



CITY COUNCIL MEETING AGENDA

August 03, 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

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

2) SPECIAL PRESENTATIONS

- a) a) Employee Appreciations
 - a) Craig Squires - 25 Years
 - b) Trevor Barrett - 10 Years
 - c) Spencer Koch - 5 Years
 - d) Jacob Therres - 5 Years

3) PERSONS TO BE HEARD

The City Council invites residents to share new ideas or concerns related to city business not already on the agenda; however, individual question and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or for consideration at a future meeting. The Mayor may use discretion if speakers are repeating views already expressed or ask for a spokesperson for groups of individuals with similar views. Speakers should state their name and home address at the podium before speaking.

4) CONSENT AGENDA

- a) Approve Work Session Meeting Minutes from July 20, 2026
- b) Approve City Council Regular Meeting Minutes from July 20, 2026
- c) Res. No. 81-26 Approve Claims
- d) Ord. No. 508 Lift Assist Ordinance
- e) Res. No. 82-26 Authorizing the Publication of Ordinance No. 508 by Title and Summary
- f) Res. No. 83-26 Accept Bids and Award Contract for Sewer Lining Project
- g) Res. No. 84-26 Approve Side Yard Setback Variance at 5800 Lakeview Drive

- h) Res. No. 85-26 Approve a Simple Subdivision & Variance at 3780 & 3790 Enchanted Lane
- i) Res. No. 86-26 Approve Quote for Decommissioning and Sealing of Well No. 05
- j) Accept MDH Grant for the Decommissioning of Well No. 05
- k) Amend SCADA Services Agreement with AE2S

5) PUBLIC HEARINGS

6) BUSINESS ITEMS

- a) Ord. No. 509 Data Center Moratorium
- b) Res. No. 87-26 Authorizing the Publication of Ordinance No. 509 by Title and Summary
- c) Ord. No. 510 City Council Pay
- d) 2027 Budget Discussion

7) ADMINISTRATIVE ITEMS

- a) Future Agenda Items
 - a) 2027 Preliminary Levy Adoption
- b) Staff Reports
- c) Council Reports
 - i) Mayor Lisa Whalen – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Public Safety Advisory Committee; Northwest Hennepin League of Municipalities; Regional Council of Mayors; Minnehaha Creek Watershed District; Mound Fire Advisory Committee (alternate); Fire Partnership Committee
 - ii) Cathleen Reffkin – Acting Mayor; Economic Development Authority; Personnel Committee, Planning Commission (rotating); Parks Commission (rotating); St Bonifacius Fire Advisory Committee; Mound Fire Advisory Committee; Fire Partnership Committee
 - iii) Claudia Lacy - Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating), Gillespie Center Advisory Council, Westonka Community Commerce Committee
 - iv) Peter Vickery – Economic Development Authority; Personnel Committee, Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission
 - v) Brian Govern – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission, Westonka Community & Commerce

8) ADJOURNMENT

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



CITY COUNCIL WORK SESSION MINUTES

July 20, 2026 at 5:00 PM

7701 County Road 110 West Minnetrista, MN 55364

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

1) CALL TO ORDER

Mayor Whalen called the meeting to order at 5:05 p.m.

Council Present: Mayor Whalen, Councilmembers Reffkin, Lacy, Govern. Staff; City Administrator Kruggel, Assistant City Administrator Bauman, Community Development Director Abel, Public Services Director Peters, Finance Director Grimm, Deputy Chief Cummings, City Clerk Meyerhoff (Remote) Absent: Councilmember Vickery.

Councilmember Lacy arrived at 5:15 p.m.

Mayor Whalen added she wanted to have a brief discussion about a possible moratorium on data centers.

Motion by Govern seconded by Reffkin to approve the agenda as amended.

2) DISCUSSION ITEMS

a) 2050 Comprehensive Plan Task Force Interviews

During the City Council Work Session, the Council discussed forming a Comprehensive Plan Task Force to assist with updating the City's Comprehensive Plan, which is required every ten years and is due by the end of 2028. Staff explained that three Planning Commission members have already volunteered to serve and that the City has solicited additional residents through newspaper and social media announcements. The anticipated commitment includes meeting once a month for approximately one hour, typically before the Planning Commission's regular meeting on the fourth Monday of each month, beginning in the fall and continuing for approximately 18 months. Members may also have opportunities to attend public open houses, Planning Commission meetings, or City Council meetings as the planning process progresses. The Council met with the two resident applicants, confirmed their availability and willingness to attend at least 75–80% of the meetings, and indicated that appointments would be brought forward for approval at the regular City Council meeting.

b) Water Meter Reading Software Update

During the City Council Work Session, staff presented the need to replace the City's aging water meter reading software because the current Itron-compatible system will no longer be supported after the end of 2026, with a short implementation grace period into 2027. Staff explained that the proposed cloud-based Metro Advanced software would maintain compatibility with the City's existing Itron water meters while also providing the ability to support Advanced Metering Infrastructure (AMI) technology for compatible meters. The estimated first-year implementation cost is approximately \$37,510, which includes software implementation, training, startup fees, and cellular data service for the City's existing 126 AMI-compatible meter transmitters, while ongoing annual costs are estimated at about \$9,073. Council discussed the differences

between the current drive-by Automated Meter Reading (AMR) system and the newer AMI system, including installation requirements, costs, cybersecurity considerations, and whether a full conversion should occur immediately or be phased in over time. Staff noted that newly installed meters are already AMI-compatible, allowing the City to gradually expand the system as older meters are replaced over the next several years. Council members generally favored exploring a phased implementation rather than a citywide conversion, requested pricing for a software-only upgrade without additional AMI capabilities, and discussed using AMI technology selectively for customers with recurring billing or water usage concerns. Staff will return with additional pricing options and a proposed agreement later in the year for consideration as part of the 2027 budget.

c) City Council Pay Check-In

During the City Council Work Session, the Council discussed the opportunity to adjust elected officials' compensation before the statutory deadline, with any changes taking effect on January 1, 2027. Staff presented compensation data from the League of Minnesota Cities showing that, among similarly sized cities, the average monthly compensation is approximately \$681 for mayors and \$508 for council members, compared to the City's current rates of \$500 for the mayor and \$400 for council members. Staff also noted that elected officials currently receive a \$50 monthly internet stipend. Council members discussed the time commitment required to serve, emphasizing that responsibilities extend beyond attending meetings to include preparation, committee work, constituent communication, community events, and personal sacrifices. Members also noted that competitive compensation may encourage more residents to seek elected office. After discussion, the Council reached a consensus to increase monthly compensation by \$100, bringing the mayor's pay to \$600 per month and council members' pay to \$500 per month, and directed staff to prepare an ordinance for future consideration.

d) ATV Ordinance Discussion

During the City Council Work Session, the Council discussed potential revisions to the City's ordinance regulating the operation of recreational vehicles, including ATVs, on private property. Staff reviewed the existing ordinance, which limits operation to parcels of three acres or more, prohibits use between 9:00 p.m. and 8:00 a.m., limits operation to two consecutive hours and no more than three vehicles at one time, and requires operation to occur at least 300 feet from neighboring property lines unless permission is granted. Council members reviewed the history of the ordinance, noting it was originally adopted in response to repeated complaints about excessive noise and dust from recreational vehicle use on rural properties. A Council member expressed concern that the 300-foot setback unintentionally restricts residents in developed neighborhoods who use ATVs or utility vehicles briefly to access their docks, even though such use has not generated complaints. Staff explained that the ordinance is enforced on a complaint basis and that the City has received few, if any, complaints since the ordinance was adopted. After discussion, the Council reached a consensus to explore amending the ordinance to create a limited exemption allowing recreational vehicles to be used for brief trips between a residence and a dock, while maintaining the existing restrictions intended to address prolonged recreational riding. Staff was directed to draft amendment language reflecting this compromise for future Council consideration.

e) Data Center Moratorium

During the City Council Work Session, the Council briefly discussed the possibility of adopting a temporary moratorium on new data center applications. Staff noted that the City has not received any data center proposals but suggested that a moratorium would provide time to develop zoning and land use regulations addressing issues such as facility size, location, and other potential impacts before any applications are submitted. Council members expressed support for proactively addressing the issue, noting that many communities have adopted similar measures. By consensus, the Council directed staff to prepare a resolution establishing a temporary moratorium on data center applications for consideration at the August 3 City Council meeting.

f) Facility Needs Assessment Update

During the City Council Work Session, the Council discussed next steps for completing a facility needs assessment as identified during the City's strategic planning session. Staff presented preliminary information on the potential cost and scope of a facility assessment and requested direction from the Council. After discussion, Council members agreed that a full evaluation of all City facilities was unnecessary at this time and suggested narrowing the scope by excluding the relatively new Police Department and limiting the City Hall review, while focusing primarily on the long-term needs of the Public Works facility. The Council also discussed aligning any future Public Works project with the expiration of the Police Department bond around 2030–2031, allowing future debt payments to transition more smoothly and potentially reducing the impact on taxpayers by gradually increasing levy amounts in advance. Rather than beginning a comprehensive facility study immediately, the Council favored delaying major planning until closer to the anticipated construction timeline, likely around 2028.

The Council also discussed addressing Americans with Disabilities Act (ADA) improvements at City Hall independently of any future building project. Staff noted that accessibility upgrades, including entrances, bathrooms, the council chambers, and the front service counter, remain areas of concern. The Council directed staff to develop a phased list of ADA improvements with preliminary cost estimates so that projects could be completed over multiple years as funding allows. Staff will return with additional information on the scope, costs, and potential implementation schedule for future Council consideration.

3) ADJOURNMENT

Motion by Lacy seconded by Govern to adjourn at 5:58 p.m.

Motion passed 4-0.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk



CITY COUNCIL MEETING MINUTES

July 20, 2026 at 6:30 PM

7701 County Road 110 West Minnetrista, MN 55364

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1) CALL TO ORDER

Mayor Whalen called the meeting to order at 6:30 p.m.

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

Absent: Councilmember Peter Vickery

- c) Approval of Agenda

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

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

2) SPECIAL PRESENTATIONS

- a) Mound Fire Chief Greg Pederson Appreciation

Mayor Whalen shared appreciation for his 51 years of service to the community.

- b) Employee Appreciations

- a) Lori Brazil - 40 Years
- b) Craig Squires - 25 Years
- c) Patrick Cummings - 20 Years
- d) Trevor Barrett - 10 Years
- e) Brian Grimm - 20 Years
- f) Spencer Koch - 5 Years
- g) Jacob Therres - 5 Years

Mayor Whalen presented Lori Brazil, Brian Grimm and Pat Cummings with certificates of appreciation for their years of service to the City.

- c) 2nd Quarter 2026 Financial Update

Finance Director Grimm gave Council a mid-year financial update indicating that revenues are tracking as expected for this point in the year, with no significant issues requiring attention. Building permit revenue has exceeded annual projections despite

lowered expectations due to the completion of the Woodland Cove development, providing a positive impact on the City's finances. Expenditures are performing slightly better than they were at the same time last year. Cash and investment balances increased following the receipt of bond proceeds in May, which are being used to fund the ongoing water treatment plant construction and summer road improvement projects. The update concluded with a brief discussion of the upcoming 2027 budget process, which will begin in August.

3) PERSONS TO BE HEARD

During the public comment period, resident Connor Swanson of 2565 Highland Road addressed the Council regarding the City's ATV ordinance, specifically the requirement for neighbor permission within 300 feet of a property line. Mr. Swanson explained that the rule prevents his family from using a significant portion of their 12-acre property for recreational vehicles, despite having no objections from two neighboring property owners. He expressed concern that the ordinance gives neighboring property owners too much control over the use of private land and described a recent incident in which he felt uncomfortable using an ATV to take his young child to the lake. Council members noted that the ordinance had been discussed during a recent work session and outlined potential amendments under consideration, including measuring the setback from a neighboring residence rather than the property line and creating an exception for limited travel to and from a dock. Mr. Swanson indicated that the proposed changes would not fully address his concerns. The Council encouraged him to meet with City staff to discuss the issue further and indicated that additional revisions to the ordinance could be considered if needed.

4) CONSENT AGENDA

- a) Approve Work Session Meeting Minutes
- b) Approve City Council Regular Meeting Minutes
- c) Res. No. 74-26 Approve Claims
- d) Res. No. 75-26 Approve Variance at 3900 Kings Point Road
- e) Res. No. 76-26 Approve IUP Amendment & CUP at 6900 County Road 110W
- f) Res. No. 77-26 Approve CUP Amendment at 8230 State Hwy No. 7
- g) Res. No. 78-26 Approve Site Plan at 9385 County Road 26
- h) Ord. No. 507 Tobacco
- i) Res. No. 79-26 Authorizing Publication of Ordinance No. 507 by Title and Summary
- j) Accept Hennepin County Grant for Night Vision Equipment
- k) Approve Maintenance Agreement for Tree in the Right of Way at 1295 Preserve Blvd

Council Member Reffkin removed item 4G for discussion.

Motion made by Councilmember Lacy, Seconded by Councilmember Govern to approve the Consent Agenda excluding item g.

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

The City Council discussed a proposed utility-related project involving two structures that would house electrical equipment and diesel generators. The applicant explained

that the facilities would support local internet service providers and that the generators would serve as a backup power source. Council members asked about the number of guests or activity associated with the site, the type of equipment being installed, safety measures related to potential fuel leaks, and future expansion plans. The applicant stated that spill containment measures would be included. The applicant also noted that the current proposal is limited to two structures, though additional buildings could be considered in the future. Staff explained that the use is permitted as a public utility, but future expansion may require additional site plan review if changes exceed 25% of the property area. The Council discussed how many additional structures could potentially be added but noted that this would depend on the specific site calculations and future plans.

Motion made by Councilmember Govern, Seconded by Councilmember Lacy to approve item g from the consent agenda.

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

5) PUBLIC HEARINGS

6) BUSINESS ITEMS

a) Res. No. 80-26 Appoint Comprehensive Plan Update Task Force

The City Council considered the appointment of members to a Comprehensive Plan Update Task Force. Staff reported that several community members had expressed interest in participating, including Lindsay Jamieson, Sara Hussain, Tricia Taylor, Carol Rogers, David Martinson, George Zenanko, Malini Foobalan, and Missy Greener. Council members reviewed the list of volunteers and discussed the expected commitment for task force members, which includes attending approximately one meeting per month, typically on the fourth Monday, though not every month. Members are expected to attend approximately 75–80% of meetings due to the importance of the Comprehensive Plan update process and its role in guiding future community planning.

Motion made by Councilmember Reffkin, Seconded by Councilmember Govern to approve Res. No. 80-26 Appointing Comprehensive Plan Update Task Force.

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

7) ADMINISTRATIVE ITEMS

a) Future Agenda Items

- a) C.C. Ludwig Award Open House (8/3)
- b) 2027 Preliminary Levy Adoption (9/9)

b) Staff Reports

- Monthly Billing Update

c) Council Reports

i) Mayor Lisa Whalen

- League of Minnesota City's Annual Conference
- National Night Out
- Mayors Meeting – Affordable Housing Bill

ii) Cathleen Reffkin

- iii) Claudia Lacy
- iv) Peter Vickery
- v) Brian Govern

8) **ADJOURNMENT**

Motion made by Councilmember Reffkin, Seconded by Councilmember Govern to adjourn the meeting at 7:09 p.m.

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

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

RESOLUTION NO. 81-26

**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 74562 through 74600 electronic checks E1003703 through E1003713; Claims batch includes an electronic transfer for payroll in the amount of \$109,320.80.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$632,543.12 is hereby approved.

ADOPTED this 3rd day of August 2026 by a vote of ____ Ayes
____ Nays.

Lisa Whalen, Mayor

ATTEST:

City Clerk

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: PR07162026,7-15-26 BRIDGE,7-22-26 Bond,Tasc072126,080326AP,AE2S080326

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1010 1ST BK OF THE LAKES					
74562	08/03/26	ACCURATE RADAR SPECIALTIES			
E 101-42110-404		VEHICLE & EQUIP MAIN	\$372.00	3056	Calibration of Radar Unit
		Total	\$372.00		
74563	08/03/26	ANDERSON, DR. MELISSA			
E 101-42110-307		PROFESSIONAL SERVIC	\$579.85		Psychological Services
		Total	\$579.85		
74564	08/03/26	Bryan Rock Products			
E 101-43121-224		STREET MAINTENANCE	\$5,041.07	75552	Class 5 Limestone for Stock
		Total	\$5,041.07		
74565	08/03/26	CANON FINANCIAL SERVICES INC			
E 101-42110-202		COPY & PRINTING SUPP	\$104.50	43542195	Copies-PD
		Total	\$104.50		
74566	08/03/26	Car-Co Auto Parts			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$9.54	49-799847	Taillight Assembly
		Total	\$9.54		
74567	08/03/26	CINTAS			
E 101-43121-417		UNIFORMS	(\$144.50)	4267230694	Credit
E 101-43121-417		UNIFORMS	\$149.49	4276219612	Uniforms
E 101-43121-417		UNIFORMS	\$147.24	4276998673	Uniforms
		Total	\$152.23		
74568	08/03/26	CITY OF MONTICELLO			
E 101-42110-319		KENNEL CHARGES	\$444.00	00055248	Animal control Fees
		Total	\$444.00		
74569	08/03/26	CLASSIC CLEANING COMPANY			
E 101-41940-211		CLEANING & MAINT SUP	\$500.00	39464	Monthly Cleaning City Hall July 2026
E 101-43121-211		CLEANING & MAINT SUP	\$471.00	39464	Monthly Cleaning PW July 2026
E 101-42110-211		CLEANING & MAINT SUP	\$976.00	39465	Monthly Cleaning PD July 2026
		Total	\$1,947.00		
74570	08/03/26	CONCENTRA			
E 101-42110-418		RECRUITING	\$1,012.00	104414208	Pre Employment
		Total	\$1,012.00		
74571	08/03/26	CUMMINGS, PATRICK			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$65.32		Meals for Training
		Total	\$65.32		
74572	08/03/26	DAVE SCOTTS SOD FARM			
E 651-49590-224		STREET MAINTENANCE	\$230.85		Sod for Drainage Project on Bayside Lane
		Total	\$230.85		
74573	08/03/26	DWINELL, CHASE			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$60.00		Meals for Training

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: PR07162026,7-15-26 BRIDGE,7-22-26 Bond,Tasc072126,080326AP,AE2S080326

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$60.00		
74574	08/03/26	ECM Publishers, Inc.			
E 101-41910-351		LEGAL NOTICE & ORD P	\$77.40	1106619	Variance
E 101-41410-202		COPY & PRINTING SUPP	\$21.50	1107431	Elections Accuracy Test
Total			\$98.90		
74575	08/03/26	FRONTIER OH			
E 601-49440-381		ELECTRIC UTILITIES	\$1,731.82	217-188-0265	Internet and Phone Lines
Total			\$1,731.82		
74576	08/03/26	Grainger Inc.			
E 601-49440-227		UTILITY SYSTEM MAINT	\$163.08	9017453920	Pressure Gauges for Hydrant Testers
Total			\$163.08		
74577	08/03/26	GREATER MN COMMUNICATIONS			
E 601-49440-322		POSTAGE	\$494.49	35931	Postcards for Water Users
Total			\$494.49		
74578	08/03/26	HAWKINS INC			
E 601-49440-227		UTILITY SYSTEM MAINT	\$80.00	7495199	Chlorine Cylinder Demurrage
E 601-49440-227		UTILITY SYSTEM MAINT	\$7,351.15	7507999	Water Treatment Chemicals
Total			\$7,431.15		
74579	08/03/26	KENNEDY & GRAVEN, CHARTERED			
E 101-41610-304		LEGAL FEES - ATTORNE	\$3,000.00	194358	General
E 101-41610-304		LEGAL FEES - ATTORNE	\$315.10	MN415-0014	Administration
E 101-41610-304		LEGAL FEES - ATTORNE	\$50.00	MN415-0038	Sunnyfield Road Code Enforcement Matter
E 101-41610-304		LEGAL FEES - ATTORNE	\$62.50	MN415-0039	Minne Properties, LLC
E 101-41610-304		LEGAL FEES - ATTORNE	\$300.00	MN415-0039	Nuisance Abatement Action-
G 801-1170		LAND USE RECEIVABLE	\$343.40	MN415-0039	* Great Plains Towers Lease
Total			\$4,071.00		
74580	08/03/26	KETTNER, DAVE			
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-24231 R1	Temp Co Rtn 3530 Kings Point Road
Total			\$10,000.00		
74581	08/03/26	LANGUAGE LINE SERVICES			
E 101-42110-307		PROFESSIONAL SERVIC	\$36.51	11972052	Interpretation Services
Total			\$36.51		
74582	08/03/26	LE-AST SERVICE COUNSELING			
E 101-42110-307		PROFESSIONAL SERVIC	\$330.00	2119	Check Up for the Neck Up and Monthly Retainer
Total			\$330.00		
74583	08/03/26	LOFFLER			
E 101-41320-410		COMPUTER SERVICES/F	\$215.61	5409686	Monthly Camera
E 101-42110-410		COMPUTER SERVICES/F	\$548.83	5409686	Monthly Camera
E 601-49440-410		COMPUTER SERVICES/F	\$215.61	5409686	Monthly Camera
E 101-41940-321		TELEPHONE	\$193.70	5410698	Phones
E 101-41320-410		COMPUTER SERVICES/F	\$2,913.61	5410914	General Support

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: PR07162026,7-15-26 BRIDGE,7-22-26 Bond,Tasc072126,080326AP,AE2S080326

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42110-410		COMPUTER SERVICES/F	\$4,162.30	5410914	General Support
E 101-43121-410		COMPUTER SERVICES/F	\$624.35	5410914	General Support
E 601-49440-410		COMPUTER SERVICES/F	\$1,352.75	5410914	General Support
E 602-49490-410		COMPUTER SERVICES/F	\$1,352.74	5410914	General Support
		Total	\$11,579.50		
74584	08/03/26	Martin Marietta Materials			
E 101-43121-224		STREET MAINTENANCE	\$4,401.37	49857032	Class 5 Granite for Stock
E 101-43121-224		STREET MAINTENANCE	\$3,608.83	49872877	Class 2 Granite for Stock
E 101-43121-224		STREET MAINTENANCE	\$2,185.97	49889655	Class 2 Granite for Stock
E 101-43121-224		STREET MAINTENANCE	\$747.50	49902861	Class 2 Granite for Stock
E 101-43121-224		STREET MAINTENANCE	\$1,488.58	49916484	Class 2 Granite for Stock
E 101-43121-224		STREET MAINTENANCE	\$723.66	49929688	Class 2 Granite for Stock
		Total	\$13,155.91		
74585	08/03/26	Media Com			
E 673-49600-307		PROFESSIONAL SERVIC	\$281.45	83849216100	Internet
		Total	\$281.45		
74586	08/03/26	MID COUNTY			
E 601-49440-212		MOTOR FUELS AND LUB	\$688.38	85497	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	\$688.38	85497	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	\$1,720.95	85497	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	\$344.18	85497	Dyed Diesel Fuel
		Total	\$3,441.89		
74587	08/03/26	MIDCO			
E 673-49600-307		PROFESSIONAL SERVIC	\$805.65		Internet
		Total	\$805.65		
74588	08/03/26	MIKE MILLER TRUCKING INC.			
E 101-43121-224		STREET MAINTENANCE	\$2,776.70	6041	Delivery of Class 5 Limestone
		Total	\$2,776.70		
74589	08/03/26	MINNESOTA EQUIPMENT			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$490.70	P83334	Flail Mower Replacement Kit
		Total	\$490.70		
74590	08/03/26	MORRIES Parts and Service Group			
E 101-45202-404		VEHICLE & EQUIP MAIN	\$117.88	629486	Oil Change and Tire Rotation #201
E 602-49490-404		VEHICLE & EQUIP MAIN	\$126.14	629500	Oil Change #301
		Total	\$244.02		
74591	08/03/26	NCPERS MINNESOTA - 632400			
G 101-2380		PAYROLL CLEARING LIF	\$224.00	63240082026	*PERA life Ins Employer Paid
		Total	\$224.00		
74592	08/03/26	Trevipay			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$132.99	4b8abdaa	Auto drain for Shop Air Compressor
		Total	\$132.99		

CITY OF MINNETRISTA

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Batch: PR07162026,7-15-26 BRIDGE,7-22-26 Bond,Tasc072126,080326AP,AE2S080326

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
74593	08/03/26	OFFICE OF MNIT SERVICES			
E 101-42110-410		COMPUTER SERVICES/F	\$100.00	DV26060450	WAN Services
		Total	\$100.00		
74594	08/03/26	Optum			
E 101-41320-437		MISCELLANEOUS EXPE	\$214.50	0001955798	HSA Quarterly
		Total	\$214.50		
74595	08/03/26	SEAL TECH SEAL COATING			
E 601-49440-227		UTILITY SYSTEM MAINT	\$250.00		Re Application of Driveway Sealer after Curb Work
		Total	\$250.00		
74596	08/03/26	SEBOLD HEATING AND COOLING			
E 101-41940-401		BLDG/STRUCT MAINTEN	\$95.00	7351	Service Call to City hall for AC Issue
		Total	\$95.00		
74597	08/03/26	Town & Country Glass			
E 101-42110-401		BLDG/STRUCT MAINTEN	\$517.63	26006	Replace front window pane
		Total	\$517.63		
74598	08/03/26	TRUENORTH STEEL			
E 651-49590-224		STREET MAINTENANCE	\$2,737.88	BL000000200	Replace Culvert Pipe for Wildwood Ave
E 651-49590-224		STREET MAINTENANCE	\$53.96	BL000000200	Band Culvert Installation on Wildwood Ave
		Total	\$2,791.84		
74599	08/03/26	WILLIAMS TOWING			
E 101-42110-437		MISCELLANEOUS EXPE	\$185.96	26-421531	Vehicle Tow
		Total	\$185.96		
74600	08/03/26	XCEL ENERGY			
E 101-43160-381		ELECTRIC UTILITIES	\$2,878.73	51-6565411-9	Electricity-Street Lights
		Total	\$2,878.73		
1003703 e	07/20/26	Internal Revenue Service			
G 101-2300		PAYROLL CLEARING FE	\$17,114.18		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FIC	\$17,352.42		* PR - SS/Medicare w/h
		Total	\$34,466.60		
1003704 e	07/20/26	MINNESOTA DEPT. OF REV.			
G 101-2310		PAYROLL CLEARING ST	\$7,970.89		* State w/h
		Total	\$7,970.89		
1003705 e	07/20/26	Public Employees Retirement			
G 101-2330		PAYROLL CLEARING PE	\$33,581.93		* Pera w/h
		Total	\$33,581.93		
1003706 e	07/20/26	HCSP			
G 101-2370		PAYROLL CLEARING DE	\$250.00		* HCSP Retirement
		Total	\$250.00		
1003707 e	07/20/26	ICMA			
G 101-2370		PAYROLL CLEARING DE	\$288.46		* Roth IRA Contributions

CITY OF MINNETRISTA

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***Check Detail Register©**

Batch: PR07162026,7-15-26 BRIDGE,7-22-26 Bond,Tasc072126,080326AP,AE2S080326

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$288.46		
1003708 e	07/20/26	Optum			
G 101-2347		HSA CLEARING ACCT	\$6,000.79		HSA Employer and Employee Cont
Total			\$6,000.79		
1003709 e	07/20/26	EDWARD JONES			
G 101-2370		PAYROLL CLEARING DE	\$2,591.00		* Deferred Comp w/h
Total			\$2,591.00		
1003710 e	07/21/26	BRIDGEWATER BANK			
E 101-41320-437		MISCELLANEOUS EXPE	\$112.75	7/15/26	REMOTE DEPOSIT & POSITIVE PAY MONTHLY FEE
Total			\$112.75		
1003711 e	07/22/26	WELLS FARGO - BOND WIRES			
E 527-47000-611		BOND INTEREST	\$20,400.00		Bond interest 2014B general obligation bonds
E 529-47000-611		BOND INTEREST	\$840.00		Bond interest 2012A general obligation bonds
E 602-47000-611		BOND INTEREST	\$840.00		Bond interest 2012A general obligation bonds
E 532-47000-620		FISCAL AGENT FEES	\$475.00		Bond paying agent fee 2017A bonds
E 601-47000-611		BOND INTEREST	\$9,700.00		Bond interest 2016A general obligation bonds
E 532-47000-611		BOND INTEREST	\$28,850.00		2017A bond interest
E 528-47000-611		BOND INTEREST	\$13,150.00		Bond interest 2019A general obligation bonds
E 601-47000-611		BOND INTEREST	\$2,601.30		Bond interest 2017C general obligation bonds
E 602-47000-611		BOND INTEREST	\$1,168.70		Bond interest 2017C general obligation bonds
E 601-47000-611		BOND INTEREST	\$14,150.00		Bond interest 2020A general obligation bonds
E 601-47000-611		BOND INTEREST	\$37,650.00		Bond interest 2023A general obligation bonds
E 501-47000-611		BOND INTEREST	\$3,750.00		Bond interest 2023A general obligation bonds
E 533-47000-611		BOND INTEREST	\$91,075.00		Bond interest 2023A general obligation bonds
E 601-47000-611		BOND INTEREST	\$68,500.00		Bond interest 2024A general obligation bonds
E 501-47000-611		BOND INTEREST	\$9,700.00		Bond interest 2024A general obligation bonds
E 601-47000-620		FISCAL AGENT FEES	\$475.00		Bond paying agent fee 2024A bonds
Total			\$303,325.00		
1003712 e	07/23/26	TASC			
G 101-2346		PR CLEARING DAYCARE	\$312.50		* Dependent Care
Total			\$312.50		
1003713 e	08/03/26	AE2S			
E 601-49440-303		ENGINEERING SERV	\$3,034.75	112203	AE2S June Invoicing for Westonka Watermain
E 601-49440-303		ENGINEERING SERV	\$95.00	112241	AE2S June Invoicing for WTP Communication
E 601-49440-303		ENGINEERING SERV	\$45,336.27	112282	AE2S June Invoicing for WTP Contruction
E 601-49440-303		ENGINEERING SERV	\$4,788.50	112284	AE2S June Invoicing for RRA/EMP Update
E 601-49440-303		ENGINEERING SERV	\$6,526.10	112299	AE2S June Invoicing for General Services
Total			\$59,780.62		
1010			\$523,222.32		

CITY OF MINNETRISTA

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***Check Detail Register©**

Batch: PR07162026,7-15-26 BRIDGE,7-22-26 Bond,Tasc072126,080326AP,AE2S080326

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary**1010 1ST BK OF THE LAKES**

101 GENERAL FUND	\$141,168.97
501 CIP EQUIPMENT CERTIFICATES	\$13,450.00
527 CIP BONDS (WAS EDA) DEBT FUND	\$20,400.00
528 GAME FARM/SOUTH BAY DEBT	\$13,150.00
529 HIGHLAND ROAD DEBT	\$840.00
532 2017 A STREET PROJECTS DEBT	\$29,325.00
533 2023 A STREET PROJECTS DEBT	\$91,075.00
601 WATER FUND	\$205,184.20
602 SEWER FUND	\$4,175.96
651 STORM WATER MGMT FUND	\$3,022.69
673 CABLE	\$1,087.10
801 LANDUSE AGENCY	\$343.40
	\$523,222.32

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM



Subject:

Ordinance Regarding Emergency Services Provided to Assisted Living Facilities, Independent Living Facilities, and Residential Properties

Prepared By:

Jasper Kruggel, City Administrator

Meeting Date:

August 3, 2026

Issue: At the June 15, 2026, Minnetrista City Council Work Session, the City Council directed staff to bring forward an ordinance allowing the City of Minnetrista to charge for lift assists at assisted living facilities, independent living facilities, and residential properties.

Overview: On June 15, 2026, the City Council reviewed an ordinance adopted by the City of Maple Plain that gives a municipality the ability to charge people and properties within its boundaries a fee for lift assists provided by the fire department or police. The Council provided direction on the fees related to this service, along with a change to charge 5% interest on delinquent payments.

The fee structure in this draft ordinance for assisted living facilities is as follows:

Assisted Living Facility Lift Assist Fee Schedule	
<i>Fee Description</i>	<i>Amount</i>
1 to 5 service calls within a 1-year calendar period (January - December)	\$250.00 per service call
6 to 8 services calls within a 1-year calendar period (January - December)	\$500.00 per service call
9 or greater service calls within a 1-year calendar period (January - December)	\$850.00 per service call

The fee structure in this draft ordinance for residential properties and independent living facilities is as follows:

Residential/Independent Living Lift Assist Fee Schedule	
<i>Fee Description</i>	<i>Amount</i>
1 to 3 service calls within a 1-year calendar period (January - December)	No Charge
4 to 8 services calls within a 1-year calendar period (January - December)	\$250.00 per service call
9 or greater service calls within a 1-year calendar period (January - December)	\$500.00 per service call

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.

