAS**, the City of Minnetrista operates a municipal curbside recycling program and other waste reduction and recycling activities as described in the grant application; and

**WHEREAS**, the Recycling Program is consistent with Minnesota Statutes, Chapter 115A; the Minnesota Pollution Control Agency’s Metropolitan Solid Waste Management Policy Plan; Hennepin County’s Solid Waste Management Master Plan; and Hennepin County’s Residential Recycling Funding Policy; and

**THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA**, to approve the Residential Recycling Grant Agreement and operate the residential recycling program as described in the agreement for the period of January 1, 2026 through December 31, 2028.

This resolution was adopted by the City Council of the City of Minnetrista on the 2nd day of February 2026 by a vote of \_\_\_\_Ayes and \_\_\_\_Nays.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Grant Agreement No:PR00008073

**RESIDENTIAL WASTE REDUCTION AND RECYCLING GRANT AGREEMENT**

This Grant Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487, on behalf of the Hennepin County Environment and Energy Department, 300 South Sixth Street, MC 679, Minneapolis, Minnesota 55487 (“COUNTY”), and CITY OF MINNETRISTA, 7701 County Road 110 West, Minnetrista, Minnesota, 55364 (“GRANTEE”), a Minnesota government entity.

The parties agree as follows:

1. TERM AND AMOUNT OF GRANT

This Agreement shall commence following execution by all parties. GRANTEE shall complete all Grant Requirements, as defined below, and submit all required documentation on or before December 31, 2028, unless this Agreement is terminated earlier in accordance with the provisions herein.

Annual grant payments (“Grant Funds”) shall be calculated as set forth in Section 3.

2. GRANT REQUIREMENTS

GRANTEE shall apply for annual grant funds and operate its Waste Reduction and Recycling Programs as more fully described in Attachment A, the Residential Waste Reduction and Recycling Funding Policy.

In addition to any other reporting requirements contained in this Agreement, including in any attachments, within thirty (30) days after COUNTY’s request, GRANTEE shall submit grant progress reports to the COUNTY in the manner directed by COUNTY and which may include summarizing activities and outcomes for the given period, goals, objectives, activities, outcomes, challenges, lessons learned, financial information, and/or administrative/programmatic monitoring descriptions.

3. GRANT FUNDS DISBURSEMENT

The COUNTY will distribute SCORE funds that the COUNTY receives from the state to Hennepin County municipalities. SCORE funds will be dedicated to the following different purposes: 1) general funding for waste reduction and recycling programs, 2) curbside organics recycling programs, 3) organics drop-off sites, 4) multifamily waste reduction and recycling.

SCORE funds are based on revenue received by the State of Minnesota from the solid waste management tax (SWMT) on garbage services and are subject to change based on the SWMT revenue received by the state and funds allocated by the legislature. Funds

distributed to municipalities for the current calendar year will be based on SCORE funds received by the COUNTY in the state’s corresponding fiscal year.

The COUNTY will make two payments to the GRANTEE, according to the provisions set forth below. Those two payments will provide the sum of each city’s total grant amount for general waste reduction and recycling programs, curbside organics recycling programs, organics drop-off sites, and multifamily waste reduction and recycling. One payment will be made after COUNTY receives the applications for funding from GRANTEE. A second payment will be made after basic program requirements, education and outreach requirements, and performance have been confirmed and approved. If GRANTEE meets the requirements, both payments will be made during the same calendar year.

**A. Waste reduction and recycling programs**

COUNTY will dedicate 40% of SCORE funds to provide funding for city waste reduction and recycling programs. The following formula will be used to calculate GRANTEE’s waste reduction and recycling grant amount.

|                                                                             |   |                 |   |                                  |
|-----------------------------------------------------------------------------|---|-----------------|---|----------------------------------|
| Number of eligible households<br>with curbside recycling in city            |   | 40% of SCORE    |   | Waste reduction<br>and recycling |
| -----                                                                       | x | funds available | = | grant amount                     |
| Total number of eligible<br>households with curbside<br>recycling in county |   |                 |   | available to the<br>city         |

Eligible households are defined as households in single-family through fourplex residential buildings or other residential buildings where each household has its own recycling collection container to set out for curbside collection and receives recycling collection service through the city. In cities with open recycling collection, eligible households are defined as households in single-family through fourplex residential buildings where each household has its own recycling collection container to set out for curbside collection. The number of eligible households will be determined by counting the number of eligible households on January 1 of each funding year. GRANTEE will report the number to COUNTY in its annual application for funding.

**B. Curbside organics recycling programs**

COUNTY will dedicate 50% of SCORE funds to provide funding for curbside organics recycling programs. Funds will be allocated using participation targets for each eligible city. Funding is not contingent upon meeting the participation target. The following formula will be used to calculate GRANTEE’s curbside organics recycling grant amount.

Target number of households with curbside organics recycling in city  
-----

x

50% of SCORE  
funds available

=

Curbside organics recycling grant  
amount available to  
the city

Total number of households with curbside organics recycling in county

- Initial participation targets (as a percent of households with curbside recycling service):
- 60% for cities that contract for organics recycling service
  - 30% for cities that require haulers to offer organics recycling service

COUNTY will provide a minimum grant of \$3,300 per city for curbside organics recycling programs.

C. Organics drop-off sites

COUNTY will dedicate up to \$3,300 per eligible city to provide funding for organics drop-off site expenses. Cities with a population of less than 10,000 are eligible.

D. Multifamily waste reduction and recycling

COUNTY will take 10% of SCORE funds, subtract the amount allocated to organics drop-off sites, and dedicate the remainder to provide funding for multifamily waste reduction and recycling programs. For the purposes of this policy, city multifamily waste reduction and recycling programs include organics recycling. Funds will be allocated based on the number of multifamily households. The following formula will be used to calculate GRANTEE’s multifamily waste reduction and recycling grant amount.

Number of multifamily households in city  
-----

x

10% of SCORE  
funds available  
minus organics  
drop-off funds

=

Multifamily waste reduction and recycling grant  
amount available to  
the city

Total number of multifamily households in county

If cities do not apply for available multifamily grant funds, the unclaimed funds will be re-allocated to the cities that applied in proportion to the number of multifamily households in those cities.

Multifamily households in cities with organized recycling collection are defined as 1) households in buildings where each household does not have its own recycling collection container to set out for curbside collection, or 2) households in buildings that do not receive recycling collection service through the city,

including apartment buildings, condominiums, townhomes, and cooperative housing units where a property manager or association coordinates collection service. Multifamily households in cities with open recycling collection are defined as households in residential buildings larger than a fourplex.

E. Cities of the first class

Cities of the first class must comply with COUNTY’s measurable performance standards and report recycling rates and compliance rates to the COUNTY semi-annually beginning February 15, 2026, and every August 15 and February 15 thereafter during the term of this Agreement. Cities of the first class must also report semi-annually beginning February 15, 2026, and every August 15 and February 15 thereafter, on specific steps for implementation that address the COUNTY’s priorities identified Board Action 25-0296 R2. COUNTY will determine annually whether the cities have implemented and satisfied performance standards. If the COUNTY finds that the cities have not implemented or satisfied the performance standards, the city must submit a waste reduction and recycling improvement plan to COUNTY within 60 days of being notified by COUNTY. The improvement plan must specify the efforts the city will take to implement and satisfy the performance standards identified by the COUNTY. The improvement plan must be negotiated with COUNTY and approved by COUNTY. If COUNTY does not approve the improvement plan, then it will withhold SCORE funding.

4. PARTY RELATIONSHIP

- A. GRANTEE shall select the means, method, and manner of performing Grant Requirements. Nothing is intended nor should be construed as creating or establishing any relationship, besides that of grantor and grantee, between the parties. GRANTEE is not COUNTY’s vendor, contractor, agent, representative, or employee for any purpose. GRANTEE shall secure at its own expense all personnel and resources required in completing Grant Requirements under this Agreement. GRANTEE’s personnel and/or subcontractors engaged to perform any activities under this Agreement will have no contractual relationship with COUNTY and will not be considered employees of COUNTY.
- B. If GRANTEE enters into any agreement with any entity to provide goods or services related to GRANTEE’s performance of the Grant Requirements, GRANTEE shall memorialize that relationship with a written and duly executed agreement with said entity. That agreement will include, at minimum, the following provisions:
  - (i) Neither GRANTEE nor the engaged entity is acting as agent(s) for the County of Hennepin, State of Minnesota;
  - (ii) The parties expressly agree that the County of Hennepin, State of Minnesota, is not a party to their agreement; and

(iii) The County of Hennepin, State of Minnesota is not responsible or liable for any duty or obligation under their agreement, including but not limited to paying any amount whatsoever under the agreement.

5.     NON-DISCRIMINATION

In accordance with COUNTY’s policies against discrimination, GRANTEE shall not exclude any person nor prohibit their participation in or the benefits of any program, service or activity related to this Agreement on the grounds of any protected status or class, including but not limited to race, color, creed, religion, national origin, sex, gender expression, gender identity, age, disability, marital status, sexual orientation, or public assistance status. No person who is protected by applicable law against discrimination shall be subjected to discrimination.

6.     INDEMNIFICATION

GRANTEE shall defend, indemnify, and hold harmless COUNTY, its present and former officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including attorney’s fees, resulting directly or indirectly from any act or omission of GRANTEE, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the Grant Requirements in this Agreement, and against all loss by reason of the failure of GRANTEE to perform any obligation under this Agreement. For clarification and not limitation, this obligation to defend, indemnify and hold harmless includes but is not limited to any liability, claims or actions resulting directly or indirectly from alleged infringement of any copyright or any property right of another, the employment or alleged employment of GRANTEE personnel, the unlawful disclosure and/or use of protected data, or other noncompliance with the requirements of these provisions.

7.     INSURANCE

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

8.     DUTY TO NOTIFY

GRANTEE shall promptly notify COUNTY of any demand, claim, action, cause of action or litigation brought against GRANTEE, its employees, officers, agents or subcontractors, which arises out of this Agreement. GRANTEE shall also notify COUNTY whenever GRANTEE has a reasonable basis for believing that GRANTEE and/or its employees, officers, agents or subcontractors, and/or COUNTY, might become the subject of a demand, claim, action, cause of action, administrative action, criminal arrest, criminal charge or litigation arising out of this Agreement.

## 9. DATA, SYSTEMS, AND INTELLECTUAL PROPERTY

- A. GRANTEE, its officers, agents, owners, partners, employees, volunteers and subcontractors shall, to the extent applicable, abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable law, rules, regulations and orders relating to data or the privacy, confidentiality or security of data. For clarification and not limitation, COUNTY hereby notifies GRANTEE that the requirements of Minnesota Statutes section 13.05, subd. 11, apply to this Agreement. GRANTEE shall promptly notify COUNTY if GRANTEE becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA or other data, data security, privacy or confidentiality laws, and shall also comply with the other requirements of this Section.

Classification of data, including trade secret data, will be determined pursuant to applicable law and, accordingly, merely labeling data as “trade secret” by GRANTEE does not necessarily make the data protected as such under any applicable law.

- B. In addition to the foregoing MGDPA and other applicable law obligations, GRANTEE shall comply with the following duties and obligations regarding County Data and County Systems (as each term is defined herein). As used herein, “County Data” means any data or information, and any copies thereof, created by GRANTEE or acquired by GRANTEE from or through COUNTY pursuant to this Agreement, including but not limited to handwriting, typewriting, printing, photocopying, photographing, facsimile transmitting, and every other means of recording any form of communication or representation, including electronic media, email, letters, works, pictures, drawings, sounds, videos, or symbols, or combinations thereof.

If GRANTEE has access to or possession/control of County Data, GRANTEE shall safeguard and protect the County Data in accordance with generally accepted industry standards, all laws, and all then applicable COUNTY policies, procedures, rules and directions. To the extent of any inconsistency between accepted industry standards and such COUNTY policies, procedures, rules and directions, GRANTEE shall notify COUNTY of the inconsistency and follow COUNTY direction. GRANTEE shall immediately notify COUNTY of any known or suspected security breach or unauthorized access to County Data, then comply with all responsive directions provided by COUNTY. The foregoing shall not be construed as eliminating, limiting or otherwise modifying GRANTEE’s indemnification obligations herein.

- C. INTENTIONALLY OMITTED.



D. Upon expiration or termination of this Agreement:

- (1) At the discretion of COUNTY and as specified in writing by the Grant Manager, GRANTEE shall deliver to the Grant Manager all County Data so specified by COUNTY.
- (2) COUNTY shall have full ownership and control of all such County Data. If COUNTY permits GRANTEE to retain copies of the County Data, GRANTEE shall not, without the prior written consent of COUNTY or unless required by law, use any of the County Data for any purpose or in any manner whatsoever; shall not assign, license, loan, sell, copyright, patent and/or transfer any or all of such County Data; and shall not do anything which in the opinion of COUNTY would affect COUNTY's ownership and/or control of such County Data.
- (3) Except to the extent required by law or as agreed to by COUNTY, GRANTEE shall not retain any County Data that are confidential, protected, privileged, not public, nonpublic, or private, as those classifications are determined pursuant to applicable law. In addition, GRANTEE shall, upon COUNTY's request, certify destruction of any County Data so specified by COUNTY.

10. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes section 6.551, the State Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of GRANTEE and involve transactions relating to this Agreement. GRANTEE shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its expiration or termination.

11. SUCCESSORS, SUBCONTRACTING AND ASSIGNMENTS

- A. GRANTEE binds itself, its partners, successors, assigns and legal representatives to COUNTY for all covenants, agreements and obligations herein.
- B. GRANTEE shall not assign, transfer or pledge this Agreement and/or the performance of the Grant Requirements, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of COUNTY. A consent to assign shall be subject to such conditions and provisions as COUNTY may deem necessary, accomplished by execution of a form prepared by COUNTY and signed by GRANTEE, the assignee and COUNTY. Permission to assign, however,

shall under no circumstances relieve GRANTEE of its liabilities and obligations under the Agreement.

- C. GRANTEE shall not subcontract this Agreement whether in whole or in part, without the prior written consent of COUNTY. Permission to subcontract, however, shall under no circumstances relieve GRANTEE of its liabilities and obligations under the Agreement. Further, GRANTEE shall be fully responsible for the acts, omissions, and failure of its subcontractors in the performance of any specified contractual services, and of person(s) directly or indirectly employed by subcontractors. Contracts between GRANTEE and each subcontractor shall require that the subcontractor's services be performed in accordance with this Agreement. GRANTEE shall make contracts between GRANTEE and subcontractors available upon request. For clarification and not limitation of the provisions herein, none of the following constitutes assent by COUNTY to a contract between GRANTEE and a subcontractor, or a waiver or release by COUNTY of GRANTEE's full compliance with the requirements of this Section: (1) COUNTY's request or lack of request for contracts between GRANTEE and subcontractors; (2) COUNTY's review, extent of review or lack of review of any such contracts; or (3) COUNTY's statements or actions or omissions regarding such contracts.
- D. As required by Minnesota Statutes section 471.425, subd. 4a, GRANTEE shall pay any subcontractor within ten (10) days of GRANTEE's receipt of payment from COUNTY for undisputed services provided by the subcontractor, and GRANTEE shall comply with all other provisions of that statute.

## 12. MERGER, MODIFICATION AND SEVERABILITY

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

GRANTEE and/or COUNTY are each bound by its own electronic signature(s) on this Agreement, and each agrees and accepts the electronic signature of the other party.

- B. Any alterations, variations or modifications of the provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties. Except as expressly provided, the substantive legal terms contained in this Agreement, including but not limited to Indemnification, Insurance, Merger, Modification and Severability, Default and Termination, or Minnesota Law Governs may not be altered, varied, modified or waived by any change in project scope, specifications, or other document.