Next Steps: City Council should consider adoption of the attached ordinance Regarding Emergency Services provided to Assisted Living Facilities, Independent Living Facilities, and Residential Properties.

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.

ORDINANCE NO. 508

CITY OF MINNETRISTA

**AN ORDINANCE AMENDING MINNETRISTA CITY CODE CHAPTER XI
REGARDING EMERGENCY SERVICES PROVIDED TO
ASSISTED LIVING FACILITIES, INDEPENDENT LIVING FACILITIES, AND
RESIDENTIAL PROPERTIES**

THE CITY COUNCIL OF THE CITY OF MINNETRISTA DOES ORDAIN:

SECTION 1. AMENDMENT. Minnetrista City Code Chapter XI is hereby amended as set forth below to add the following new Section 1135:

SECTION 1135. – LIFT ASSIST EMERGENCY SERVICES

1135.01. – Purpose and Scope.

Assisted living facilities and adult care facilities are required to have sufficient staffing to meet the reasonably foreseeable needs of their residents, including mobility needs. Minn. Stat. § 144G.41. The City Council finds that the City has limited staff and has limited resources, and that repeated calls for service for these facilities regarding lift assists present a burden to the community by limiting the availability of law enforcement officers, public safety services, and first responder services to other residents of the City. Minnesota Statutes Sections 366.011 and 415.01 authorize the City to charge for emergency services.

1135.03. – Definitions. The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Assisted living facility means any facility that is licensed by the state department of health pursuant to Minnesota Statutes Section 144G.10 and meets the definition of “assisted living facility” contained in Minnesota Statutes Section 144G.08, subdivision 7, as it may be amended from time to time.

City Administrator means the City Administrator or their designee.

Lift assist means a response by a peace officer or a firefighter to a call for service or assistance to physically move a person who does not require, is not given, and does not receive, any emergency medical services or any services related to patient transportation, care, or treatment. Lift assist also includes non-emergent fall responses by a peace officer or firefighter, regardless of whether the call for service is to 911 or a non-emergency line. Regardless of how dispatch classifies a call for service, the determination that a service call is a lift assist is at the discretion of the responding peace officer or firefighter.

Non-emergent fall response means a response by a peace officer or firefighter to a reported fall where the individual is uninjured or has minor injuries not requiring transport and for which facility staff or residents request assistance primarily for lifting.

Public Safety means the collective reference to the Minnetrista Public Safety Department and the Mound and St. Bonifacius fire departments.

Residential or independent living facilities means a residential dwelling unit or group of dwelling units occupied by one or more persons who maintain a self-sufficient household, including the independent performance of, or independent arrangement for, daily living activities such as cooking, cleaning and personal care. This includes individual residences.

Service call means a single dispatch of the Minnetrista Public Safety Department, Mound or St. Bonifacius fire departments or both, to an assisted living facility, an independent living facility or a residence.

1135.05. – Fee imposed.

Subd. 1. *Fees imposed for assisted living facilities.* An assisted living facility shall pay for each lift assist service call as set forth below:

<u>Fee Description</u>	<u>Amount</u>
1 to 5 service calls to the facility within a 1-year calendar period (January – December)	\$250.00 per service call
6 to 8 service calls to the facility within a 1-year calendar period (January – December)	\$500.00 per service call
9 or greater service calls to the facility within a 1-year calendar period (January – December)	\$850.00 per service call

The above fees may be set by agreement between the City and an assisted living facility, which agreement will include, among other things, provisions similar to Subdivision 3 below.

Subd. 2. *Fees imposed for residences and independent living facilities.* Residences and independent living facilities shall pay for each lift assist service call as set forth below:

<u>Fee Description</u>	<u>Amount</u>
1 to 3 service calls within a 1-year calendar period (January – December)	No Charge
4 to 8 service calls within a 1-year calendar period (January – December)	\$250.00 per service call

9 or greater service calls within \$500.00 per service call
a 1-year calendar period (January – December)

A lift assist occurring in a residence or an independent living facility shall be invoiced directly to the occupant and shall follow Subdivision 3 below.

Subd. 3. *Invoice, delinquency, and collection.*

- (a) The Public Safety Department shall maintain records in connection with service calls and shall forward the records to the City Administrator.
- (b) The City Administrator shall be responsible for the collection of accounts due and owing for each service call. The City Administrator shall invoice each assisted living facility, residence, and independent living facility at least quarterly for service calls received with payment being due within 30 days of the invoice date. Unpaid invoices shall be considered delinquent and accrue interest at a rate of five percent per annum.
- (c) Unpaid delinquent amounts not paid by September 1 may be certified by the City to Hennepin County for collection as a service charge as provided for in Minn. Stat. § 366.012.

SECTION 2. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage and publications as required by law.

Adopted by the City Council of the City of Minnetrista this _____ day of _____,
2026.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

Published in the _____ on _____, 2026.

RESOLUTION NO. 82-26**CITY OF MINNETRISTA****RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE NO. 508 BY TITLE AND SUMMARY**

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

WHEREAS, the city council of the city of Minnetrista has adopted Ordinance No. 508, an ordinance amending Minnetrista City Code Chapter XI by amending Section 1135; and

WHEREAS, Minnesota Statutes, § 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the ordinance is 4 pages in length; and

WHEREAS, the city council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Minnetrista that the city clerk shall cause the following summary of Ordinance No. 508 to be published in the official newspaper in lieu of the entire ordinance:

Public Notice

The city council of the city of Minnetrista has adopted Ordinance No. 508, an ordinance establishing Minnetrista City Code Chapter XI Section 1135. The addition creates a section regarding emergency services provided to assisted living facilities, independent living facilities, and residential properties amendment in Chapter 1135 of City Code. The full text of Ordinance No. 508 is available for inspection at Minnetrista city hall during regular business hours and is available on the city’s website.

Ann Meyerhoff, City Clerk

BE IT FURTHER RESOLVED by the city council of the city of Minnetrista that the city clerk keep a copy of the ordinance in her office at city hall for public inspection and that she post

a full copy of the ordinance in a public place within the city.

The resolution was adopted by the city council of the city of Minnetrista on this 3rd day of August, 2026, by a vote of ____ ayes and ____ nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

CITY OF MINNETRISTA
CITY COUNCIL AGENDA ITEM



Subject: Accept Bids and Award Contract for the 2026 Sanitary Sewer Lining Project (City Project No. 05-26)

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

Meeting Date: August 3, 2026

Attachment: Letter of Recommendation, Resolution

Issue:
Should the City accept the bids and award the contract for the 2026 Sanitary Sewer Lining Project, City Project No. 05-26.

Overview:
At the June 15, 2026 meeting the City Council approved the plans and specifications and authorized the advertisement for bids for the 2026 Sanitary Sewer Lining Project, City Project No. 05-26. Improvements include lining portions of the city’s sanitary sewer system throughout the city. This is a joint project with the city of Excelsior so that both communities can realize savings in engineering costs and provide a larger project that may be more attractive to bidders. The costs for each community will be tracked and paid separately.

Bids were opened July 15, 2026 and three bids were received. A bid tabulation summary enclosed for Council review. The lowest responsive bid was received from Insituform Technologies USA, LLC of Chesterfield, Missouri for \$226,386.67. Insituform has successfully completed lining work in numerous communities in the metro area.

Fiscal Impact:
The project as-bid is a unit price contract, meaning that the contractor is paid for the actual contract units constructed. The improvements are proposed to be funded from the Sanitary Sewer Fund and reduced sewage treatment costs by removing the inflow and infiltration from the system.

Recommended City Council Action: Staff recommends approval of Resolution 83-26, accepting the bids and awarding the contract for the 2026 Sanitary Sewer Lining Project, City Project No. 05-26.

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

Mission Statement:

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



July 28, 2026

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

Re: 2026 Sanitary Sewer Lining Project
Cities of Excelsior and Minnetrista, MN
Minnetrista City Project No. 05-26
WSB Project Nos. 036524-000 and 033687-000

Dear Mayor and Council Members:

Bids were received online for the above-referenced project on Wednesday, July 15, 2026, and were viewed and read aloud. Three bids were received. Please find attached the Bid Tabulation Summary indicating Insituform Technologies USA, LLC, Chesterfield, Missouri, as the low bidder with a grand total bid amount of \$226,386.67. The Engineer's Estimate for the project was \$208,572.50.

We recommend that the City Council consider these bids and award a contract to Insituform Technologies USA, LLC for the grand total bid amount of \$226,386.67, of which \$127,633.44 is the City of Minnetrista's portion of the total project cost.

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

Sincerely,

WSB

A handwritten signature in black ink that reads "Emily Brown". The signature is fluid and cursive, with the first name "Emily" and last name "Brown" clearly distinguishable.

Emily Brown, PE
Project Manager

Attachment

cc: Insituform Technologies USA, LLC
Alyson Fauske, WSB

srb



Bid Tabulation Summary

2026 Sanitary Sewer Lining Project

Cities of Excelsior and Minnetrista, MN

Minnetrista City Project No. 05-26

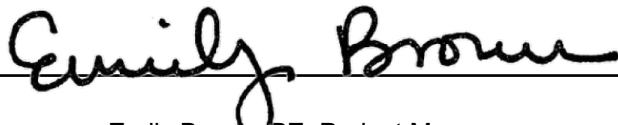
WSB Project Nos. 036524-000 and 033687-000

Bids Received Online: Wednesday, July 15, 2026, at 10:00 a.m. Local Time

 DENOTES CORRECTED FIGURE

Contractor	Bid Bond (5%)	Addendum No. 1 Received	Grand Total Bid
1 Insituform Technologies USA, LLC	X	X	\$226,386.67
2 Hydro-Klean, LLC	X	X	\$229,842.10
3 Visu-Sewer, LLC	X	X	\$266,273.00
Engineer's Opinion of Probable Cost			\$208,572.50

I hereby certify that this is a true and correct tabulation of the bids as received on July 15, 2026.



Emily Brown, PE, Project Manager

RESOLUTION NO. 83-26

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING THE BIDS AND AWARDING CONTRACT FOR THE
2026 Sanitary Sewer Lining Project, City Project No. 05-26**

WHEREAS, A bid package for this project was prepared by WSB and advertised according to Minnesota State Statutes, and

WHEREAS, this is a joint project with the City of Excelsior, and

WHEREAS, the City received three bids, and

WHEREAS, the lowest bid received was from Insituform Technologies USA, LLC in the amount of \$226,386.67 for Minnetrista’s portion.

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

1. The City accepts the bids and awards the contract to Insituform Technologies USA, LLC for all work associated with the 2026 Sanitary Sewer Lining Project, City Project No. 05-26, in the amount of \$226,386.67 for Minnetrista’s portion.
2. The Mayor and Clerk are hereby authorized and directed to enter into a contract with said bidder for the construction of said improvements for and on behalf of the City of Minnetrista.

This resolution was adopted by the City Council of the City of Minnetrista on the 3rd day of August, 2026, by a vote of _____ Ayes and _____ Nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

CITY OF MINNETRISTA



CITY COUNCIL CONSENT AGENDA ITEM

Subject: Application from Christopher and Jennifer Dennis for a side yard setback variance at 5800 Lakeview Drive.

Prepared By: Nickolas Olson, Senior City Planner

Through: David Abel, Community Development Director

Meeting Date: August 3, 2026

Overview: Christopher and Jennifer Dennis (the “Applicants”) have made a request for a side yard setback variance to reduce the required setback from 15 feet to 14.9 feet to allow for an addition onto the existing home at 5800 Lakeview Drive; R-1: Low-Density Single-Family Residence Zoning District; PID# 35-117-24-14-0002 (the “Property”).

Background: The Applicants are proposing an addition off the rear of the existing garage. The addition will provide more garage space for storage and will help facilitate the overall remodel of the existing dwelling. The addition maintains the same existing building wall, however with the location of the existing structure to the lot line, the addition encroaches slightly into the required side yard setback. To avoid a small jog in the building wall, a variance to the required setback is needed. The Applicants have appropriately applied for a variance, and the application materials have been attached for the City Council to review. The City Council should consider the standard variance criteria when reviewing the request and making a motion.

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

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

The proposed addition maintains the same building line as the existing structure and the encroachment is minor in nature. Therefore, the proposed variance is consistent with the general purposes and intent of city code.

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 Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The proposed addition does not change the use from single family and is consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land Use Map, the proposed addition not further clutter the shoreline and helps preserve the long-term stability of the Property.

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 a garage addition which will provide additional storage and help facilitate an overall remodel of the house. The proposed use and size of the addition are reasonable, and the minor encroachment into the setback to allow for a continuous building wall is reasonable.

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

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

The Applicants did not build the home in its current location, which does not meet the current setback rules. It’s the home’s location within the setback that creates the need for a variance to allow for the addition.

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 does not result in a structure that is out of character with the rest of the neighborhood and maintains a similar size to those around it.

Neighborhood Comments: Notices were sent out to all property owners within 500 feet of the subject property. To date, staff has not received any written comment or spoken to anyone regarding the request as a result of sending the public notice.

Planning Commission Recommendation: The Applicants' request was presented to the Planning Commission at their July 27, 2026 meeting. At that meeting, the Planning Commission reviewed the request and held the required public hearing. There was no one present to speak at the public hearing. After hearing no testimony at the public hearing and after reviewing the entire record before them, the Planning Commission made a motion to recommend the City Council approve the requested setback variance, based on certain findings of fact and subject to conditions. Motion passed 5-0. Absent: Livermore, Gangestad, Gehring, and Rognli.

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

1. The requested variance is in harmony with the purpose and intent of the City's zoning ordinances because the proposed addition maintains the same building line as the existing structure and the encroachment is minor in nature;
2. The requested variance is consistent with the City's comprehensive plan because the Property is guided for long term Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The proposed addition does not change the use from single family and is consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land Use Map, the proposed addition not further clutter the shoreline and helps preserve the long-term stability of the Property;
3. The Applicants propose to use the Property in a reasonable manner because the Applicants are proposing a garage addition which will provide additional storage and help facilitate an overall remodel of the house. The proposed use and size of the addition are reasonable, and the minor encroachment into the setback to allow for a continuous building wall is reasonable;
4. The requested variance is the result of unique circumstances not created by the landowner because the Applicants did not build the home in its current location, which does not meet the current setback rules. It's the home's location within the setback that creates the need for a variance to allow for the addition; and

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.

5. The requested variance will not alter the character of the locality because the proposed addition does not result in a structure that is out of character with the rest of the neighborhood and maintains a similar size to those around it.

Recommended Action: Motion to adopt a resolution approving the requested side yard setback variance at 5800 Lakeview Drive based on certain findings of fact outlined in the staff report and subject to the following conditions:

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

Attachments:

1. Location Map
2. Applicant's Narrative
3. Proposed Survey
4. Proposed Plans
5. Res. No. 84-26 Approving Setback Variance at 5800 Lakeview Drive

Mission Statement:

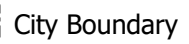
The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

5800 Lakeside Drive

Section 4, Item g)



1 in = 50 Ft

-  City Boundary
-  Address Labels
-  Parcels



June 16, 2026

City of Minnetrista – Planning & Zoning Department
7701 County Road 110 W
Minnetrista, MN 55364

Re: Variance Request – Garage Addition at 5800 Lakeview Drive

To the Minnetrista Planning Commission and City Council,

This is the written statement to accompany the land use application.

a.) Property Owners:

- a. Christopher James Dennis and Jennifer Marie Dennis, joint tenants

b.) Site Data:

- a. Legal Description: Addition Name: Wood End Shores, Lot 002, Block 003
- b. Parcel ID: 35-117-24-14-0002
- c. Parcel Size: 19,259 sq ft
- d. Existing use of land: Single Family Residential
- e. Current zoning: R-1: Low Density Single Family Residence

c.) Variance Request: Setback variance for R-1: Low Density Single Family Residence. City of Minnetrista Code Section 505.15, Subd. 2 — Lot area, depth, width, coverage, setbacks, and height standards

- d.) We are requesting a variance of .1 feet, less than 1.5 inches, to allow a 12-foot addition to the rear of my existing garage. The addition would provide much-needed storage space and additional living area for our family. The proposed addition would extend directly back from the existing rear wall of the garage, maintaining the exact same building line and width as the structure that exists today. This addition is part of a larger remodel on our home to update the windows, roof, and floorplan.

- e.) We had started discussions with Nickolas Olson regarding the hardcover and setback issues with the proposed renovation of our house and extension of the garage. We were able to reduce the hardcover to within the 25% required. However, the garage plans require a small variance as it sits less than 1.5” inside the 15’ setback. Overall, Nickolas expressed the garage extension continued in the same line as the existing structure and a variance would allow us to avoid a small job in the side of the building.

- f.) This property has been part of my family's life for more than 40 years. My parents purchased the home in 1981, and my wife and I purchased it from them ten years ago this June. I grew up here, spent my childhood on these streets and lakes, and when it came time to raise a family of my own, there was no place I'd rather do it than Minnetrista.

The spirit of this request is to update an existing structure to the needs and expectations of new construction houses without loses the charm of the original property. The garage addition will allow, such as more indoor storage for kids toys, another garage stall to keep vehicles sitting out in driveways. Allowing the variance will prevent us putting a 2”

job into the garage. While that is not the end of the world, it is unsightly to both ourselves and the neighbor to the south.

- g.) What I believe is important for the Board to consider is that this project does not increase the existing encroachment in any way. The addition will remain on the same existing wall line, maintaining the existing setback. The garage will be no closer to the property line than it is today.

In practical terms, requiring the addition to move back just over an inch to meet the full setback would create an awkward jog in the building and result in a less attractive and less functional design. Extending the existing wall line creates a cleaner, more cohesive appearance while still maintaining the exact same relationship to the neighboring property that has existed for many years.

I do not believe this project will have any negative impact on neighboring properties or the character of the neighborhood. It is not visible from the street and is on a north facing wall that will be covered by landscaping and existing mature arborvitae trees. The garage's location is not changing, and the addition does not bring the structure any closer to adjoining properties. It simply extends the existing building line to create additional usable space for our family.

I respectfully ask the Board to approve this variance request and allow the addition to be constructed along the existing nonconforming building line. Given that the encroachment is just over one inch and that the project does not increase the nonconformity, I believe this is a reasonable request and consistent with the practical realities of improving an older property.

Thank you for your time and consideration. I appreciate the work the Commission and City Council does on behalf of our community and would be happy to answer any questions or provide any additional information that may be helpful.

- h.) The variance is not based upon a desire to increase the value of the property. It is based upon bringing an existing 1960s structure to modern expectation for a family property and to allow more indoor storage for bikes, mowers, and all things needed for a family of 5. It is also based upon aesthetics and practical building standards.
- i.) I do not believe this 1.2" variance request will 1.) adversely affect anyone residing or working in the neighborhood as no one works or lives adjacent to my garage. 2.) impair light and air to adjacent properties as I am not adding a story, simply extending what is existing. 3.) will not cause injury property or improvements as the wall will just be continued in a straight line. 4.) not affect street congestion as this is not adjacent to a street 5.) not endanger public safety 6.) or reduce neighboring property value. In fact, having an ugly 2" jog in the garage without a variance my effect values negatively.

Surveyors Certificate

Site Plan For Variance:

CHRIS DENNIS

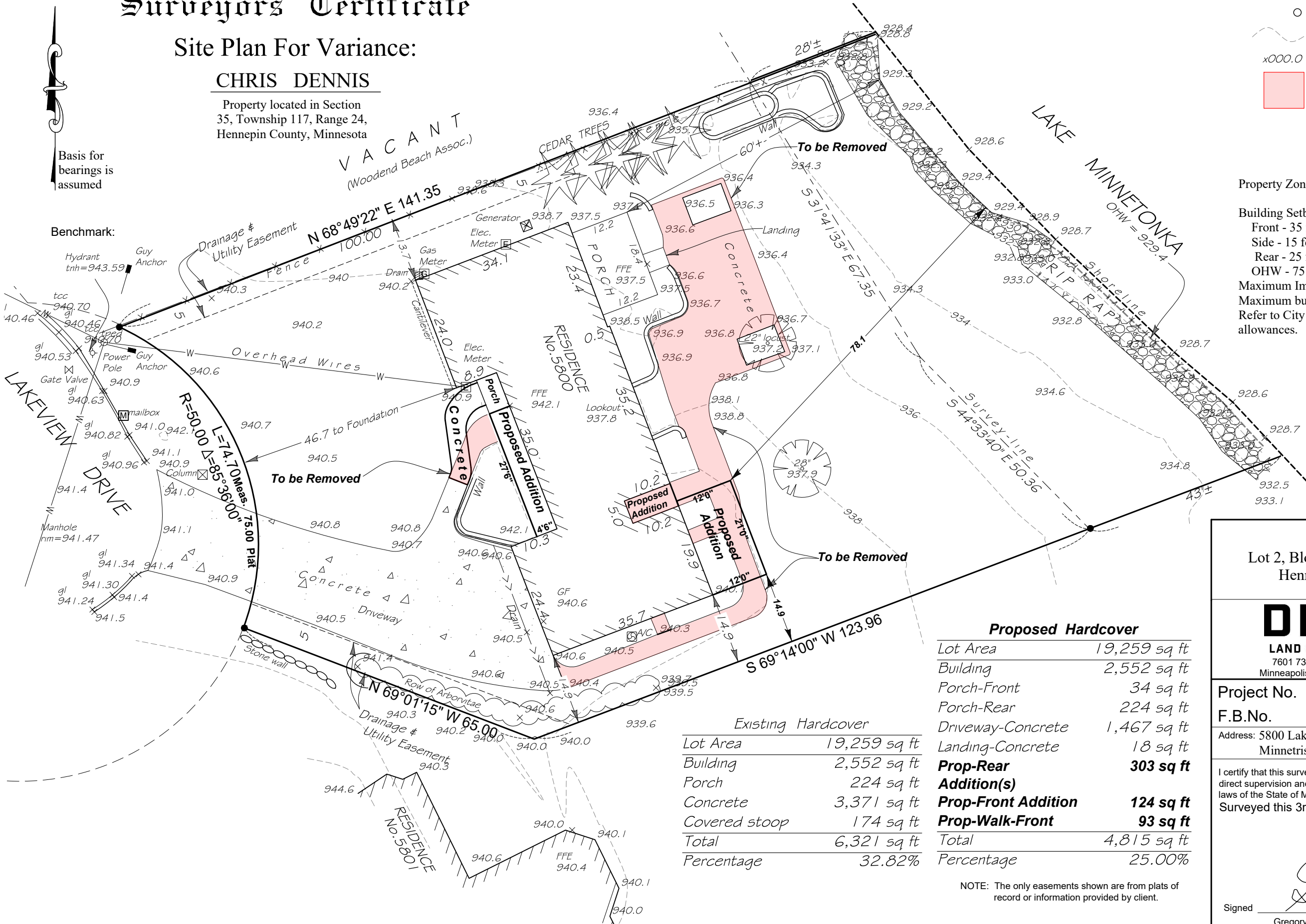
Property located in Section
35, Township 117, Range 24,
Hennepin County, Minnesota

Basis for
bearings is
assumed

- Denotes Found Iron Monument
- Denotes Iron Monument
- Denotes Existing Contours
- x000.0 Denotes Existing Elevation
- Denotes Removals

Property Zoned R-1, Low Density Residential

Building Setback Requirements (principal structure)
Front - 35 feet
Side - 15 feet
Rear - 25 feet (Non-Lakeshore)
OHW - 75 feet
Maximum Impervious Surface - 25%
Maximum building height 35 feet
Refer to City Code for additional restrictions or allowances.



Legal Description

Lot 2, Block 3, WOOD END SHORES
Hennepin County, Minnesota

DEMARC

LAND SURVEYING & ENGINEERING
7601 73rd Avenue North (763) 560-3093
Minneapolis, Minnesota 55428 DemarcInc.com

Project No. 89765A Scale: 1" = 20'

F.B.No. *****_** Drawn By JH

Address: 5800 Lakeview Drive
Minnetrista, MN

I 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.
Surveyed this 3rd day of June 2026.

Signed
Gregory R. Frasch, Minn. Reg. No. 24992

Proposed Hardcover

Lot Area	19,259 sq ft
Building	2,552 sq ft
Porch-Front	34 sq ft
Porch-Rear	224 sq ft
Driveway-Concrete	1,467 sq ft
Landing-Concrete	18 sq ft
Prop-Rear Addition(s)	303 sq ft
Prop-Front Addition	124 sq ft
Prop-Walk-Front	93 sq ft
Total	4,815 sq ft
Percentage	25.00%

Existing Hardcover

Lot Area	19,259 sq ft
Building	2,552 sq ft
Porch	224 sq ft
Concrete	3,371 sq ft
Covered stoop	174 sq ft
Total	6,321 sq ft
Percentage	32.82%

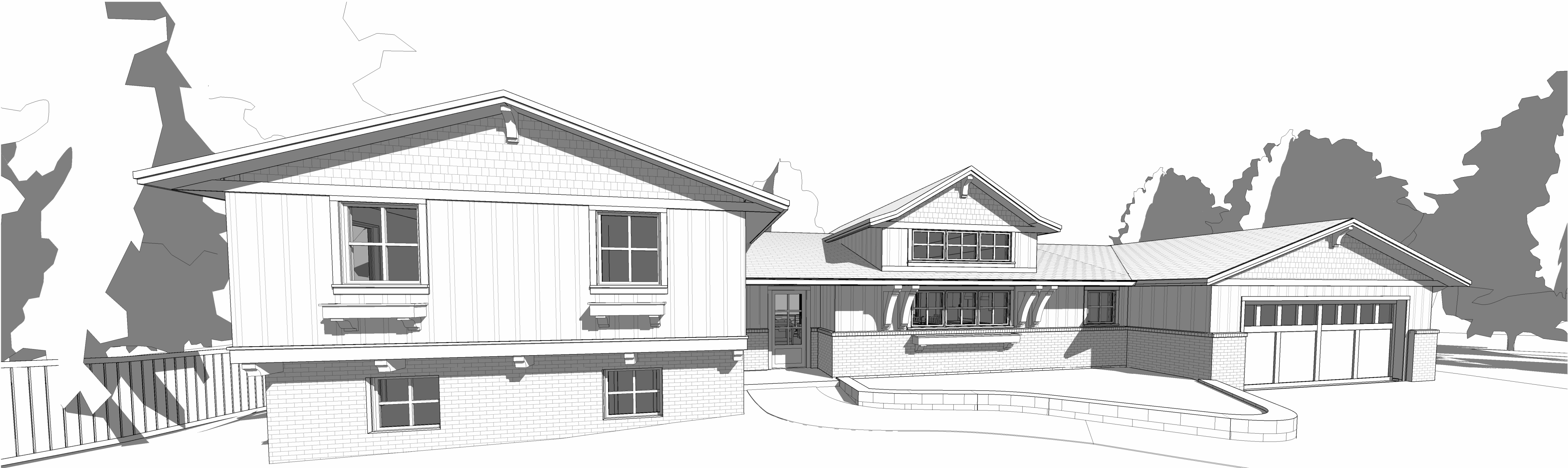
NOTE: The only easements shown are from plats of record or information provided by client.

GENERAL NOTES

1. THESE DRAWINGS MAKE UP THE 'ARCHITECTURAL SET' OF THE CONTRACT DOCUMENTS. GENERAL CONTRACTOR IS RESPONSIBLE FOR PROVIDING ANY ADDITIONAL DETAILS REQUIRED FOR CONSTRUCTION.
2. WARRANTIES SHALL BE IN ACCORDANCE WITH STATE MINIMUM STANDARDS. REGISTERED BUILDER PROGRAMS AND/OR PRODUCT WARRANTIES TO BE PROVIDED BY PRODUCT MANUFACTURERS. LIABILITY AND WORKERS COMPENSATION CERTIFICATE OF INSURANCE WILL BE REQUIRED FROM ALL SUBCONTRACTORS.
3. GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY AND COORDINATE ALL CONDITIONS AND DIMENSIONS PRIOR TO WORK. GENERAL CONTRACTOR TO CONTACT GOPHER ONE TO VERIFY LOCATIONS OF ALL UNDERGROUND ELECTRICAL, UTILITIES, SEWER, CABLE, GAS, ETC. PRIOR TO COMMENCING WORK. IMMEDIATELY REPORT AND/OR REVIEW ALL QUESTIONS, DISCREPANCIES, AND CONDITIONS WITH THE OWNER/ARCHITECT PRIOR TO PROCEEDING WITH WORK.
4. ALL CONSTRUCTION AND/OR MATERIALS AS INDICATED SHALL BE AT OR ABOVE INDUSTRY STANDARDS FOR SIMILAR CUSTOM RESIDENTIAL CONSTRUCTION.
5. ALL CONSTRUCTION WORK SHALL CONFORM TO ALL APPLICABLE CODES.
6. ALL SURVEY DATA, SOIL DATA, MECHANICAL, ELECTRICAL, AND STRUCTURAL ENGINEERING OF SYSTEMS, SIZES, AND LAYOUTS (INCLUDING TRUSS FRAMING AND GIRDER DESIGN) SHALL BE BY THE RESPECTIVE SUBCONTRACTOR AND/OR SUPPLIER OF THOSE SYSTEMS OR BY OTHER NECESSARY CONSULTANTS AND SHALL BE COORDINATED BY THE GENERAL CONTRACTOR. INFORMATION SHOWN IN REGARD TO THESE CONCERNS IS ONLY DIAGRAMMATIC AND IS INTENDED TO PROVIDE AN INDICATION OF THE DESIGN INTENT ONLY. USE OF CONSULTANT DATA BY SDC DOES NOT INFER NOR ENDORSE THE ACCURACY OF THE DATA. EACH CONSULTANT AND CONTRACTOR SHALL BE RESPONSIBLE FOR CORRECTNESS AND ACCURACY OF DATA SUPPLIED BY THE RESPECTIVE CONSULTANT AND/OR CONTRACTOR.
7. GENERAL CONTRACTOR SHALL COORDINATE AND SITE THE BUILDING PER THE RECENT LEGAL SURVEY. GENERAL CONTRACTOR SHALL NOTIFY OWNER/ARCHITECT/ENGINEER OF ANY DISCOVERED DISCREPANCIES PRIOR TO ANY SITE WORK. DESIGN OF TOPOGRAPHY SHOWN DEPICTS DESIGN INTENT ONLY. FINAL GRADING AND SITE DRAINAGE IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR AND LANDSCAPER. G.C./LANDSCAPER TO COORDINATE GARDING AND DRAINAGE WITH NEIGHBORING PROPERTIES, LEGAL SURVEY, AND APPLICABLE CODES.
8. GENERAL CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR SHORING AND BRACING AND FOR ALL TEMPORARY FACILITIES AND SERVICES, INCLUDING BUT NOT LIMITED TO POWER, WATER, TELEPHONE, FAX, SANITATION FACILITIES, SITE SAFETY, AND FIRE FIGHTING EQUIPMENT.
9. GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL REQUIRED EROSION CONTROL MEASURES AND ANY SPECIFIC ENVIRONMENTAL IMPACT ISSUES ARISING FROM CONSTRUCTION ON THE SITE.

10. GENERAL CONTRACTOR SHALL MAINTAIN THE SITE IN FIRST-CLASS CONDITION DURING THE PROJECT. ALL WASTE AND DEBRIS SHALL PROMPTLY BE REMOVED. CONSIDERATION SHALL BE GIVEN TO MATERIAL STORAGE ON THE SITE AND ITS IMPACT ON ADJOINING NEIGHBORS.
11. GENERAL CONTRACTOR SHALL PROVIDE FINAL CLEANING OF ALL INTERIOR AND EXTERIOR SURFACES. ALL TRANSPARENT MATERIALS AND GLOSSY SURFACES ARE TO BE LEFT IN A POLISHED CONDITION. REMOVE ALL LABELS THAT ARE NOT INTENDED TO REMAIN AS PERMANENT INSTRUCTION INFORMATION.
12. GENERAL CONTRACTOR SHALL PROVIDE INSTRUCTIONS TO THE OWNER PERTAINING TO OPERATION AND MAINTENANCE OF MECHANICAL AND ELECTRICAL EQUIPMENT. AT COMPLETION OF CONSTRUCTION, COMPIL AND FORWARD TO THE OWNER ALL MAINTENANCE AND OPERATIONS DATA AND WARRANTIES IN THE FORM OF A WELL-ORGANIZED OWNERS NOTEBOOK.
13. ROOF TRUSS SYSTEM DESIGN TO BE PROVIDED BY TRUSS SUPPLIER. TRUSS SUPPLIER TO COORDINATE FINAL TRUSS SOLUTION WITH PROJECT STRUCTURAL ENGINEER. TRUSS SUPPLIER TO COORDINATE TRUSS DESIGN WITH ENERGY HEEL REQUIREMENTS.
14. ALL WINDOW DESIGNATIONS ARE FOR MARVIN WINDOWS. CONTRACTOR MAY PROVIDE BID ALTERNATE FOR OTHER WINDOW MANUFACTURERS INCLUDING LOEWEN. SUPPLIER TO SUBMIT WINDOW SCHEDULE TO GENERAL CONTRACTOR AND OWNER FOR REVIEW AND APPROVAL PRIOR TO PLACING WINDOW ORDER. GENERAL CONTRACTOR TO CONFIRM TEMPERED GLASS LOCATIONS, EGRESS AND VENT WINDOW REQUIREMENTS, LITE PATTERNS, WINDOW SIZES, WINDOW OPERATION, JAMB SIZES, EXTENSION JAMBS, ETC. W/ OWNER PRIOR TO WINDOW ORDER. WINDOWS ARE TO BE PREFINISHED METAL CLAD WINDOWS WITH DOUBLE-PANE, 'LOW-E' INSULATED GLASS, AND SIMULATED DIVIDED LITES WITH SPACER BARS (SEE EXTERIOR ELEVATIONS FOR MUNTIN LOCATIONS). PREFINISHED COLOR AND HARDWARE FINISH AS SELECTED BY OWNER. ALTERNATE MANUFACTURERS' WINDOWS SHALL BE SIMILAR IN SIZE AND SPECIFICATION TO THOSE INDICATED ON THE PLAN. WINDOW MANUFACTURER SHALL SUBMIT SHOP DRAWINGS OF WINDOWS AND DOORS FOR REVIEW BY GENERAL CONTRACTOR AND OWNER PRIOR TO FABRICATION.
15. CABINET DRAWINGS SHOWN HERE ARE NOT CABINET SHOP DRAWINGS, BUT DEPICT DESIGN INTENT ONLY. CABINET MANUFACTURER TO COORDINATE FINAL CABINET DESIGN WITH OWNER PREFERENCES, AS-BUILT DIMENSIONS (WITH FIELD CHANGES MADE DURING CONSTRUCTION), FINAL MILLWORK PROFILES, FINAL COUNTERTOP THICKNESSES AND DESIGNS, AND FINAL APPLIANCE AND FIXTURE SELECTIONS. CABINET MAKER TO VERIFY END PANEL DESIGNS AND CABINET CLEARANCES WITH OWNER PRIOR TO CABINET FABRICATION. CABINET MAKER TO MEET WITH OWNER TO DISCUSS AND VERIFY ALL DRAWER AND CABINET DIVISIONS AND USES, INCLUDING PULL-OUT LOCATIONS, LAZY SUSAN LOCATIONS, COST RAMIFICATIONS, HARDWARE TYPES AND QUALITY, AND ANY OTHER SUGGESTIONS THE CABINET MAKER OR OWNER MAY HAVE FOR MAXIMIZING CABINETRY EFFICIENCY AND EASE OF USE.
16. SUBCONTRACTORS TO REFER TO OWNER-APPROVED CABINET SHOP DRAWINGS PRIOR TO ROUGH FRAMING FOR CABINETS/ BUILT-INS. REPORT ANY DISCREPANCIES TO G.C./CABINET MAKER PRIOR TO PROCEEDING WITH WORK.

17. GENERAL CONTRACTOR TO COORDINATE OWNERS REVIEW AND APPROVAL OF SAMPLES OF ALL INTERIOR AND EXTERIOR FINISH MATERIALS, INCLUDING PROFILES, SIZES, SPECIES, MORTAR AND GROUT COLORS, JOINT SIZES, FINISHES, AND COLORS PRIOR TO ORDERING OF SAME. SAMPLES TO BE PROVIDED ON-SITE WHEN OWNER DEEMS NECESSARY, AND IN SIZES LARGE ENOUGH TO SEE IN THE FINAL SPACES (E.G. 4x4 WALL PAINT SAMPLES, AND STAINED AND FINISHED 3-BOARD WOOD FLOOR SAMPLES). G.C. TO COORDINATE OWNERS REVIEW AND APPROVAL OF FULL-SIZE MOCK-UPS OF ALL INTERIOR AND EXTERIOR CASINGS, TRIM, NEWELS, AND RAILINGS PRIOR TO CONTRACTOR ORDERING OF SAME (ON-SITE WHEN OWNER DEEMS NECESSARY). OWNER TO REVIEW AND APPROVE FULL-SIZE MOCK-UPS OF ALL STONE ON SITE, INCLUDING STONE SIZE & SPECIES, MORTAR JOINT SIZE, MORTAR COLOR, STONE STACKING, CAP SPECIES, AND SIZE. STONE SAMPLES TO BE DISPLAYED ALONGSIDE RELEVANT INTERIOR AND EXTERIOR FINISH MATERIALS, AS REQUIRED FOR FINAL COLOR PALLET COORDINATION. G.C. TO COORDINATE OWNERS COUNTERTOP SELECTIONS, AND TO VERIFY THAT NATURAL STONE SLABS THAT OWNER SELECTS ARE PROPERLY STORED AND USED IN THE FINAL PROJECT.
18. DIMENSIONS LOCATING EXTERIOR WALLS ARE TO THE EXTERIOR FACE OF STUD AND/OR FACE OF FOUNDATION WALLS, U.N.O. DIMENSIONS LOCATING INTERIOR WALLS ARE TO CENTERLINE OF STUD, U.N.O. DIMENSIONS LOCATING DOORS AND WINDOWS ARE TO CENTERLINE OF OPENING, U.N.O. SEE DIMENSION KEYS ON ARCHITECTURAL DRAWINGS FOR ADDITIONAL INFORMATION.
19. ALL EXTERIOR WALLS SHALL BE 2x6 AS PER BUILDING SECTIONS, U.N.O. ALL BEARING WALLS, PLUMBING WALLS, AND WALLS WITH POCKET DOORS TO BE 2x6 CONSTRUCTION, U.N.O. ALL OTHER WALLS TO BE 2x4 OR 2x6 CONSTRUCTION TO THICKNESSES SHOWN ON ARCHITECTURAL AND STRUCTURAL DRAWINGS, U.N.O. HEADERS SHALL BE SIZED PER STRUCTURAL PLANS, OR COORDINATED WITH STRUCTURAL ENGINEER. BLOCKING AS REQUIRED FOR CABINETS, BATH AND KITCHEN HARDWARE AND ACCESSORIES, HANDRAILS, ETC. VERIFY WITH G.C. PRIOR TO FRAMING.
20. PROVIDE ACOUSTIC INSULATION AND PARTITIONS PER ARCHITECTURAL DRAWINGS. CONTRACTOR TO VERIFY ADDITIONAL ACOUSTIC INSULATION, CEILING ACOUSTIC INSULATION, AND ACOUSTIC PARTITION LOCATIONS WITH OWNER PRIOR TO VAPOR BARRIER & DRYWALL INSTALLATION. ACOUSTIC CONSIDERATION TO BE GIVEN TO HVAC DUCT LAYOUTS AND PLUMBING LOCATIONS, AND ACOUSTIC DAMPENING TO BE PROVIDED TO HVAC SYSTEM AND PLUMBING WASTE STACKS (VERIFY CAST IRON LOCATIONS WITH OWNER) AS REQUIRED TO MINIMIZE SOUND TRANSMISSION.
21. PLUMBING ROUGH-IN DIMENSIONS ARE PROVIDED FOR REFERENCE ONLY. ALL PLUMBING DIMENSIONS ARE TO BE COORDINATED BY THE GENERAL CONTRACTOR WITH SPECIFIC FIXTURE SELECTIONS AND FINAL CABINET DESIGN. ALL FLOOR DRAINS CONNECTED TO SANITARY SEWER TO HAVE BACK-FLOW PREVENTERS INSTALLED.
22. MECHANICAL EQUIPMENT & CONTROL LOCATIONS TO BE VERIFIED WITH OWNER PRIOR TO INSTALLATION - SEE DRAWINGS FOR PROPOSED LOCATIONS. MAKEUP AIR TO BE PROVIDED AS PER I.B.C. AND ANY OTHER APPLICABLE CODES. SUPPLY AND RETURN REGISTER COVERS TO BE APPROVED BY OWNER - ASSUME FLUSH WOOD VENTS TO MATCH WOOD FLOOR SPECIES & FINISH FOR BID. WHERE AFFECTED BY MECHANICAL DUCTS AND EQUIPMENT, CEILING HEIGHTS AND SOFFIT SIZES AND LOCATIONS TO BE APPROVED BY OWNER PRIOR TO INSTALLATION OF HVAC DUCTS AND EQUIPMENT.



FRONT PERSPECTIVE

sharratt
design
company

Section 4, Item g)

464 SECOND STREET
SUITE 100
EXCELSIOR, MN 55331

PH: 952-470-9750
info@sharrattdesign.com

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- A1.5 SITE SURVEY
- A2 EXISTING - EXISTING PLANS AND ELEVATIONS
- A3 LOWER LEVEL PLAN
- A4 PROPOSED - MAIN LEVEL PLAN
- A5 PROPOSED - ROOF PLAN
- A6 PROPOSED - ELEVATIONS
- A7 PROPOSED - ELEVATIONS
- A8 PROPOSED - BUILDING SECTIONS
- A9 WALL SECTIONS
- A10 INTERIOR ELEVATIONS
- A11 INTERIOR ELEVATIONS
- A12 BUILDING DETAILS

PROJECT TEAM

ARCHITECT

SHARRATT DESIGN & COMPANY, LLC
464 SECOND STREET, SUITE 100
EXCELSIOR, MN 55331
CONTACT: MIKE SHARRATT (952-470-9750)

STRUCTURAL ENGINEER

ALIGN STRUCTURAL, INC.
241 CLEVELAND AVENUE SOUTH, SUITE B7
ST. PAUL, MN 55105
TEL: 651-698-0164

GENERAL CONTRACTOR

ALIGN BUILDING & REMODELING
684 EXCELSIOR BLVD., SUITE 220
EXCELSIOR, MN 55331
TEL: 612-325-8859 / TIM@ALIGNBR.COM

ISSUED FOR

ISSUE DATE	CHECK MEETING SET	PROGRESS SET	STRUCTURAL COORD.	BALLPARK SET	PERMIT SET	REVISION	BID SET	CONSTRUCTION SET
03 / 14 / 22	X							
03 / 17 / 22				X				
09 / 14 / 23			X					
11 / 15 / 23	X							
02 / 23 / 26								
02 / 24 / 26	X							
03 / 13 / 26			X	REVISED				
03 / 13 / 26			X	REVISED				
05 / 14 / 26		X						
06 / 08 / 26				X				
06 / 17 / 26				X				

REMODEL

DENNIS HOME

5800 LAKEVIEW DR
MOUND, MN 55364

SHEET

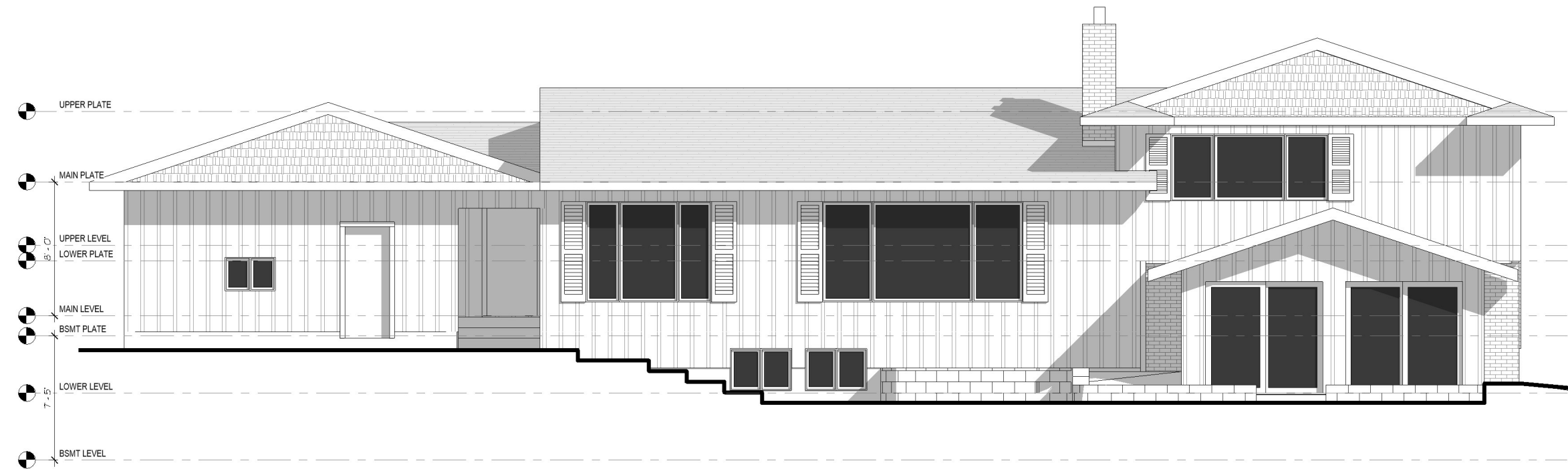
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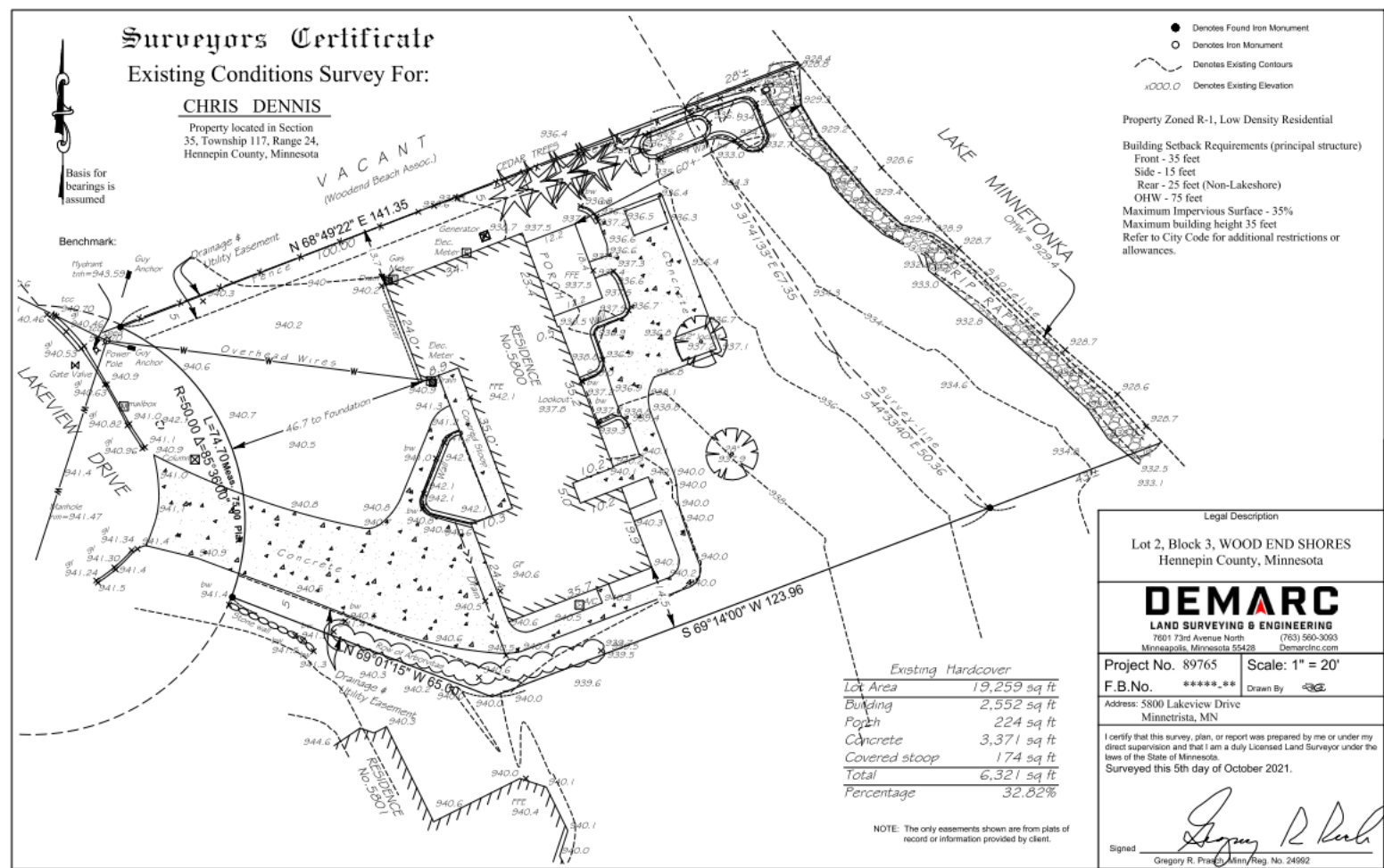
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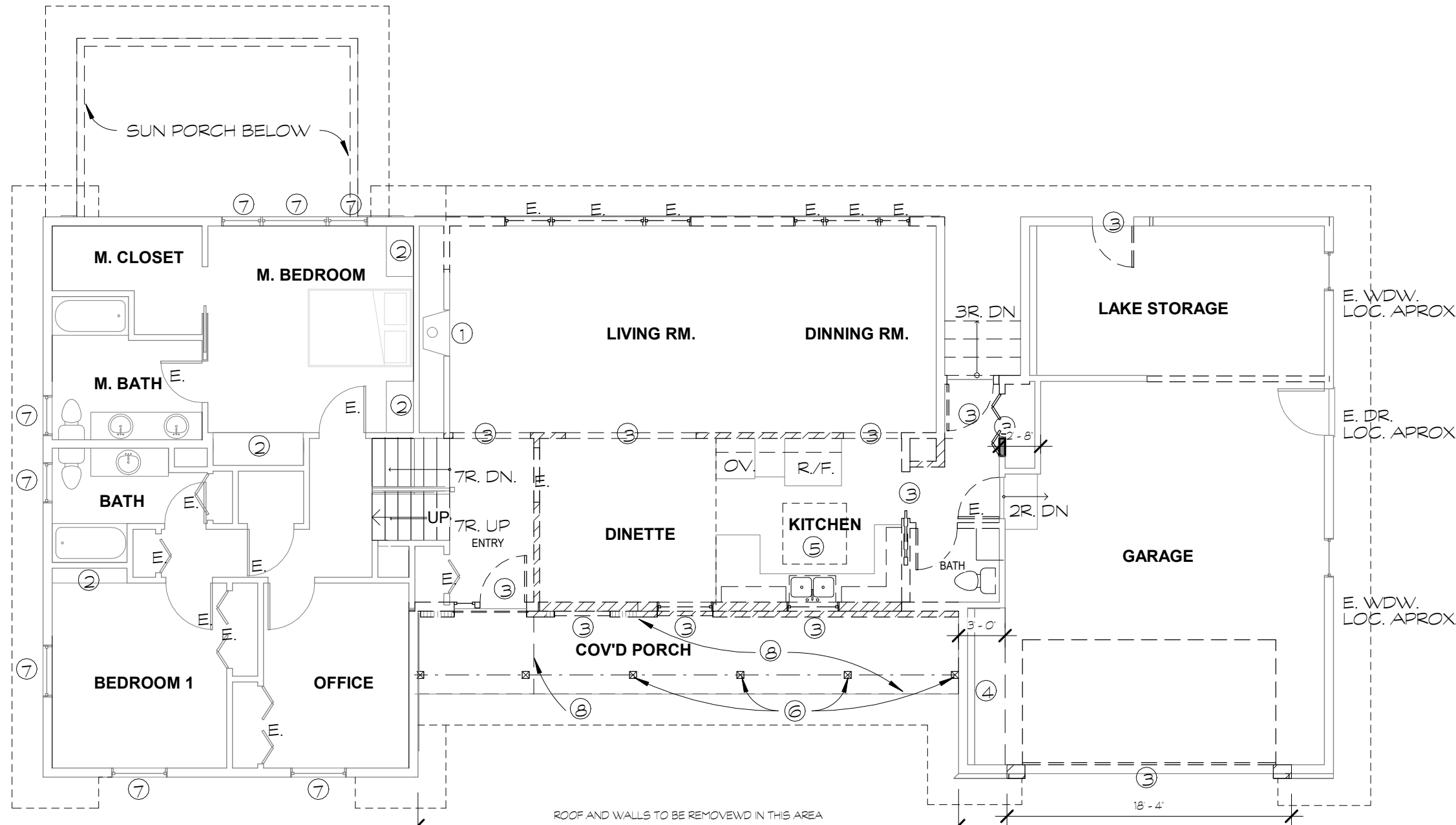
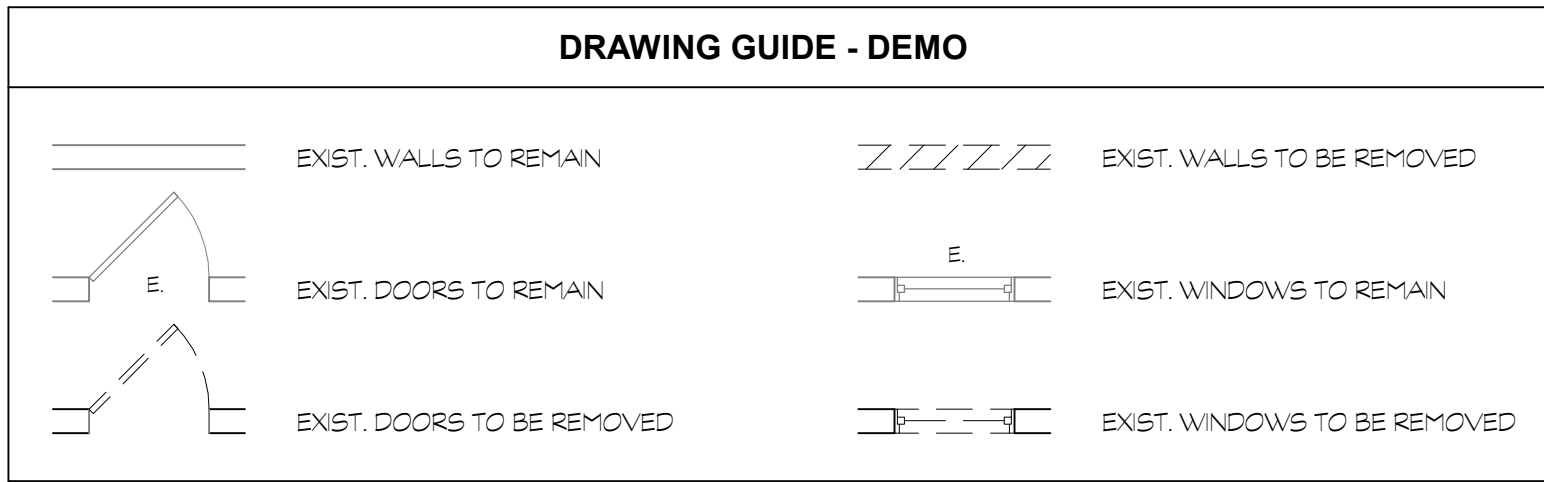
EXISTING - FRONT ELEVATION
1/8" = 1'-0"



EXISTING - REAR ELEVATION
1/8" = 1'-0"

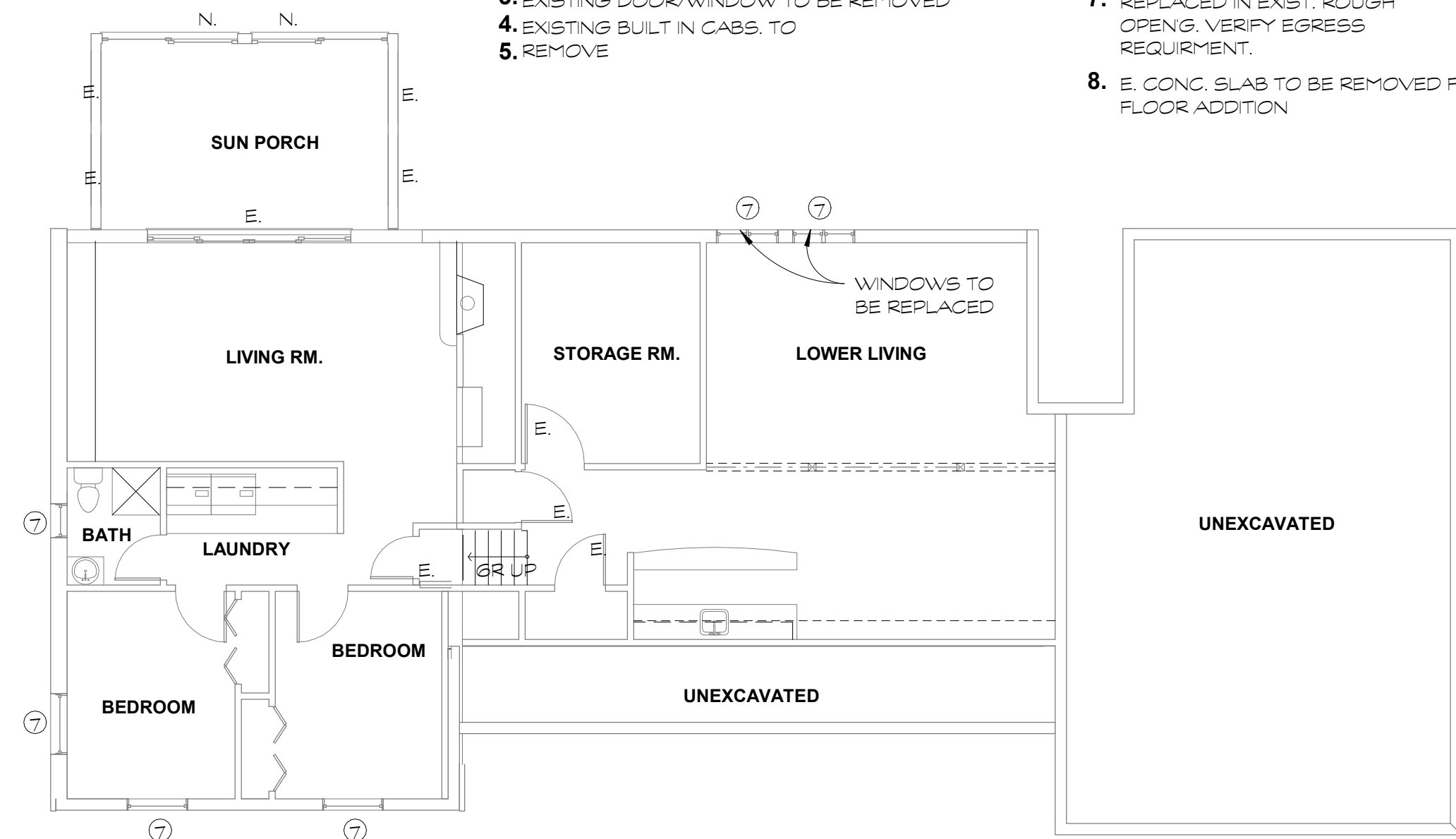


EXISTING SURVEY - SURVEY BY OTHER - 50% SCALE



2
A2
EXISTING - MAIN LEVEL FLOOR PLAN
1/8" = 1'-0"

1. EXISTING GAS F.P. TO BE REPLACED OR REUSED - T.B.D.
2. EXISTING BUILT IN TO REMAIN
3. EXISTING DOOR/WINDOW TO BE REMOVED
4. EXISTING BUILT IN CABS. TO REMOVE
5. REMOVE
6. COLUMNS TO BE REMOVED
7. EXISTING WDW. TO BE REPLACED IN EXIST. ROUGH OPENING. VERIFY EGRESS REQUIREMENT.
8. E. CONC. SLAB TO BE REMOVED FOR MAIN FLOOR ADDITION



1
A2
EXISTING - LOWER LEVEL FLOOR PLAN
1/8" = 1'-0"

SHEET INDEX

PROJECT TEAM

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03 / 13 / 26				X	REVISED			
03 / 13 / 26				X	REVISED			
05 / 14 / 26		X						
06 / 08 / 26				X				
06 / 17 / 26				X				

REMODEL

DENNIS HOME

5800 LAKEVIEW DR
MOUND, MN 55364

SHEET	A2	NUMBER
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PROJECT TEAM

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06 / 08 / 26				X				
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REMODEL

DENNIS HOME

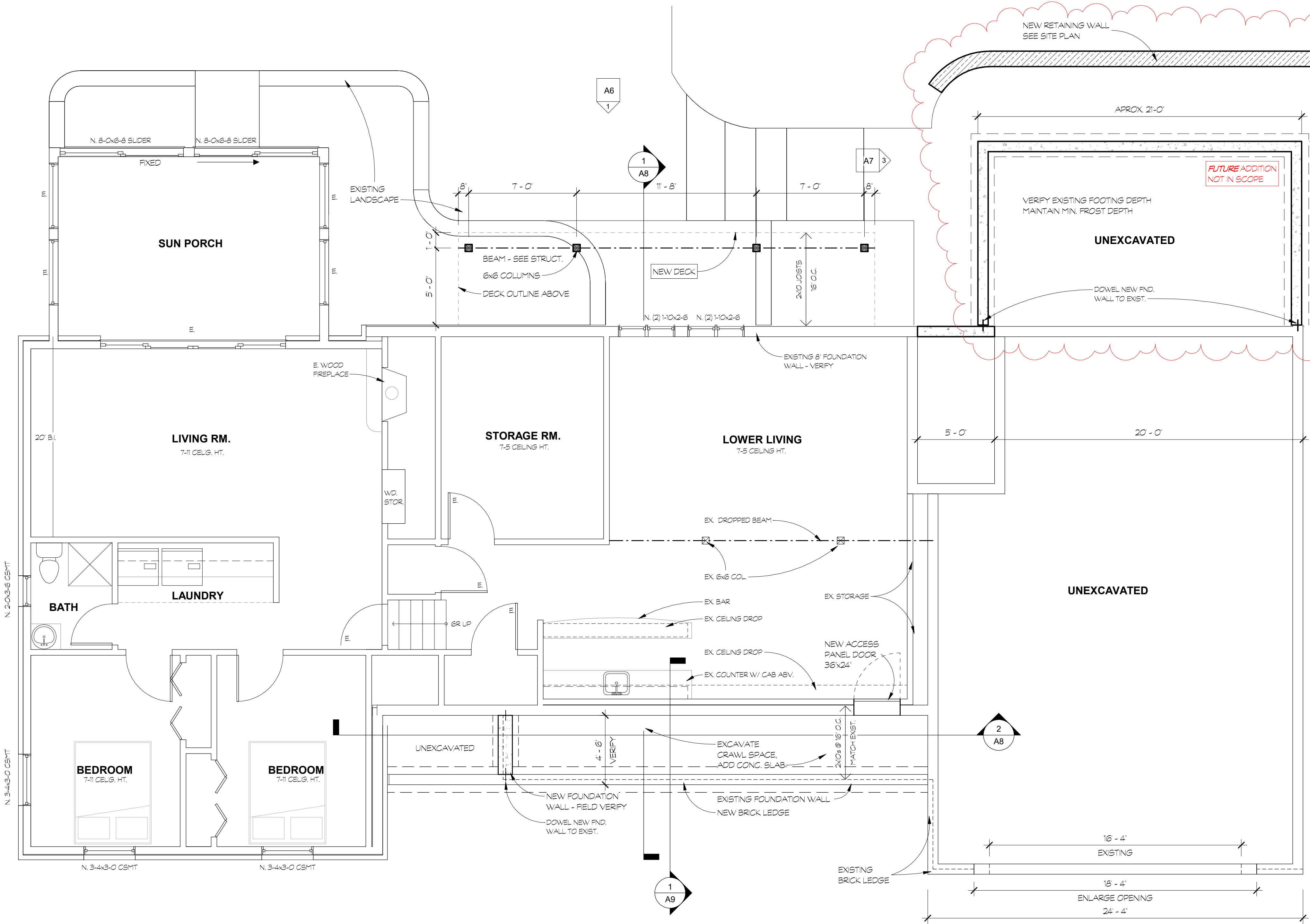
5800 LAKEVIEW DR
MOUND, MN 55364

SHEET

A3

NUMBER

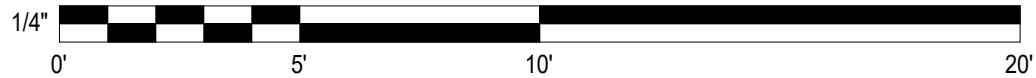
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VERIFY ALL EXISTING
WINDOW SIZES TO
BE REPLACED