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

### 13. DEFAULT AND TERMINATION

- A. This Agreement may be terminated with or without cause by COUNTY upon thirty (30) days' written notice, including but not limited to failure of the GRANTEE to perform Grant Requirements or failure of the Grant Requirements to promote a public purpose. Additionally, failure to comply with the terms of this Agreement shall be just cause for COUNTY to delay payment of Grant Funds until GRANTEE's compliance. In the event of a decision to withhold Grant Funds, COUNTY shall furnish prior written notice to GRANTEE.
- B. COUNTY may immediately terminate this Agreement if GRANTEE, or any GRANTEE directors, employees, or other personnel are convicted of a criminal offense relating to any COUNTY, State of Minnesota, or federal grant.
- C. Notwithstanding any provision of this Agreement to the contrary, GRANTEE shall remain liable to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by GRANTEE.
- D. The above remedies shall be in addition to any other right or remedy available to COUNTY under this Agreement, law, statute, rule, and/or equity.
- E. COUNTY's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.
- F. If this Agreement expires or is terminated, with or without cause, by either party, at any time, GRANTEE shall not be entitled to any Grant Funds except for reimbursements duly invoiced for completed Grant Requirements pursuant to this Agreement.
- G. Upon written notice, COUNTY may immediately suspend or terminate this Agreement in the event any of the following occur: (i) COUNTY does not obtain anticipated funding from an outside source for this project; (ii) funding for this project from an outside source is withdrawn, frozen, shut down, is otherwise made unavailable or COUNTY loses the outside funding for any other reason; or (iii) COUNTY determines, in its sole discretion, that funding is, or has become, insufficient. COUNTY is not obligated to pay for any Grant Funds related to the performance of any Grant Requirements occurring after the notice and effective date of the suspension or termination. In the event COUNTY suspends or terminates this Agreement pursuant to this paragraph, COUNTY shall pay any Grant Funds already invoiced by GRANTEE prior to the notice of suspension or

termination, if those costs and supporting documentation are validated by COUNTY, except that COUNTY shall not be obligated to pay any Grant Funds as or for penalties, early termination fees, charges, time and materials for Grant Requirements not already invoiced.

- H. GRANTEE has an affirmative obligation, upon written notice by COUNTY that this Agreement may be suspended or terminated, to follow reasonable directions by COUNTY, or absent directions by COUNTY, to exercise a fiduciary obligation to COUNTY, before incurring or making further costs, expenses, obligations or encumbrances arising out of or related to this Agreement.

14. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term or termination of this Agreement do survive such term or termination. Such provisions include but are not limited to: PARTY RELATIONSHIP; INDEMNIFICATION; INSURANCE; DUTY TO NOTIFY; DATA, SYSTEMS, AND INTELLECTUAL PROPERTY; RECORDS-AVAILABILITY/ACCESS; DEFAULT AND TERMINATION; MEDIA OUTREACH; and MINNESOTA LAW GOVERNS.

15. GRANT MANAGER

Kirsten Wahlberg, or successor, (“Grant Manager”), shall manage this Agreement on behalf of COUNTY and serve as liaison between COUNTY and GRANTEE.

Renae Neumann, rneumann@ci.minnetrista.mn.us, 952-241-2528 shall manage the Agreement on behalf of GRANTEE. GRANTEE may replace such person but shall immediately give written notice to COUNTY of the name, phone number and email (if available) of such substitute person and of any other subsequent substitute person.

16. COMPLIANCE AND NON-DEBARMENT CERTIFICATION

- A. GRANTEE shall comply with all applicable law, funding sources, regulations, rules and ordinances currently in force or later enacted.
- B. GRANTEE certifies that it is not prohibited from doing business with either the federal government or the state of Minnesota as a result of debarment or suspension proceedings. GRANTEE shall immediately notify COUNTY if GRANTEE is debarred or suspended during the term of this Agreement.

17. RECYCLING

COUNTY encourages GRANTEE to establish a recycling program for at least three materials, such as newsprint, office paper, glass, plastic, and metal.

18. NOTICES

Unless the parties otherwise agree in writing, any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing and shall be sent registered or certified mail. Notices to COUNTY shall be sent to the Grant Administrator with a copy to the originating COUNTY department at the addresses given in the opening paragraph of this Agreement. Notice to GRANTEE shall be sent to the address stated in the opening paragraph of this Agreement or to the address stated in GRANTEE's Form W-9 provided to COUNTY.

19. CONFLICT OF INTEREST

GRANTEE affirms that to the best of GRANTEE's knowledge, GRANTEE's involvement in this Agreement does not result in a conflict or potential conflict of interest with any party or entity which may be affected by the terms of this Agreement. Should any conflict or potential conflict of interest become known to GRANTEE, GRANTEE shall immediately notify COUNTY of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and advise COUNTY whether GRANTEE will or will not resign from the other engagement or representation. A conflict or potential conflict may, in COUNTY's discretion, be cause for termination of this Agreement.

20. MEDIA OUTREACH

GRANTEE shall notify COUNTY, prior to publication, release or occurrence of any Outreach (as defined below). The parties shall coordinate to produce collaborative and mutually acceptable Outreach. For clarification and not limitation, all Outreach shall be approved by COUNTY, by and through the Grant Administrator or his/her designee(s), prior to publication or release. As used herein, the term "Outreach" shall mean all media, social media, news releases, external facing communications, advertising, marketing, promotions, client lists, civic/community events or opportunities and/or other forms of outreach created by, or on behalf of, GRANTEE (i) that reference or otherwise use the term "Hennepin County," or any derivative thereof; or (ii) that directly or indirectly relate to, reference or concern the County of Hennepin, this Agreement, the Grant Requirements performed hereunder or COUNTY personnel, including but not limited to COUNTY employees and elected officials.

21. MINNESOTA LAWS GOVERN

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

22. PERSONAL PROPERTY TAX, PROPERTY TAX, AND INCOME TAX

- A. GRANTEE affirms that it and its officers have paid all Hennepin County personal property taxes and property taxes due on all of its Hennepin County properties for taxes owed on or before the date of the execution of this Agreement. If COUNTY finds that property taxes have not been paid by GRANTEE, GRANTEE’s owner and GRANTEE’s board of directors (if any), COUNTY may refuse to disburse Grant Funds or require the return of all or part of the Grant Funds already disbursed.
  
- B. GRANTEE acknowledges that Grant Funds may be subject to federal and/or state or local taxes. Except as part of a tax-specific outreach program, COUNTY cannot provide tax advice and encourages GRANTEE to consult with a professional tax advisor.

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COUNTY BOARD AUTHORIZATION

Reviewed for COUNTY by  
the County Attorney's Office:

COUNTY OF HENNEPIN  
STATE OF MINNESOTA  
By:

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Reviewed for COUNTY by:

ATTEST:

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Board Resolution No:  
{ {\*BoardResolution\_es\_:signer5:brs} }

By:

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Document Assembled by:

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GRANTEE

GRANTEE warrants that the person who executed this Agreement is authorized to do so on behalf of GRANTEE as required by applicable articles, bylaws, resolutions or ordinances.\*

By:

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By:

{ {Sig\_es\_:signer3:signature} }  
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{ {ttl\_es\_:signer3:title} }

\*GRANTEE represents and warrants that it has submitted to COUNTY all applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. Documentation is not required for a sole proprietorship.



HENNEPIN COUNTY  
MINNESOTA

# Residential Waste Reduction and Recycling Funding Policy

January 1, 2026 – December 31, 2028

# I. Policy Overview

## A. Background

The Hennepin County Board of Commissioners has determined that residential waste reduction and recycling programs support county goals to make progress toward zero waste, reduce greenhouse gas emissions, and eliminate disparities associated with waste disposal. The county has adopted the goals established in State Statute and by the Minnesota Pollution Control Agency (MPCA) in its Metropolitan Solid Waste Management Policy Plan and developed a Residential Waste Reduction and Recycling Funding Policy to help reach a 75% recycling rate by 2030.

## B. SCORE funds

The county receives funding from the state’s Select Committee on Recycling and the Environment (SCORE) for the development and implementation of waste reduction and recycling programs. SCORE funds are based on revenue received by the State of Minnesota from the solid waste management tax (SWMT) on garbage services and are subject to change based on the SWMT revenue received by the state and funds allocated by the legislature.

## C. Support for city programs

City recycling programs play an important role in the county’s integrated solid waste management system. The county has funded city recycling programs for over 30 years and will use this policy to make available all SCORE funds to cities for residential waste reduction and recycling programs. SCORE funds will be dedicated to four different purposes: 1) general funding for waste reduction and recycling programs, 2) curbside organics recycling programs, 3) organics drop-off sites, and 4) multifamily waste reduction and recycling. Funds distributed to cities for a calendar year will be based on SCORE funds received by the county in the state’s corresponding fiscal year.

## D. Term of the policy

Hennepin County is committed to implementing this policy from January 1, 2026, through December 31, 2028. The county may revise this policy to align with strategic priorities developed in the zero-waste plan or solid waste management plan. In addition, the county may revise this policy, if it determines changes are needed to assure compliance with state law and MPCA goals established for metropolitan counties. If SCORE funds are eliminated from the state budget or significantly reduced, the county will consult with cities at that time and develop a recommendation to the board on future funding for residential waste reduction and recycling programs.

### E. Grant agreements

Each city seeking funding under the terms of the Residential Waste Reduction and Recycling Funding Policy must enter into a grant agreement with the county for a term concurrent with the expiration of this policy, December 31, 2028. The grant agreement must be accompanied by a resolution authorizing the city to enter into such an agreement. If cities form a joint powers organization responsible for waste reduction and recycling programs, the county will enter into a grant agreement with that entity and distribute funds to that organization.

## II. Allocation of Funds

SCORE funds will be dedicated to the following purposes:

- General funding for waste reduction and recycling programs
- Curbside organics recycling programs
- Organics drop-off sites
- Multifamily waste reduction and recycling

### A. Waste reduction and recycling programs

The county will dedicate 40% of SCORE funds to provide funding for city waste reduction and recycling programs. For the purposes of this policy, city waste reduction and recycling programs include organics recycling. Funds will be allocated based on number of eligible households with curbside recycling service. The following formula will be used to calculate a city's grant amount.

|                                                                             |   |                                 |   |                                                                              |
|-----------------------------------------------------------------------------|---|---------------------------------|---|------------------------------------------------------------------------------|
| Number of eligible households<br>with curbside recycling in city<br>-----   | x | 40% of SCORE<br>funds available | = | Waste reduction<br>and recycling<br>grant amount<br>available to the<br>city |
| Total number of eligible<br>households with curbside<br>recycling in county |   |                                 |   |                                                                              |

Eligible households are defined as households in single family through fourplex residential buildings or other residential buildings where each household has its own recycling collection container to set out for curbside collection. The number of eligible households will be determined by counting the number of eligible households on January 1 of each funding year. The city will report the number in its application for funding.

### B. Curbside organics recycling programs

The county will dedicate 50% of SCORE funds to provide funding for curbside organics recycling programs. Funds will be allocated using participation targets for each city. Funding is not contingent upon meeting the participation target. The following formula will be used to calculate a city’s grant amount.

Target number of households  
with curbside organics recycling  
in city  
-----  
Total target number of  
households with curbside  
organics recycling in county

x

50% of SCORE  
funds available

=

Curbside organics  
recycling grant  
amount available  
to the city

The county will provide a minimum grant of \$3,300 per city for curbside organics recycling programs.

Participation targets (as a percent of households with curbside recycling service):

- 60% for cities that contract for organics recycling service
- 30% for cities that require haulers to offer organics recycling service

### C. Organics drop-off sites

The county will dedicate \$3,300 per eligible city to provide funding for organics drop-off site expenses. Cities with an organics drop-off and a population of less than 10,000 are eligible.

### E. Multifamily waste reduction and recycling

The county will take 10% of SCORE funds, subtract the amount allocated to organics drop-off sites, and dedicate the remainder to provide funding for multifamily waste reduction and recycling programs. For the purposes of this policy, city waste reduction and recycling programs include organics recycling. Funds will be allocated based on the number of multifamily households. The following formula will be used to calculate a city’s grant amount.

Number of multifamily  
households in city  
-----  
Total number of multifamily  
households in county

x

10% of SCORE  
funds available  
minus organics  
drop-off funds

=

Multifamily  
waste reduction  
and recycling  
grant amount  
available to the  
city

If cities do not apply for available multifamily grant funds, the unclaimed funds will be re-allocated to the cities that applied in proportion to the number of multifamily households in those cities.

Multifamily households in cities with organized recycling collection are defined as 1) households in buildings where each household does not have its own recycling collection container to set out for curbside collection, or 2) households in buildings that do not receive recycling collection service through the city, including apartment buildings, condominiums, townhomes, and cooperative housing units where a property manager or association coordinates collection service. Multifamily households in cities with open recycling collection are defined as households in residential buildings larger than a fourplex.

### III. Application for Funding

#### A. General program and curbside organics application

To receive funding for waste reduction and recycling programs and curbside organics recycling, each city must complete an annual grant application by February 15 of that year. The application consists of a web-based report that requests the following: contract, program, tonnage, and financial information. The participation rate for the curbside recycling program must also be included in the web-based report. The city must calculate its participation rate during the month of October. The methodology for measuring participation must be provided to the county upon request. The county may request additional information, such as a planning document with a description of activities the city will implement to increase recycling and make progress toward county objectives.

#### B. Organics drop-off sites and multifamily supplementary application

To receive funding for organics drop-off sites and multifamily waste reduction and recycling, a city must submit a supplementary grant application form annually. The county will provide this form by February 15, and the city must complete it by March 15 of that year.

### IV. Use of Funds

#### A. Conditions applying to all funds

The following requirements apply to the use of all funds:

1. Funds must be expended on eligible activities per Minnesota Statutes §115A.557.

2. All grant funds accepted from the county must be used in the year granted unless the county agrees to an exception. The county will not provide any funds in excess of actual expenses. Funds not spent must be returned to the county.
3. A city or joint powers organization may not charge its residents through property tax, utility fees, waste fees, environmental fees, or any other method for the portion of its waste reduction and recycling program costs that are funded by county grant funds.
4. Cities must track expenditures for waste reduction and recycling programs, curbside organics recycling, organics drop-off sites, and multifamily waste reduction and recycling and establish accounting mechanisms to provide the information requested in the financial section of the annual grant application.
5. Waste reduction and recycling activities, revenues, and expenditures are subject to audit.

#### B. Curbside organics use of funds

Curbside organics grant funds may be used for program expenses, including the following:

- Incentives for participation (service discounts, countertop pails, compostable bags)
- City contract costs
- Education and outreach
- Carts
- Other expenses approved by the county

Yard waste expenses are not eligible. If organics are co-collected with other waste, the organics expenses must be tracked separately. If a city passes funds through to a hauler, 100% of those funds must be credited to residents' bills.

#### C. Organics drop-off sites use of funds

Organics drop-off site grant funds may be used for program expenses, including the following:

- Hauling and disposal
- Dumpsters or carts
- Site construction
- Education and outreach
- Incentives for participation (countertop pails, compostable bags)
- Other expenses approved by the county

#### D. Multifamily waste reduction and recycling use of funds

Cities that choose to apply for multifamily waste reduction and recycling funding will work with

the county to identify eligible activities that are customized to the city’s goals and needs. These activities will be determined through the supplementary grant application process.

Multifamily resources provided by the county, including reusable tote bags/baskets and multifamily specific signs and labels, are not eligible expenses.

## V. City Requirements

### A. Materials accepted

A city’s curbside collection program must accept a list of mixed recyclables as selected by the county in consultation with haulers, local material recovery facilities, and end markets. The county will update the list of materials as needed, distribute the list to city recycling coordinators, and post the list on the county’s website.

### B. Education and outreach

The partnership between the county and cities has been highly effective in educating residents and motivating behavior change. To continue this partnership and increase these efforts, city waste reduction, recycling and organics recycling activities must be coordinated with county and regional efforts. Municipalities must adhere to the following requirements:

1. Use county terminology on promotional and educational materials when describing recycling and organics recycling guidelines, including the description of materials accepted and not accepted, as well as when describing preparation guidelines.
2. Use images approved by the county if using images of mixed recyclables and organic materials.
3. Provide the following information on the city’s website:
  - Recycling and organics recycling materials accepted and not accepted
  - Curbside collection calendar
  - Contact information for the city’s recycling coordinator
  - Links to city recycling resources and programs
  - Organics drop-off site(s) information
  - Links to county recycling resources and programs
4. Provide a guide on recycling and organics recycling to residents each year. The guide shall contain information on curbside collection, materials accepted and not accepted, organics drop off site information (if applicable), and a curbside collection calendar.