1 PROPOSED - LOWER LEVEL FLOOR PLAN

A3 1/4" = 1'-0"



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A9	WALL SECTIONS
A10	INTERIOR ELEVATIONS
A11	INTERIOR ELEVATIONS
A12	BUILDING DETAILS

PROJECT TEAM	
ARCHITECT	
SHARRATT DESIGN & COMPANY, LLC 464 SECOND STREET, SUITE 100 EXCELSIOR, MN 55331 CONTACT: MIKE SHARRATT (952-470-9750)	
STRUCTURAL ENGINEER	
ALIGN STRUCTURAL, INC. 241 CLEVELAND AVENUE SOUTH, SUITE B7 ST. PAUL, MN 55105 TEL: 651-698-0164	
GENERAL CONTRACTOR	
ALIGN BUILDING & REMODELING 684 EXCELSIOR BLVD., SUITE 220 EXCELSIOR, MN 55331 TEL: 612-325-8859 / TIM@ALIGNBR.COM	

ALIGN BUILDING & REMODELING

684 EXCELSIOR BLVD., SUITE 220

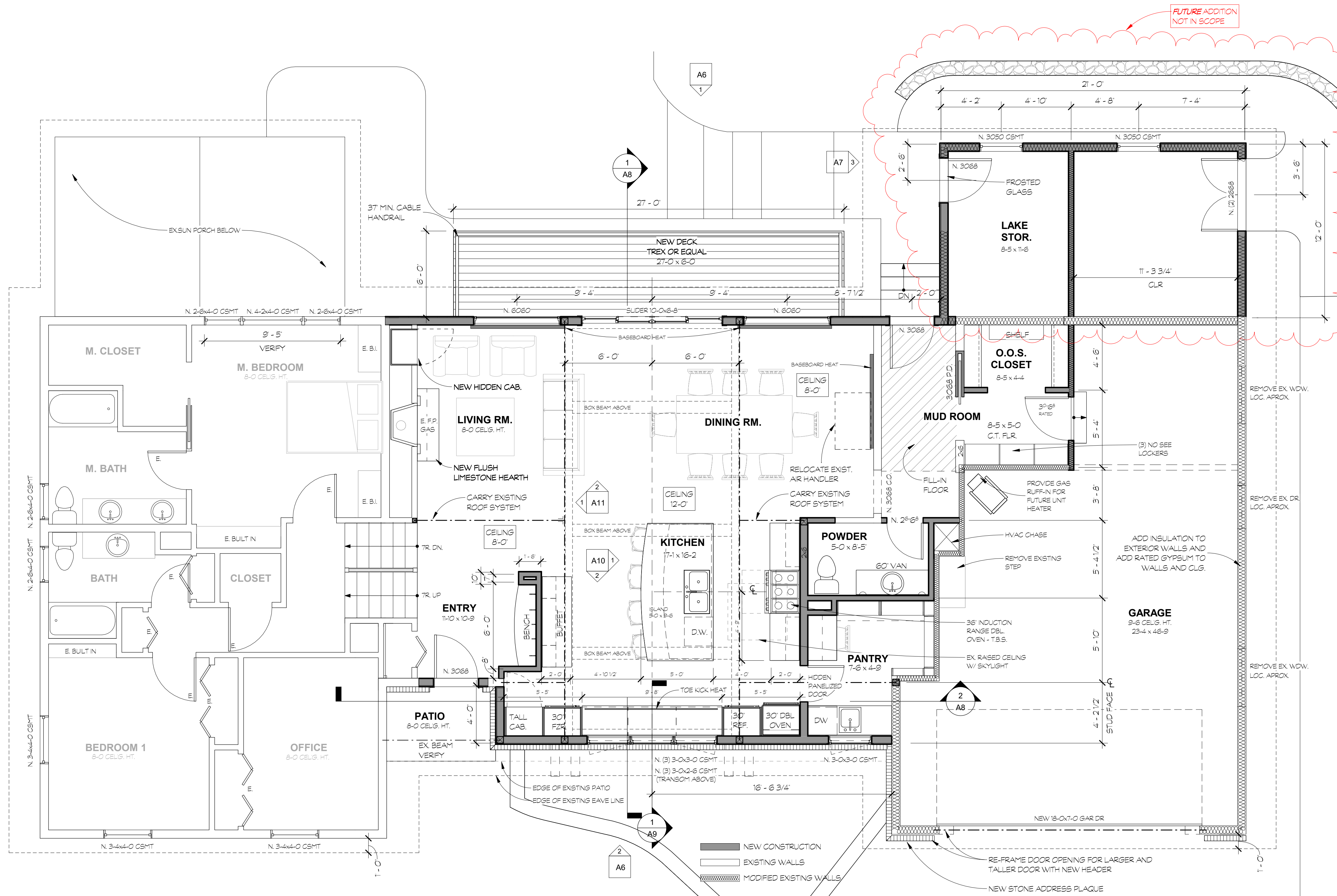
EXCELSIOR, MN 55331

TEL: 612-325-8859 / TIM@ALIGNBR.COM

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DENNIS HOME		
5800 LAKEVIEW DR MOUND, MN 55364		
SHEET	A4	NUMBER
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- A11 INTERIOR ELEVATIONS
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PROJECT TEAM

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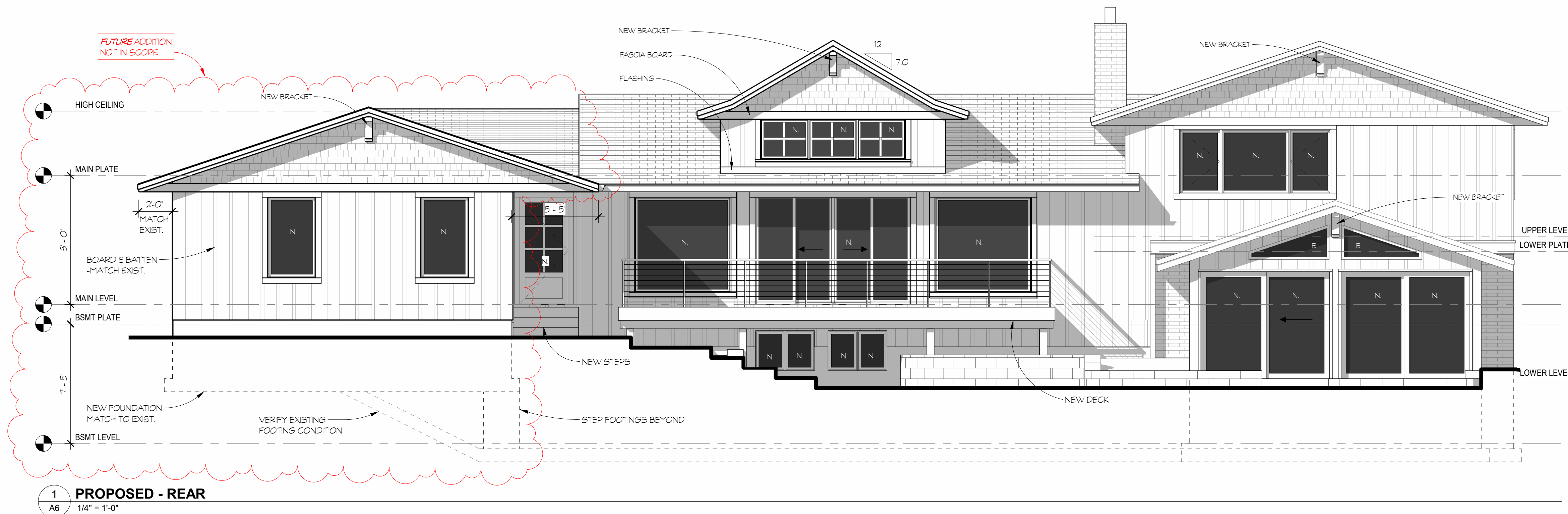
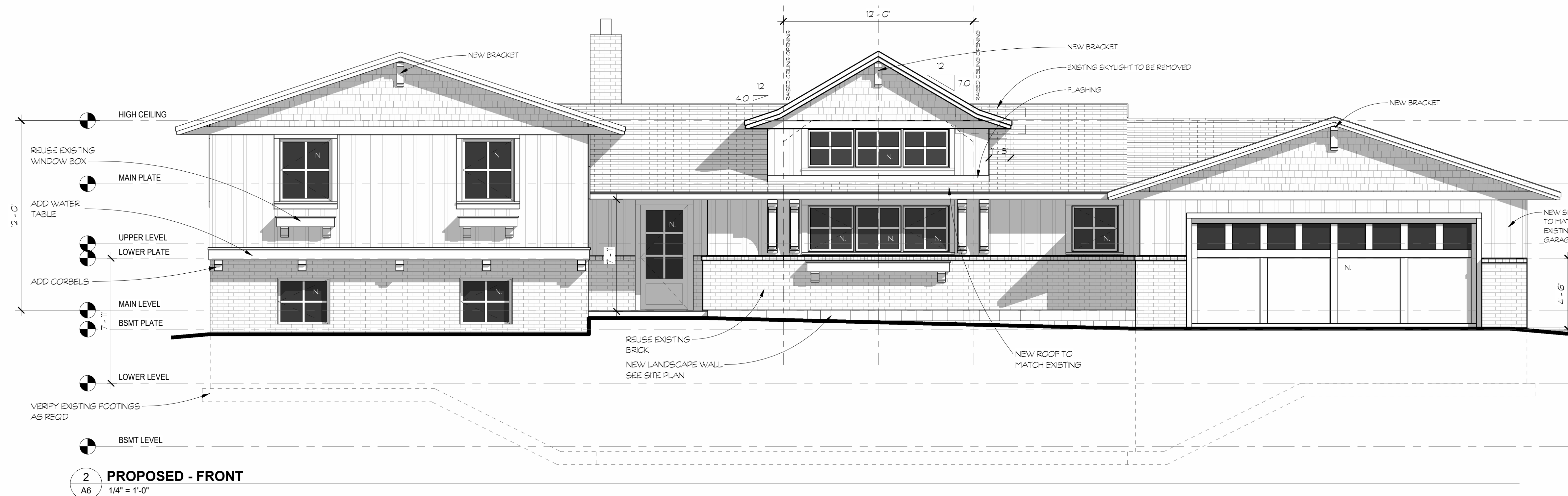
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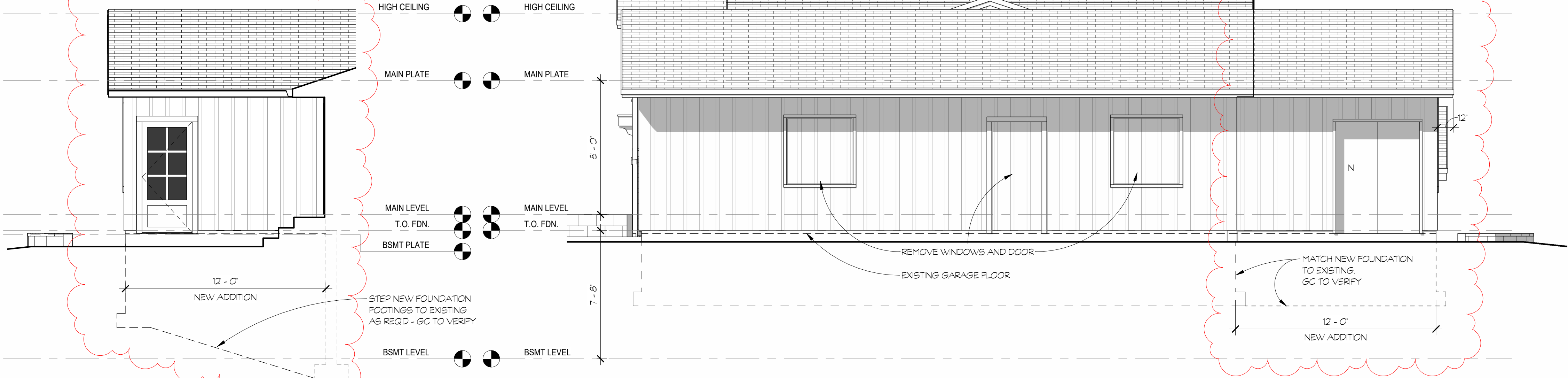
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FUTURE ADDITION
NOT IN SCOPE

FUTURE ADDITION
NOT IN SCOPE



3 NEW STORAGE ADDITION - WEST

A7 1/4" = 1'-0"

2 RIGHT ELEVATION

A7 1/4" = 1'-0"



1 LEFT ELEVATION

A7 1/4" = 1'-0"

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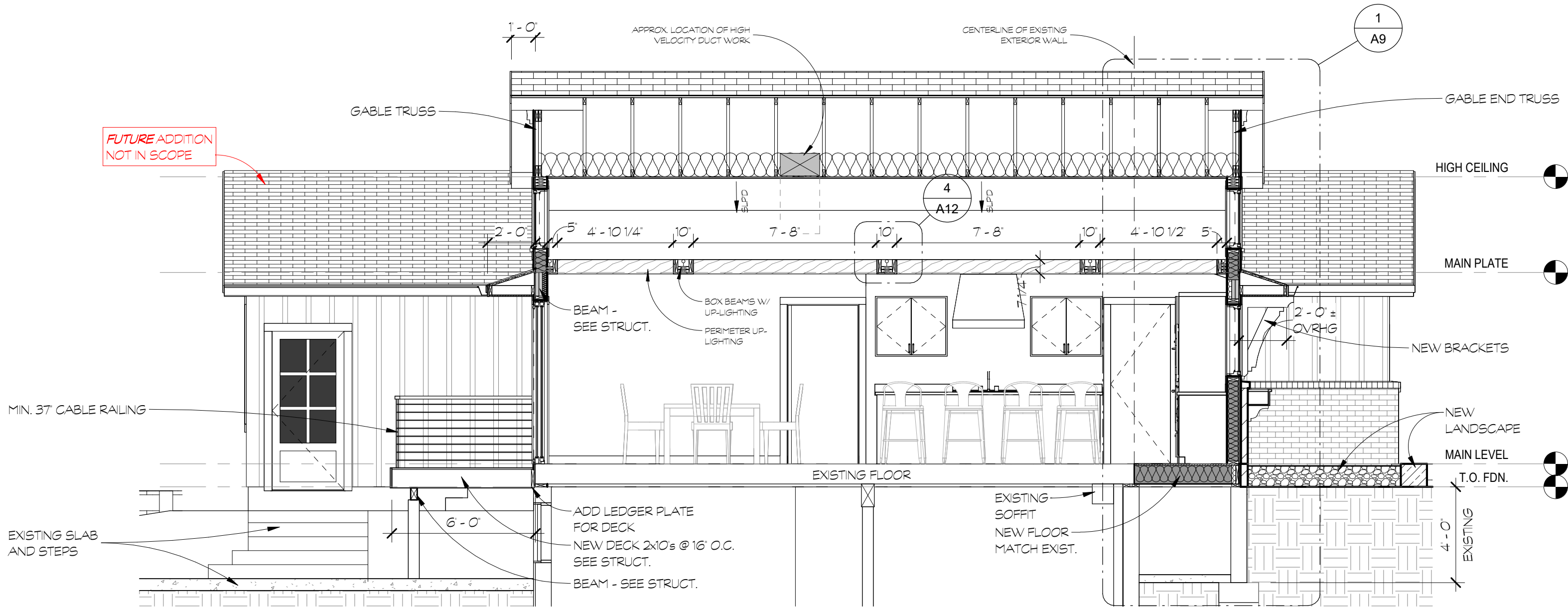
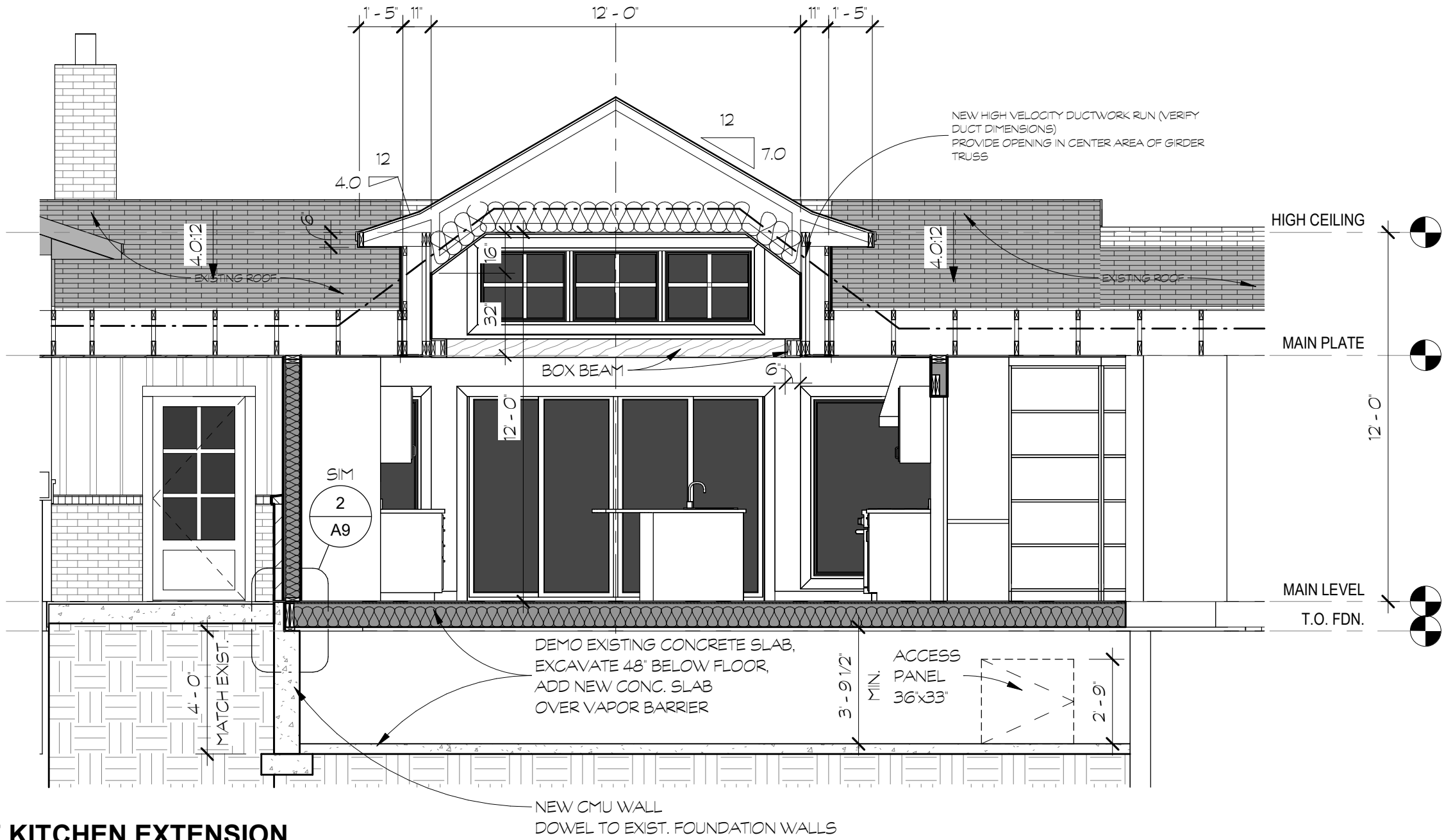
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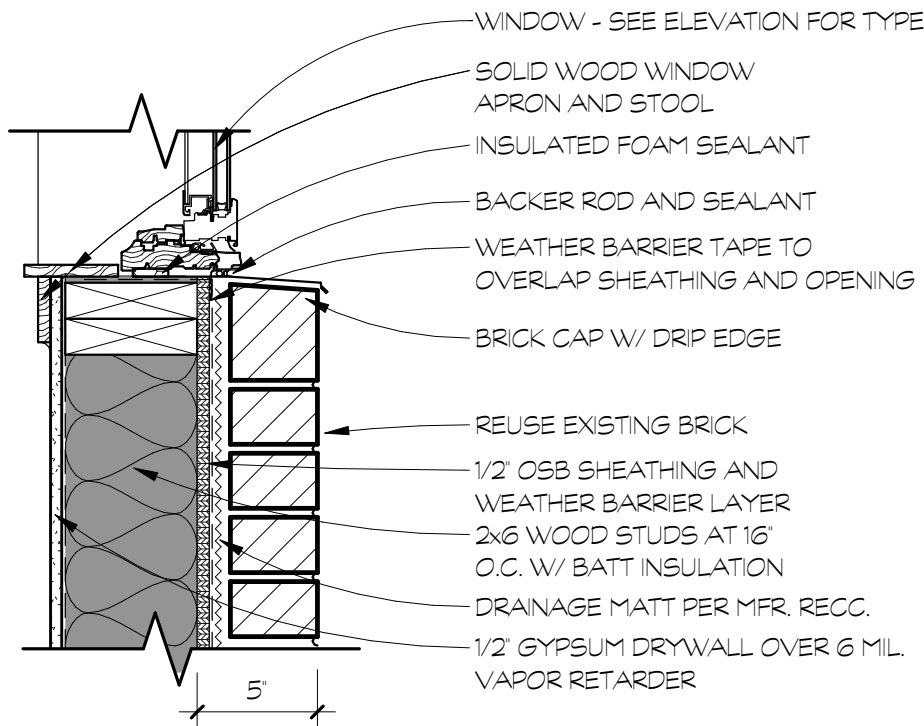
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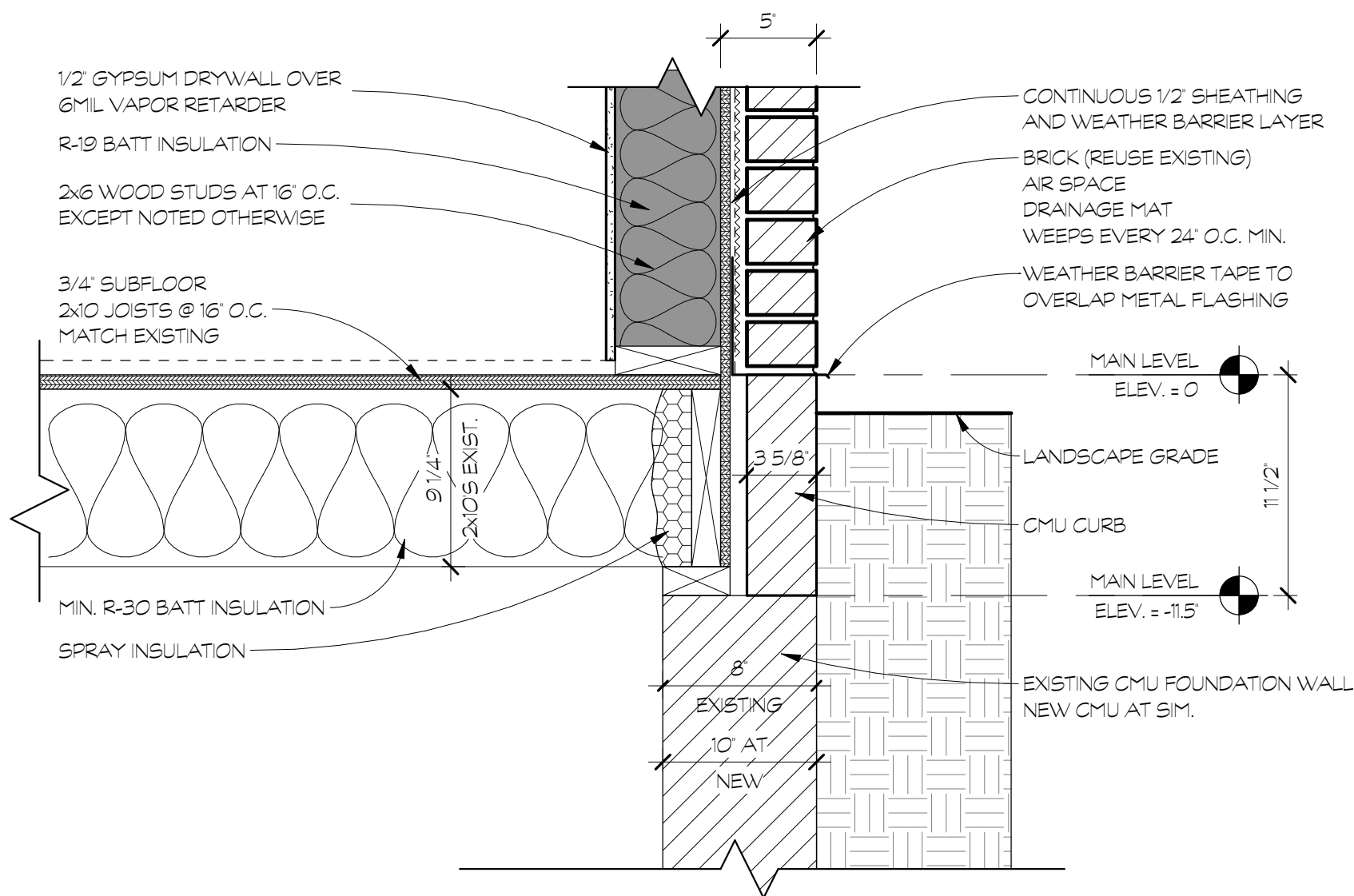
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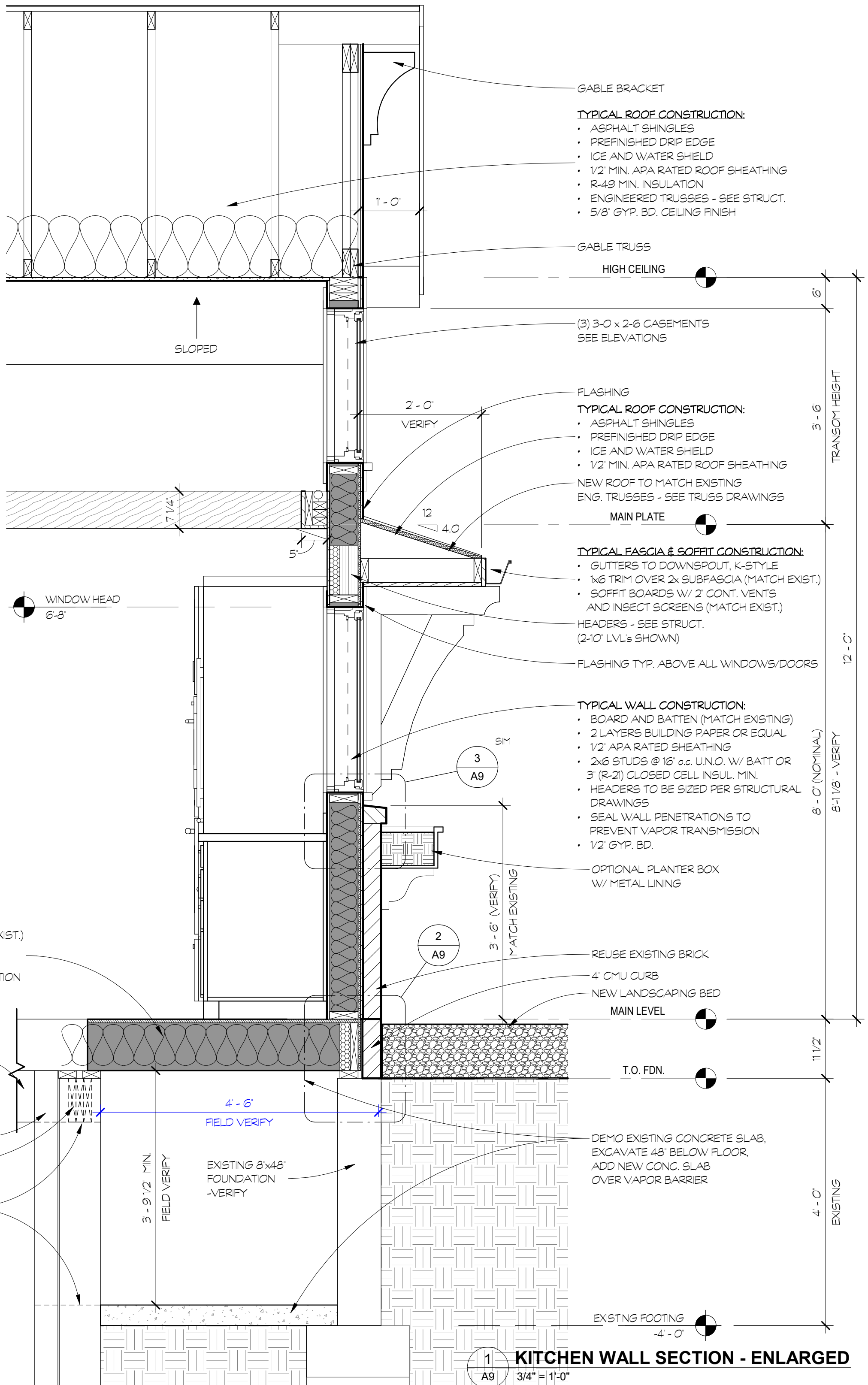
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3 WINDOW SILL DETAIL @ EXT BRICK
A9 1 1/2" = 1'-0"



2 WALL/FOUNDATION CONNECTION @ BRICK
A9 1 1/2" = 1'-0"



1 KITCHEN WALL SECTION - ENLARGED
A9 3/4" = 1'-0"

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PROJECT TEAM

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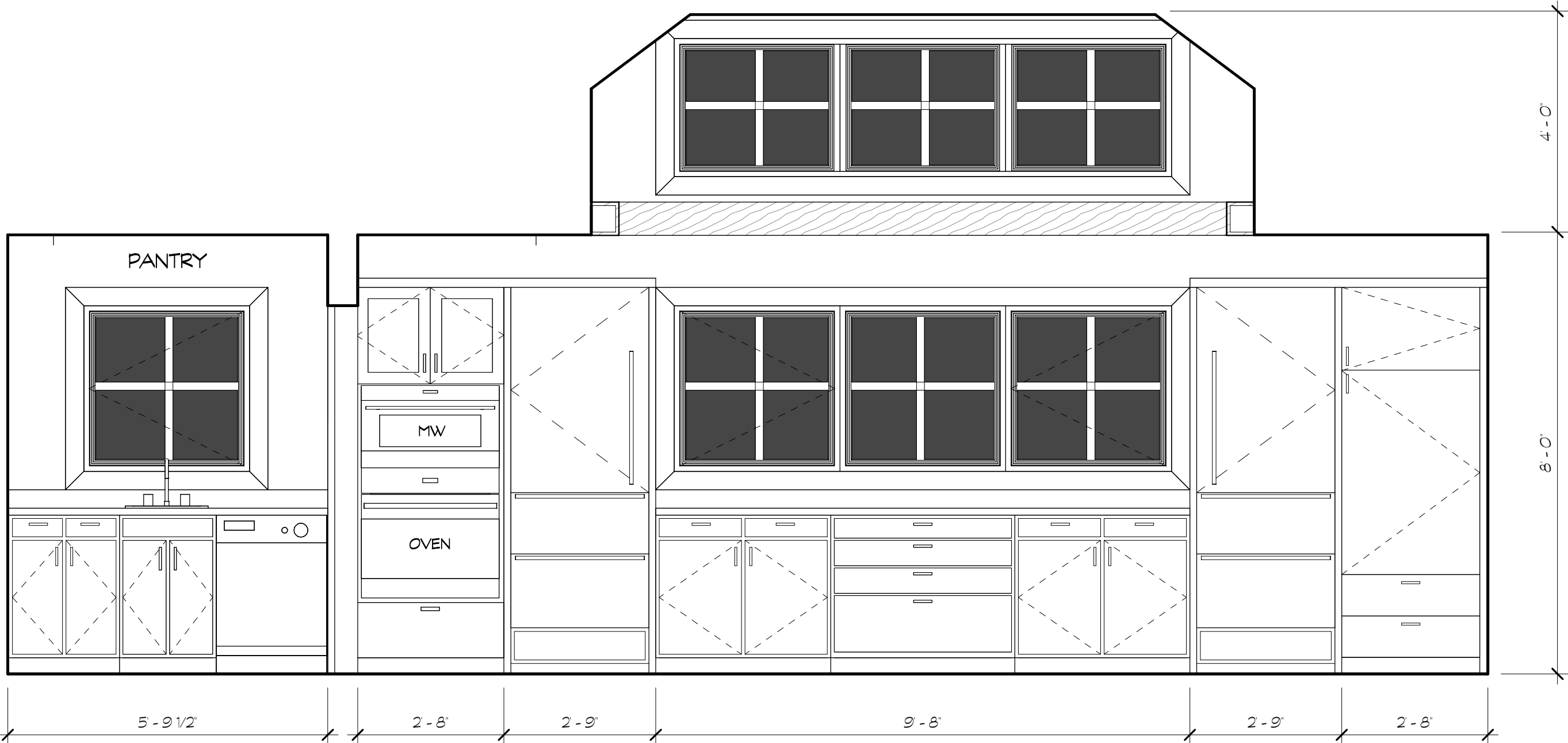
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SHEET