5. Complete two or more waste reduction, recycling and organics recycling educational activities annually that include the promotion of curbside collection. The county will provide a list of activities to city recycling coordinators. These activities are in addition to the provision of an annual guide.
6. If a city develops its own educational materials, does not use a template produced by the county, does not utilize design services offered by the county, or relies on a hauler to provide an annual guide, then the city must submit the materials to the county for approval.

### C. Waste reduction and recycling performance

On an annual basis, cities must demonstrate that a reasonable effort has been made to improve waste reduction and recycling programs. If a city does not demonstrate measurable progress, a waste reduction and recycling improvement plan must be submitted by the city within 90 days of being notified by the county. The waste reduction and recycling improvement plan must be negotiated with the county and specify the efforts that will be undertaken by the city to improve its program to yield the results necessary to achieve county objectives. In cooperation with the county, the city may be required to participate in waste sorts and community engagement to identify strategies to improve waste reduction and recycling outcomes.

### D. Cities of the first class

Cities of the first class must comply with the county's measurable performance standards and report recycling rates and compliance rates to the county annually by February 15 and semi-annually thereafter. Cities of the first class must also report bi-annually on specific steps for implementation that address the county's priorities.

The county will determine annually whether the cities have implemented and satisfied performance standards. If the cities do not implement and satisfy the performance standards, a waste reduction and recycling improvement plan must be submitted by the city within 60 days of being notified by the county. The improvement plan must specify the efforts the city will take to implement and satisfy the performance standards identified by the county. The improvement plan must be negotiated with the county and approved by the county. If the county does not approve the improvement plan, then SCORE funding will be withheld.

## VI. Grant Payments

The county will make two payments to cities each year. Those two payments will provide the sum of each city's total grant amount for general waste reduction and recycling programs, curbside organics recycling programs, organics drop-off sites, and multifamily waste reduction and recycling. One payment will be made after the county receives the applications for funding. A second payment will be made after basic program requirements, education and outreach



requirements, and performance have been confirmed and approved. If the city meets the county requirements, both payments will be made during the same calendar year.

Cities are expected to fulfill the conditions of this policy and the requirements of the county's Ordinance 13. It is the responsibility of each city to meet the requirements of Ordinance 13. The implementation of the county requirements for cities shall be the responsibility of each respective city. If any city fails to establish or implement any or all of the city requirements in Ordinance 13, all SCORE funding will be withheld until the city meets the requirements or a waste reduction and recycling improvement plan is negotiated with the county.

CITY OF MINNETRISTA



CITY COUNCIL CONSENT AGENDA ITEM

**Subject:** Application from Connor and Cara Swanson for a streetside setback variance at 2565 Highland Road.

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

**Meeting Date:** February 2, 2026

**Overview:** Connor and Cara Swanson (the “Applicants”) have made an application for a street side setback variance from 90 feet to 52.7 feet for an addition onto the existing home at 2565 Highland Road; A: Agriculture Zoning District; PID # 20-117-24-12-0005 (the “Property”).

**Background:** The Applicants recently purchased the Property in September of 2025. The Property contains an old 1900’s farmhouse that was recently remodeled in 2021. The remodel did not create a functional living room that the Applicants desire. The Applicants have explored all options to meet their needs, but unfortunately the only way to accomplish this is through an addition. Since the location of the existing home does not conform to current setback regulations, a variance to the streetside setback is required. As such, the Applicants have applied for a variance from the street side setback. It is the task of the City Council to consider the standard variance criteria, which are outlined below and make a motion.

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

- a. **The variance is in harmony with the general purposes and intent of this ordinance.**

Section 505.03 Subd. 1 outlines the specific purpose and intent of the City’s zoning ordinance and Sections 505.25 Subd. 2 outlines certain lot standards, including setbacks, for lots in the Agriculture Zoning District.

The Applicants are proposing an addition off the east side of the home that doesn’t encroach any closer to Highland Road than the current structure and thus maintains the reasonable standards established by the existing structure, which is consistent with the purpose and intent of the City’s zoning ordinance.

**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.

**b. The variance is consistent with the comprehensive plan.**

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

The Property is guided for long term Rural Land Use per the Minnetrista 2040 Comprehensive Plan. Rural Land Use includes large lot single family residential. The Applicant’s proposed addition is consistent with the long-term vision for the Property. Aside from simply complying with the Land Use Map, the proposed addition does not encroach closer to the lake or roadway, which will help preserve the rural character of the property and prevent further cluttering of the shoreline.

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

**1. The property owner proposes to use the property in a reasonable manner not permitted by this ordinance.**

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

The Applicants are proposing an addition to the existing home to create a functional living room not currently found in the existing 1900s farmhouse structure. The use of the addition is reasonable and because the addition does not encroach closer to the street or lakeshore, it is being done so in a reasonable manner.

**2. The plight of the landowner is due to circumstances unique to the property not created by the landowner.**

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

The existing home does not comply with the current street side setback requirement of 90 feet. Given that the Applicants did not build the home in its current location, they could not have created the existing non-conforming situation they are placed in.

**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.

**3. The variance would not alter the essential character of the locality.**

Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area.

The proposed addition is appropriately sized relative to the existing structure and neighborhood, so the resulting home with the proposed addition won't be out of place or out of scale with the surrounding area.

**Neighborhood Comments:** Notices were sent out to all property owners within 500 feet of the subject property. To date, staff did not receive any written comments or concerns regarding this request as a result of sending the public notice.

**Planning Commission Recommendation:** The Applicants' request was presented to the Planning Commission at their January 26, 2026 meeting. At that meeting, the Planning Commission held the required public hearing. No one besides the Applicants were present to speak. After hearing no testimony at the public hearing and then discussing amongst themselves, the Planning Commission made a motion to recommend the City Council approve the requested streetside setback variance, based on certain findings of fact and subject to conditions. Motion passed 6-0. Absent: Young.

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

1. The requested variance is in harmony with the purpose and intent of the City's zoning ordinances because the proposed addition doesn't encroach any closer to Highland Road than the current structure, which upholds the reasonable standards of the existing structure and maintains the benefit for all neighboring property owners;
2. The requested variance is consistent with the City's comprehensive plan because it not only complies with the Rural designation in the Future Land Use Map of the 2040 Comprehensive Plan, but it also helps preserve the rural character of the property and prevent further cluttering of the shoreline;
3. The Applicants propose to use the Property in a reasonable manner because the proposed addition creates a functional living room not currently found in the existing 1900s farmhouse structure, which is a reasonable use of residential property;
4. The requested variance is the result of a unique circumstance not created by the landowner because the existing home was built in the 1900's, prior to the adoption of the current setback requirements and well before the Applicants owned the Property; and
5. The requested variance will not alter the character of the locality because the proposed addition is appropriately sized relative to the existing structure and neighborhood, so the resulting home with the proposed addition won't be out of place or out of scale with the surrounding area.

**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.

**Recommended Action:** Motion to adopt a resolution approving the requested street side setback variance at 2565 Highland Road based on certain findings of fact outlined in the staff report and subject to the following conditions:

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

**Attachments:**

1. Location Map
2. Applicant Narrative
3. Proposed Survey
4. Proposed Plans
5. Res. No. 16-26 Approve Streetside Setback at 2565 Highland Road

**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.



2565 Highland Road

Section 4, Item d)



1 in = 200 Ft

-  City Boundary
-  Address Labels
-  Parcels





## Section 2: Required Variance Narrative (Items a–i)

### a. List of All Property Owners

The sole property owner is Connor Swanson, 2565 Highland Road, Maple Plain, MN 55359.

### b. Site Data

- Legal Description: As recorded above.
- Parcel Identification Number (PID): 20-117-24-12-0005
- Parcel Size: 13.2 acres
- Existing Use: Single-family residential home
- Zoning: R-1 Single Family Residential (Shoreland Overlay)
- Required Front/Lakeshore Setback: 90 feet
- Existing Home Setback: ~50 feet
- Proposed Addition Setback: ~50 feet (no increased encroachment)

### c. Code Provisions Requiring Variance

A variance is requested from the 90-foot lakeshore/front setback requirement established under Minnetrista City Code (Shoreland Overlay District setback standards).

### d. Description of Proposal and Variation from Code

The applicant proposes a 16' × 22' living room addition with a future deck extending from the existing home. The existing home sits approximately 50 feet from the property line where the Minnetrista City Code requires a 90-foot setback. The proposed addition maintains the same setback as the existing structure and does not increase the degree of nonconformity. The addition is necessary to create functional living space replacing an undersized existing living room.

### e. Summary of Pre-Application Discussions

Applicant discussed requirements with city staff regarding setback rules, survey needs, and the variance process. Staff indicated a variance and full packet were required due to shoreland setback standards.

### f. Harmony with City Code & Comprehensive Plan

The variance is consistent with the intent of Minnetrista City Code because it allows for a reasonable improvement to an existing home without increasing setback encroachment. The addition preserves neighborhood character, environmental protections, and visual integrity.

The Minnetrista Comprehensive Plan encourages maintenance and improvement of residential properties, reinvestment in existing structures, and preservation of community character — all of which

## Section 3: Survey Requirements Checklist

Minnetrista requires a certified survey including the following:

- Existing and proposed structures with dimensions
- Setbacks (front/lakeshore, rear, and sides)
- Parcel boundaries and easements
- Topography at 2-foot intervals
- Trees  $\geq$  4 inches in diameter
- Drainage patterns and flow arrows
- Driveway location and grades
- Existing septic system and wells (if applicable)
- All adjacent structures within 100 feet
- Building elevations and foundation heights

Applicant will provide a certified updated survey for the proposed addition.



the proposal supports.

## **g. Practical Difficulties**

### **(i) Reasonable use not permitted without variance:**

The existing living room is undersized for modern residential needs. A modest addition is a reasonable improvement that cannot occur outside the setback due to property constraints.

### **(ii) Circumstances unique to the property:**

- Home constructed prior to modern shoreland setback standards.
- Lot topography and environmental features restrict alternate building areas.
- The home already sits at 50 feet from the property line; pushing the addition farther back is not feasible.

### **(iii) Does not alter essential character of the locality:**

- Addition stays within existing building line.
- Screened by mature trees.
- Compatible with surrounding residential development.

## **h. Not Based on Economic Gain**

The request is not motivated by economic benefit. The sole purpose is to achieve functional living space for normal residential use.

## **i. No Adverse Effects on Health, Safety, or Welfare**

The proposal will not negatively impact adjacent properties, public safety, or neighborhood character. • No increase in traffic or congestion.

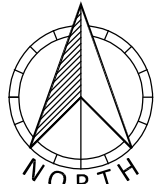
- No obstruction of light or air.
- No impact to public infrastructure.
- Does not reduce nearby property values.
- Environmental impacts remain unchanged since the footprint does not extend closer to the shore.



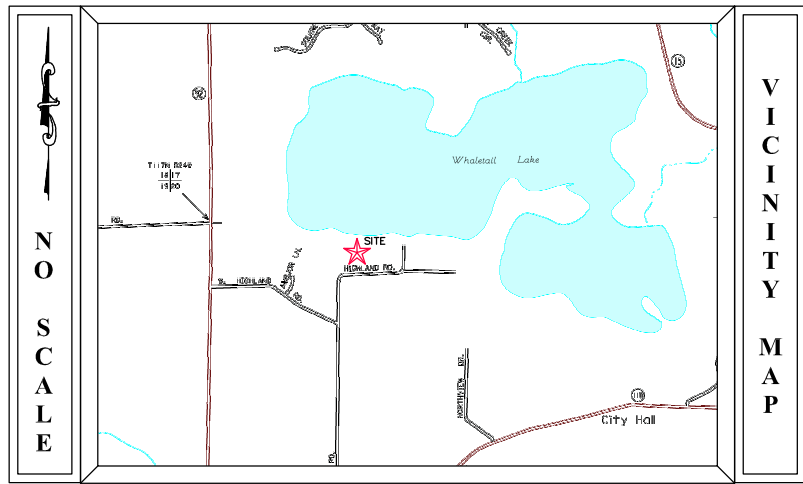
SURVEY LEGEND

- CAST IRON MONUMENT
- IRON PIPE MONUMENT SET
- IRON PIPE MONUMENT FOUND
- ✕ DRILL HOLE FOUND
- ✕ CHISELED "X" MONUMENT SET
- ✕ CHISELED "X" MONUMENT FOUND
- ✕ REBAR MONUMENT FOUND
- ▲ PK NAIL MONUMENT SET
- ▲ PK NAIL MONUMENT FOUND
- ▲ PK NAIL W/ ALUMINUM DISC
- △ SURVEY CONTROL POINT
- A/C UNIT
- CABLE TV PEDESTAL
- ELECTRIC TRANSFORMER
- ELECTRIC MANHOLE
- ELECTRIC METER
- ELECTRIC OUTLET
- YARD LIGHT
- LIGHT POLE
- FIBER OPTIC MANHOLE
- FIRE DEPT. HOOK UP
- FLAG POLE
- FUEL PUMP
- FUEL TANK
- PROPANE TANK
- GAS METER
- GAS VALVE
- GAS MANHOLE
- GENERATOR
- GUARD POST
- HAND HOLE
- MAIL BOX
- PIEZOMETER
- POWER POLE
- GUY WIRE
- ROOF DRAIN
- LIFT STATION
- SANITARY MANHOLE
- SANITARY CLEANOUT
- STORM MANHOLE
- STORM DRAIN
- CATCH BASIN
- FLARED END SECTION
- TREE CONIFEROUS
- TREE DECIDUOUS
- TREE CONIFEROUS REMOVED
- TREE DECIDUOUS REMOVED
- TELEPHONE MANHOLE
- TELEPHONE PEDESTAL
- UTILITY MANHOLE
- UTILITY PEDESTAL
- UTILITY VAULT
- WATERMAIN MANHOLE
- WATER METER
- WATER SPIGOT
- WELL
- MONITORING WELL
- CURB STOP
- GATE VALVE
- HYDRANT
- IRRIGATION VALVE
- POST INDICATOR VALVE
- SIGN
- SOIL BORING
- WOE WALKOUT ELEVATION
- FFE FIRST FLOOR ELEVATION
- GFE GARAGE FLOOR ELEVATION
- TOF TOP OF FOUNDATION ELEV.
- LOE LOWEST OPENING ELEV.

- BITUMINOUS
- BUILDING SETBACK LINE
- CABLE TV
- CONCRETE CURB
- CONTOUR EXISTING
- CONTOUR PROPOSED
- GUARD RAIL
- DRAIN TILE
- ELEC. UNDERGROUND
- FENCE
- FO FIBER OPTIC UNDERGROUND
- GAS GAS UNDERGROUND
- OHU OVERHEAD UTILITY
- TREE LINE
- SANITARY SEWER
- STORM SEWER
- TEL TELEPHONE UNDERGROUND
- RETAINING WALL
- UTL UTILITY UNDERGROUND
- WATERMAIN
- TRAFFIC SIGNAL
- RAILROAD TRACKS
- RAILROAD SIGNAL
- RAILROAD SWITCH
- SATELLITE DISH
- WETLAND BUFFER SIGN



Bearings are based on the Hennepin County  
Coordinate System (NAD 83 - 1986 adj.)



DESCRIPTION OF PROPERTY SURVEYED

Government Lot 2, Section 20, Township 117, Range 24, Hennepin County, Minnesota, EXCEPT the following tracts:

The south seven acres thereof;

AND

The south 726 feet of the west 150 feet of that part of Government Lot 2, Section 20, Township 117, Range 24, Hennepin County, Minnesota, lying north of the south seven acres thereof.

AND

That part of Government Lot 2, Section 20, Township 117, Range 24, Hennepin County, Minnesota, which lies east of a line drawn parallel with and 615 feet west of, measured at right angles to, the east line of said Government Lot 2 and its extensions, and which lies north of the south seven acres of said Government Lot 2.

Abstract Property

STANDARD NOTES

- Site Address:** 2565 Highland Road, Minnetrista, Minnesota 55359
- A title opinion was not furnished to the surveyor as part of this survey. Only easements per the recorded plat are shown unless otherwise denoted hereon.
- Flood Zone Information:** X (area determined to be outside of the 0.2% annual chance floodplain) per Flood Insurance Rate Map, Community Panel No. 27053C0290F, effective date of November 4th 2016.
- Parcel Area Information:** Gross Area: 410,571 s.f. ~ 9.425 acres  
\*We do not affirmatively insure the quantity of acreage set forth in the description
- Benchmark:** Elevations are based on MN/DOT Geodetic Station Name: 2704 B which has an elevation of: 947.39 feet (NAVD88).
- Zoning Information:** The current Zoning for the subject property is A (Agriculture) and in the Shoreland District per the City of Minnetrista's zoning map dated 2022. The setback, height, and floor space area restrictions for said zoning designation are as follows:

Principal Structure Setbacks - Street: 90 feet (Highland Road)  
Side: 15 feet  
Lake: 100 feet (From Ordinary High Water Line)  
Bluff: 30 feet  
Height: 35 feet  
Hardcover: 25 percent of lot area

\*Please note that the zoning information shown hereon may have been amended through a city process. We recommend that a zoning letter be obtained from the Zoning Administrator for the current restrictions for this site. All setback information and hardcover data for planning and design must be verified by all parties involved in the design and planning process prior to any planning or construction.

We have not received the current zoning classification and building setback requirements from the insurer.

- Utilities:** We have shown the location of utilities on the surveyed property by observed evidence only. There may be underground utilities encumbering the subject property we are unaware. Please note that we have not placed a Gopher State One Call for this survey. There may or may not be underground utilities in the mapped area, therefore extreme caution must be exercised before any excavation takes place on or near this site. Also, please note that seasonal conditions may inhibit our ability to visibly observe all the utilities located on the subject property. Before digging, you are required by law to notify Gopher State One Call at least 48 hours in advance at 651/454-0002.

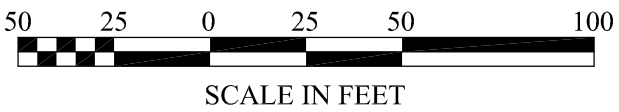
- Wetland Delineation:** The wetland delineation was not performed on this property.

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

Dated this 10th day of December, 2025.

*Donal L. Schmidt*

Daniel L. Schmidt, PLS Minnesota License No. 26147  
schmidt@sathre.com



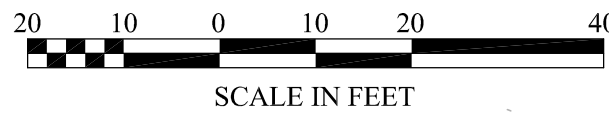
SCALE IN FEET

WHALETAIL LAKE

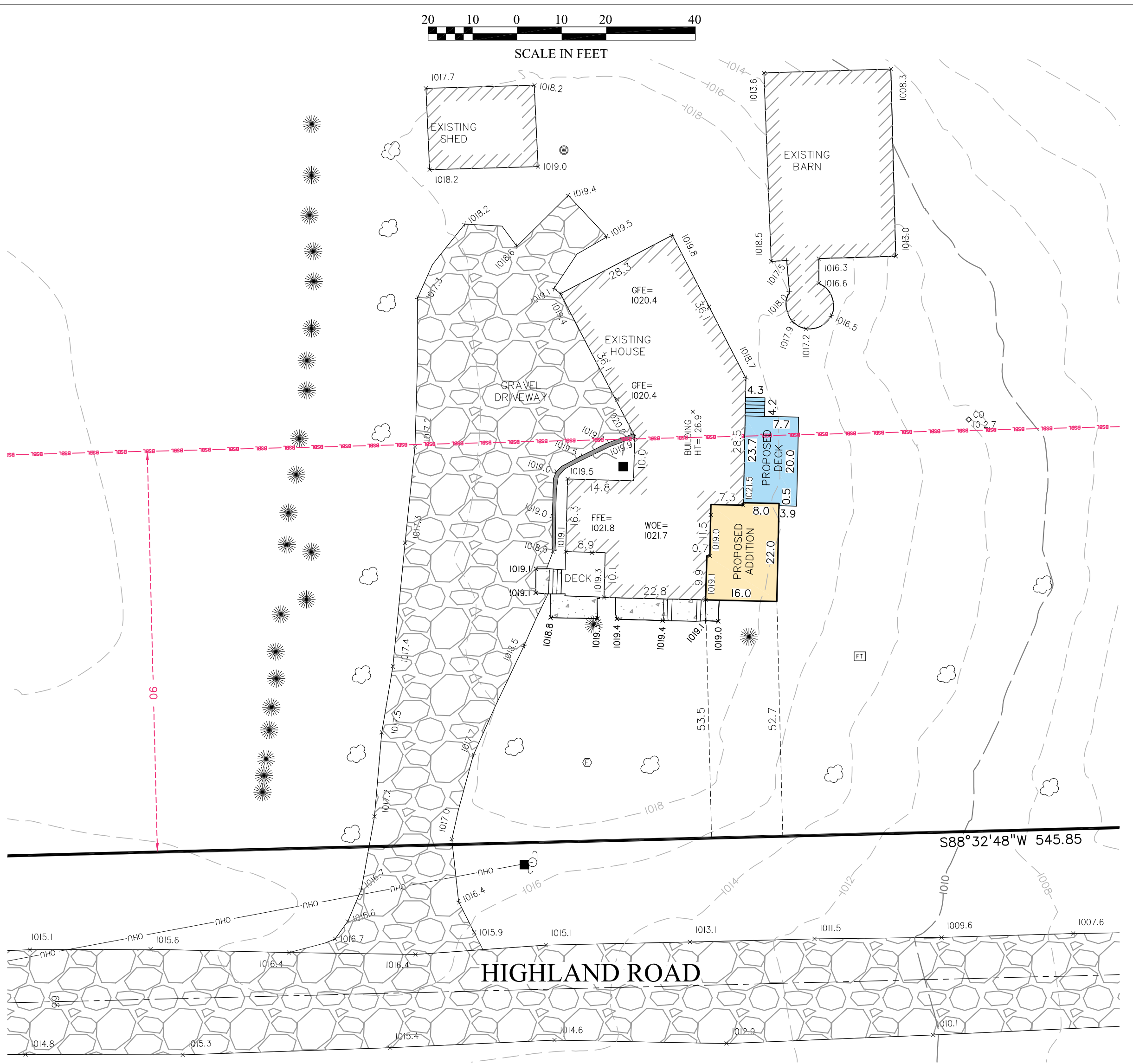
ORDINARY HIGH WATER LEVEL = 948.6 (NGVD29)  
EDGE OF WATER LOCATED NOVEMBER 5TH 2025



DETAIL 'A'

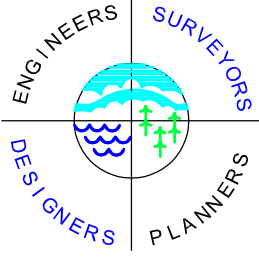


SCALE IN FEET



| FIELD CREW | NO. | BY  | DATE       | REVISION         |
|------------|-----|-----|------------|------------------|
| DM DR SO   | 1   | DLS | 12/15/2025 | REVISED SETBACKS |
| DRAWN      |     |     |            |                  |
| JPR        |     |     |            |                  |
| CHECKED    |     |     |            |                  |
| DLS        |     |     |            |                  |
| DATE       |     |     |            |                  |
| 10/31/25   |     |     |            |                  |

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**SATHRE  
BERGQUIST  
INC.**  
14000 25TH AVENUE NORTH,  
SUITE 120  
PLYMOUTH MN 55447  
(952) 476-6000 WWW.SATHRE.COM