A10

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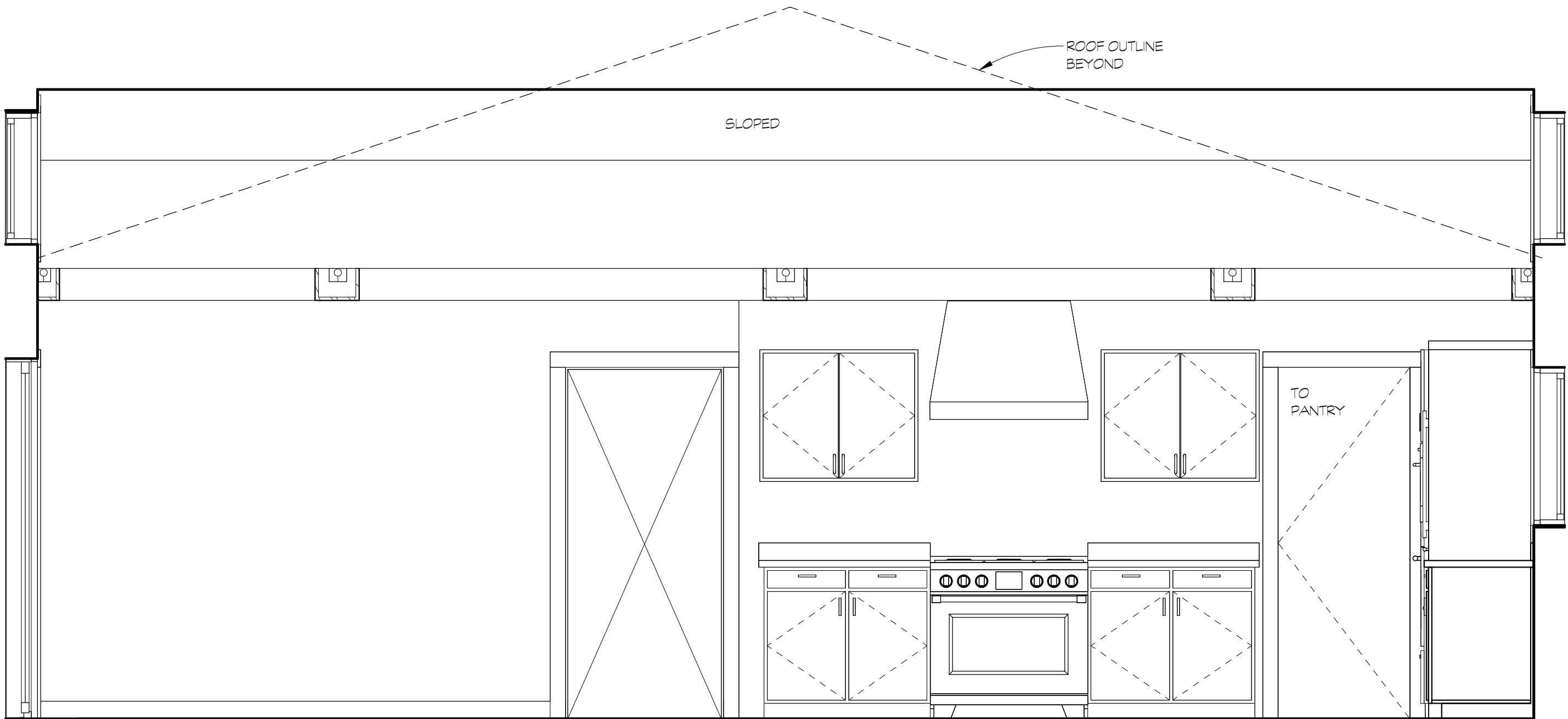
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2

KITCHEN - SOUTH

1/2" = 1'-0"



1

KITCHEN & DINING EAST

1/2" = 1'-0"

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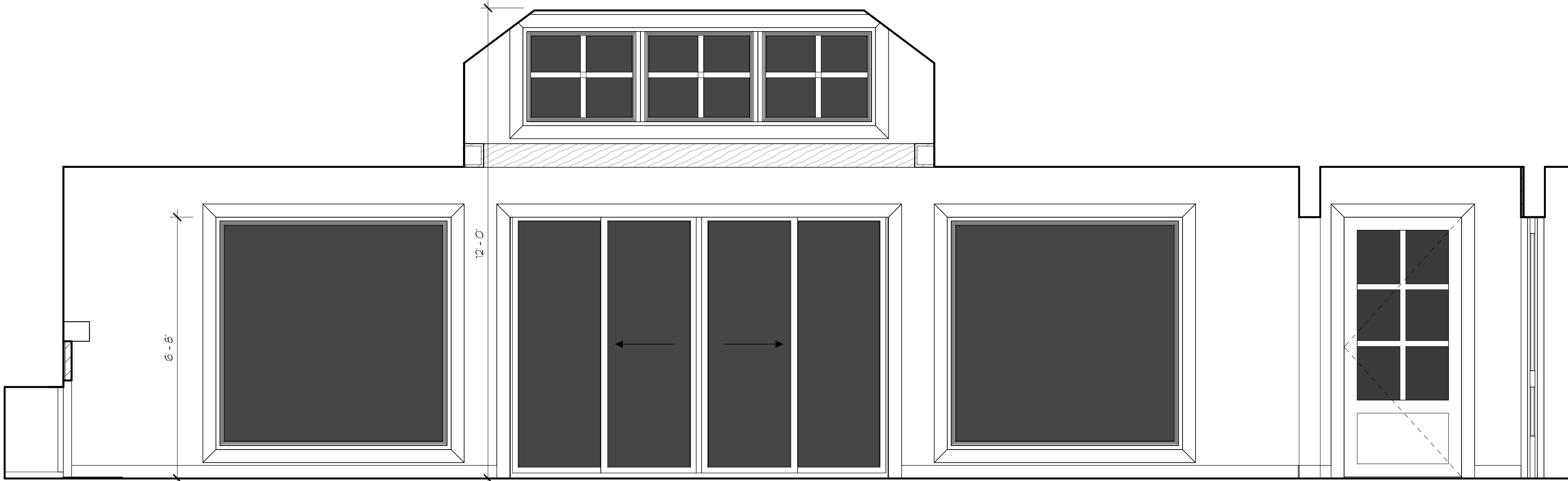
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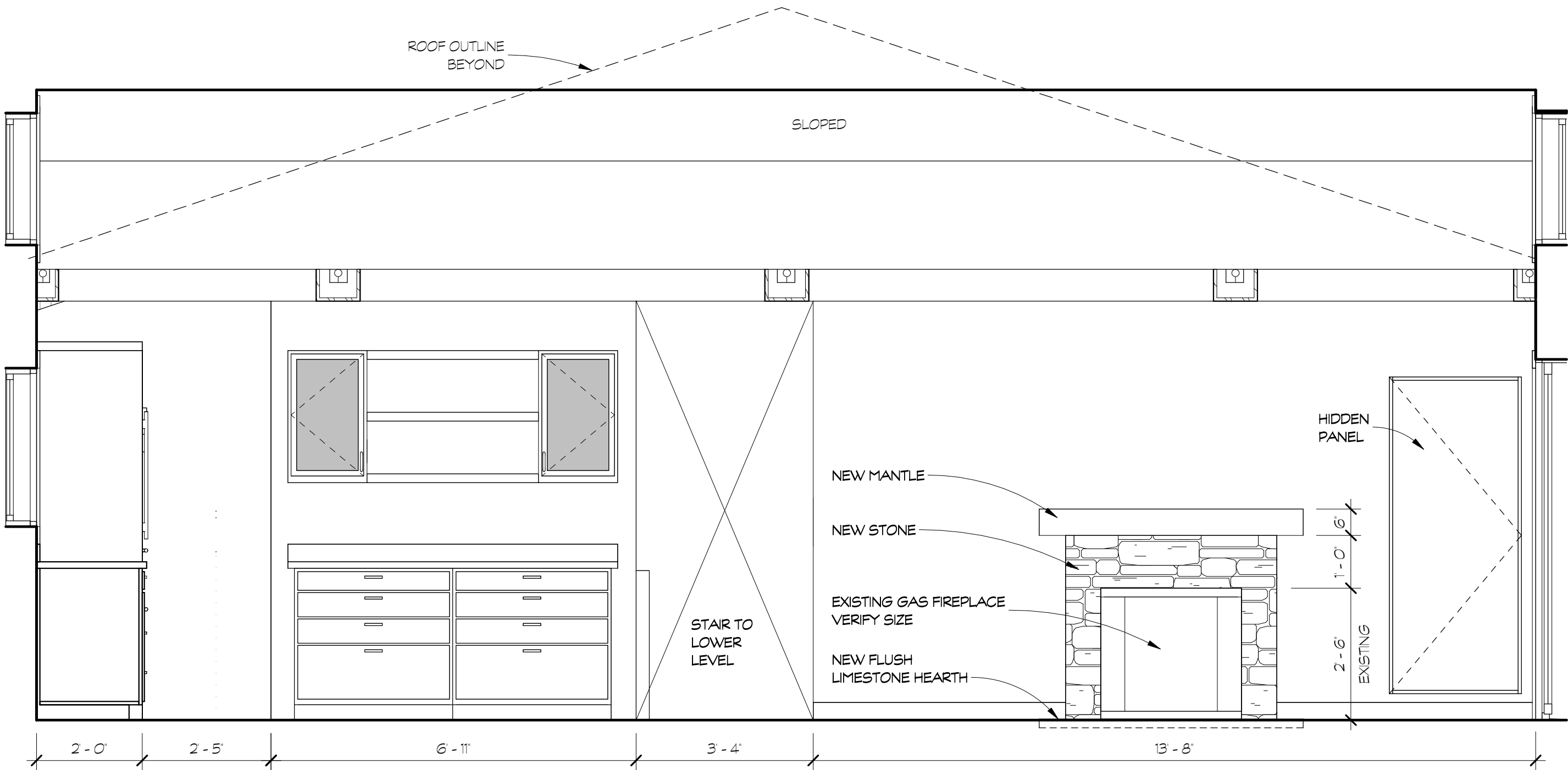
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2 LIVING & DINING - NORTH/WEST
A11 1/2" = 1'-0"



1 KITCHEN BUFFET - WEST
A11 1/2" = 1'-0"

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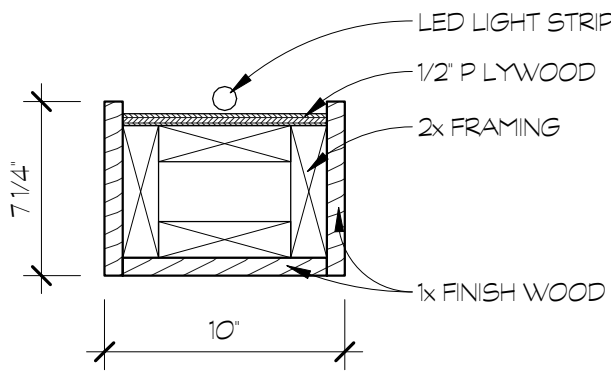
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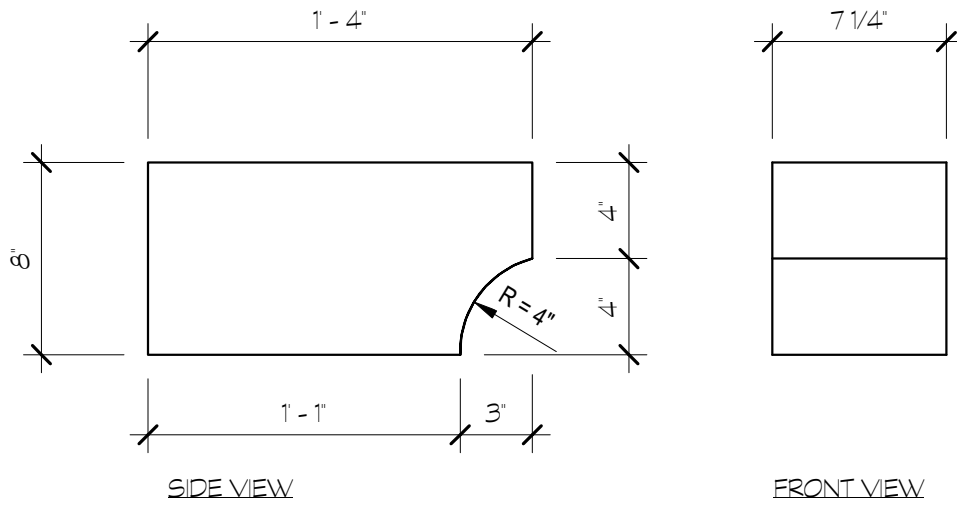
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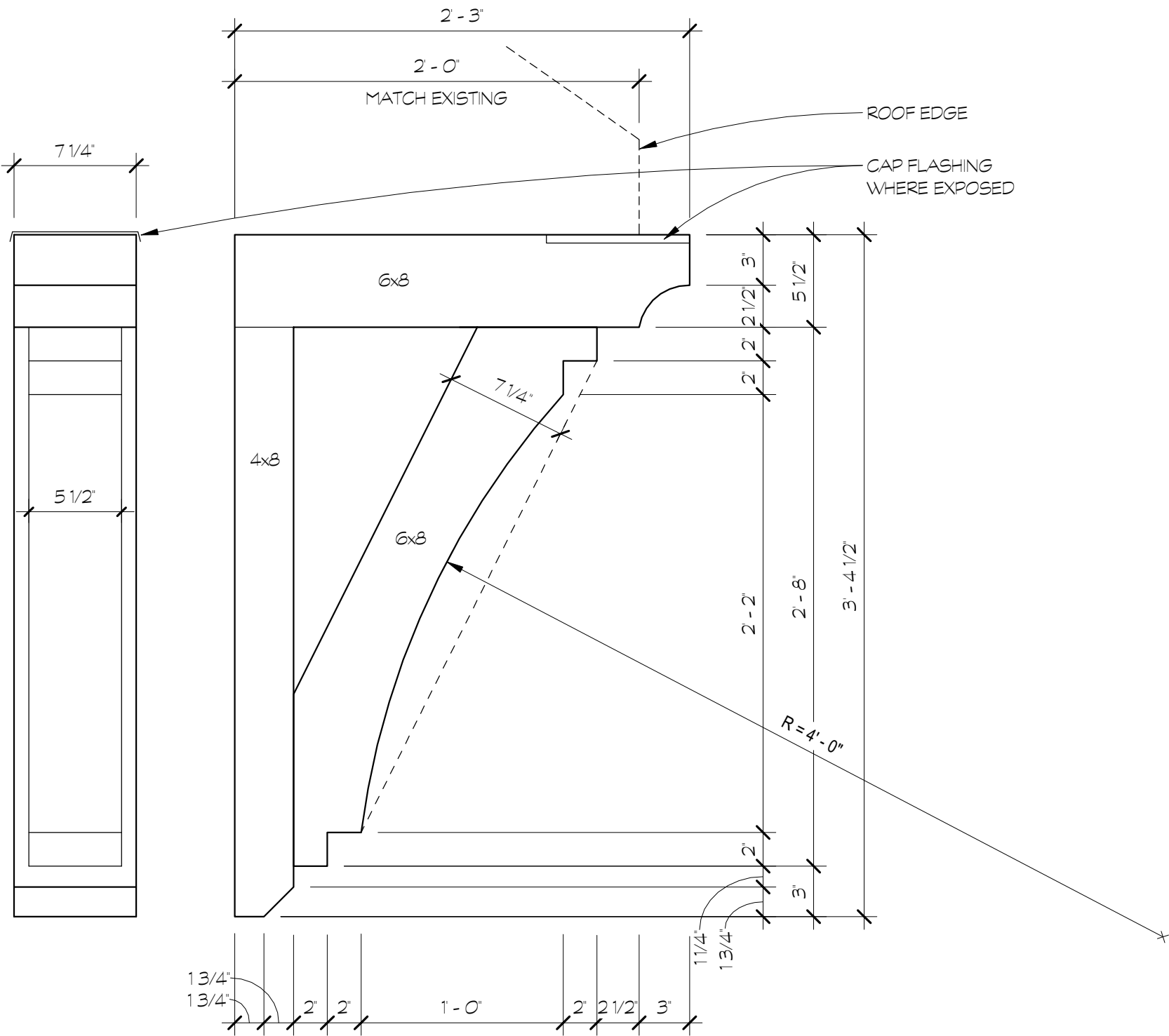
4 LIGHT COVE/BEAM

A12 1 1/2" = 1'-0"



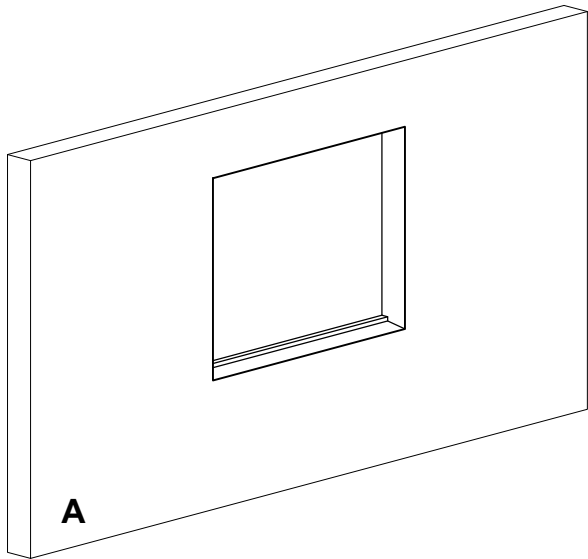
3 CORBEL DETAIL

A12 1 1/2" = 1'-0"

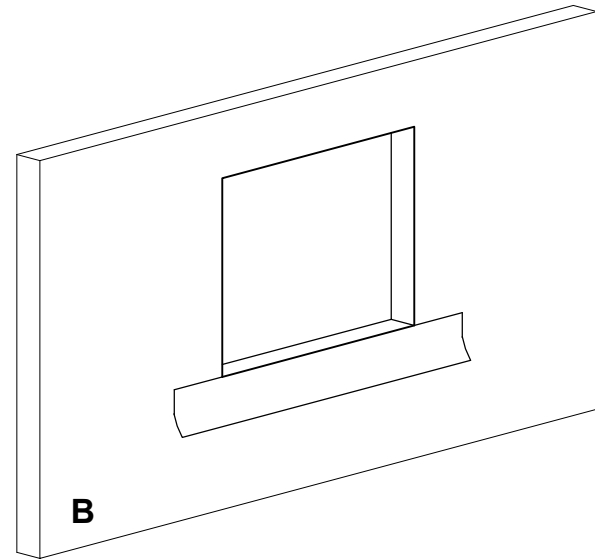


2 LARGE BRACKET

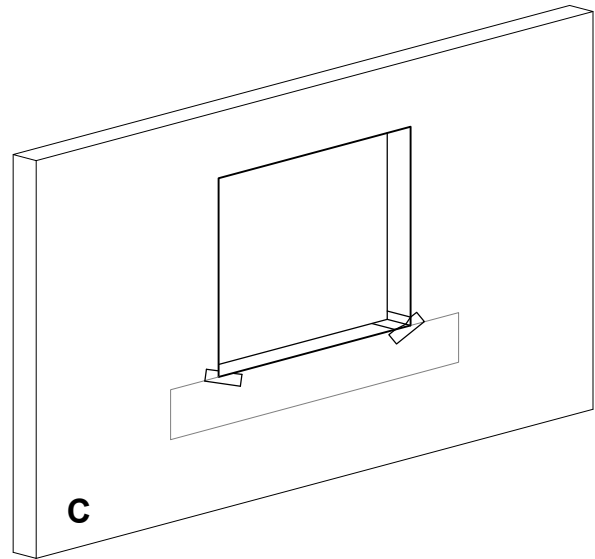
A12 1 1/2" = 1'-0"



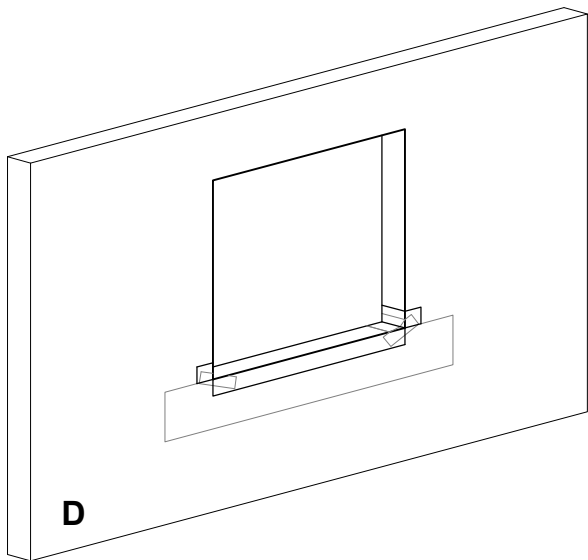
FRAME WINDOW OPENING WITH THE SILL SLOPED TOWARDS THE EXTERIOR TO DRAIN 1/4" PER 6" MIN., OR USE BEVELED CEDAR SIDING OVER LEVEL SILL (SIDING SLOPED TOWARDS EXTERIOR), OR USE A PAN FLASHING AND APPLY ACCORDING TO MANUFACTURER INSTRUCTIONS.



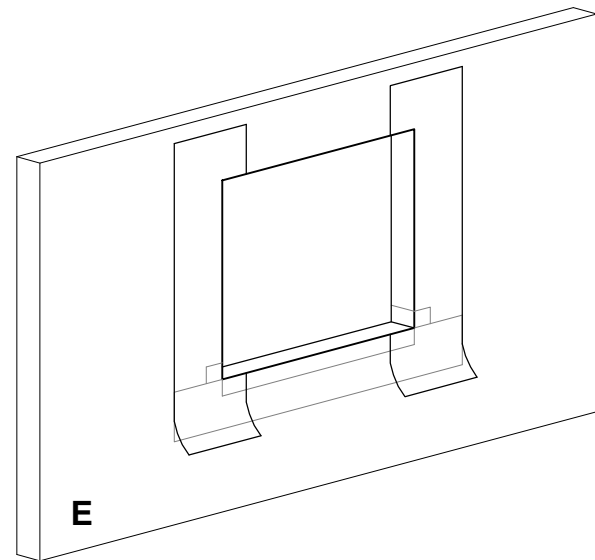
ATTACH TOP EDGE OF 12" HIGH BUILDING PAPER TO SHEATHING BELOW THE SILL LEAVING BOTTOM FREE TO SLIP BUILDING PAPER UNDER LATER. EXTEND 12" BEYOND JAMBS TO EACH SIDE.



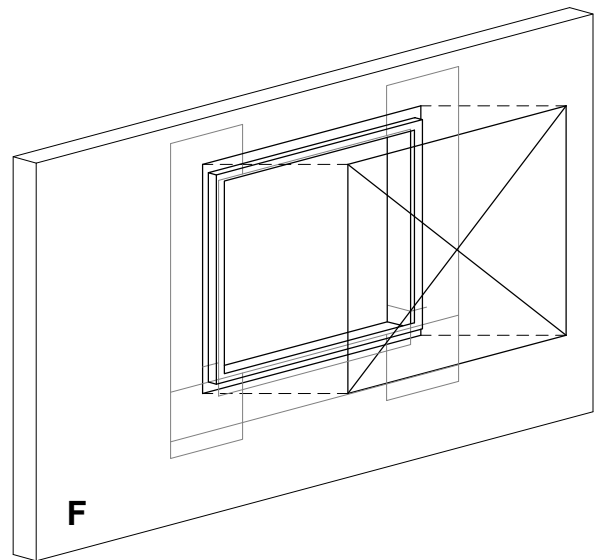
APPLY SELF-STICK MEMBRANE TO SEAL THE ROUGH OPENING CORNERS - MEMBRANE TO BE COMPATIBLE WITH BUILDING PAPER USED AND APPLIED AT TEMPERATURE REQUIRED TO ADHERE PROPERLY. REMOVE AIR POCKETS AND BUBBLES SO THAT MEMBRANE ADHERES AND BONDS WELL TO BUILDING PAPER.



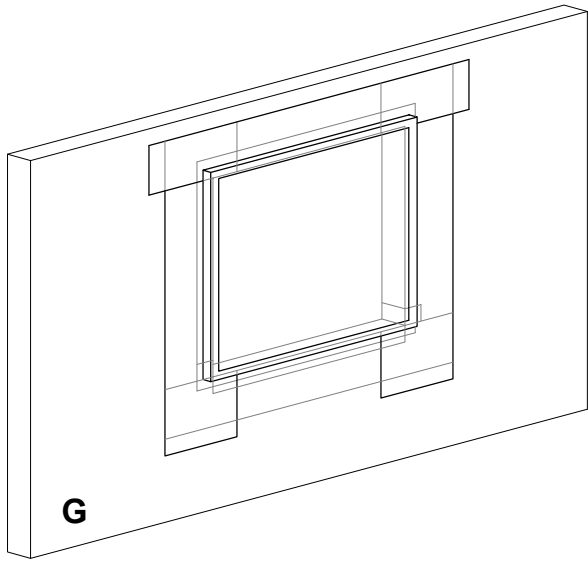
APPLY BUILDING PAPER SILL FLASHING (OR ICE & WATER PROTECTION MEMBRANE IF ASPHALT IMPREGNATED FELTS OR COATED PAPERS ARE USED AS BUILDING PAPER). EXTEND OUT OVER BUILDING PAPER AND DOWN BELOW SILL 4" UP JAMBS 6", AND OUT AROUND JAMBS ONTO SHEATHING.



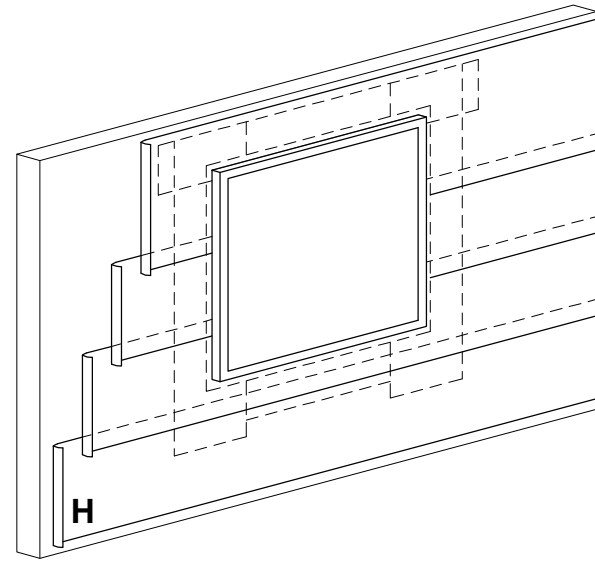
APPLY BUILDING PAPER JAMB FLASHINGS ON BOTH SIDES OF OPENING, WRAPPING DEPTH OF JAMB OVER THE UPTURNED SILL FLASHING AND OUT ONTO THE SHEATHING ON BOTH SIDES TO BEYOND THE EDGES OF JAMB FLASHINGS LOOSE FOR LAPPING OVER BUILDING PAPER AFTER WINDOW INSTALLATION.



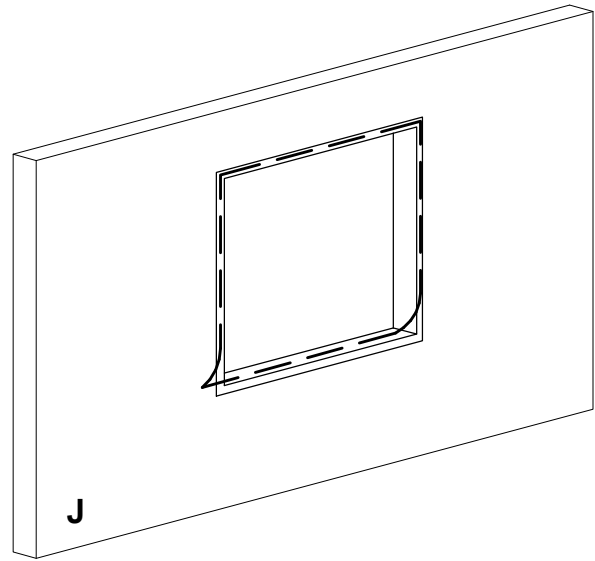
USING COMPOSITE SHIMS, SHIM AND ADJUST WINDOW FOR PLUMB, SQUARE, AND LEVEL CONDITION. APPLY SEALANT TO HEAD AND JAMBS (NOT SILL - SEE FLASHING DETAIL THAT FOLLOWS FOR SILL CAULK DETAIL) AND SECURE WINDOW TO OPENING WITH CORROSION RESISTANT FASTENERS USING THE EQUIVALENT OF 6d FASTENERS @ 16" o.c. MAX OR AS REQUIRED BY CODE. AFTER INSTALLATION, SEAL THE FRAME SEAM JOINTS AT THE CORNERS USING MANUFACTURER-SUPPLIED CORNER SEAL.



INSTALL A COMPATIBLE PREFINISHED METAL WINDOW CAP FLASHING. THEN APPLY 12" MIN. HEIGHT PIECE OF BUILDING PAPER, OR BUTYL TAPE, OR SELF-STICK ICE & WATER PROTECTION MEMBRANE (DEPENDING ON COMPATIBILITY) TO 16" BEYOND ROUGH OPENING TO EACH SIDE OVER THE CAP FLASHING, SEAL TOP AND BOTTOM EDGES.



INSTALL BUILDING PAPER DRAINAGE PLANE IN OVERLAPPING SHINGLE STYLE UP UNDER THE SILL FLASHING TO THE SILL ROUGH OPENING, OVERLAPPING EACH SUCCESSIVE LAYER ON TOP OF THE ONE BELOW. 4" HORIZONTALLY AND 6" VERTICALLY, OR AS DIRECTED BY PAPER MAUNFACTURER.



FROM INTERIOR, INSULATE WITH LOW-EXPANSION FOAM BEHIND NAILING FLANGE ON TOP AND SIDES, BRINGING FOAM BEAD TO INTERIOR NEAR BOTTOM. ALONG BOTTOM, FOAM INTERIOR BELOW EXTENSION JAMB. DO NOT BLOCK SILL FLASHING DRAINAGE WITH INSULATION.

NOTES:

- ADAPTED FROM ENERGY & ENVIRONMENTAL BUILDING ASSOCIATION'S 'BUILDERS GUIDE FOR COLD CLIMATES.'
- BEFORE PROCEEDING, CONSULT WINDOW MANUFACTURER FOR SPECIFIC INSTALLATION REQUIREMENTS. WINDOW MANUFACTURER INSTALLATION INSTRUCTIONS TO TAKE PRECEDENCE OVER THE FOLLOWING DETAILS.

1 SDC - WINDOW & WALL PENETRATION FLASHING DETAILS

A12 1/4" = 1'-0"

RESOLUTION NO. 84-26

CITY OF MINNETRISTA

**RESOLUTION APPROVING A SIDE YARD SETBACK VARIANCE FOR
CHRISTOPHER AND JENNIFER DENNIS FOR THE CONSTRUCTION OF A HOME
ADDITION AT 5800 LAKEVIEW DRIVE**

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, Christopher and Jennifer Dennis (the “Applicants”) have made a request for a side yard setback variance to reduce the required setback from 15 feet to 14.9 feet to allow for an addition onto the existing home at 5800 Lakeview Drive (the “Property”) and which is legally described on Exhibit A attached hereto; and

WHEREAS, on July 27, 2026, the Minnetrista Planning Commission considered the requested side yard setback variance, held a public hearing and, after consideration of the entire record before it, voted 5-0 in favor of recommending approval of the requested setback variance; and

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

1. The requested variance is in harmony with the purpose and intent of the City’s zoning ordinances because the proposed addition maintains the same building line as the existing structure and the encroachment is minor in nature;
2. The requested variance is consistent with the City’s comprehensive plan because the Property is guided for long term Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The proposed addition does not change the use from single family and is consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land Use Map, the proposed addition not further clutter the shoreline and helps preserve the long-term stability of the Property;
3. The Applicants propose to use the Property in a reasonable manner because the Applicants are proposing a garage addition which will provide additional storage and help facilitate an overall remodel of the house. The proposed use and size of the addition are reasonable, and the minor encroachment into the setback to allow for a continuous building wall is reasonable;
4. The requested variance is the result of unique circumstances not created by the landowner because the Applicants did not build the home in its current location, which does not meet

the current setback rules. It's the home's location within the setback that creates the need for a variance to allow for the addition; and

- 5. The requested variance will not alter the character of the locality because the proposed addition does not result in a structure that is out of character with the rest of the neighborhood and maintains a similar size to those around it.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the requested side yard setback variance for the construction of a home addition at the property generally located at 5800 Lakeview Drive, subject to the following conditions:

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

This resolution was adopted by the City Council of the City of Minnetrista on the 3rd day of August, 2026 by a vote of ____ Ayes and ____ Nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

EXHIBIT A

Legal Description of 5800 Lakeview Drive:

Lot 2, Block 3, WOOD END SHORES, Hennepin County, Minnesota

CITY OF MINNETRISTA



CITY COUNCIL CONSENT AGENDA ITEM

Subject: Application from Enchanted Island LLC and Steve Shoop & Nancy Rigelhof for a simple subdivision at 3780 & 3790 Enchanted Lane with variances and side yard setback variance at 3790 Enchanted Lane.

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

Meeting Date: August 3, 2026

Overview: Enchanted Island LLC and Steve Shoop & Nancy Rigelhof (the “Applicants”) have made a request for a simple subdivision to adjust the common lot line between 3780 & 3790 Enchanted Lane with variances to the lot size and lot width and side yard setback variance to reduce the required setback from 15 feet to 12.3 feet for the existing home at 3790 Enchanted Lane; R-1: Low-Density Single-Family Residence Zoning District; PID#s 25-117-24-42-0009 & 25-117-24-43-0003 (the “Properties”).

Background: 3790 Enchanted Lane used to have a cabin on the property, but was torn down prior to the lot being sold. When the lot was sold, the current owner Enchanted Island LLC sought variances to the lakeshore and streetside setbacks to construct a home on the property. It was during that application process that surveyors determined there to be ambiguity in the description of the common lot line between 3780 and 3790 Enchanted Lane. To clean up the property descriptions, a simple subdivision is required. Since both 3780 and 3790 Enchanted Lane do not meet the current zoning standards for lot width or lot area, variances are required. With the proposed lot line adjustment, the home at 3790 Enchanted Lane becomes too close to the property line and a side yard setback variance is required. The Applicants have appropriately applied for a variance, and the application materials have been attached for the City Council to review. The City Council should consider the standard variance criteria when reviewing the request and making a motion.

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

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

Section 505.03 Subd. 1 outlines the specific purpose and intent of the City’s zoning ordinance. One of those purpose and intent is to protect the general health and safety of the inhabitants of the City. This is accomplished through the promotion

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.

of proper use of land and structures with reasonable standards to which buildings, structures, and land will conform to for the benefit of all.

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.

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.

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.

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 need for the variance results from ambiguities in the existing legal descriptions—not from any action by the Applicants—which require revised legal descriptions that do not conform to current lot standards. The requested simple subdivision and setback variance are consistent with the purpose and intent of the City's zoning ordinances and the 2040 Minnetrista Comprehensive Plan. The proposal maintains the existing single-family residential use, creates lots that are consistent in size and character with the surrounding neighborhood, and does not result in additional shoreland development or changes to existing viewsheds. The Applicants will continue to use the properties in a reasonable manner by maintaining two similar residential lots with existing homes. Because the proposal does not change the existing spacing between the homes at 3780 and 3790

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Enchanted Lane or alter the neighborhood's character, the requested variance satisfies the applicable variance criteria.

Neighborhood Comments: Notices were sent out to all property owners within 500 feet of the subject property. To date, staff has not received any written comment or spoken to anyone regarding the request as a result of sending the public notice.

Planning Commission Recommendation: The Applicants’ request was presented to the Planning Commission at their July 27, 2026. At that meeting, the Planning Commission reviewed the request and held the required public hearing. No one beside one of the Applicants was present to speak. After hearing from one of the Applicants and reviewing the entire record before them, the Planning Commission made a motion to recommend the City Council approve the requested simple subdivision and setback variance, based on certain findings of fact and subject to conditions. Motion passed 5-0. Absent: Livermore, Gangestad, Gehring, and Rognli.

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

1. The requested simple subdivision and setback variance are in harmony with the purpose and intent of the City’s zoning ordinances because the resulting lots and structures maintain reasonable standards similar to that of the surrounding neighborhood;
2. The requested variance is consistent with the City’s comprehensive plan because the Properties are guided for long term Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The proposed simple subdivision and setback variance do not change the uses from single family and is consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land Use Map, the simple subdivision and setback variance do not result in additional shoreland development or changes to viewsheds as the lots and structures are existing;
3. The Applicants propose to use the Property in a reasonable manner because the Applicants both will maintain similarly sized properties that contain single family homes;
4. The requested variance is the result of unique circumstances not created by the landowner because the ambiguity in the legal descriptions of the Properties has required rewritten legal descriptions, which necessitate variances to existing lot standards and neither of the Applicants were the ones to write the existing legal descriptions; and
5. The requested variance will not alter the character of the locality because the resulting lots remaining consistent in width and area to those in the neighborhood and the side setback variance does not change the existing spacing between the home at 3780 Enchanted Lane and the home at 3790 Enchanted Lane.

Mission Statement:

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Recommended Action: Motion to adopt a resolution approving the requested simple subdivision and side yard setback variance at 3780 and 3790 Enchanted Lane based on certain findings of fact outlined in the staff report and subject to the following conditions:

1. Final grading for 3790 Enchanted Lane shall be reviewed and approved by the City Engineer as part of the new home permit requirements. Any required grading shall maintain existing drainage patterns or improve the existing drainage of the lot and adjacent lots;
2. The Applicants shall obtain all necessary permits and approvals from the City and other applicable entities with jurisdiction over the Property prior to any construction;
3. The Applicants are responsible for all fees incurred by the City in review of this application; and
4. The variance approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the site.

Attachments:

1. Location Map
2. Applicant's Narrative
3. Proposed Surveys
4. Res. No. 85-26 Approving Simple Subdivision and Setback Variance at 3780 and 3790 Enchanted Lane

Mission Statement:

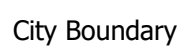
The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

3780 & 3790 Enchanted Lane

Section 4, Item h)



1 in = 100 Ft

-  City Boundary
-  Address Labels
-  Parcels



Dear City Of Minnetrista,

The reason we are requesting a lot line adjustment and a side setback variance is to resolve the property line dispute between the owners of 3790/3780 Enchanted Lane. There are several different surveys (Premier, Otto, and Gronberg) and both parties have agreed to adopt the Gronberg line as the border between the two properties pending the cities approval. With that being said the house would no longer meet the 15 'setback required by the city as shown by the Otto Survey.

there is also a current easement between the two properties that uses the premier survey, we are currently working through revised easement that uses the Gronberg line as the new deed line instead of the Premier line in between the two properties that also will be pending city approval. The 3790 property does not currently have a mortgage on it so it is possible to adjust and give 3780 a slice based off the premier line which is the one binding agreement that we have together which also lines up almost identical with the Otto line.

We are working on a settlement agreement between the two parties that will put this to bed also pending city approval.

The survey provided shows by Otto shows the proposed Gronberg line and the proposed side setbacks.

Thank You

Joe Cheney/Enchanted Island LLC

City of Minnetrista

7/24/2026

Re Subdivision of 3790 Enchanted Ln

We are the adjoining property owners to the north of 3790 Enchanted Lane. Our participation in this subdivision process is solely because the owner of 3790 Enchanted Lane has agreed to recognize and use our surveyed south property line as the north property line of 3790.

Our reasons for participating in this subdivision differ from those submitted by Mr. Cheney. Our support is based exclusively on the owner's agreement to recognize the property line that has been known to him since we first met in October 2023.

Regarding the side-yard setback variance requested by the owner of 3790 Enchanted Lane, we would have opposed such a request if the property were vacant or if a new home were being proposed. The 15-foot side-yard setback requirement has been observed throughout our neighborhood since it was adopted by the City of Minnetrista, with the sole exception of 3800 Enchanted Lane. We believe it is important to maintain consistent application of this standard and do not want approval of this variance to be interpreted as a precedent for future side-yard setback requests in our neighborhood.

This request involves a home that is substantially complete. With the agreed-upon property line, the lot provides sufficient space to accommodate a reasonably sized home that complies with the current setback requirements. Accordingly, our support for recognizing the property line should not be interpreted as support for relaxing setback standards for future development.

However, a final drainage plan has not yet been executed. We hope the City will take extra precautions when reviewing and approving the final grading to ensure that stormwater is directed away from our property and does not create drainage issues for us.

Given these circumstances, and because the variance is an after-the-fact request associated with an existing structure and the agreed-upon property line, we expect the City to approve the requested variance.

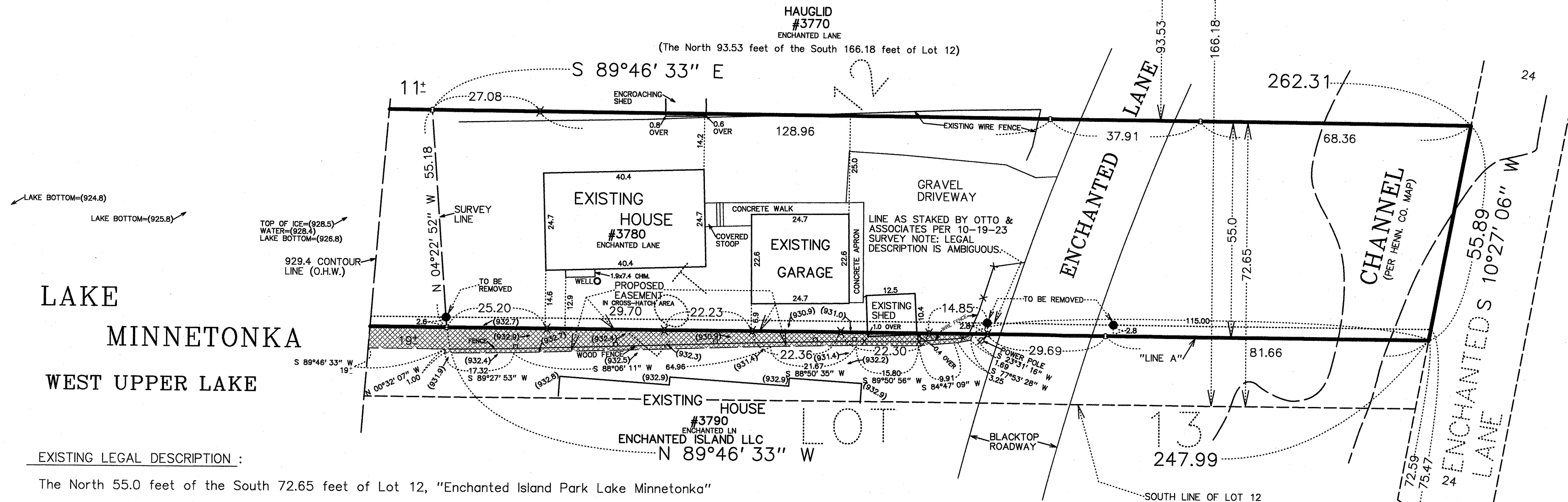
Nancy Rigelhof

3780 Enchanted Ln

612/865-0010

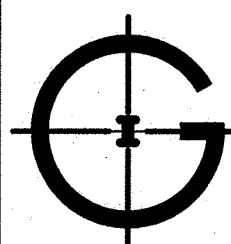
26-052B

CERTIFICATE OF SURVEY FOR **STEVE SHOOP & NANCY RIGELHOF** IN LOT 12, ENCHANTED ISLAND PARK LAKE MINNETONKA HENNEPIN COUNTY, MINNESOTA



26052B2.SCI

DATE	REVISIONS
12-22-25	LAKE DEPTHS IN DOCK AREA, SPOT ELEVATIONS ALONG S'LY PROPERTY LINE, ADJACENT HOUSE SHOWN, PROPOSED EASEMENT
3-4-26	PROPOSED EASEMENT DESCRIPTION ADDED
6-25-26	REVISED PROPOSED EASEMENT



GRONBERG & ASSOCIATES, INC.
 CONSULTING ENGINEERS, LAND SURVEYORS, & SITE PLANNERS

445 NORTH WILLOW DRIVE, LONG LAKE, MN. 55356
 952-473-4141

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 Land Surveyor under the laws of the State of Minnesota.

Mark S. Gronberg
 Mark S. Gronberg Minnesota License Number 12755

SCALE
 1"=20'
 DATE
 1-12-24
 JOB NO.
 26-052B

26-052B

As-Built Grading Survey

EXISTING PROPERTY DESCRIPTION

The South 57.65 feet of Lot 12, "Enchanted Island Park" according to the recorded plat thereof, measured at right angles from the South line of said lot except the North 40 feet front and rear thereof.

AND

All that part of Lots 12 and 13 in "Enchanted Island Park" according to the recorded plat thereof, described as follows:

Beginning at a point on the shore of Lake Minnetonka, which point is 95 feet North from the Southwest corner of Lot 13; thence Northerly along lakeshore 50 feet; thence Easterly and parallel with the South line of Lot 12 to the East line of Lot 12; thence Southerly along the East line of Lots 12 and 13 to a point in the East line of Lot 13 which point is 97.58 feet North from the Southeast corner of Lot 13; thence Westerly to place of beginning.

SURVEYORS NOTE:

The Existing Property Description is ambiguous. The description relies on the shoreline of the lake as a starting point and calls to go north along the lakeshore. I have written the following Suggested Revised Property Description based on the section. An attorney should be contacted to discuss this.

SUGGESTED REVISED PROPERTY DESCRIPTION

That part of Government Lot 4, Section 25, Township 117, Range 24, Hennepin County, Minnesota, also being a part of the recorded plat of ENCHANTED ISLAND PARK, described as follows:

Commencing at Meander Corner No. 36 on the East line of said Government Lot 4; thence South 52 degrees 19 minutes 18 seconds West, assuming the East line of said Government Lot 4, being a line drawn from Meander Corner No. 36 to Meander Corner No. 37, bears South 00 degrees 39 minutes 30 seconds West, a distance of 1596.85 feet to the point of beginning; thence North 10 degrees 27 minutes 06 seconds East, a distance of 72.59 feet; thence North 89 degrees 46 minutes 33 seconds West, a distance of 268 feet, more or less, to the shoreline of Lake Minnetonka; thence Southerly along said shoreline to a line that bears North 85 degrees 59 minutes 37 seconds West from the point of beginning; thence South 85 degrees 59 minutes 37 seconds East, a distance of 260 feet, more or less, to the point of beginning.

SURVEYORS NOTE:

I was not provided with information as to an easement on the traveled Enchanted Lane.

PROPOSED HARDCOVER CALCULATIONS:		
AREA TO OHWL LESS BITUMINOUS STREET=	15,405±	S.F.
	AREA	
Proposed House	2,392	S.F.
Proposed Driveway	718	S.F.
Proposed Concrete	595	S.F.
Existing Shed	41	S.F.
Gravel Driveway	44	S.F.
TOTAL	3,790	S.F.
% HARDCOVER	24.6	%

Bituminous Street (Not included in hardcover) = 1,539 SF

AS-BUILT HARDCOVER CALCULATIONS:		
AREA TO OHWL LESS BITUMINOUS STREET=	14,774±	S.F.
	AREA	
Existing House	2,362	S.F.
Existing Concrete Driveway	914	S.F.
Existing Concrete Patio	328	S.F.
Existing Concrete Walk	76	S.F.
Existing Shed	9	S.F.
Existing Gravel Driveway	7	S.F.
TOTAL	3,696	S.F.
% HARDCOVER	25.0	%

Bituminous Street (Not included in hardcover) = 1,475 SF

N

0

20

40

Feet

PID: 2511724430003

LEGEND

988

denotes Proposed Contour

988.0

denotes Proposed Spot Elevation

→

denotes Proposed Drainage

932

denotes Existing Contour

932.00

denotes Existing Spot Elevation

FF=980.40

denotes Finished Floor Elevation

⊕

denotes Well

○

denotes Power Pole

OHE

denotes Overhead Electric Line

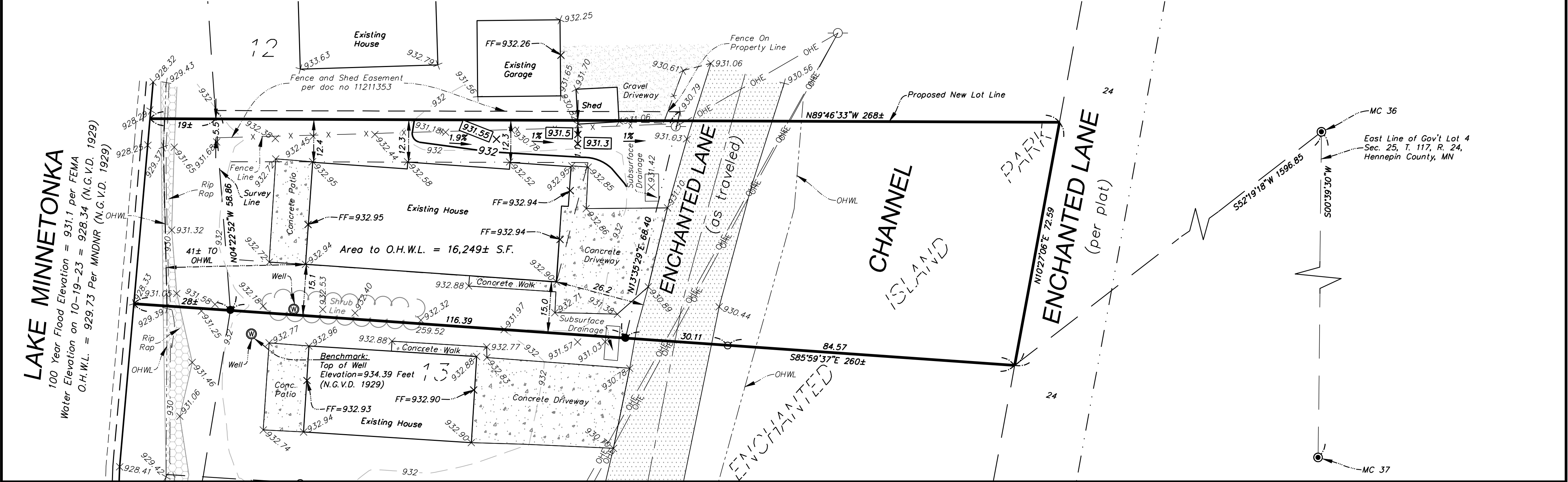
X

denotes Fence Line

PROPERTY ADDRESS:
3790 Enchanted Lane,
Minnetrista, MN

Proposed Elevations:
Garage Floor = 932.70
Top of Foundation = 933.03

As-Built Elevations:
Garage Floor = 932.94
Main Floor = 932.95



As-Built Grading Survey on part of Gov't Lot 4, Sec. 25, T. 117, R. 24, Hennepin County, MN

Revised: N.A.B. 12-12-25 ADD SUBSURFACE DRAINAGE
N.A.B. 1-8-26 REMOVE TREES
N.A.B. 1-26-26 PROPOSED LOT LINE
N.A.B. 2-9-26 ADD GRADING

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.

Paul E Otto

Paul E. Otto
License #40062 Date: 2-9-26

Requested By:

Enchanted Island, LLC

Date: 10-27-25

Drawn By: T.J.B.

Scale: 1"=20'

Checked By: P.E.O.

OTTO

SSOCIATES

Engineers & Land Surveyors, Inc.

www.ottoassociates.com

9 West Division Street
Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3522

● denotes iron monument found

○ denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

⊙ denotes found Judicial Land Monument

Project No.

23-0430

60

RESOLUTION NO. 85-26

CITY OF MINNETRISTA

**RESOLUTION APPROVING A SIMPLE SUBDIVISION WITH VARIANCES
BETWEEN 3780 AND 3790 ENCHANTED LANE FOR ENCHANTED ISLAND LLC
AND STEVE SHOOP AND NANCY RIGELHOF AND A SIDE YARD SETBACK
VARIANCE AT 3790 ENCHANTED LANE FOR ENCHANTED ISLAND LLC**

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, Enchanted Island LLC and Steve Shoop & Nancy Rigelhof (the “Applicants”) have made a request for a simple subdivision to adjust the common lot line between 3780 & 3790 Enchanted Lane with variances to the lot size and lot width and side yard setback variance to reduce the required setback from 15 feet to 12.3 feet for the existing home at 3790 Enchanted Lane; and

WHEREAS, the existing legal descriptions for 3780 Enchanted Lane and 3790 Enchanted Lane (the “Properties”) are described on Exhibit A attached hereto; and

WHEREAS, the proposed legal descriptions for the Properties are described on Exhibit B attached hereto; and

WHEREAS, on July 27, 2026, the Minnetrista Planning Commission considered the requested simple subdivision with variances and a side yard setback variance, held a public hearing and, after consideration of the entire record before it, voted 5-0 in favor of recommending approval of the requested setback variance; and

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

1. The requested simple subdivision and setback variance are in harmony with the purpose and intent of the City’s zoning ordinances because the resulting lots and structures maintain reasonable standards similar to that of the surrounding neighborhood;
2. The requested variance is consistent with the City’s comprehensive plan because the Properties are guided for long term Residential Low land use in the 2040 Minnetrista Comprehensive Plan. The proposed simple subdivision and setback variance do not change the uses from single family and is consistent with the long-term plan for the Property. In addition to simply complying with the Proposed Land Use Map, the simple subdivision

and setback variance do not result in additional shoreland development or changes to viewsheds as the lots and structures are existing;

- 3. The Applicants propose to use the Property in a reasonable manner because the Applicants both will maintain similarly sized properties that contain single family homes;
- 4. The requested variance is the result of unique circumstances not created by the landowner because the ambiguity in the legal descriptions of the Properties has required rewritten legal descriptions, which necessitate variances to existing lot standards and neither of the Applicants were the ones to write the existing legal descriptions; and
- 5. The requested variance will not alter the character of the locality because the resulting lots remaining consistent in width and area to those in the neighborhood and the side setback variance does not change the existing spacing between the home at 3780 Enchanted Lane and the home at 3790 Enchanted Lane.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the requested simple subdivision with variances between 3780 and 3790 Enchanted Lane and a side yard setback variance at the property generally located at 3790 Enchanted Lane, subject to the following conditions:

- 1. Final grading for 3790 Enchanted Lane shall be reviewed and approved by the City Engineer as part of the new home permit requirements. Any required grading shall maintain existing drainage patterns or improve the existing drainage of the lot and adjacent lots;
- 2. The Applicants shall obtain all necessary permits and approvals from the City and other applicable entities with jurisdiction over the Property prior to any construction;
- 3. The Applicants are responsible for all fees incurred by the City in review of this application; and
- 4. The variance approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the site.

This resolution was adopted by the City Council of the City of Minnetrista on the 3rd day of August, 2026 by a vote of ___ Ayes and ___ Nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

EXHIBIT AExisting Legal Description of 3780 Enchanted Lane:

The North 55.0 feet of the South 72.65 feet of Lot 12, "Enchanted Island Park Lake Minnetonka", Hennepin County, Minnesota

Existing Legal Description of 3790 Enchanted Lane:

The South 57.65 feet of Lot 12, "Enchanted Island Park" according to the recorded plot thereof, measured at right angles from the South line of said lot except the North 40 feet front and rear thereof.

AND

All that part of Lots 12 and 13 in "Enchanted Island Park" according to the recorded plat thereof, described as follows:

Beginning at a point on the shore of Lake Minnetonka, which point is 95 feet North from the Southwest corner of Lot 13; thence Northerly along lakeshore 50 feet; thence Easterly and parallel with the South line of Lot 12 to the East line of Lot 12; thence Southerly along the East line of Lots 12 and 13 to a point in the East line of Lot 13 which point is 97.58 feet North from the Southeast corner of Lot 13; thence Westerly to place of beginning.

EXHIBIT BProposed Legal Description of 3780 Enchanted Lane:

That part of Government Lot 4, Section 25, Township 117, Range 24, Hennepin County, Minnesota, also being a part of Lot 12, "Enchanted Island Park Lake Minnetonka" described as follows: Commencing at Meander Corner Number 36 on the East Line of said Government Lot 4; thence South 52 degrees 19 minutes 18 seconds West, assuming the East line of said Government Lot 4 being a line drawn from Meander Corner Number 36 to Meander Corner Number 37 bears South 0 degrees 39 minutes 30 seconds West, a distance of 1596.85 feet; thence North 10 degrees 27 minutes 06 seconds East a distance of 72.59 feet to the point of beginning and the start of "Line A"; thence North 89 degrees 46 minutes 33 seconds West to the shoreline of Lake Minnetonka; thence Northerly along said shoreline to an intersection with a line 55.00 feet North of, measured at a right angle to, and parallel with said "Line A"; thence Easterly along said parallel line to an intersection with a line bearing North 10 degrees 27 minutes 06 seconds East from the point of beginning; thence South 10 degrees 27 minutes 06 seconds West to the point of beginning.

Proposed Legal Description of 3790 Enchanted Lane:

That part of Government Lot 4, Section 25, Township 117, Range 24, Hennepin County, Minnesota, also being a part of the recorded plat of ENCHANTED ISLAND PARK, described as follows:

Commencing at Meander Corner No. 36 on the East line of said Government Lot 4; thence South 52 degrees 19 minutes 18 seconds West, assuming the East line of said Government Lot 4, being a line drawn from Meander Corner No. 36 to Meander Corner No. 37, bears South 00 degrees 39 minutes 30 seconds West, a distance of 1596.85 feet to the point of beginning; thence North 10 degrees 27 minutes 06 seconds East, a distance of 72.59 feet; thence North 89 degrees 46 minutes 33 seconds West, a distance of 268 feet, more or less, to the shoreline of Lake Minnetonka; thence Southerly along said shoreline to a line that bears North 85 degrees 59 minutes 37 seconds West from the point of beginning; thence South 85 degrees 59 minutes 37 seconds East, a distance of 260 feet, more or less, to the point of beginning.

CITY OF MINNETRISTA**CITY COUNCIL AGENDA ITEM**

Subject: Approve decommissioning and sealing of municipal Well #5

Prepared By: Gary Peters, Public Works Director

Meeting Date: August 3, 2026

Issue:

Well #5 located at 6587 South Saunders Lake Dr is no longer in use and needs to be sealed.

Background/History:

In 2016, a 16" water connection was made from Kings Point Rd to the central system and now serves the Halstead Ave, Pinnacle Way and Saunders neighborhoods. With this new truck main in place, Well #5 is no longer used and will need to be decommissioned. While Public Works staff can handle the removal of the interior equipment, the sealing of the 255' well needs to be performed by a contractor with the proper equipment. This will consist of pulling all the piping, the pump and the screening. This will be followed by the installation of grout cement to permanently seal the well. Public Works staff will take delivery of the piping, pump and screen.

Overview:

AE2S sent out a quote package for this project to several well companies and received two quotes back. The quotes were as follows:

Contractor	Total Cost	Casing Cut-off & Floor Refinishing
Traut Companies	\$29,725.00	\$8,900.00
E.H. Renner & Sons	\$23,100.00	\$4,000.00

Public Works staff will be performing the casing cut-off and floor refinishing work, so this optional quoted work will not be awarded with this project. Staff recommend awarding the sealing of well #5 to E.H. Renner & Sons.

Fiscal Impact:

The cost of sealing Well #5 will be paid for out of the Water Fund Improvement/Capital Department CIP.

Recommended City Council Action:

Motion to approve Resolution No. 86-26 awarding the sealing of Well #5 located at 6587 South Saunders Lake Dr to E.H. Renner & Sons of Elk River, MN at a cost of \$23,100.00.

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.

E.H. Renner & Sons

15688 Jarvis St NW
 Elk River, MN 55330
 Phone (763) 427-6100
 www.ehrenner.com
 License: 1431

ESTIMATE

Section 4, Item i)

Estimate # 7552

Page 1 of 3

City of Minnetrista
 7701 COUNTY RD 110 WEST
 MINNETRISTA, MN 55364

Date 5/21/2026

Estimator: KATHRYNN WELLE

Job Location:

6587 Saunders Lake Drive S,
 Minnetrista

Customer Job/Well # Well #5

ESTIMATE TO SEAL THE 12" X 255' SCREENED WELL THAT IS LOCATED ON THE PROPERTY. ASSUMING WE NEED TO PULL PUMP AND SET TREMMIE TO GET CEMENT TO THE BOTTOM. CUT WELL OFF BELOW FLOOR AND CEMENT FLOOR TO MATCH SUBCONTRACT TO HAVE FLOOR MATCH.

FOR SCHEDULING OR QUESTIONS PLEASE CONTACT:

KATIE RENNER WELLE
 DIRECT (763)286-5283
 OFFICE (763) 427-6100
 EMAIL krenner@ehrenner.com

Estimate based on the following:

Qty	Unit	Item/Description	Unit Price	Extended Price
1	Each	TRIP CHARGE	\$500.00	\$500.00
1	Each	PERMIT SEALING FEE - MN /EA.	\$175.00	\$175.00
10	Hour	SERVICE TECHNICIAN	\$150.00	\$1,500.00
10	Hour	HELPER	\$125.00	\$1,250.00
8	Hour	SMEAL 5T/6T TRUCK	\$150.00	\$1,200.00
3	Each	GROUTMASTER TRIP CHARGE	\$150.00	\$450.00
16	Hour	GROUTMASTER /HR.	\$125.00	\$2,000.00
16	Hour	GROUTER-OPERATOR /HR.	\$150.00	\$2,400.00
16	Hour	GROUTER-HELPER	\$125.00	\$2,000.00
400	Each	CEMENT TYPE 1 PORTLAND 47LB/BAG	\$28.80	\$11,520.00
1	Each	WELL SEALING REPORT /EA.	\$105.00	\$105.00
Total				\$23,100.00

BY SIGNING YOU ACCEPT AND UNDERSTAND THE TOTAL ESTIMATED COST AND TERMS AND CONDITIONS.

Accepted

Date

System Options/Contingencies

Item/Description	Additional Charge
SUBCONTRACTED WORK	\$4,000.00

Terms and Conditions

Unless otherwise specified in this contract:

- 1) This is an estimate. Charges for the completed work may vary from the estimated price. Invoices will reflect the unit prices for the work performed and materials used. This estimate is valid for 30 days of the date of issue.
- 2) Additional charges may be assessed to remedy unexpected conditions.
- 3) Payment for work completed is due 30 days from the date of invoice. Past due balances will accrue

interest at the maximum rate allowed by law. Cash, check, Visa, MasterCard, and Discover are accepted.*

4)The quantity and quality of water produced by a well is dependent on conditions and geology of the site and cannot be guaranteed by E.H. Renner & Sons, Inc. The Customer is responsible for payment of the work performed and materials used regardless of the water quality or productivity of the well.

5)Access for our equipment shall be provided by the Customer including, but not limited to, groundwork and the removal of trees, vegetation, and snow.

6)Access, egress, and construction activities may cause damage to the site and is the responsibility of the Customer for repairs. Excavated soils will be backfilled to rough grade. Backfilled soils will not be compacted and settling will likely occur. Removal of debris and restoration of landscape is not included in this estimate.

7)E.H. Renner & Sons, Inc. will notify Gopher State One-Call to locate public utilities. The Customer must identify and locate all private, underground utilities.

8)Electrical work is not included in this estimate and must be performed by the Customer's licensed electrician.

Warranty Statement

E.H. RENNER & SONS, INCORPORATED PROVIDES THE FOLLOWING LIMITED WARRANTY FOR NEW WATER WELL SYSTEMS: The well only (excluding all parts of the pumping system) shall be warranted against defects of workmanship and performance and shall provide sand free water, as defined by Minnesota Statute, Chapter 1031 and Minnesota Rules, Chapter 4725 for a period of five (5) years from the date of completion as indicated on the Minnesota Department Of Health Well and Boring Record. This warranty shall not be constructed to imply a guaranty of any standards of water quality or specific yield, nor shall it apply to systems that have been altered from the original design.

The pumping system components on new wells shall carry the individual manufacture's warranty for each component. Labor, trip charges, and equipment rates, to repair or replace components under warranty of the manufacturer, shall be provided at no charge for a period of one (1) year from the date of installation as stated on the Well and Boring Record. Labor, trip charges and equipment rates, to repair or replace components not under warranty of the manufacturer, shall NOT be covered under this warranty, regardless of the time period, and shall be chargeable to the customer at the current rates.