TWP:117-RGE.24-SEC.20  
Hennepin County  
**MINNETRISTA,  
MINNESOTA**

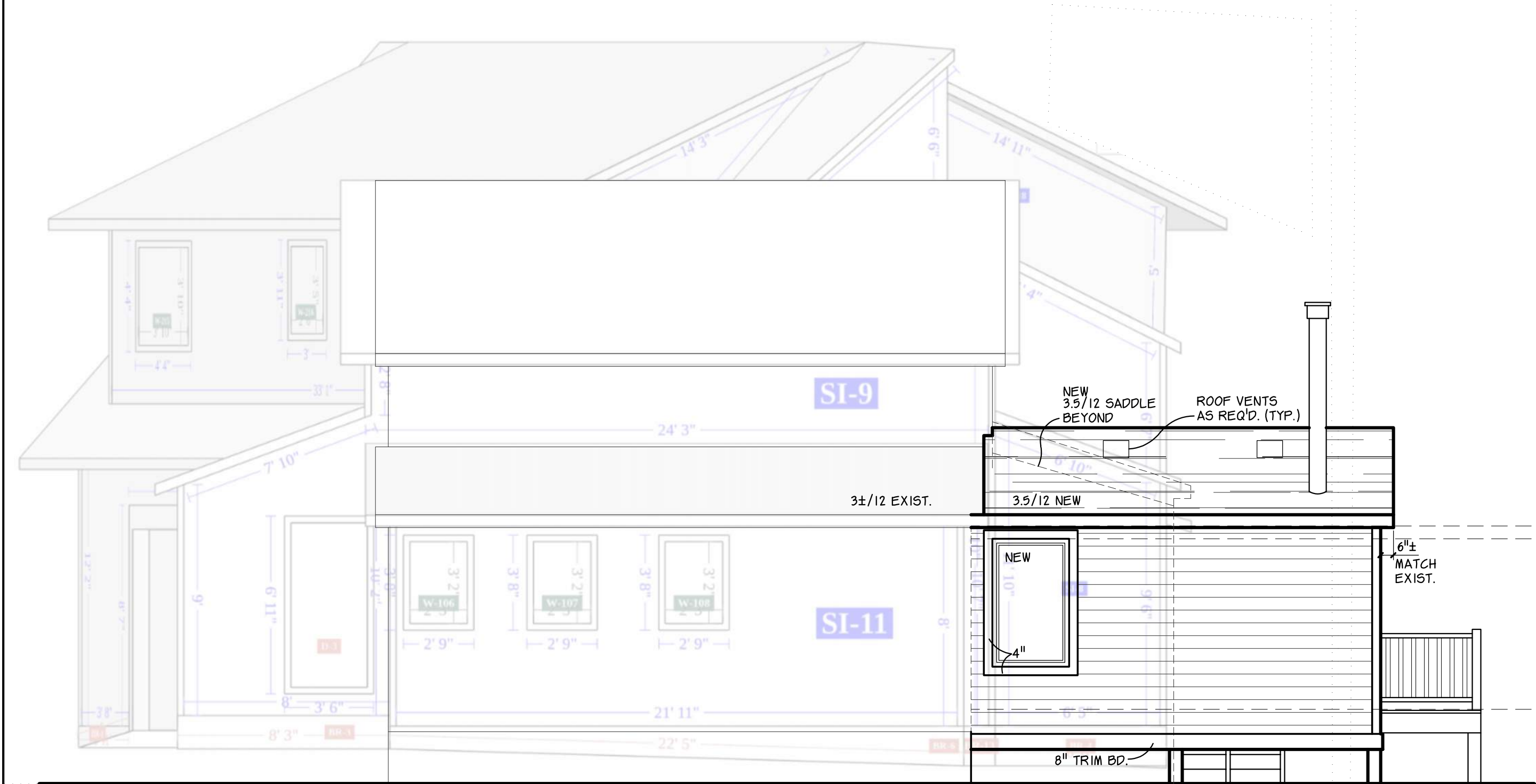
CERTIFICATE OF SURVEY

PREPARED FOR:  
**SWANSON HOMES**

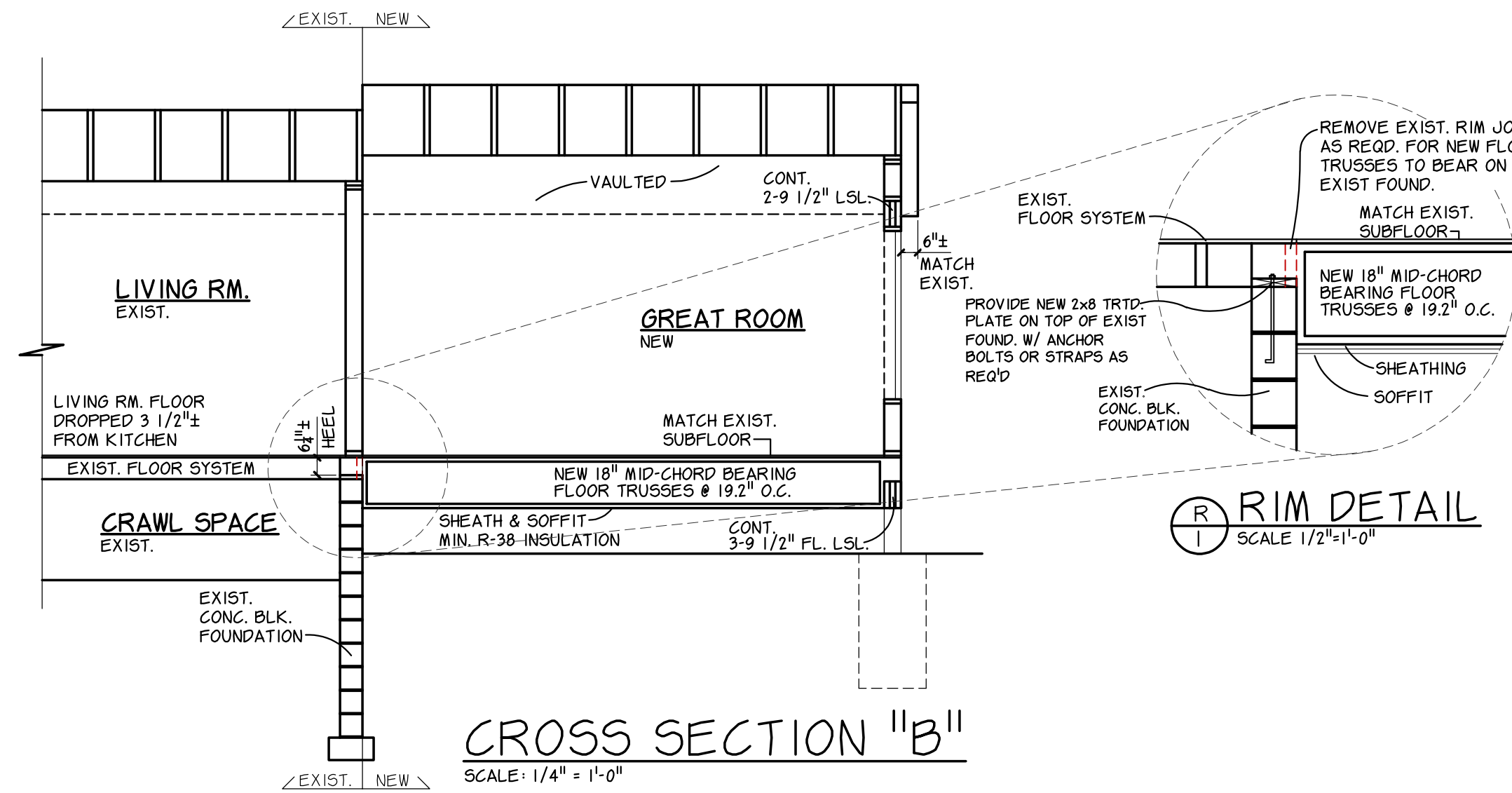
FILE NO.  
88035-118

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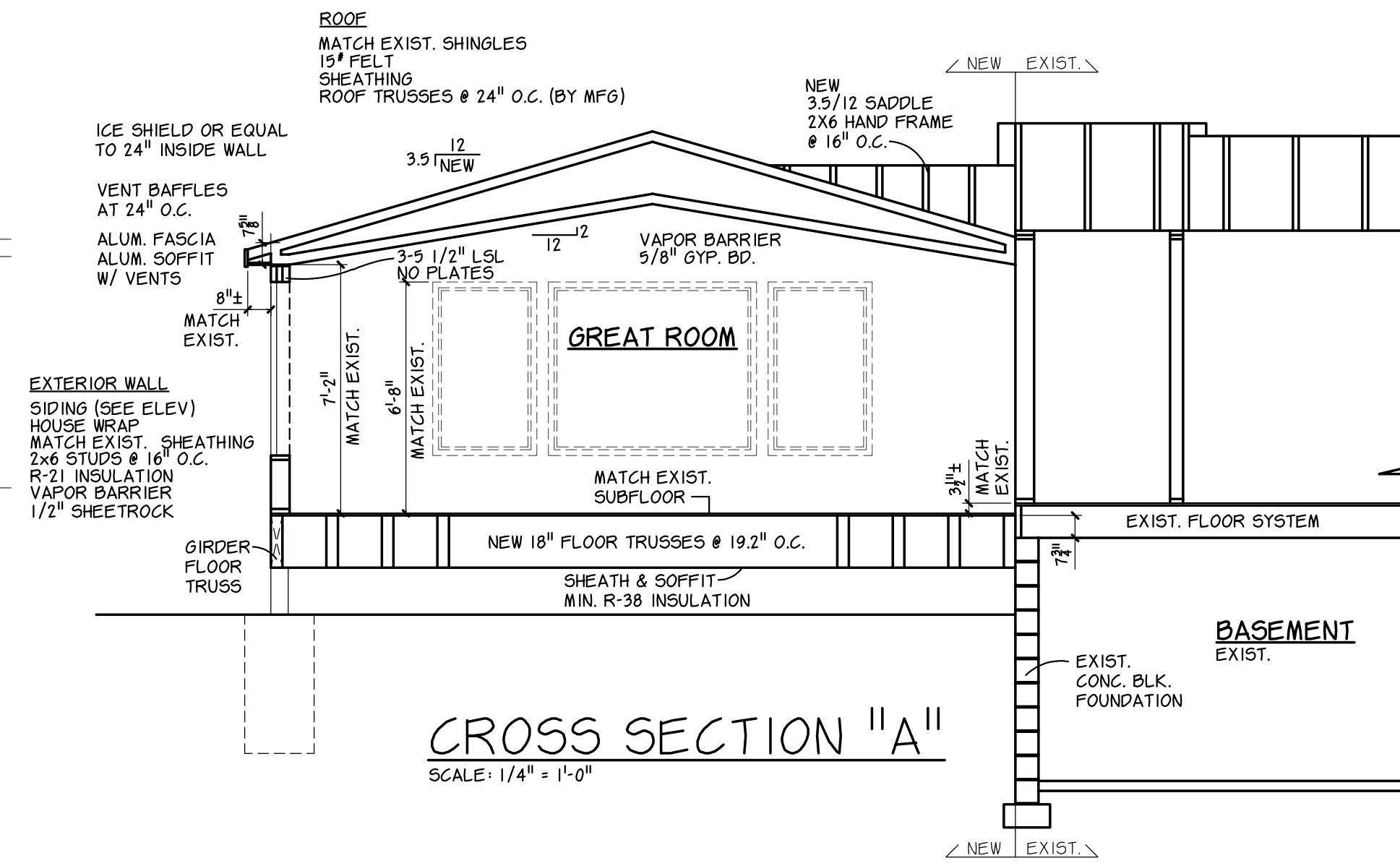




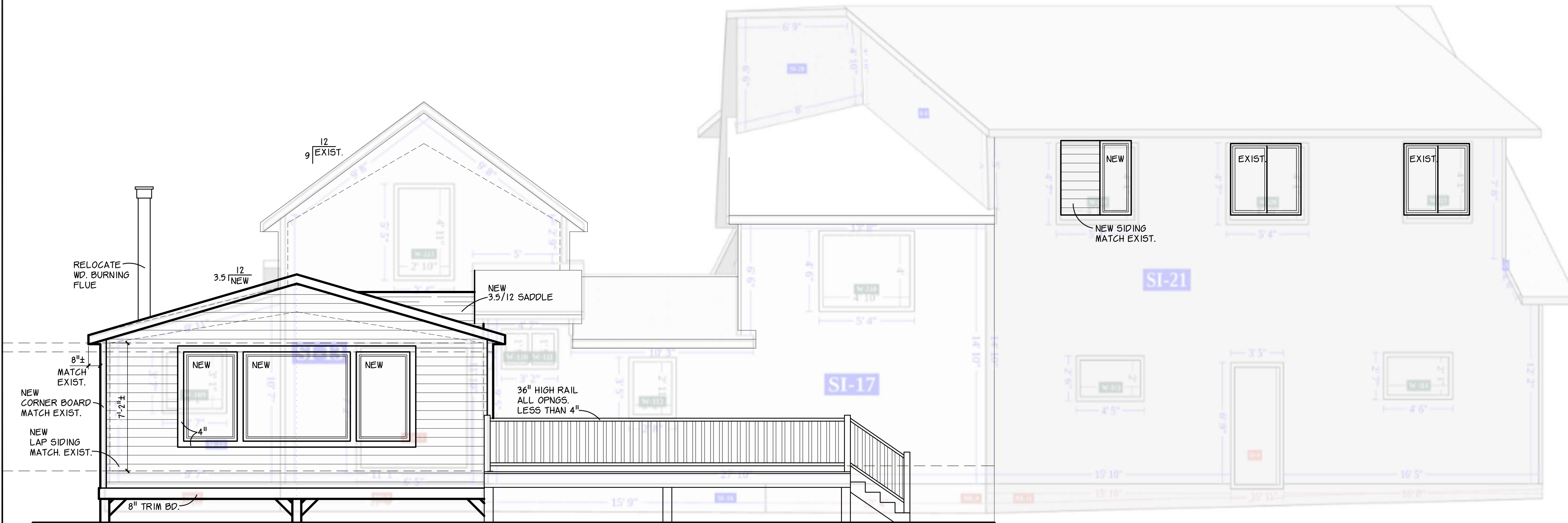
RIGHT ELEVATION  
SCALE: 1/4" = 1'-0"



CROSS SECTION "B"  
SCALE: 1/4" = 1'-0"



CROSS SECTION "A"  
SCALE: 1/4" = 1'-0"



REAR ELEVATION  
SCALE: 1/4" = 1'-0"



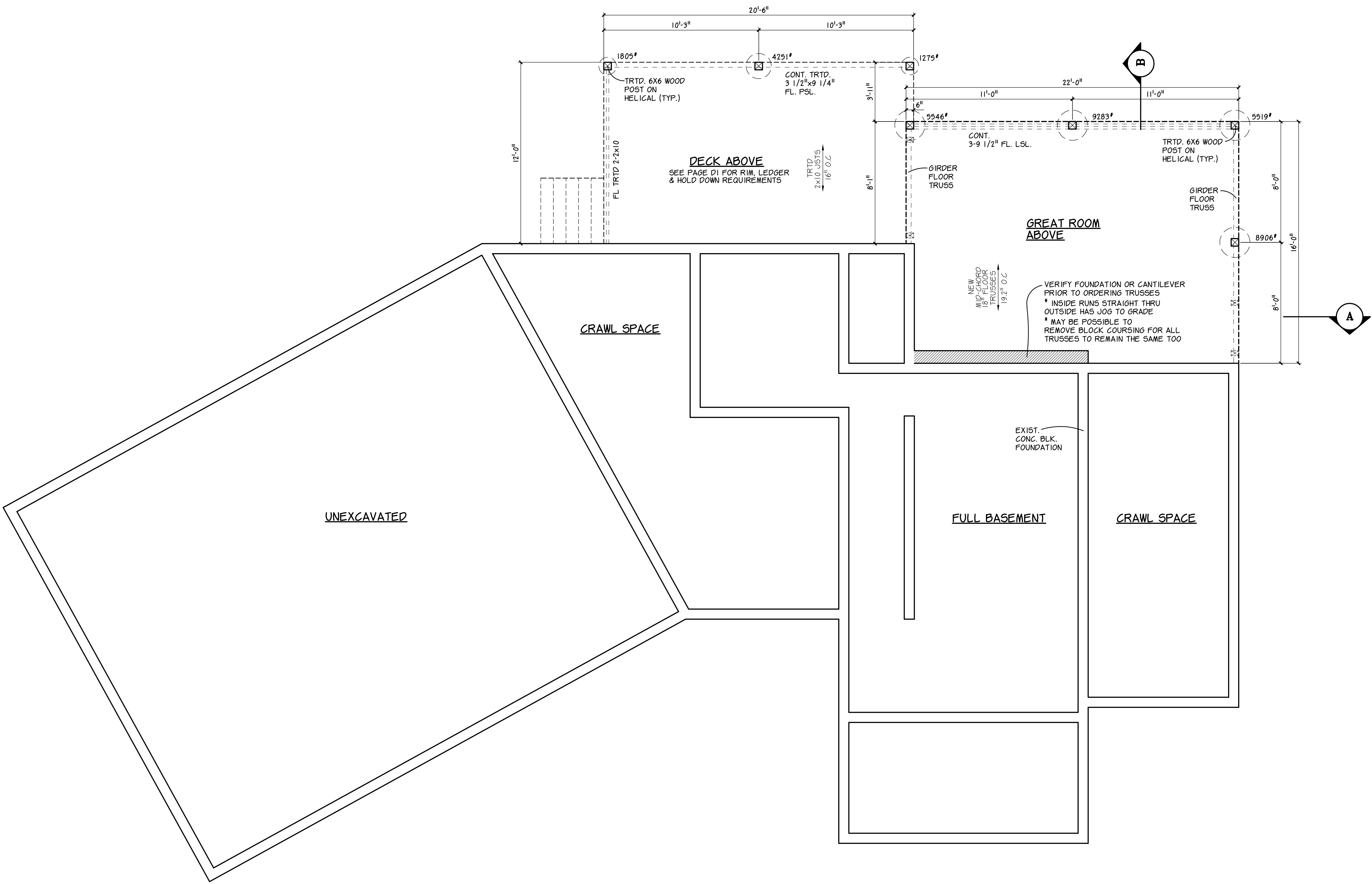
REMODELING NOTES FOUNDATION REUSE:  
FIELD VERIFICATION REQUIRED FOR BUT NOT LIMITED TO THE FOLLOWING DUE TO CONCEALED CONDITIONS PRIOR TO ORDERING TRUSSES:  
1. ALL FOUNDATION PERIMETER DIMENSIONS  
2. EXISTING FOOTING CONDITIONS  
2.1. ASSUMED EXISTING 20"x8" CONC. FTG. AT ALL 12" CONCRETE BLOCK LOCATIONS & 16"x8" CONC. FTG. AT ALL 8" CONCRETE BLOCK LOCATIONS

NOTE AT TIME OF AS-BUILT SOME AREAS HAD EXTERIOR FOUNDATION INSULATION & BRICK VENEER ALSO EXISTING PLANTING MADE ACCESSING FOUNDATION DIFFICULT IN SOME LOCATIONS

ANY QUESTIONS CALL DFP PLANNING & DESIGN PRIOR TO PROCEEDING

REMODELING NOTES:  
FIELD VERIFICATION REQUIRED FOR BUT NOT LIMITED TO THE FOLLOWING DUE TO CONCEALED CONDITIONS, ALL NEW & EXISTING WALL HEIGHTS, TRUSS HEEL HEIGHTS, OVERHANGS & PITCHES PRIOR TO ORDERING TRUSSES

ADDITIONALLY, ALL EXISTING FLOOR & ROOF BEARING CONDITIONS MUST ALSO BE FIELD VERIFIED WITH THIS PLAN, ANY QUESTIONS CALL DFP PLANNING & DESIGN PRIOR TO PROCEEDING



FOUNDATION PLAN  
SCALE: 1/4"=1'-0"  
EXTERIOR DIMENSION ARE FROM EXTERIOR OF FOUNDATION WALLS AT FULL BASEMENT AREAS AND AS NOTED AT FRAMED WALLS AT LOOKOUT AND WALKOUT AREAS

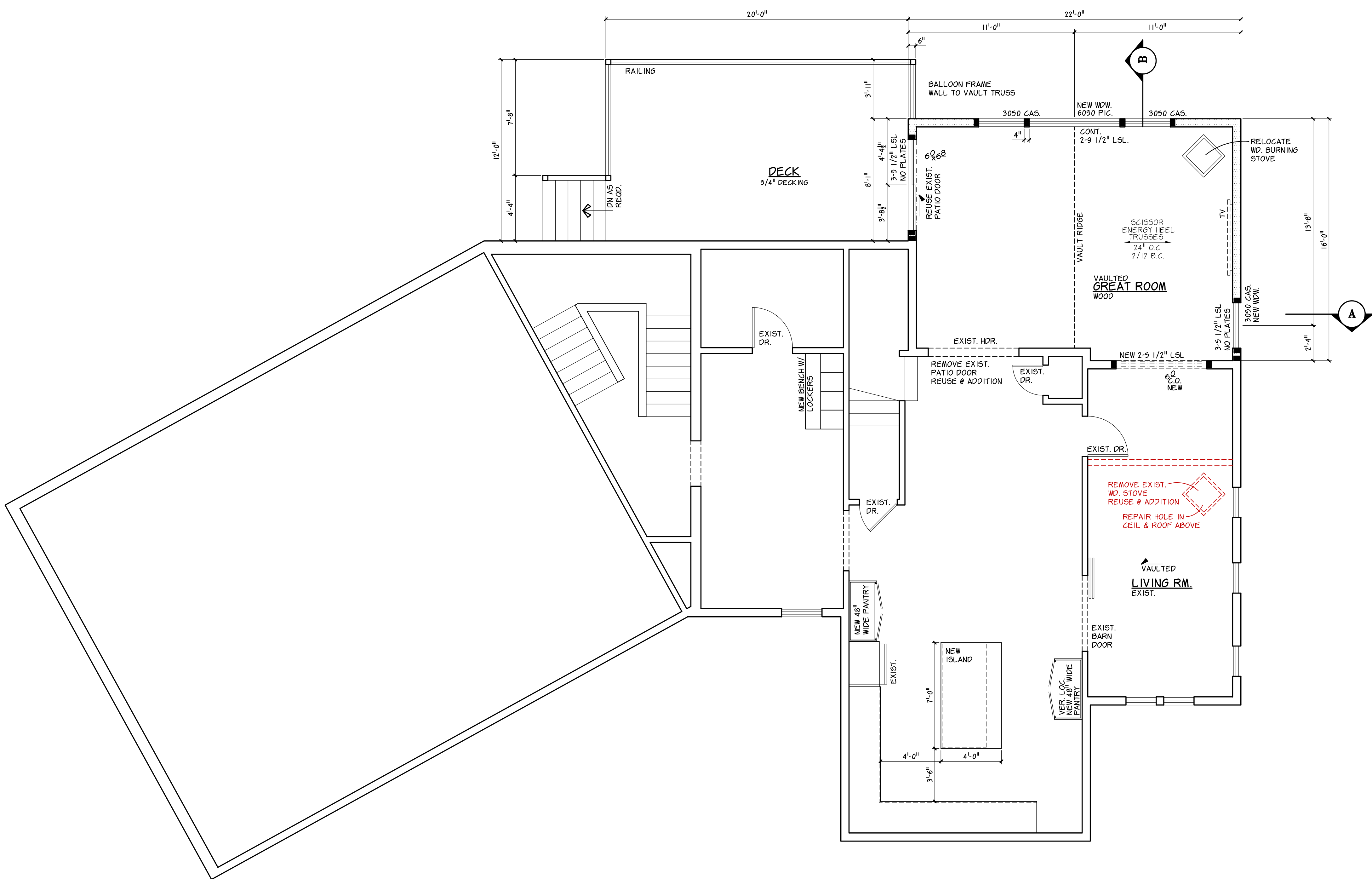
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**DFP PLANNING & DESIGN**  
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WEB: WWW.DFPDESIGN.COM E-MAIL: INFO@DFPDDESIGN.COM  
Phone: 763.780.8004 Fax: 763.780.8015

SWANSON RESIDENCE  
2565 HIGHLAND RD  
MAPLE PLAIN  
(MINNETRISTA), MN 55359

|            |             |
|------------|-------------|
| DATE:      | 10-1-25     |
| REVISIONS: | 10-16-25 KH |
|            | 10-21-25 KH |
|            | 10-24-25 KH |
|            | 10-31-25 KH |
|            | 11-4-25 KH  |
|            |             |
|            |             |
|            |             |
|            |             |
|            |             |
| DRAWN BY:  | XX          |
| COMM. NO.  | 225239      |
| SHEET NO.  | 2           |