E.H. RENNER & SONS INCORPORATED PROVIDES THE FOLLOWING LIMITED WARRANTY FOR SERVICE, REPAIR, AND MAINTENANCE OF WATER WELL SYSTEMS AND WATER CONDITIONING EQUIPMENT: Service, repair and maintenance of water well systems shall be warranted against defects in workmanship for a period of ninety (90) days from the date the work was performed. Equipment and materials shall carry the individual manufacture's warranty for each component. Labor, trip charges and equipment rates, to repair or replace components under warranty of the manufacturer, shall be provided at no charge for a period of ninety (90) days from the date work was performed, Labor, trip charges and equipment rates, to repair or replace components not under warranty of the manufacturer, shall NOT be covered under this warranty, regardless of the time period and shall be chargeable to the customer at current rates.

Electrical work that requires a licensed electrician shall be completed under a separate contract. We will not be responsible for damage to lawns, landscaping. Driveways and sidewalks. We will not be responsible for damages resulting from foreign materials lodged in the well, chemical scale or corrosion.

E.H. RENNER & SONS INCORPORATED DOES NOT WARRANTY FOR DAMAGES OCCURING TO PROPERTY AS A RESULT OF DEFECTIVE EQUIPMENT, MATERIALS OR WORKMANSHIP.

Pre-Lien Notice

Notice to Owner according to Minnesota Statute §514.011:

(a)ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

□

(b)UNDER THE MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

If you have any questions regarding this proposal, the “Terms and Conditions” or the “Pre-Lien Notice” please call us at (763) 427-6100.

E.H. Renner & Sons, Incorporated MN License No. 1431

*By providing payment by check you authorize us to use information from your check to make a one-time electronic fund transfer from your account or to process payment as a check transaction. When we make an electronic fund transfer, funds may be withdrawn from your account the same day you make your payment and you will not receive your check back from your financial institution.



32640 County Road 133
St. Joseph, MN 56374
320-251-5090
joet@trautcompanies.com

Quote - Well 5 - Pull pump Seal well Unq# 638450, & option to remove concrete pedestal

DATE: 5/21/2026

PHONE: 651-448-3632

NAME: City of Minnetrista

FAX: _____

ADDRESS: 7701 Cty Rd 110 W.

EMAIL: doug.klamerus@ae2s.com

Minnetrista MN

JOB # 300000

ATTN: Doug Klamerus - AE2S

Notes:

SOW: 1.) Pull pump. 2.) Seal well per MDH code.

Description	Unit	Unit Price	QTY	Totals
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Labor:

Mob / Demob / Load & Unload Grouting equipment.

Remove pump/motor

F, I, & Remove grouting equipment

Labor to install grout

Per-Diem / Road expense

MDH well sealing permit & filing fees

Material

Neat Cement Grout

LS	\$	7,500.00	1	\$	7,500.00
HR	\$	375.00	6	\$	2,250.00
HR	\$	375.00	5	\$	1,875.00
HR	\$	375.00	8	\$	3,000.00
DAY	\$	475.00	3	\$	1,425.00
LS	\$	450.00	1	\$	450.00
YDS	\$	925.00	7	\$	6,475.00

TOTAL MATERIALS

TOTAL LABOR

INCOMING FREIGHT

SUBTOTAL

SALES TAX

TOTAL

est.

\$	13,225.00
\$	16,500.00
\$	29,725.00
\$	-
\$	29,725.00

: Demo concrete pedestal, cut casing off below floor
& fill with concrete flush with existing floor: \$8900.00

Authorized Signature: _____

Representative of Traut Companies: _____

Joe Traut

Quote is good for 30 days

RESOLUTION NO. 86-26

**RESOLUTION AWARDING THE SEALING OF WELL #5 LOCATED AT 6587
SOUTH SAUDERS LAKE DR TO E.H. RENNER SONS**

WHEREAS, the City of Minnetrista has a need to approve E.H. Renner & Sons of Elk River, MN to seal municipal Well #5 located at 6587 South Saunders Lake Dr at a cost not to exceed \$23,100.00; and

WHEREAS, the City of Minnetrista received the lowest quoted price of \$23,100.00 from E.H. Renner & Sons to seal municipal Well #5 from amongst the vendors solicited, a summary attached hereto.

NOW, THEREFORE, BE RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, the approval of E.H. Renner & Sons of Elk River, MN, to seal municipal Well #5 located at 6587 South Saunders Lake Dr at a cost not to exceed \$23,100.00.

This resolution was adopted by the City Council of the City of Minnetrista on the 3rd day of August 2026, by a vote of ____ Ayes and ____ Nays.

Mayor Lisa Whalen

ATTEST:

Ann Meyerhoff
City Clerk

CITY OF MINNETRISTA**CITY COUNCIL AGENDA ITEM**

Subject: Well No. 05 Decommissioning Grant Acceptance

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: August 3, 2026

Overview: The Minnesota Department of Health (MDH) required the decommissioning of Well No. 5 as a condition of permitting approvals for Wells No. 8 and 9. Staff, working with AE2S, applied for and were awarded a \$15,000 grant from the MDH Source Water Protection Grant Program to offset this cost. The total cost of the project is estimated at \$30,000, with the remaining \$15,000 to be funded from the water utility fund. Under the grant agreement, the decommissioning must be completed by August 31, 2027.

Next Steps: Staff recommends that the City Council approve execution of the grant agreement with the Minnesota Department of Health, accepting the \$15,000 award toward the decommissioning of Well No. 5.

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.

Minnesota Department of Health Grant Agreement Cover Sheet

You have received a Grant Agreement from the Minnesota Department of Health (MDH). Information about the Grant Agreement, including funding details, are included below. Contact your MDH Grant Manager if you have questions about this cover sheet.

Attachment: Grant Agreement

Contact for MDH: Eddie Wojski, 651-201-4576, eddie.wojski@state.mn.us

Grantee SWIFT Information	Grant Agreement Information	Program & Funding Information
Name of MDH Grantee (as it appears in SWIFT): City of Minnetrista	SWIFT Contract Number: 294190	MDH Program Name: Drinking Water Protection
SWIFT Vendor Number: 0000198543 SWIFT Vendor Location Code: 001	Effective Date: August 1, 2026, OR the date all signatures are collected, and the agreement is fully executed, whichever is later. Expiration Date: August 31, 2027	Total State Grant Funds: \$15,000.00 Total Federal Grant Funds: \$0 Total Grant Funds (<i>all funds</i>): \$15,000.00

Minnesota Department of Health

Grant Agreement

This Grant Agreement is between the State of Minnesota, acting through its Commissioner of the Department of Health (“MDH”) and City of Minnetrista (“Grantee”). Grantee’s address is 7701 County Road 110 W, Minnetrista, MN 55364.

Recitals

1. MDH is empowered to enter into this Grant Agreement under Minn. Stat. §§ [144.05](#), [144.0742](#) and [§114D.50](#) Clean Water Fund.
2. MDH is in need of assisting public water suppliers to protect the source of drinking water.
3. The vision of MDH is for health equity in Minnesota, where all communities are thriving and all people have what they need to be healthy. Health equity is achieved when every person has the opportunity to attain their health potential. Grantee agrees, where applicable, to perform its work with advancing health equity as a goal.
4. Grantee represents that it is duly qualified and will perform all the activities according to the terms of this Grant Agreement.

Grant Agreement

1. Term of Agreement

1.1. **Effective Date**

August 1, 2026, or the date MDH obtains all required signatures under [Minn. Stat. § 16B.98](#), subd. 5, whichever is later. Per [Minn. Stat. § 16B.98](#), subd 7, no payments will be made to the Grantee until this Grant Agreement is fully executed. Grantee must not begin work until this Grant Agreement is fully executed and MDH’s Authorized Representative has notified Grantee that work may commence. No costs may be incurred prior to the Grant Agreement being fully executed.

1.2. **Expiration Date**

August 31, 2027, or until all obligations have been fulfilled to the satisfaction of MDH, whichever occurs first.

1.3. **Survival of Terms**

The following clauses survive the expiration or cancellation of this Grant Agreement: Liability; Financial Examinations; Government Data Practices; Tax Compliance Verification;

Ownership of Equipment and Supplies; Intellectual Property; Publicity and Endorsement; and Governing Law, Jurisdiction, and Venue.

2. Activities

2.1. ***MDH's Activities***

MDH activities, in accordance with the Minnesota Department of Administration's Office of Grants Management's policies and federal regulations, may include but are not limited to financial reconciliations, site visits, programmatic monitoring of activities performed, and grant activity evaluation.

2.2. ***Grantee's Activities***

Grantee, who is not a state employee, shall conduct the activities specified in Exhibit A, which is attached and incorporated into this Grant Agreement.

3. Time

Grantee is required to perform all of the activities stated in this Grant Agreement, and any incorporated exhibits, within the Grant Agreement period. MDH is not obligated to extend the Grant Agreement period. Failure to meet a deadline may be a basis for a determination by MDH's Authorized Representative that Grantee has not complied with the terms of the Grant Agreement.

4. Award and Payment

MDH will award funds to Grantee for all activities performed in accordance with this Grant Agreement.

4.1. ***Grant Award***

Reimbursement will be in accordance with the agreed upon budget contained in Exhibit B, which is attached and incorporated into this Grant Agreement.

4.2. ***Administrative Costs.***

Grantee agrees that administrative costs must be necessary and reasonable as a condition of this Grant Agreement pursuant to [Minn. Stat. § 16B.98](#), subd 1. Administrative costs will be reimbursed in accordance with the agreed upon budget.

4.3. ***Travel Expenses***

Grantee will be reimbursed for mileage at the current IRS rate in effect at the time the travel occurred; meals and lodging expenses will be reimbursed in the same manner and in no greater amount than provided in the current "[Commissioner's Plan](#)" promulgated by the Commissioner of Minnesota Management and Budget ("MMB"); or, at the Grantee's established rate (for all travel related costs), whichever is lower, at the time travel occurred. Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless Grantee has received MDH's prior written approval for out-of-state travel. Minnesota will be considered the home state for determining whether travel is out-of-state.

4.4. ***Budget Modifications***

Grantee may modify any line item in the most recently agreed-upon budget by up to 10 percent without prior written approval from MDH. Grantee must notify MDH of any modifications up to 10 percent in writing no later than the next invoice. Grantee must obtain prior written approval from MDH for line-item modifications greater than 10 percent. Grantee's failure to obtain MDH's prior approval may result in denial of modification request, loss of funds, or both. The total obligation of MDH for all compensation and reimbursements to Grantee shall not exceed the total obligation listed under "Total Obligation."

4.5. **Total Obligation**

The total obligation of MDH for all compensation and reimbursements to Grantee under this Grant Agreement will not exceed \$15,000.00.

4.6. **Terms of Payment**

4.6.1. **Invoices**

MDH will promptly pay Grantee after Grantee presents an itemized invoice for the activities actually performed and MDH's Authorized Representative accepts the invoiced activities. Invoices must be submitted at least quarterly or according to a schedule agreed upon by the Parties. The final invoice is due 30 calendar days after the expiration date of the Grant Agreement.

4.7. **Contracting and Bidding Requirements**

4.7.1. **Municipalities**

A grantee that is a municipality, as defined in [Minn. Stat. § 471.345](#), subd. 1, is subject to the contracting requirements set forth under [Minn. Stat. § 471.345](#). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. § 177.41](#), et. seq.

4.7.2. **Non-municipalities**

Grantees that are not municipalities must adhere to the following standards in the event that activities assigned to Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids or awarded to a targeted vendor.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.
- iv. Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through the following entities are used when possible:
 - 1) Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List

(<https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tge-dvo-directory/>);

- 2) Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnucp.metc.state.mn.us/>); or
 - 3) Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://cert.smwbe.com/>).
- v. Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, awarding and administration of contracts.
 - vi. Grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
 - vii. Notwithstanding parts (i) through (iv) above, MDH may waive the formal bidding process requirements when:
 - Vendors included in response to a competitive grant request for proposal process were approved and incorporated as an approved work plan for the Grant Agreement or
 - There is only one legitimate or practical source for such materials or services and Grantee has established that the vendor is charging a fair and reasonable price.
 - viii. Projects that involve construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under [Minn. Stat. §§ 177.41 through 177.50](#).
 - ix. Grantee must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government. The list of debarred vendors in Minnesota is available at: [Suspended/Debarred Vendors](#) (<https://mn.gov/admin/osp/government/suspended-debarred/>). The list of suspended and debarred entities by the federal government is available at www.sam.gov.

5. Conditions of Payment

All activities performed by Grantee pursuant to this Grant Agreement must be performed in accordance with the terms of this Grant Agreement, as determined in the sole discretion of MDH's Authorized Representative. Furthermore, all activities performed by Grantee must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Applicable state laws include, but are not limited to, the Minnesota Human Rights Act ([Minn. Stat. ch. 363A](#)) which prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, gender, identity, sexual orientation, age, marital status, public assistance status, familial status, and disability. MDH will not pay Grantee for work that MDH determines is noncompliant with the terms and conditions of this Grant Agreement or performed in violation of federal, state, or local law, ordinance, rule, or regulation.

6. Requirements for Other Legal Agreements

- 6.1. Grantee must utilize a formal legal agreement if it engages with another party to carry out a portion of the activities listed in this Grant Agreement. Grantee must provide timely notice to MDH of any such agreement prior to the other party/ies performing work under this Grant Agreement. Such notice must include the name of the other party; description of the activities to be performed; dates activities will be performed; and the total budget.
- 6.2. Grantee must monitor the activities of the other party/ies to ensure funds are used for authorized purposes; is in compliance with the terms and conditions of the legal agreement, [Minn. Stat. § 16B.97](#), subd. 4(a)(1), and other relevant statutes and regulations; and that performance goals are achieved.
- 6.3. If MDH becomes aware of unsatisfactory performance and or noncompliance, MDH reserves the right to require Grantee to terminate the legal agreement with the other party.
- 6.4. No legal agreement with any other party shall terminate or in any way affect the legal responsibility of the Grantee to MDH for timely and satisfactory performance of the Grant Agreement.
- 6.5. Grantee and the other party must not enter into a legal agreement with vendors who are suspended or debarred by the State of Minnesota or the federal government. The list of debarred vendors in Minnesota is available at: [Suspended/Debarred Vendors \(https://mn.gov/admin/osp/government/suspended-debarred/\)](#). The list of suspended and debarred entities by the federal government is available at [www.sam.gov](#).

7. Authorized Representatives

7.1. ***MDH's Authorized Representative***

MDH's Authorized Representative for purposes of administering this Grant Agreement is Eddie Wojski, SWP Grant Coordinator, 625 Robert Street N., PO Box 64975, St. Paul, MN 55164-0975, 651-201-4576, and eddie.wojski@state.mn.us, or their successor, and has the responsibility to monitor Grantee's performance and the final authority to accept the activities performed under this Grant Agreement. If the activities performed are satisfactory, MDH's Authorized Representative will certify acceptance on each invoice submitted for payment.

7.2. ***Grantee's Authorized Representative***

Grantee's Authorized Representative is Jasper Kruggel, City Administrator, 7701 County Road 110 W, Minnetrista, MN 55364, 952-241-2511, and jkruggel@cityofminnetrista.gov, or their successor. Grantee's Authorized Representative has full authority to represent Grantee in fulfillment of the terms, conditions, and requirements of this Grant Agreement. If Grantee selects a new Authorized Representative at any time during this Grant Agreement, Grantee must immediately notify MDH's Authorized Representative in writing, via e-mail or letter.

8. Assignment, Amendments, Waiver, and Grant Agreement Complete

8.1. ***Assignment***

Grantee shall neither assign nor transfer any rights or obligations under this Grant Agreement.

8.2. ***Amendments***

If there are any amendments to this Grant Agreement, they must be in writing. Amendments will not be effective until they have been executed and approved by MDH and Grantee.

8.3. ***Waiver***

If MDH fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or MDH's right to enforce it.

8.4. ***Grant Agreement Complete***

This Grant Agreement, and any incorporated exhibits, contains all the negotiations and agreements between MDH and Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

9. **Liability**

Grantee must indemnify and hold harmless MDH, its agents, and employees from all claims or causes of action, including attorneys' fees incurred by MDH, arising from the performance of this Grant Agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for MDH's failure to fulfill its obligations under this Grant Agreement. Nothing in this clause may be construed as a waiver by Grantee of any immunities or limitations of liability to which Grantee may be entitled pursuant to [Minn. Stat. ch. 466](#), or any other statute or law.

10. **Financial Examinations**

The relevant books, records, documents, and accounting procedures and practices of Grantee and any entity with which Grantee has engaged in carrying out the purpose of this Grant Agreement are subject to examination under [Minn. Stat. § 16B.98](#), subd. 8. Examinations may be conducted by MDH, the Minnesota Commissioner of Administration, the Minnesota State Auditor, Attorney General, or and the Minnesota Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

11. **Government Data Practices**

MDH, Grantee, and any other entity that the Grantee has contracted with to fulfill the purpose of this Grant Agreement, must comply with the Minnesota Government Data Practices Act, [Minn. Stat. ch. 13](#), as it applies to all data provided by MDH under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Grant Agreement pursuant to [Minn. Stat. § 13.05](#), subd. 11(a). The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either Grantee or MDH.

If Grantee receives a request to release the data referred to in this clause, Grantee must immediately notify MDH. MDH will give Grantee instructions concerning the release of the data to

the requesting party before any data is released. Grantee's response to the request must comply with the applicable law.

12. Tax Compliance Verification

Pursuant to [Minn. Stat. § 270C.65](#), subd. 3, and all other applicable laws, Grantee consents to disclosure of its Social Security Number (SSN), Individual Tax Identification Number (ITIN), Employer Identification Number (EIN), and Minnesota Tax Identification Number (TIN), all of which have already been provided to MDH, federal and state tax agencies, and state personnel involved in the payment of state obligations. As may be applicable, these identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file tax returns and pay delinquent tax liabilities, if any, or pay other state liabilities.

13. Ownership of Equipment and Supplies

13.1. *Equipment*

"Equipment" is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$10,000. MDH shall have the right to require transfer of all Equipment purchased with grant funds (including title) to MDH or to an eligible non-State party named by MDH. MDH may require the transfer of Equipment if the grant program is transferred to another grantee. At the end of this Grant Agreement, grantee must contact MDH's Authorized Representative for further instruction regarding the disposition of Equipment.

13.2. *Supplies*

"Supplies" is defined as all tangible personal property other than those described in the definition of Equipment. Grantee must notify MDH's Authorized Representative regarding any remaining Supplies with an aggregate market value of \$10,000 or more for further instruction regarding the disposition of those Supplies. For the purpose of this section, Supplies includes but is not limited to computers and incentives.

14. Ownership of Materials and Intellectual Property Rights

14.1. *Ownership of Materials*

"Materials" is defined as any inventions, reports, studies, designs, drawings, specifications, notes, documents, software, computer-based training modules, and other recorded materials in whatever form. Grantee shall own all rights, title, and interest in all of the materials conceived, created, or otherwise arising out of the performance of this Grant Agreement by it, its employees, or subgrantees, either individually or jointly with others.

Grantee hereby grants to MDH a perpetual, irrevocable, no-fee license and right to reproduce, modify, distribute, perform, make, have made, and otherwise use the Materials for any and all purposes, in all forms and manners that MDH, in its sole discretion, deems appropriate. Grantee shall, upon the request of MDH, execute all papers and perform all other acts necessary to document and secure this right and license to the Materials by MDH. At the request of MDH, Grantee shall permit MDH to inspect the original Materials and provide a copy of any of the Materials to MDH, without cost, for use by MDH in any manner MDH, in its sole discretion, deems appropriate.

14.2. Intellectual Property Rights

Grantee represents and warrants that Materials produced or used under this Grant Agreement do not and will not infringe upon any intellectual property rights of another including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend MDH, at Grantee's expense, from any action or claim brought against MDH to the extent that it is based on a claim that all or parts of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this Grant Agreement, amendments and supplements thereto, which are attributable to such claims or actions. If such a claim or action arises or in Grantee's or MDH's opinion is likely to arise, Grantee shall at MDH's discretion either procure for MDH the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive of other remedies provided by law.

15. Workers' Compensation

Grantee certifies that it is in compliance with [Minn. Stat. § 176.181](#), subd. 2, which pertains to workers' compensation insurance coverage. Grantee's employees and agents, and any contractor hired by Grantee to perform the work required by this Grant Agreement and its employees, will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees, and any claims made by any third party as a consequence of any act or omission on the part of these employees, are in no way MDH's obligation or responsibility.

16. Publicity and Endorsement**16.1. Publicity**

Any publicity given to the program, publications, or activities performed resulting from this Grant Agreement, including but not limited to, websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee or its employees individually or jointly with others, or any subgrantees, must identify MDH as the sponsoring agency. If publicity is not specifically authorized under this Grant Agreement, Grantee must obtain prior written approval from MDH's Authorized Representative. If federal funding is being used for this Grant Agreement, the federal program must also be recognized.

16.2. Endorsement

Grantee must not claim that MDH endorses its products, services, or activities.

17. Governing Law, Jurisdiction, and Venue

This Grant Agreement, amendments and supplements to it, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this Grant Agreement, or for breach thereof, must be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

18. Clerical Error

Notwithstanding Clause “Assignment, Amendments, Waiver, and Grant Agreement Complete” of this Grant Agreement, MDH reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of the Grant Agreement without executing an amendment. MDH must inform Grantee of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

19. Lobbying

- 19.1. Grantee must ensure that grant funds are not used for lobbying, which includes paying or compensating any person for influencing or attempting to influence legislators or other public officials on behalf or against proposed legislation, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- 19.2. In accordance with the provisions of [31 USC § 1352](#), if Grantee uses any funds other than federal funds from MDH to conduct any of the aforementioned activities, Grantee must complete and submit to MDH the disclosure form specified by MDH. Further, Grantee must include the language of this section in all contracts and subcontracts, and all contractors and subcontractors must comply accordingly.
- 19.3. Providing education about the importance of policies as a public health strategy, however, is allowed. Education includes providing facts, assessment of data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to legislators, public policy makers, other decision makers, specific stakeholders, and the general community.
- 19.4. By signing this Grant Agreement, Grantee certifies that it will not use any funds received from MDH to employ, contract with, or otherwise coordinate the efforts of a lobbyist, as defined in [Minn. Stat. § 10A.01](#), subd. 21. This requirement also applies to any subcontractors or subgrantees that Grantee may engage for any activities pertinent to this Grant Agreement.

20. Voter Registration Requirement

Grantee will comply with [Minn. Stat. § 201.162](#), by providing voter registration services for its employees and for the public served by Grantee.

21. Debarment, Suspension and Responsibility Certification

Federal regulation [2 CFR § 200.214](#) prohibits MDH from purchasing goods or services with federal money from any party that has been suspended or debarred by the federal government. Similarly, [Minn. Stat. §§ 16C.03](#), subd. 2, and [16B.97](#), subd. 3, provides the Commissioner of Administration with the authority to debar and suspend any party that seeks to contract with MDH.

Anyone may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner. In particular, the federal

government expects MDH to have a process in place for determining whether a vendor has been suspended or debarred, and to prevent such vendors from receiving federal funds.

By signing this Grant Agreement, Grantee certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency;
- b) Have not within a three-year period preceding this Grant Agreement: a) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; b) violated any federal or state antitrust statutes; or c) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: a) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state of local) transaction; b) violating any federal or state antitrust statutes; or c) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property; and
- d) Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Grant Agreement are in violation of any of the certifications set forth above.

22. Incentives

When included in the approved Work Plan or Budget, the following language applies.

22.1. *Handling of Incentives*

Grantee is required to have policies and procedures in place addressing the purchasing, security, distribution, and asset tracking of incentives. All grantee staff involved in the purchase, distribution, security, and reconciling of incentives must be trained on the grantee's policies and procedures prior to the grantee placing any order for incentives. Those policies and procedures must, at a minimum, include the provisions outlined in this section.

22.2. *Separation of duties*

More than one Grantee staff person must be involved in the management and handling of the incentives. The Grantee staff who authorizes the purchase of incentives must not have sole physical access to the incentives. The Grantee staff who will have physical access to the incentives cannot have sole access to modify the incentives records. Handoff of incentive from one person to another must be documented.

22.3. *Distribution of Incentives*

Incentives may only be used for approved purposes by MDH.

- a) Only one incentive can be given to an individual per occurrence/event.

- b) Undistributed incentives must always be kept in a secure location. Incentive instruments must never be stored in any personal homes, they must always be securely stored in the grantee's business space.
- c) Grantee will purchase and have on hand no more than three months' worth of incentives at any given time. The three months' worth must be based off the most currently approved workplan. All incentives must be distributed prior to grantee purchasing additional incentives.
- d) Grantee will be responsible for the costs of any incentives that remain undistributed at the end of the Grant Agreement.
- e) If MDH provided the grantee with the incentives, the return of undistributed incentives to MDH must occur in person with the MDH's Authorized Representative within 30 calendar days of the grant expiration date. If in-person return is not possible, the grantee must return undistributed incentives via courier or via US Mail that requires signatures and a tracking number within 30 calendar days of the grant expiration date.
- f) The tracking log must be returned separately from the physical cards. Electronic return is the preferred method for the tracking log.

22.4. ***Incentive tracking documentation***

The tracking documentation the Grantee is required to maintain must not contain any private data. The tracking system must record the following:

- a) Number of incentives on hand, including starting balance and any additional incentives purchased;
- b) description of the incentives;
- c) quantity of incentive(s) distributed to each participant;
- d) the last four digits of any pre-paid card number;
- e) value/amount;
- f) a unique non-identifiable data point for each participant (e.g. case number, file number);
- g) date participant received incentive(s); and
- h) signature of Grantee staff member providing incentive(s) to participant(s).

22.5. ***Reconciliation***

At least two different Grantee staff must reconcile the incentives at least quarterly. The Grantee staff conducting the reconciliation must not also be the handlers of the incentives. The reconciliation must include the dates and signature of the two people who perform the reconciliation. Grantee must submit the reconciliation documentation to MDH's Authorized Representative no less than two weeks after each reconciliation.

22.6. ***Subcontracting/Subgranting***

The Grantee must communicate and verify that their subcontracts/subgrants will only use incentives for MDH approved purposes. The Grantee will be responsible for monitoring, oversight, and reconciliation of any incentives that its subcontractors or subgrantees

purchase and distribute and will include this same language in any of its subgrants or subcontracts that it enters as part of its work for MDH.

22.7. *Lost or stolen incentives*

The Grantee bears all financial responsibility for any unaccounted for, lost, or stolen incentives.

22.8. *Invoicing*

If the Grantee purchased the incentives themselves, the Grantee must only invoice MDH for the incentives after they've been distributed.

22.9. *Failure to Comply*

For grantees who do not have effective written policies and procedures in place before purchasing incentives, MDH reserves the right to withhold payment and or request reimbursement in the amount equal to the unallowable costs. Withheld payments will be released when the grantee provides documentation to MDH that it has written effective policies and procedures in place. Grantees who do not comply with this requirement may be subject to increased monitoring and will be offered technical assistance. MDH also reserves the right to terminate a Grant Agreement for failure to comply with these requirements.

23. Conflict of Interest

Grantee will notify MDH's Authorized Representative when they become aware of any potential, perceived, or actual conflict of interests as it relates to this Grant Agreement.

24. Mandatory Disclosures

An applicant, recipient, or subrecipient of funding under this Grant Agreement must promptly disclose whenever, in connection with this Grant Agreement (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or [Minn. Stat., ch. 609](#), or a violation of the civil False Claims Act ([31 U.S.C. 329–3733](#)) or [Minn. Stat. § 609.465](#) (prohibiting the presentation of false claims to a public officer or body). The disclosure must be made in writing to the Federal agency (if applicable), the Federal agency's Office of Inspector General (if applicable), and MDH. Applicants, recipients, and subrecipients are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of [2 CFR § 200](#). Failure to make required disclosures can result in any of the remedies described in [2 CFR § 200.339](#). (See also [2 CFR § 180](#), [31 U.S.C. 3321](#), and [41 U.S.C. 2313](#).)

25. Whistleblower Protections

An employee of a recipient or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a representative of MDH or a person or body described in [paragraph \(a\)\(2\) of 41 U.S.C. 4712](#) information that the employee reasonably believes is evidence of gross mismanagement of a Federal or state contract or grant, a gross waste of Federal or state funds, an abuse of authority relating to a Federal or state contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal or state contract (including the competition for or negotiation of a contract) or

grant. The recipient and subrecipient must inform their employees in writing of employee whistleblower rights and protections under [41 U.S.C. 4712](#) and Minn. Stat. §§ [15C.145](#) and [181.932](#) - .935. See statutory requirements for whistleblower protections at [10 U.S.C. 4701](#), [41 U.S.C. 4712](#), [41 U.S.C. 4304](#), and [10 U.S.C. 4310](#).

26. Suspension for Insufficient Funding

In the event of temporary lack of funding or appropriation, MDH may suspend its obligations under this Grant Agreement without terminating it. This suspension will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Agreement. MDH will not be assessed any penalty if the Grant Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

- 26.1. Grantee will be notified in writing of the temporary suspension, and Grantee's ability to perform under the Grant Agreement will be suspended during this period. MDH will provide reasonable notice to Grantee of the lack of funding or appropriation and shall notify Grantee once funding is restored or appropriated, and at MDH's discretion, performance under the Grant Agreement may resume.
- 26.2. MDH may convert the suspension for insufficient funding to termination under clause 27.3. upon written notice to Grantee.
- 26.3. Grantee may reject MDH's suspension for insufficient funding by written response to the notice of suspension. If Grantee rejects suspension, the notice of suspension shall be effective as a notice of termination under clause 27.3 with the same effective date as was provided for the suspension.

27. Termination

27.1. *Termination by MDH or Grantee*

MDH or Grantee may terminate this Grant Agreement without cause, with at least 21 calendar days' written notice (i.e., by mail, email, or both) to the other party. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed.

27.2. *Termination for Cause*

MDH may immediately terminate this Grant Agreement if MDH finds there has been a failure to comply with the provisions of this Grant Agreement, that timely progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled. MDH may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

27.3. *Termination for Insufficient Funding*

MDH may immediately terminate this Grant Agreement if it does not obtain funding from the Minnesota Legislature or other funding sources; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this Grant Agreement. Termination must be by written notice to Grantee; i.e., mail, email, or both. MDH is not obligated to pay for any work performed after notice and effective date of the termination.

However, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed to the extent that funds are available.

MDH will not be assessed any penalty if this Grant Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MDH must provide Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

27.4. Termination by Commissioner of Administration

The Commissioner of Administration may immediately and unilaterally terminate this Grant Agreement if further performance under the Grant Agreement would not serve MDH's purposes or performance under the Grant Agreement is not in the best interests of the State of Minnesota.

Exhibits

The following Exhibits are attached and incorporated into this Grant Agreement. In the event of a conflict between the terms of this Grant Agreement and its Exhibits, or between Exhibits, the order of precedence is first the Grant Agreement, and then in the following order:

1. Exhibit A – Grantee's Activities / Scope of Work
2. Exhibit B – Grantee's Budget

[Signatures on following page]



APPROVED:

1. State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signature: Sarah Martin

Digitally signed by Sarah Martin
Date: 2026.07.22 08:44:14 -05'00'

SWIFT Contract & Initial PO: 294190_3000134130

2. Grantee

Grantee certifies that the appropriate persons(s) have executed the Grant Agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed by:

Signature: Jasper Kruggel

A74758E30131498...

Title: City Administrator

Date: 7/24/2026 | 11:20:18 AM CDT

Signature:

Title:

Date:

Signature:

Title:

Date:

3. Minnesota Department of Health

Grant agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signature: (with delegated authority)

Title:

Date:

Distribution:
All parties on the DocuSign envelope will receive a copy of the fully executed Grant Agreement.

Exhibit A – Grantee's Activities / Scope of Work

Grantee is expected to perform the following activities. Modifications to Exhibit A must be discussed with MDH. MDH will communicate, in writing, with Grantee as to whether modifications are approved or require a formal grant amendment.

Activity/Work Plan	Anticipated Outcome
Seal a well.	Sealing this well will protect the source water from a potential contamination source.