## FIRST FLOOR PLAN

|                             |        |
|-----------------------------|--------|
| FIRST FLOOR ADDIT. FINISHED | 338 50 |
|-----------------------------|--------|

### GUARDRAIL NOTES

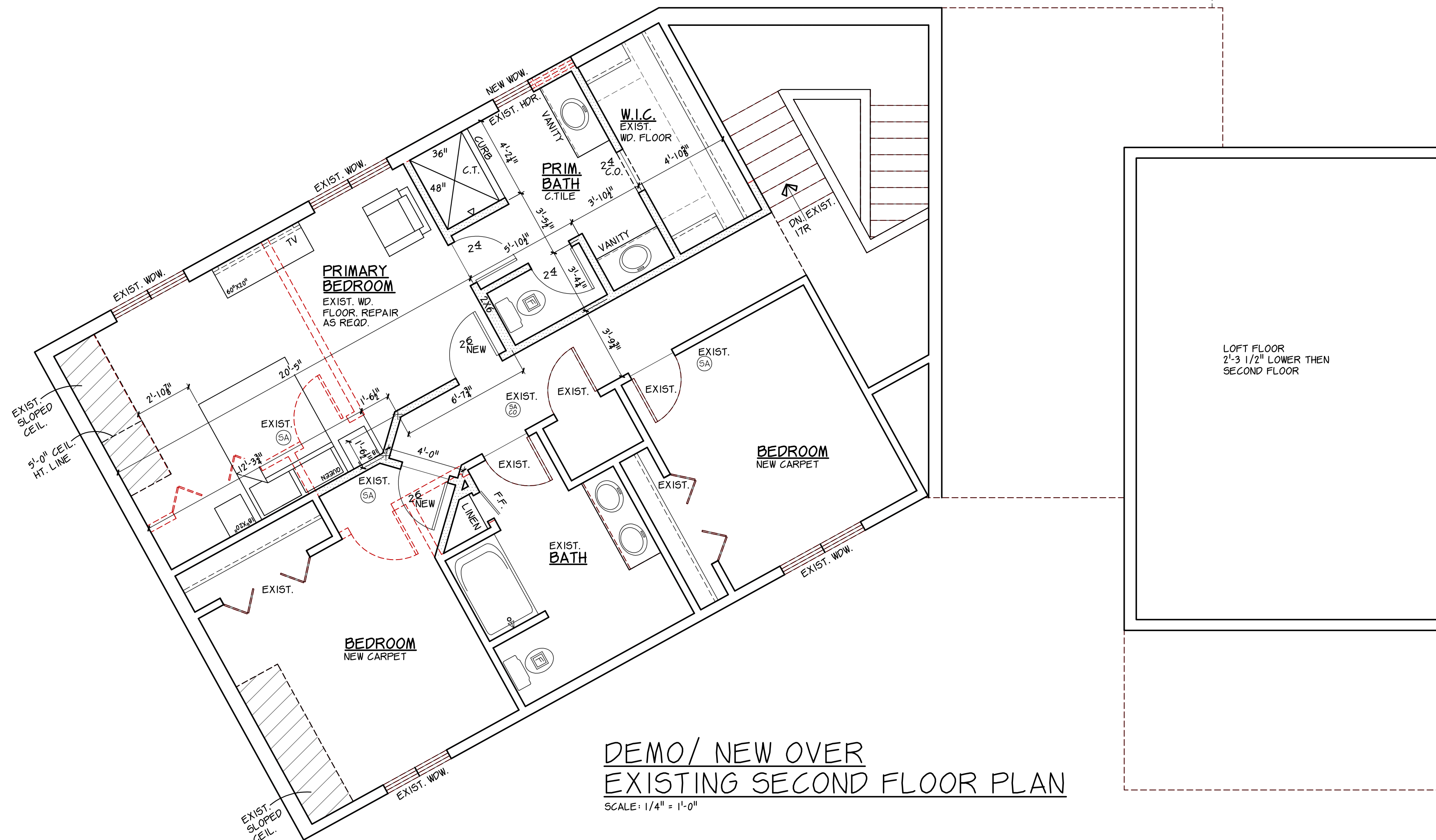
- ALL ITEMS NOTED AS "RAILING" OR "RAIL" ON PLANS ARE INTENDED TO BE GUARDRAIL
- GUARDRAIL REQUIRED ON OPEN SIDE OF ANY STAIR MORE THAN 30" ABOVE FLOOR
- ALL OPENINGS LESS THAN 4" AT ALL GUARDRAILS

## FRAMING NOTES

- \* WATCH EXIST. PLATE HEIGHT UNLESS NOTED OTHERWISE
- \* 2X6 STUDS \* POCKET DOOR WALLS UNLESS NOTED OTHERWISE
- \* #2 BEARING STUDS UNLESS NOTED OTHERWISE
- \* PROVIDE LVL/LSL SLOD BLOCKING AT ALL JOINT LOADS, SUPPORT WALLS, MICROCLAMS, AND GIRDER TRUSSES TO FOUNDATION
- \* STEEL BEAM TO PSL COLUMNS CONNECTION PROVIDE (4) 3/16"x6"60 STRUCTURAL WOOD SCREWS
- \* STEEL BEAM WOOD BLOCKING & TOP PLATE BOLTED TO BEAMS WITH (4) 1/2" 60 SCS IN EACH STAGGERED
- \* PROVIDE FIREBLOCKING VERTICALLY \* CEILINGS & FLOORS, HORIZONTALLY \* INTERVALS NOT EXCEEDING 10'-0"
- (CONCEALED SPACES \* SOFFITS, DROPPED CEILINGS, BETWEEN STAIR STRINGERS & BETWEEN STORIES
- \* PROVIDE DRAFT STOPPING BETWEEN STORIES DIVIDED INTO SPACES NOT EXCEEDING EQUAL SPACES NOT EXCEEDING 1'000 SQ FT
- \* ALL SPRAY FOAM INSULATION MUST BE COVERED BY MIN. 1" GYP. BD AT HABITABLE AREAS

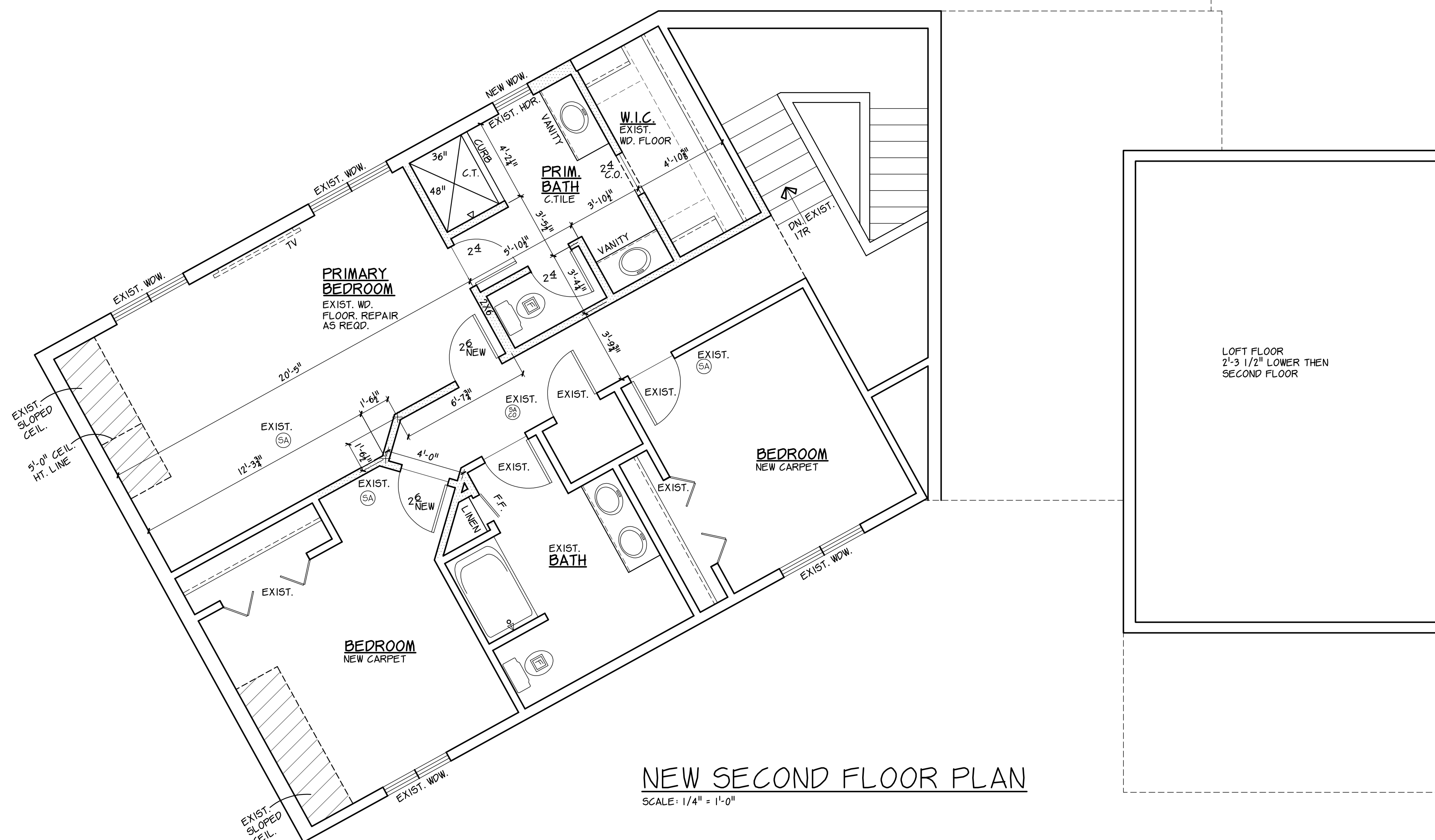
[illegible]



**REMODELING NOTES:**

FIELD VERIFICATION REQUIRED FOR BUT NOT LIMITED TO THE FOLLOWING DUE TO CONCEALED CONDITIONS, ALL NEW & EXISTING WALL HEIGHTS, TRUSS HEEL HEIGHTS, OVERHANGS & PITCHES PRIOR TO ORDERING TRUSSES

ADDITIONALLY, ALL EXISTING FLOOR & ROOF BEARING CONDITIONS MUST ALSO BE FIELD VERIFIED WITH THIS PLAN, ANY QUESTIONS CALL DFP PLANNING & DESIGN PRIOR TO PROCEEDING



- = NEW WALLS
- = EXISTING WALLS
- = REMOVE EXISTING

**SECOND FLOOR PLAN**

SCALE: 1/4"=1'-0"

EXTERIOR DIMENSIONS ARE FRAMING TO FRAMING

SECOND FLOOR FINISHED 1,065 SQ. FT.

**WINDOW & DOOR NOTES**

- MATCH EXIST. WINDOWS
- CODE MAX. U VALUE = 0.32 MAX. SHGC = 0.35
- TOP OF WINDOWS TO MATCH EXISTING, UNLESS NOTED OTHERWISE
- BUILDER TO PROVIDE WINDOW ORDER LIST WITH U FACTOR, SHGC, & STC RATING FOR EACH WINDOW & EXTERIOR DOOR
- BUILDER TO VERIFY ALL WINDOW, DOOR & OPENING HDR. HTS.
- FP = PROVIDE FALL PROTECTION & OPERATING WINDOWS

**GUARDRAIL NOTES**

- ALL ITEMS NOTED AS "RAILING" OR "RAIL" ON PLANS ARE INTENDED TO BE GUARDRAIL
- GUARDRAIL REQUIRED ON OPEN SIDE OF ANY STAIR MORE THAN 30" ABOVE FLOOR
- ALL OPENINGS LESS THAN 4" AT ALL GUARDRAILS

**FLOOR SYSTEM NOTES**

- ALL FLOORS TO BE LVL/480
- FLOOR TRUSS MANUFACTURER TO VERIFY FRAMING BELOW GRANITE TOPS, TUBS & TILE AREAS ABOVE
- FLOOR TRUSS MANUFACTURER TO PROVIDE HEAT SUPPLY & RETURN CHASE IN TRUSSES
- BUILDER TO PROVIDE CITY WITH TRUSS LAYOUT PLANS

**FRAMING NOTES**

- MATCH EXIST. PLATE HEIGHT UNLESS NOTED OTHERWISE
- 2X6 STUDS & POCKET DOOR WALLS UNLESS NOTED OTHERWISE
- #2 BEARING STUDS UNLESS NOTED OTHERWISE
- PROVIDE LVL/LSL SOLID BLOCKING AT ALL POINT LOADS, SUPPORT BEAMS, MICROLAMS, AND GIRDER TRUSSES TO FOUNDATION
- STEEL BEAM TO PSL COLUMNS CONNECTION PROVIDE (4) 5/16"x6" STRUCTURAL WOOD SCREWS
- STEEL BEAM WEB BLOCKING & TOP PLATE BOLTED TO BEAMS WITH 1/2"x6 BOLTS AT 24" O.C. STAGGERED
- PROVIDE FIREBLOCKING VERTICALLY @ CEILINGS & FLOORS & HORIZONTALLY @ INTERVALS NOT EXCEEDING 10'-0" (CONCEALED SPACES & SOFFITS, DROPPED CEILINGS, BETWEEN STAIR STRINGERS & BETWEEN STORIES)
- PROVIDE DRAFT STOPPING BETWEEN STORIES DIVIDED INTO APPROXIMATELY EQUAL SPACES NOT EXCEEDING 1,000 SQ.FT.
- ALL SPRAY FOAM INSULATION MUST BE COVERED BY MIN. 1" GYP. BD AT HABITABLE AREAS

**SWANSON RESIDENCE**  
2565 HIGHLAND RD  
MAPLE PLAIN  
(MINNETRISTA), MN 55359

DATE:  
10-1-25  
REVISIONS:  
10-16-25 KH  
10-21-25 KH  
10-24-25 KH  
10-31-25 KH  
11-4-25 KH

DRAWN BY:  
XX

COMM. NO.  
225239

SHEET NO.

**4**

**DFP. PLANNING & DESIGN**  
5002 BALTIMORE ST. NE SUITE 100 BLAINE, MN 55449  
WEB: WWW.DFPDESIGN.COM E-MAIL: INFO@DFPDDESIGN.COM  
Phone: 763-780-8004 Fax: 763-780-8015

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**LIMITED PROJECT SCOPE**

DESIGN AND DETAIL OF THE MAIN WINDFORCE RESISTING SYSTEM FOR A PORCH ADDITION TO AN EXISTING SINGLE-FAMILY RESIDENCE. CONSTRUCTION IS TO BE IN ACCORDANCE WITH THIS DOCUMENT, STANDARD INDUSTRY PRACTICE, AND THE CODE.

**GENERAL NOTES**

- THESE DOCUMENTS APPLY TO STRUCTURAL ONLY. REFER TO PORCH PLANS PREPARED BY DFP PLANNING & DESIGN LAST DATED 10-31-25 FOR MORE INFORMATION.
- THE HANSON GROUP'S ENGINEERING IS LIMITED TO THE ITEMS LISTED IN THE PROJECT SCOPE ABOVE. THE DESIGN OF THE REMAINING ADDITION INCLUDING BEAMS, HEADERS AND SUPPORTING MEMBERS/HELICALS ARE BY OTHERS. REVIEW OF EXISTING FRAMING AND FOUNDATIONS IS NOT INCLUDED UNDER THIS SCOPE.
- A SITE VISIT WAS NEITHER PERFORMED NOR REQUESTED.
- IT IS THE RESPONSIBILITY OF THE BUILDER TO PROVIDE ALL FUTURE PLAN OR FIELD CHANGES TO THE HANSON GROUP FOR REVIEW.
- ADEQUATE SHORING DURING CONSTRUCTION IS THE RESPONSIBILITY OF THE CONTRACTOR.
- CONTRACTORS AND BUILDER ARE TO VERIFY ALL DIMENSIONS AND CONDITIONS BEFORE PROCEEDING WITH WORK. NOTIFY THE HANSON GROUP IF DISCREPANCIES ARISE.
- MEANS AND METHODS OF CONSTRUCTION ARE THE RESPONSIBILITY OF THE CONTRACTOR.
- HELICAL SCREW ANCHORS ARE TO BE DESIGNED BY THE MANUFACTURER FOR A WORKING LOAD AS DESIGNATED ON THESE PLANS AND HOUSE PLANS. INSTALL ANCHORS TO TWICE THIS VALUE FOR AN ULTIMATE LOAD RESPECTIVELY WITH A FACTOR OF SAFETY=2. DEPTH OF INSTALLATION TO BE DETERMINED BY THE INSTALLER AND / OR A GEOTECHNICAL ENGINEER. INCREASE LOAD FOR POTENTIAL DOWN DRAG AS REQUIRED.
- INSTALL SCREW ANCHORS TO WITHIN  $\frac{1}{2}$ " OF THE LOCATIONS REQUIRED.
- PROVIDING A HELICAL PIER SYSTEM THAT IS NOT SUSCEPTIBLE TO FROST RELATED MOVEMENT IS THE RESPONSIBILITY OF THE INSTALLER.

**FRAMING NOTES**

- ALL CONNECTIONS ARE TO BE MADE WITH ADEQUATE SIMPSON, USP OR EQUAL JOIST HANGERS, CLIPS, POST CAPS, AND POST BASES.
- CONNECT MULTIPLE MEMBER LSL/LVL'S TOGETHER IN ACCORDANCE WITH MANUFACTURER REQUIREMENTS.
- ALL EXTERIOR WALLS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH THE FOLLOWING CRITERIA, U.N.O.
  - 2x8 STUDS SPACED @ 16" O.C.
  - EXTERIOR SHEATHING:  $\frac{7}{8}$ " MIN. STRUCTURAL PANEL SHEATHING w/ 8d COMMON NAILS @ 6" O.C AT PANEL EDGES AND 12" O.C. AT INTERMEDIATE SUPPORTS OR 1 $\frac{1}{2}$ " 16 GAUGE STAPLES @ 3" / 6" SPACING.
- ALL FLOORS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH THE FOLLOWING CRITERIA.
  - FLOOR FRAMING SPACED AT A MAXIMUM OF 24" O.C.
  - FLOOR SHEATHING:  $\frac{1}{2}$ " STRUCTURAL PANEL SHEATHING w/ 8d COMMON NAILS @ 6" O.C AT PANEL EDGES AND 12" O.C. AT INTERMEDIATE SUPPORTS.
- ALL ROOFS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH THE FOLLOWING CRITERIA.
  - ROOF FRAMING SPACED AT A MAXIMUM OF 24" O.C.
  - FASTEN ALL ROOF FRAMING TO TOP PLATES WITH SIMPSON H2.5 CLIP OR EQUIVALENT AND (4) 0.131"Ø x 3" TOENAILS.
  - ROOF SHEATHING:  $\frac{1}{2}$ " STRUCTURAL PANEL SHEATHING w/ 8d COMMON NAILS @ 6" O.C AT PANEL EDGES AND 12" O.C. AT INTERMEDIATE SUPPORTS OR 1 $\frac{1}{2}$ " 16 GAUGE STAPLES @ 3" / 6" SPACING.
- ALONG LENGTH OF WALLS, LAP WALL TOP PLATES A MINIMUM OF 24" AND FASTEN TOGETHER WITH (12) 0.131"Ø x 3" IN LAP ZONE. AT CORNERS AND INTERSECTIONS, LAP PLATES AND PROVIDE (3) 0.131"Ø x 3" FACE NAILS.
- ALL OTHER FASTENERS TO BE IN ACCORDANCE w/ CODE TABLE R602.3(1).
- VERIFY DROPPED VERSUS FLUSH BEAM CONDITIONS WITH HOUSE PLANS.
- A BRACED WALL REVIEW HAS BEEN PERFORMED FOR THE ADDITION ONLY AND COVERED BY BRACED WALLS SHOWN AND ENGINEERED WIND RESISTING ELEMENTS DETAILED THAT DO NOT MEET PRESCRIPTIVE CODE REQUIREMENTS. AN EXISTING BRACED WALL REVIEW IS NOT INCLUDED IN OUR SCOPE.
- THE DECK IS CONSIDERED TO BE A PRIMARILY OPEN, NON-ESSENTIAL PORTION OF THE STRUCTURE AND IS EXCLUDED FROM THE OVERALL MAIN WINDFORCE SYSTEM OF THE ADDITION. PROVIDE CODE REQUIRED UPLIFT CONNECTIONS AT ALL POSTS AND TENSION CONNECTIONS AT LEDGERS.

**MATERIALS**

WALL STUDS (10' OR LESS): SPF STUD GRADE OR BETTER  
 WALL STUDS (OVER 10'): SPF NO 2 GRADE OR BETTER  
 DIMENSIONAL LUMBER: SPF NO 2 GRADE OR BETTER  
 TREATED LUMBER: SYP NO 2 GRADE OR BETTER  
 LSL: 1 $\frac{1}{2}$ " WIDTH - E=1,550,000 PSI OR BETTER  
 LVL: 1 $\frac{1}{2}$ " WIDTH - E=1,900,000 PSI OR BETTER

**LOADS**

ROOF LIVE LOAD: 35 PSF (SNOW)  
 ROOF DEAD LOAD: 15 PSF  
 FLOOR LIVE LOAD: 40 PSF  
 FLOOR DEAD LOAD: 15 PSF  
 WIND LOAD: 115 MPH ULTIMATE EXP. 8

**CODES**

2020 MINNESOTA RESIDENTIAL CODE

**ABBREVIATIONS**

TYP. = TYPICAL  
 SIM. = SIMILAR  
 U.N.O. = UNLESS NOTED OTHERWISE  
 O.C. = ON CENTER  
 ALT. = ALTERNATIVE  
 C = CONTINUOUS OVER

(MIN. LENGTH) — INDICATES EXTERIOR BRACED WALL PANEL w/ SHEATHING ON EXTERIOR FACE IN ACCORDANCE w/ FRAMING NOTE 1. PROVIDE INCREASED FASTENING REQUIREMENTS AS SHOWN BELOW.

— INDICATES ENGINEERED WIND RESISTING ELEMENTS TO BE CONSTRUCTED AS SHOWN IN THE DETAIL SHEETS.

REPRESENTS FIGURE R602.10.8.2(3)

FRAME 2x4 BOX AROUND SPACE BETWEEN TRUSS w/ SAME SHEATHING AND FASTENING AS WALL BELOW (OR REPLACE w/ ADEQUATE DEPTH 2x MEMBER)

#12 x 3 $\frac{1}{2}$ " WOOD SCREWS @ 16" O.C. INSTALLED IN ADDITION TO NAILS (MAIN/UPPER LEVEL ROOF TRUSS BEARING WALLS ONLY)

ROOF TRUSSES FASTENED TO PLATES w/ (4) 0.131"Ø x 3" TOENAILS & SIMPSON H2.5 CLIP

2x4 BLOCKING BETWEEN TRUSSES NAILED TO TOP PLATES w/ (3) 0.131"Ø x 3" NAILS EACH

NAIL BOTTOM PLATE TO RIBBON BRACE / TRUSS w/ (3) 16d NAILS EVERY 16"

NAIL LADDER TRUSS TO TOP PLATES w/ 0.131"Ø x 3" TOENAILS

NAIL EACH TRUSS TO TOP PLATES w/ (3) 0.131"Ø x 3" TOENAILS

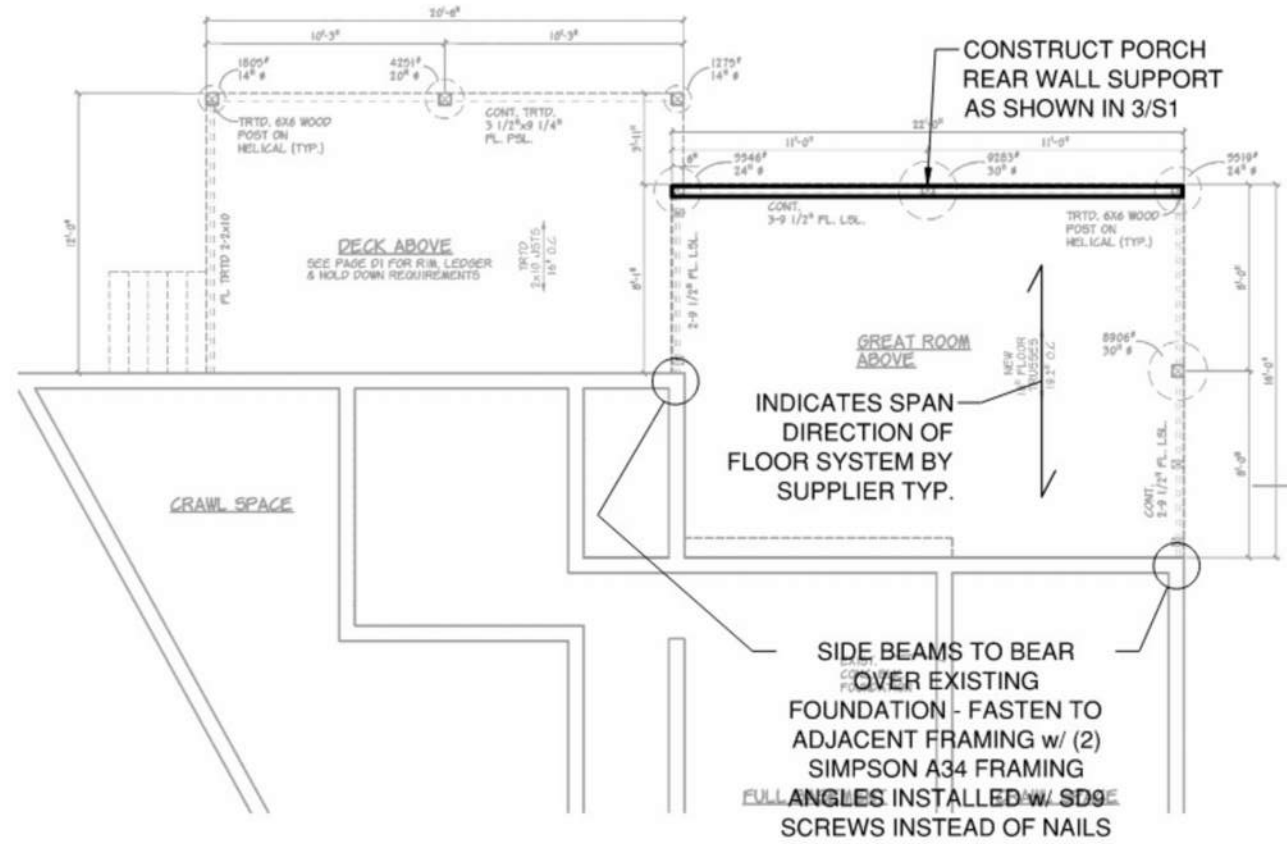
ROOF TRUSS FASTENED TO PLATES w/ 0.131"Ø x 3" TOENAILS @ 6" O.C.

EXTERIOR BEARING WALL

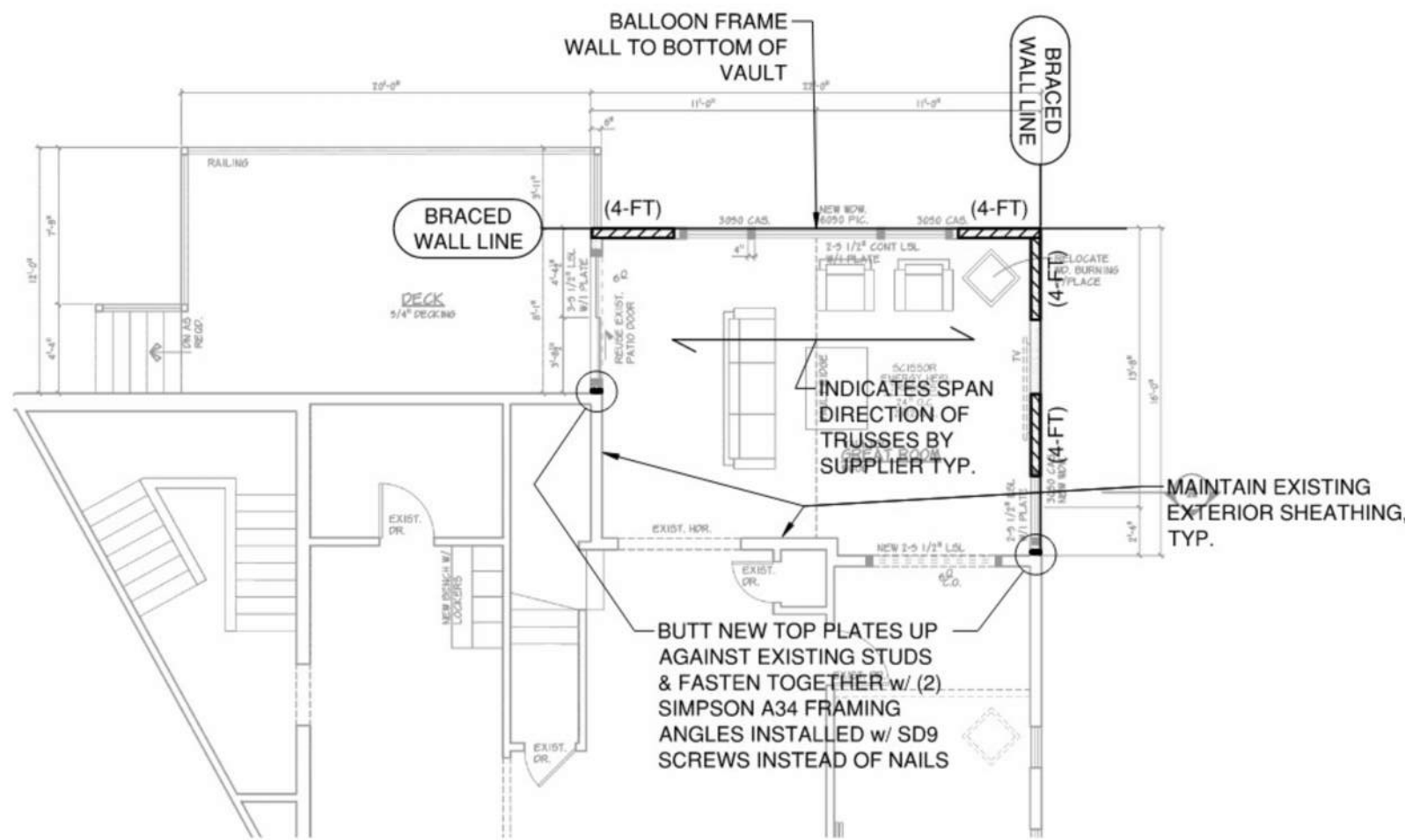
EXTERIOR NON-BEARING WALL

SECTIONS SHOWN DEPICT CONNECTIONS OF BRACED WALL PANELS TO ROOF TRUSSES ABOVE, TO TRUSSES/BLOCKING ABOVE, AND TO TRUSSES/BLOCKING BELOW. THESE PANELS ARE NOT NECESSARILY REQUIRED TO ALIGN, BUT MAY DEPENDING ON PLAN LAYOUT.

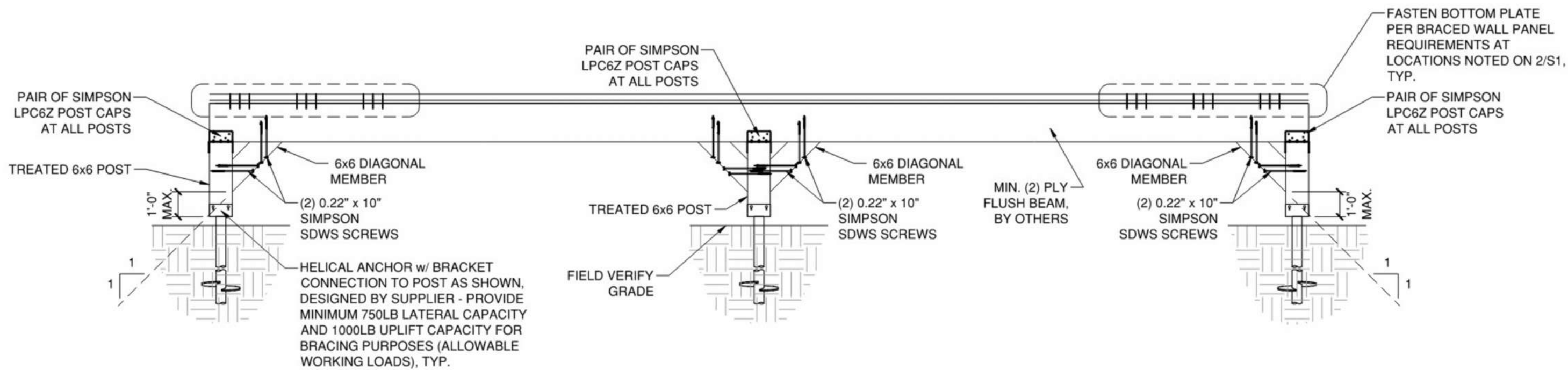
THESE SHEETS REPRESENT A COMPLETE DESIGN OF THE "MAIN WINDFORCE RESISTING SYSTEM" FOR THE ENTIRE RESIDENTIAL STRUCTURE. THE LOCATION AND LENGTH OF EACH BRACED WALL PANEL AND ENGINEERED WIND RESISTING ELEMENT THAT IS REQUIRED FOR THE HANSON GROUP'S DESIGN IS SHOWN ON THE STRUCTURAL DRAWINGS. WALLS NOT SPECIFICALLY LABELED ON THE PLANS MAY BE STANDARD FRAMING.



1  
S1  
REFERENCE PLAN  
PARTIAL LOWER LEVEL PLAN SHOWN FOR LOCATION REFERENCE ONLY



2  
S1  
REFERENCE PLAN  
PARTIAL MAIN LEVEL PLAN SHOWN FOR LOCATION REFERENCE ONLY



3  
S1  
FRAMING DETAIL  
PORCH END WALL

**D.F.P. Planning & Design**

9100 Baltimore St NE, Suite 106  
 Blaine, MN 55449

| Revision | Date | Description |
|----------|------|-------------|
|          |      |             |
|          |      |             |
|          |      |             |
|          |      |             |
|          |      |             |
|          |      |             |
|          |      |             |

PLANS SHOWN LIGHT IN BACKGROUND ARE FOR LOCATION REFERENCE ONLY. PLAN NOTES AND ELEMENTS SHOWN LIGHT MAY NOT NECESSARILY SUPPORT THE HANSON GROUP'S DESIGN.

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signed: *Garrett Brunell*

Print Name: Garrett Brunell

Date: 11-3-25 License Number: 52600

5851 Cedar Lake Road  
 Suite 202  
 St. Louis Park, MN 55416  
 Tel 612-708-3572  
[www.hansongroupmn.com](http://www.hansongroupmn.com)

**Swanson Residence**  
 2565 Highland Rd  
 Maple Plain, MN

Project Number: 5.559  
 Date: November 3, 2025  
 Sheets: 1 of 1

**S1**



**RESOLUTION NO. 16-26**

**CITY OF MINNETRISTA**

**RESOLUTION APPROVING A STREETSIDE SETBACK VARIANCE FOR CONNOR AND CARA SWANSON FOR AN ADDITION ONTO THE EXISTING HOME AT 2565 HIGHLAND ROAD**

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

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

WHEREAS, Connor and Cara Swanson (the “Applicants”) have made an application for a streetside setback variance to reduce the required setback from 90 feet to 52.7 feet for an addition onto the existing home at 2565 Highland Road (the “Property”) and which is legally described on Exhibit A attached hereto; and

WHEREAS, on January 26, 2026, the Minnetrista Planning Commission considered the requested streetside setback variance, held a public hearing and, after consideration of the entire record before it, voted 6-0 in favor of recommending approval of the requested setback variance; and

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

1. The requested variance is in harmony with the purpose and intent of the City’s zoning ordinances because the proposed addition doesn’t encroach any closer to Highland Road than the current structure, which upholds the reasonable standards of the existing structure and maintains the benefit for all neighboring property owners;
2. The requested variance is consistent with the City’s comprehensive plan because it not only complies with the Rural designation in the Future Land Use Map of the 2040 Comprehensive Plan, but it also helps preserve the rural character of the property and prevent further cluttering of the shoreline;
3. The Applicants propose to use the Property in a reasonable manner because the proposed addition creates a functional living room not currently found in the existing 1900s farmhouse structure, which is a reasonable use of residential property;
4. The requested variance is the result of a unique circumstance not created by the landowner because the existing home was built in the 1900’s, prior to the adoption of the current setback requirements and well before the Applicants owned the Property; and
5. The requested variance will not alter the character of the locality because the proposed addition is appropriately sized relative to the existing structure and neighborhood, so the



resulting home with the proposed addition won't be out of place or out of scale with the surrounding area.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the requested streetside setback variance for an addition onto the existing home at the property generally located at 2565 Highland Road, subject to the following conditions:

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

This resolution was adopted by the City Council of the City of Minnetrista on the 2<sup>nd</sup> day of February, 2026 by a vote of \_\_\_\_ Ayes and \_\_\_\_ Nays.

\_\_\_\_\_  
Cathleen Reffkin, Acting Mayor

ATTEST:

\_\_\_\_\_  
Ann Meyerhoff, City Clerk

## EXHIBIT A

### Legal Description of 2565 Highland Road:

Government Lot 2, Section 20, Township 117, Range 24, Hennepin County, Minnesota, EXCEPT the following tracts:

The south seven acres thereof;

AND

The south 726 feet of the west 150 feet of that part of Government Lot 2, Section 20, Township 117, Range 24, Hennepin County, Minnesota, lying north of the south seven acres thereof.

AND

That part of Government Lot 2, Section 20, Township 117, Range 24, Hennepin County, Minnesota, which lies east of a line drawn parallel with and 615 feet west of, measured at right angles to, the east line of said Government Lot 2 and its extensions, and which lies north of the south seven acres of said Government Lot 2.

Abstract Property

# CITY OF MINNETRISTA



## CITY COUNCIL AGENDA ITEM

**Subject:** Approve AE2S SCADA Task Order 03-26 for Supervisory Control And Data Acquisition (SCADA) services

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

**Meeting Date:** February 2, 2026

### **Issue:**

Now and again, the Public Works Utility and Water Departments need emergency Supervisory Control And Data Acquisition (SCADA) services.

### **Overview:**

SCADA systems are used for controlling, monitoring, and analyzing devices and processes. The system consists of both software and hardware components and enables remote and on-site gathering of data from industrial equipment. Public Works utilizes SCADA systems for monitoring the City wells, lift stations and water treatment plants. If there is an issue with a monitored piece of equipment or process, an alarm text message and phone call are sent to the on-call emergency and water operator phones.

SCADA Task Order 03-26 would cover emergency instrument and control issues. This would include a computer malfunction, programming failure at a lift station, chemical feed reset at the water treatment plants, etc. Time invoiced under this task order would be for making sure that the system is back up and running properly. Any further work needed, or other SCADA tasks that may be needed, will have their own task order assigned to them.

### **Fiscal Impact:**

The cost of these services would be paid out of funds according to the department that needed the emergency services and invoiced at an hourly rate. SCADA services for the wells and water treatment plants would come out of the 601-water operating fund and services for sanitary lift station control issues would be paid for out of the 602-sewer operating fund. Any other SCADA needs will require a separate task order and will be invoiced by set a price.

### **Recommended City Council Action:**

Motion to approve AE2S SCADA Task Order 03-26 for Supervisory Control And Data Acquisition (SCADA) instrumentation and control services to the City of Minnetrista for emergency services.

### **Mission Statement:**

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

### Task Order No. 7 (SCADA Task Order 03-26)

In accordance with the Task Order Letter Agreement Between CLIENT and AE2S for Professional Instrumentation and Control (I&C) Services – Task Order Edition, dated September 4, 2024 ("Agreement"), CLIENT and AE2S agree as follows:

## 1. Background Data

- |    |                                 |                                                                         |
|----|---------------------------------|-------------------------------------------------------------------------|
| a. | Effective Date of Task Order:   | January 1, 2026                                                         |
| b. | CLIENT:                         | City of Minnetrista                                                     |
| c. | AE2S:                           | Advanced Engineering and Environmental Services, LLC (AE2S)             |
| d. | Specific Project (title):       | 2026 General I&C Support Services                                       |
| e. | Specific Project (description): | Provide Professional I&C Services for Minnetrista on an as-needed basis |

## 2. Services of AE2S

- A. The specific services to be provided or furnished by AE2S under this Task Order are as follows:
1. This is an “open-ended” Task Order in which specific tasks will be performed upon request as project requirements are identified. The following are examples of specific tasks that could be performed under this Task Order upon request by Owner:
    - a. Supervisory Control and Data Acquisition (SCADA) software programming services as requested by the CLIENT. Programming modifications and troubleshooting for computers, Programmable Logic Controller (PLC), and Human-Machine Interface (HMI) software.
    - b. I&C General, Emergency, and Calibration Services
      - 1) Service for system problems will be scheduled in accordance with the severity of the issue. AE2S will work with the CLIENT to assess the severity and discuss an appropriate timeline for a solution.
      - 2) Problems that result in the inability for the operation of the facility will be assessed as soon as possible, inside or outside normal business hours.
      - 3) Non-Emergency problems will be assessed within normal business hours.
      - 4) Technicians will provide all required tools and computer software to perform Input/Output (I/O) Checkout and Instrumentation Calibrations as needed.
      - 5) Provide service reports to CLIENT indicating the original problem, the testing procedures used to investigate the problem, the resolution to the problem and the time required to resolve the problem.

- 6) If the replacement of equipment is required to resolve the problem, the technician will discuss with the CLIENT and work to procure and replace the equipment under the CLIENT’s direction. Costs of the devices, consumables for installing the devices, or other direct, non-labor expenses are reimbursable and shall be borne by the CLIENT.

3. Task Order Schedule

A. The parties shall meet the following schedule:

| <u>Phase</u>                 | <u>Completion Date</u> |
|------------------------------|------------------------|
| General I&C Support Services | December 31, 2026      |

4. Payments to AE2S

5. CLIENT shall pay AE2S for services rendered under this Task Order on an hourly basis, not to exceed \$10,000 in accordance with the current Hourly Fee Schedule, without prior written authorization from CLIENT. Other Modifications to Agreement and Exhibits: None

6. Attachments:

- 2026 Hourly Fee and Expense Schedule

7. Other Documents Incorporated by Reference: None

Execution of this Task Order by CLIENT and AE2S shall make it subject to the terms and conditions of the Agreement, which Agreement is incorporated by this reference. AE2S is authorized to begin performance upon its receipt of a copy of this Task Order signed by CLIENT.



The Effective Date of this Task Order is January 1, 2026.

CLIENT:

AE2S:

By:

By: 

Print Name: Lisa Whalen

Print Name: Justin Klabo

Title: Mayor

Title: Operations Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Gary Peters

Name: Anthony Pittman

Title: Public Works Director

Title: Lead I&C Specialist

Address: 7701 County Rd 110 W  
Minnetrista, MN 55364

Address: 6901 E Fish Lake Rd, Suite 184  
Maple Grove, MN 55369

E-Mail Address: garypeters@cityofminnetrista.gov

E-Mail Address: Anthony.Pittman@AE2S.com

Phone: 952-241-2532

Phone: 763-463-5036

## **ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC**

### **2026 HOURLY FEE AND EXPENSE SCHEDULE**

#### Labor Rates\*

|                             |          |                         |            |
|-----------------------------|----------|-------------------------|------------|
| Administrative 1            | \$73.00  | I&C Assistant 1         | \$112.00   |
| Administrative 2            | \$88.00  | I&C Assistant 2         | \$139.00   |
| Administrative 3            | \$103.00 | I&C 1                   | \$166.00   |
|                             |          | I&C 2                   | \$196.00   |
| Communications Specialist 1 | \$117.00 | I&C 3                   | \$221.00   |
| Communications Specialist 2 | \$137.00 | I&C 4                   | \$234.00   |
| Communications Specialist 3 | \$158.00 | I&C 5                   | \$246.00   |
| Communications Specialist 4 | \$190.00 |                         |            |
| Communications Specialist 5 | \$210.00 | IT 1                    | \$145.00   |
|                             |          | IT 2                    | \$196.00   |
| Construction Services 1     | \$140.00 | IT 3                    | \$241.00   |
| Construction Services 2     | \$171.00 |                         |            |
| Construction Services 3     | \$190.00 | Land Surveyor Assistant | \$107.00   |
| Construction Services 4     | \$211.00 | Land Surveyor 1         | \$129.00   |
| Construction Services 5     | \$232.00 | Land Surveyor 2         | \$156.00   |
|                             |          | Land Surveyor 3         | \$175.00   |
| Engineering Assistant 1     | \$94.00  | Land Surveyor 4         | \$193.00   |
| Engineering Assistant 2     | \$111.00 | Land Surveyor 5         | \$213.00   |
| Engineering Assistant 3     | \$140.00 |                         |            |
| Engineer 1                  | \$152.00 | Operations Specialist 1 | \$112.00   |
| Engineer 2                  | \$182.00 | Operations Specialist 2 | \$140.00   |
| Engineer 3                  | \$213.00 | Operations Specialist 3 | \$173.00   |
| Engineer 4                  | \$246.00 | Operations Specialist 4 | \$198.00   |
| Engineer 5                  | \$264.00 | Operations Specialist 5 | \$222.00   |
| Engineer 6                  | \$279.00 |                         |            |
| Engineering Technician 1    | \$93.00  | Project Coordinator 1   | \$130.00   |
| Engineering Technician 2    | \$117.00 | Project Coordinator 2   | \$145.00   |
| Engineering Technician 3    | \$141.00 | Project Coordinator 3   | \$162.00   |
| Engineering Technician 4    | \$158.00 | Project Coordinator 4   | \$178.00   |
| Engineering Technician 5    | \$181.00 | Project Coordinator 5   | \$201.00   |
|                             |          |                         |            |
| Financial Analyst 1         | \$126.00 | Project Manager 1       | \$229.00   |
| Financial Analyst 2         | \$142.00 | Project Manager 2       | \$251.00   |
| Financial Analyst 3         | \$171.00 | Project Manager 3       | \$269.00   |
| Financial Analyst 4         | \$187.00 | Project Manager 4       | \$284.00   |
| Financial Analyst 5         | \$209.00 | Project Manager 5       | \$303.00   |
|                             |          | Project Manager 6       | \$317.00   |
| GIS Specialist 1            | \$117.00 |                         |            |
| GIS Specialist 2            | \$142.00 | Sr. Designer 1          | \$199.00   |
| GIS Specialist 3            | \$168.00 | Sr. Designer 2          | \$221.00   |
| GIS Specialist 4            | \$188.00 | Sr. Designer 3          | \$238.00   |
| GIS Specialist 5            | \$210.00 |                         |            |
|                             |          | Sr. Financial Analyst 1 | \$236.00   |
|                             |          | Sr. Financial Analyst 2 | \$257.00   |
|                             |          | Sr. Financial Analyst 3 | \$279.00   |
|                             |          |                         |            |
|                             |          | Technical Expert 1      | \$361.00   |
|                             |          | Technical Expert 2      | Negotiable |

# Reimbursable Expense Rates

|                              |               |
|------------------------------|---------------|
| Transportation               | \$0.83/mile   |
| Survey Vehicle               | \$1.05/mile   |
| Laser Printouts/Photocopies  | \$0.30/copy   |
| Plotter Printouts            | \$1.00/s.f.   |
| UAS - Photo/Video Grade      | \$100.00/day  |
| UAS/USV – Survey             | \$50.00/hour  |
| Total Station – Robotic      | \$35.00/hour  |
| Mapping GPS                  | \$60.00/day   |
| Fast Static/RTK GPS          | \$50.00/hour  |
| All-Terrain Vehicle/Boat     | \$100.00/day  |
| Cellular Modem               | \$75.00/month |
| Web Hosting                  | \$26.00/month |
| Legal Services Reimbursement | \$302.00/hour |
| Outside Services             | cost * 1.15   |
| Geotechnical Services        | cost * 1.30   |
| Out of Pocket Expenses       | cost * 1.15   |
| Rental Car                   | cost * 1.20   |
| Project Specific Equipment   | Negotiable    |

\* Position titles are for labor rate grade purposes only.

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