Terms and Conditions	Additional Notes/Requirements
1. Grantee shall contact MDH Well Management 24 hours prior to beginning any well construction or sealing work. Contact either Patrick Sarafolean, MDH Hydrologist, at 651-201-3962 or Jennifer Weier, MDH Hydrologist Supervisor, at 651-201-3658 during normal business hours Monday to Friday between 8:00 am and 4:30 pm to ensure that MDH has the opportunity to inspect during the well construction or sealing process.	In compliance with MDH standards
2. Grantee agrees that work shall take place only in the MDH approved Drinking Water Supply Management Area (DWSMA). Grantee will be reimbursed only for work that takes place in the DWSMA.	In Compliance with MDH standards
3. Grantee shall pay in full any licensed contractor or consultant hired for the purpose of completing any work under this Grant Agreement.	In Compliance with MDH standards
4. Grantee will provide the unique well numbers with the Well Sealing Record(s) with the final invoice.	Request records from your contractor
5. On or before the end date of this Agreement, the Grantee shall provide MDH with one electronic copy of all final products produced under this Grant Agreement, including reports, publications, software and videos. If required by the nature of the project, data collected during the project shall be reported in a format acceptable to MDH.	In Compliance with MDH standards
6. In the event the Grantee is unable to satisfactorily complete all the duties specified in this grant agreement, the Grantee will forfeit payment. A Grantee who has not	In compliance with MDH standards

Terms and Conditions	Additional Notes/Requirements
satisfactorily fulfilled the grant obligations, including but not limited to paying the contractor in full for all work performed by the contractor, will be denied participation in the next grant cycle.	
7. In accordance with Minn. Stat. § 16B.98 , subd. 5(d), Grantee must clearly post on Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees this Grant Agreement on behalf of the Grantee.	In compliance with MDH standards
8. Any digital materials created, and shared outside of the grantee's organization, Grantee is required to comply with State of Minnesota's Digital Accessibility Standard. This requirement flows down to any subcontractors and or any third-party entity the Grantee may utilize and compensate with MDH grant funds. The statewide Standard can be viewed online at Accessibility Policies & Standards / Minnesota IT Services	In compliance with MDH standards

Grantee is subject to a variety of compliance activities, as outlined below.

Report Type	Reporting Period / Due Date	Due Date
Grant Narrative Report	Upon completion of the project, Grantee shall complete and submit an itemized Grant Invoice and a Grant Narrative Report to MDH SWP in the Fluxx portal system. The Grant Narrative Report and the Grant Invoice shall be due no later than the expiration day of this Grant Agreement.	8/31/2027

Exhibit B – Grantee's Budget

The budget shown below is for reference only and is non-binding.

Category	Budget Period	Total
Contractual	8/1/2026 to 8/31/2027	\$15,000.00

Grantee's Indirect Cost Rate for this Grant Agreement is as follows:

Indirect costs are not allowed by Funder.

Permitting fees payable to MDH (i.e. well construction fee; well sealing fee) are not eligible and will be deducted from the final invoice, before reimbursement.

Pressure tanks are grant eligible, as part of a new well construction and pump system project. The pressure tank must be appropriately sized for the pump being proposed for the new well and not sized for additional water storage. Pressure tank designed to serve the purpose of water storage, as well as the replacement or maintenance of pressure tanks, remains ineligible for grant reimbursement.

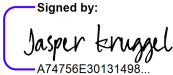
Water lines may be reimbursed only from the well to the pressure tank or to the building, whichever comes first.

Certificate Of Completion

Envelope Id: D3A746E1-CA88-8DC2-8129-C49908356FF8		Status: Sent
Subject: Complete with DocuSign: 294190_City_of_Minnetrista_GA.pdf		
Source Envelope:		
Document Pages: 19	Signatures: 1	Envelope Originator:
Certificate Pages: 2	Initials: 0	Eddie Wojski
AutoNav: Enabled		625 Robert St. N
Envelopeld Stamping: Enabled		PO Box 64975
Time Zone: (UTC-06:00) Central Time (US & Canada)		St. Paul, MN 55164
		eddie.wojski@state.mn.us
		IP Address: 156.98.136.30

Record Tracking

Status: Original	Holder: Eddie Wojski	Location: DocuSign
7/24/2026 11:11:24 AM	eddie.wojski@state.mn.us	
Security Appliance Status: Connected	Pool: StateLocal	

Signer Events	Signature	Timestamp
Jasper Kruggel	Signed by:  A74756E30131498...	Sent: 7/24/2026 11:15:47 AM
jkruggel@cityofminnetrista.gov		Viewed: 7/24/2026 11:19:03 AM
City Administrator		Signed: 7/24/2026 11:20:18 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 96.3.252.218	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

MDH Delegated	Sent: 7/24/2026 11:20:20 AM
health.Delegated_Signature@state.mn.us	
Purchasing Supervisor	
Security Level: Email, Account Authentication (None)	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

health.encumbrance@state.mn.us
health.encumbrance@state.mn.us
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure: Not Offered via DocuSign

Carbon Copy Events**Status****Timestamp**

Section 4, Item j)

Jasper Kruggel

jkruggel@cityofminnetrista.gov

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Jolene Leither

jolene.leither@mrwa.com

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

7/24/2026 11:15:47 AM

Payment Events**Status****Timestamps**

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

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

Prepared By: Gary Peters, Public Works Director

Meeting Date: August 3, 2026

Issue:

There are times that the Public Works Utility and Water Departments need emergency Supervisory Control And Data Acquisition (SCADA) services. The amount of money set aside for these issues needs to be increased.

Overview:

SCADA Task Order 03-26 covers emergency instrumentation and control issues. This would include computer malfunctions, 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 following work has been invoiced through this Task Order for 2026:

- Working with Loffler for WatchGuard firewall issues needed to update for cyber security – needed license renewals and programming updates(multiple day project)
- Trouble shooting wet well transducer issues at LS #5
- Reprogramming of WTP chemical feed totalizer inputs for improved accuracy needed for MN Department of Health monthly reporting (multiple day project)
- Un-deploying and removing alarm capabilities for Well #5 decommissioning
- Resolving PLC issues and updating reporting items at LS #3, LS #13, LS #22

There was \$10,000.00 set aside for the cost of these emergency services, and to date, \$9,611.97 has been invoiced. Amendment No.1 to SCADA Task Order 03-26 was drafted to increase the amount of money available for issues that may arise in 2026 and is attached for review. Public Works is asking that the task order be amended and increased by \$10,000.00 to cover any further issues for the rest of 2026.

Recommended City Council Action:

Motion to approve Amendment No.1 to 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 in the amount of \$10,000.00.

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.

Amendment No. 1 to Task Order No. 7 (SCADA Task Order 03-26)

Effective Date of Task Order: January 1, 2026

CLIENT: City of Minnetrista

AE2S: Advanced Engineering and Environmental Services, LLC (AE2S)

Specific Project: 2026 General I&C Support Services

Nature of Amendment:

- X Modification to services performed by AE2S
- X Modification of payment to AE2S

Description of Modifications:

- a. This amendment is requested as an increase to the authorized budget under the existing Task Order No. 7 (SCADA Task Order 03-26) for 2026 General I&C Support Services for on-call, as-needed support of the SCADA system. The original Task Order was established to provide on-call SCADA services throughout the calendar year 2026 with an approved budget of \$10,000. Due to the number of services requested and completed to date, the original budget has been fully utilized. The additional funding provided through this amendment will allow AE2S to continue providing on-call SCADA services for 2026 and is anticipated to be enough to complete the work as needed through year-end.
- b. The Scope of Services currently authorized to be performed by AE2S in accordance with the Task Order and previous amendments, if any, is modified as follows:
 - a. 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:
 - i. 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.
 - ii. 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.
- c. The nature of this Task Order and Amendment is for general on call/Emergency services for general SCADA system support tasks. Anything that is more project based, will be handled under separate task orders.
- d. For the Additional Services set forth above, CLIENT shall pay AE2S the following additional compensation on an hourly basis, not to exceed \$10,000, without prior written authorization from CLIENT.

Agreement Summary:

Original agreement amount:	\$ 10,000
Net change for prior amendments:	\$ 0
This amendment amount:	\$ 10,000
Adjusted Agreement amount:	\$ 20,000

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order.

CLIENT and AE2S hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Task Order not modified by this or previous Amendments remain in effect.

The Effective Date of this Amendment is June 1, 2026.

CLIENT:

City of Minnetrista

By:

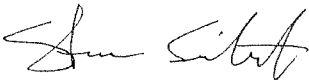
Date:

Name:

Title:

AE2S:

Advanced Engineering and Environmental Services,
LLC

By: 

Date: Jul 21, 2026

Name: Steve Seibert

Title: Operations Manager

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM



Subject: Ordinance No. 509 Authorizing a Study and Imposing a Moratorium on Data Centers

Prepared By: David Abel, Community Development Director
Sarah Sonsalla, City Attorney

Meeting Date: August 3, 2026

Issue:
The proposed Ordinance No. 508 is intended to preserve the City’s planning process while data center regulations are evaluated. It will protect public health, safety, and welfare and prevent the approval of new data center projects before the City establishes appropriate regulatory standards. This moratorium authorizes a comprehensive study of data centers and their potential impacts on the community.

Overview:
The proposed ordinance establishes a one-year interim moratorium on the establishment, construction, relocation, and expansion of data centers within the City of Minnetrista while the City studies whether amendments to its Comprehensive Plan, zoning regulations, and other official controls are necessary to appropriately regulate this land use.
The ordinance is authorized under Minnesota Statutes § 462.355, Subdivision 4, which allows municipalities to adopt interim ordinances while conducting planning studies related to land use and development.

Rapid growth in artificial intelligence, cloud computing, and digital storage has significantly increased demand for data centers throughout Minnesota and the United States. These facilities differ substantially from traditional commercial or industrial development due to their:

- Large building footprints
- Significant electrical demand
- Cooling infrastructure
- Water consumption
- Wastewater generation
- Backup power systems
- Noise and mechanical equipment
- Security requirements

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

The ordinance finds that Minnetrista's current zoning regulations do not specifically define or regulate data centers, limiting the City's ability to evaluate these projects using existing development standards.

The ordinance defines a data center as a building or facility principally used for storing, managing, processing, or transmitting digital data through computer servers and related equipment. The ordinance excludes equipment that is merely accessory to another lawful principal use, telecommunications facilities regulated separately, and governmental emergency communications facilities.

Conclusion:

The interim ordinance remains effective for one year following adoption unless:

- Repealed earlier by the City Council; or
- Superseded by the adoption of permanent data center regulations.

Any extension must comply with Minnesota Statutes § 462.355, including required public hearings and findings.

If adopted, the ordinance temporarily pauses new data center development while the City undertakes a comprehensive planning effort. The moratorium preserves the City's ability to evaluate the unique land use, infrastructure, environmental, and public service impacts associated with data centers before determining whether, where, and under what conditions these facilities should be allowed within Minnetrista.

The ordinance does not permanently prohibit data centers; rather, it provides the City with time to develop informed, locally appropriate regulations before considering future proposals.

Recommended City Council Action:

- **Motion to adopt Ordinance No. 509 Authorizing a Study and Imposing a Moratorium on Data Centers.**
- **Motion to adopt Res. No. ____ Authorizing Publish Ordinance No. 509 by Title and Summary**

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.

ORDINANCE NO. 509

**CITY OF MINNETRISTA
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

**AN INTERIM ORDINANCE AUTHORIZING A STUDY AND IMPOSING A MORATORIUM ON
DATA CENTERS**

WHEREAS, significant developments in artificial intelligence, cloud computing, digital storage, and other technologies have increased the demand for facilities used to store, manage, process, and transmit digital data; and

WHEREAS, communities throughout Minnesota and the United States have received proposals for the construction and operation of new data centers; and

WHEREAS, data centers may involve large buildings, substantial electrical demands, backup power generation, cooling equipment, water use, wastewater generation, exterior mechanical equipment, security infrastructure, and other operational characteristics that may differ from uses currently contemplated by the City’s existing land use regulations; and

WHEREAS, depending on their size, location, design, and operation, data centers may have impacts relating to land use compatibility, electrical infrastructure, water supply, wastewater systems, stormwater management, noise, air quality, lighting, traffic, emergency services, natural resources, and the environment; and

WHEREAS, the City of Minnetrista (the “City”) contains a combination of residential, commercial, agricultural, rural, natural-resource, and environmentally sensitive areas that may warrant particular consideration when determining whether, where, and under what conditions data centers should be permitted; and

WHEREAS, the City’s existing official controls do not expressly define or establish specific zoning regulations for data centers; and

WHEREAS, the City Council desires to study data centers and determine whether the City should amend its comprehensive plan, zoning regulations, or other official controls to regulate such facilities; and

WHEREAS, Minnesota Statutes, section 462.355, subdivision 4, authorizes a municipality conducting or authorizing a study regarding the adoption or amendment of its comprehensive plan or official controls to adopt an interim ordinance regulating, restricting, or prohibiting a use, development, or subdivision for up to one year in order to protect the planning process and the health, safety, and welfare of its citizens; and

WHEREAS, the City Council finds that a temporary moratorium is necessary to preserve the status quo and protect the City’s planning process while the City studies the appropriate regulation of data centers; and

NOW, THEREFORE BE IT RESOLVED:

THE CITY OF MINNETRISTA HEREBY ORDAINS:

Section 1. Purpose and Intent.

The purpose and intent of this interim ordinance (“Ordinance”) are to protect the City’s planning process and the health, safety, and welfare of the residents of the City of Minnetrista (the “City”) by:

- a) imposing, pursuant to Minnesota Statutes, section 462.355, subdivision 4, a temporary moratorium on the establishment, construction, or expansion of data centers within the City; and
- b) authorizing a study concerning whether and how the City’s comprehensive plan, zoning regulations, or other official controls should be amended to regulate data centers.

Section 2. Legislative Findings.

The City Council finds and determines as follows:

- a) The City is a municipality and governing body for purposes of the Municipal Planning Act, Minnesota Statutes, sections 462.351 through 462.365.
- b) The City has exercised its authority under the Municipal Planning Act by adopting a comprehensive plan, zoning regulations, subdivision regulations, and other official controls governing the use and development of land within the City.
- c) Minnesota Statutes, section 462.355, subdivision 4, authorizes the City to adopt an interim ordinance regulating, restricting, or prohibiting a use or development while the City conducts or authorizes a study concerning the adoption or amendment of its comprehensive plan or official controls.
- d) Data centers may have unique land use and infrastructure impacts based on their size, intensity, energy demands, cooling systems, water use, wastewater generation, noise, backup power systems, security requirements, and other operational characteristics.
- e) The City’s existing official controls do not expressly define data centers or establish standards governing their location, construction, expansion, or operation.
- f) Without specific regulations, the City may be unable to adequately evaluate and address the potential impacts of data centers through its existing land use regulations.

- g) The City would benefit from studying data centers, their potential local impacts, the availability and capacity of public infrastructure and services, and the regulatory approaches adopted by other governmental entities.
- h) The City should consider whether data centers should be allowed within the City and, if so, the zoning districts in which they should be permitted and the standards, conditions, and approval processes that should apply.
- i) A temporary moratorium is necessary to provide City staff, consultants, the Planning Commission, and the City Council with a meaningful opportunity to complete the study and consider appropriate amendments to the City's official controls before a data center is established, constructed, or expanded within the City.
- j) The moratorium is limited in duration and scope and is reasonably necessary to protect the City's planning process and the health, safety, and welfare of its residents.

Section 3. Definitions.

For purposes of this Ordinance, the following terms have the meanings given:

- a) "Data center" means a building, portion of a building, group of buildings, or other facility principally used for the storage, management, processing, or transmission of digital data and containing computer servers, network equipment, data-storage systems, telecommunications equipment, or similar equipment used for digital data operations.
- b) A data center includes accessory and appurtenant structures, equipment, and infrastructure supporting its operation, including offices, cooling and ventilation systems, air handlers, chillers, water-storage or water-cooling systems, electrical substations, transformers, battery-storage systems, backup generators, fuel-storage systems, and other associated infrastructure.
- c) "Expansion" means an increase in the building area, equipment capacity, electrical capacity, number of servers, number or capacity of generators, water demand, cooling capacity, or operational area of an existing data center.
- d) "Data center" does not include:
 - 1) computer, server, telecommunications, or data-storage equipment that is accessory and incidental to a separate lawful principal use of the property;
 - 2) equipment used primarily to support the internal business operations of the principal occupant of a building, when the equipment does not constitute the principal use of the building or property;
 - 3) telecommunications facilities separately regulated under the City Code or applicable state or federal law; or
 - 4) governmental emergency communications or public-safety facilities.

Section 4. Study Authorized.

- a) City staff and consultants are authorized and directed to conduct a study concerning data centers and the potential amendment of the City's comprehensive plan, zoning regulations, and other official controls.
- b) The study may include, without limitation:
 - the types, sizes, and operational characteristics of data centers;
 - whether data centers should be permitted within the City;
 - the zoning districts, if any, in which data centers may be appropriate;
 - whether data centers should be classified as permitted, conditional, interim, accessory, or prohibited uses;
 - minimum lot-area, setback, height, screening, landscaping, and building-design requirements;
 - electrical demand and the availability, capacity, and location of electrical infrastructure;
 - water use, cooling systems, wastewater generation, and the capacity of public and private utility systems;
 - stormwater management and potential impacts on wetlands, shoreland areas, groundwater, surface water, and other natural resources;
 - noise, vibration, lighting, air emissions, heat, and other potential effects on surrounding properties;
 - backup generators, fuel storage, battery storage, fire protection, emergency response, and public-safety considerations;
 - traffic, construction activity, road impacts, and transportation infrastructure;
 - environmental sustainability, energy efficiency, water conservation, renewable energy, waste-heat recovery, and greenhouse-gas emissions;
 - security, fencing, and site-access requirements;
 - financial assurances, decommissioning plans, site restoration, and the anticipated useful life of data center facilities;
 - application, review, monitoring, inspection, and enforcement procedures;
 - the regulations and experiences of other municipalities and governmental entities; and
 - any other matter City staff, consultants, the Planning Commission, or the City Council determines relevant to the regulation of data centers.
- c) The Planning Commission is authorized to review the study and recommend amendments to the City's comprehensive plan, zoning regulations, or other official controls.
- d) Upon completion of the study, City staff and the Planning Commission shall present their findings and recommendations to the City Council for consideration.

Section 5. Moratorium Imposed.

- a) A moratorium is imposed throughout the City on the establishment, construction, and expansion of data centers.
- b) During the term of this Ordinance:

- a data center is a prohibited use within the City;
 - no person may establish, construct, commence, relocate, or expand a data center within the City;
 - the City shall not accept an application submitted after the effective date of this Ordinance for a comprehensive plan amendment, rezoning, subdivision approval, site plan approval, conditional use permit, interim use permit, variance, building permit, grading permit, utility permit, or other City approval seeking or contemplating the establishment, construction, relocation, or expansion of a data center; and
 - the City shall not approve any application filed after the effective date of this Ordinance that seeks or contemplates the establishment, construction, relocation, or expansion of a data center.
- c) This Ordinance does not prohibit ordinary maintenance or repair of lawfully existing equipment or facilities that does not constitute the establishment or expansion of a data center.
- d) An application filed and determined complete before the effective date of this Ordinance shall be processed as required by applicable law. Nothing in this Ordinance extends or modifies the time limits imposed by Minnesota Statutes, section 15.99, with respect to an application filed before the effective date of this Ordinance.
- e) In accordance with Minnesota Statutes, section 462.355, subdivision 4, this Ordinance shall not halt, delay, or impede a subdivision that received preliminary approval before the effective date of this Ordinance.
- f) Nothing in this Ordinance is intended to regulate any activity that is preempted from local regulation by state or federal law.

Section 6. Exceptions.

The moratorium does not apply to:

- a) computer servers, data-storage equipment, network equipment, or telecommunications equipment that is accessory and incidental to a lawful principal use and does not independently constitute a data center;
- b) routine replacement, repair, maintenance, or technological upgrading of equipment within an existing lawful building, provided the work does not establish or expand a data center;
- c) governmental emergency communications, public-safety communications, or public utility equipment that the City is prohibited from regulating under applicable state or federal law; or
- d) any activity for which application of the moratorium would violate a vested right established under Minnesota law.

Section 7. No Vested Rights Created.

Except as otherwise required by applicable law, no person acquires a vested right to establish, construct, relocate, or expand a data center by purchasing or leasing property, making expenditures, conducting preliminary planning, discussing a potential project with City representatives, or submitting an incomplete application.

Section 8. Duration.

- a) This Ordinance shall remain in effect for one year from its effective date unless expressly repealed earlier by the City Council.
- b) If the City adopts amendments to its comprehensive plan, zoning regulations, or other official controls regulating data centers before the expiration of this Ordinance, the City Council may repeal the Ordinance or provide that it terminates upon the effective date of those amendments.
- c) Any extension of this Ordinance must comply with Minnesota Statutes, section 462.355, subdivision 4, including all applicable hearing, notice, and written-findings requirements.

Section 9. Enforcement and Penalty.

- a) The City may enforce this Ordinance through any lawful criminal, administrative, or civil remedy, including an action for declaratory or injunctive relief.
- b) The use of one enforcement remedy does not prevent the City from using any other remedy available under the City Code or applicable law.
- c) Any person, firm, partnership, corporation, limited liability company, or other entity violating this Ordinance is guilty of a misdemeanor and, upon conviction, is subject to the penalties authorized by state law.
- d) Each day a violation continues constitutes a separate offense.

Section 10. Severability.

Every section, provision, and part of this Ordinance is declared severable. If any section, provision, or part of this Ordinance is held invalid or unenforceable by a court of competent jurisdiction, the decision shall not invalidate any other section, provision, or part of this Ordinance.

Section 11. This Ordinance is effective upon its adoption and publication.

Adopted Date: _____, 2026.

Lisa Whalen
Mayor

Attest:

Ann Meyerhoff
City Clerk

CITY OF MINNETRISTA

RESOLUTION NO. 87-26

**RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE NO. BY TITLE AND SUMMARY**

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

WHEREAS, the city council of the city of Minnetrista has adopted Ordinance No. ___, An Interim Ordinance Authorizing a Study and Imposing a Moratorium on Data Centers; and

WHEREAS, Minnesota Statutes, § 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the ordinance is six pages in length; and

WHEREAS, the city council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Minnetrista that the city clerk shall cause the following summary of Ordinance No. ___ to be published in the official newspaper in lieu of the entire ordinance:

Public Notice

The city council of the city of Minnetrista has adopted Ordinance No. ___, An Interim Ordinance Authorizing a Study and Imposing a Moratorium on Data Centers. Data Centers are new uses which typically involve large buildings, substantial electrical demands, backup power generators, cooling equipment, water use, wastewater generation, exterior mechanical equipment, security infrastructure and other operational characteristics that may differ from uses currently contemplated by the City’s existing land use regulations. The City’s existing official controls do not expressly define or establish specific zoning regulations for data centers. The interim ordinance calls for a study of data centers to determine whether and how the City’s official controls should be amended. The full text of Ordinance No. ___ is available for inspection at Minnetrista city hall during regular business hours.

Ann Meyerhoff, City Clerk

BE IT FURTHER RESOLVED by the city council of the city of Minnetrista that the city clerk keep a copy of the ordinance in her office at city hall for public inspection and that she post a full copy of the ordinance in a public place within the city.

The resolution was adopted by the city council of the city of Minnetrista on this 3rd day of August, 2026, by a vote of ____ ayes and ____ nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM



Subject: City Council Pay Ordinance Update

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: August 3, 2026

Overview: Per Minnesota State Statute, the Minnetrista City Council can set the pay for the Mayor and City Council Members prior to an election, to be enacted after an election. We are currently in that window of time, allowing City Council to adjust their pay via ordinance, effective January 1, 2027. The last time Mayor and City Council pay was updated was 2021.

At the July 20, 2026, City Council Work Session, direction was given to move the Mayor monthly pay from \$500 per month to \$600 per month, and the City Council Member pay per month from \$400 to \$500 per month, effective January 1, 2027. An ordinance that amends the City Code is attached to this memo.

Below are two tables showing the Mayor and City Council pay submitted to the League of Minnesota Cities for communities between 7,500 residents and 15,000 residents:

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.

2026 MAYOR PAY IN MINNESOTA - CITIES BETWEEN 7,000 AND 15,000			
Organization	Job Title	Average Annual Wage (\$)	Population
City of Alexandria	Mayor	\$13,420.00	14,998
City of Robbinsdale	Mayor	\$11,941.00	14,924
City of Hutchinson	Mayor	\$9,247.00	14,910
City of Brainerd	Mayor	\$7,800.00	14,680
City of Lake Elmo	Mayor	\$6,250.00	14,529
City of North Mankato	Mayor	\$12,382.00	14,490
City of Fergus Falls	Mayor	\$12,900.00	14,188
City of New Ulm	Mayor	\$13,500.00	14,146
City of Marshall	Mayor	\$12,029.41	14,029
City of Waconia	Mayor	\$7,200.00	14,021
City of Worthington	Mayor	\$10,000.00	13,742
City of Big Lake	Mayor	\$6,000.00	12,773
City of North Branch	Mayor	\$5,000.00	12,159
City of Mendota Heights	Mayor	\$5,700.00	11,923
City of Grand Rapids	Mayor	\$10,560.00	11,205
City of Cambridge	Mayor	\$7,500.00	11,039
City of Little Canada	Mayor	\$7,500.00	10,701
City of Hermantown	Mayor	\$10,800.00	10,408
City of Fairmont	Mayor	\$4,800.00	10,226
City of Arden Hills	Mayor	\$8,250.00	10,195
City of Detroit Lakes	Mayor	\$10,800.00	10,015
City of Saint Anthony Village	Mayor	\$8,700.00	9,956
City of Little Falls	Mayor	\$10,800.00	9,213
City of Oak Grove	Mayor	\$6,290.00	9,019
City of Thief River Falls	Mayor	\$7,200.00	8,678
City of Corcoran	Mayor	\$4,620.00	8,631
City of Albertville	Mayor	\$6,000.00	8,569
City of St. Francis	Mayor	\$6,000.00	8,563
City of Waite Park	Mayor	\$7,200.00	8,459
City of Mahtomedi	Mayor	\$7,800.00	8,382
City of Orono	Mayor	\$4,200.00	8,382
City of Virginia	Mayor	\$8,000.00	8,304
City of New Prague	Mayor	\$5,100.00	8,244
City of Shorewood	Mayor	\$6,300.00	7,952
City of Delano	Mayor	\$8,741.00	7,528
City of Isanti	Mayor	\$6,429.80	7,511
City of Spring Lake Park	Mayor	\$7,453.00	7,496
City of Belle Plaine	Mayor	\$6,749.28	7,455
City of St. Joseph	Mayor	\$7,800.00	7,429
	AVERAGE ANNUAL	\$8,178.53	
	AVERAGE MONTHLY	\$681.54	
	MINNETRISTA MONTHLY	\$500.00	

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.

2026 CITY COUNCIL PAY IN MINNESOTA - CITIES BETWEEN 7,000 AND 15,000			
Organization	Job Title	Average Annual Wage (\$)	Population
City of Alexandria	Council Member	\$8,709.00	14,998
City of Robbinsdale	Council Member	\$9,525.00	14,924
City of Hutchinson	Council Member	\$6,279.00	14,910
City of Brainerd	Council Member	\$6,600.00	14,680
City of Lake Elmo	Council Member	\$4,860.00	14,529
City of North Mankato	Council Member	\$8,327.93	14,490
City of Fergus Falls	Council Member	\$7,800.00	14,188
City of New Ulm	Council Member	\$10,500.00	14,146
City of Marshall	Council Member	\$7,608.89	14,029
City of Waconia	Council Member	\$6,000.00	14,021
City of Worthington	Council Member	\$6,000.00	13,742
City of Big Lake	Council Member	\$4,800.00	12,773
City of North Branch	Council Member	\$4,000.00	12,159
City of Mendota Heights	Council Member	\$4,200.00	11,923
City of Grand Rapids	Council Member	\$7,920.00	11,205
City of Cambridge	Council Member	\$5,600.00	11,039
City of Little Canada	Council Member	\$6,250.00	10,701
City of Hermantown	Council Member	\$8,100.00	10,408
City of Fairmont	Council Member	\$2,400.00	10,226
City of Arden Hills	Council Member	\$7,452.00	10,195
City of Detroit Lakes	Council Member	\$7,200.00	10,015
City of Saint Anthony Village	Council Member	\$7,200.00	9,956
City of Little Falls	Council Member	\$9,600.00	9,213
City of Oak Grove	Council Member	\$5,540.00	9,019
City of Thief River Falls	Council Member	\$6,600.00	8,678
City of Corcoran	Council Member	\$3,660.00	8,631
City of Albertville	Council Member	\$4,800.00	8,569
City of St. Francis	Council Member	\$4,800.00	8,563
City of Waite Park	Council Member	\$3,600.00	8,459
City of Mahtomedi	Council Member	\$6,000.00	8,382
City of Orono	Council Member	\$3,500.00	8,382
City of Virginia	Council Member	\$3,600.00	8,304
City of New Prague	Council Member	\$3,900.00	8,244
City of Shorewood	Council Member	\$4,800.00	7,952
City of Delano	Council Member	\$6,327.00	7,528
City of Isanti	Council Member	\$6,429.80	7,511
City of Spring Lake Park	Council Member	\$5,961.00	7,496
City of Belle Plaine	Council Member	\$6,455.82	7,455
City of St. Joseph	Council Member	\$5,220.00	7,429
	AVERAGE ANNUAL	\$6,105.78	
	AVERAGE MONTHLY	\$508.82	
	MINNETRISTA MONTHLY	\$400.00	

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.

Next Steps: City Council can consider the attached ordinance that would change the Mayor and City Council pay effective January 1, 2027.

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.

ORDINANCE NO. 510

**CITY OF MINNETRISTA
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

**AN ORDINANCE AMENDING SECTION 205.01 OF THE MINNETRISTA CITY CODE
REGARDING SALARIES OF ELECTED OFFICIALS**

THE CITY OF MINNETRISTA HEREBY ORDAINS:

Section 1. The City Council of the City of Minnetrista hereby amends Chapter II, Section 205.01 of the Minnetrista City Code by adding the underlined material and deleting the ~~stricken~~ material as follows:

SECTION 205. – SALARIES OF ELECTED OFFICIALS

205.01. – Salary schedule

Subd. 1. Annual salary is established. The salaries of the mayor and other members of the city council shall be as follows:

- (a) The mayor shall receive a salary of \$600.00 per month.
- (b) Each city council member shall receive a salary of \$500.00 per month.
- (c) Actual incurred mileage will be reimbursed at the prevailing set rate by the Internal Revenue Service for the mayor and councilmembers when they attend meeting at locations other than Minnetrista City Hall.

Subd. 2. Payment. The salaries of the mayor and other city council members are payable monthly.

Section 2. This Ordinance shall take effect on January 1, 2027 after its passage and publications as required by law.

Adoption Date: _____, 2026

Lisa Whalen
Mayor

Attest:

Ann Meyerhoff
City Clerk

(seal)



CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

Subject: 2027 Budget and Preliminary Levy Discussion

Prepared By: Brian Grimm, Finance Director – on behalf of the Department Manager Budget Working Group

Meeting Date: August 3, 2026

Staff has worked diligently for the last couple of months to create a proposed 2027 General Fund Budget and Capital Improvement Plan (CIP Equipment) and Preliminary Levy option. The attached draft documents are included in the packet:

- 1) General Fund Summary
- 2) General Fund Revenue Detail
- 3) General Fund Expenditure Detail
- 4) CIP Equipment Summary and Detail 2027-2031 Draft
- 5) Potential draft levy option
- 6) Proposed Debt (Special) Levies breakdown for 2027
- 7) Proposed timeline of upcoming budget meetings/action steps

A PowerPoint presentation will be presented on Monday evening. At the meeting, Staff will explain the information in the packet and how they affect the general fund, CIP Equipment Plan, preliminary levy and other variables in greater detail. Staff will also go over some of the comparative, historical, and trend information through chart and graphical analysis that was included.

As you can see in the packet items, the sheet that has all the components of the proposed levy combined have an increase to the gross levy of 11.74% (11.95% net levy) from 2026. It is made up of several main factors that include items that were discussed at the 6-15-26 workession. Please reference this packet item from that meeting that talked about the items driving the proposed levy increase from 2026 to 2027.

Staff has tried to balance the preliminary levy presented with operational and capital needs that our City departments have. Staff is still maintaining an acceptable fund balance dollar amount and percentage (projected 40% at the end of 2027) to the overall general fund, fund balance (shown on the general fund summary page attached).

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.

With values in the housing market having slight increases, our preliminary numbers from Hennepin County show the City's tax capacity going up about 6.3%. This is from a combination of values on current properties within the City increasing (based on existing sales) as well as new homes/improvements being added in the City. About a little under 3% of the increase is attributable to growth. Existing properties are going up at about a 3.5% increase in valuation on average. With the increased valuation, (market value/tax capacity) and the proposed tax levy option presented, the tax rate would be projected to increase from its current 2026 City tax rate of 21.12% to a projected 22.00% for 2027.

As in previous years, the City's preliminary levy will have to be certified to the County by the September 30th deadline. A factor to consider is the preliminary levy, once set, can only stay the same or be reduced at the time of final certification in December. It cannot be increased from the preliminary levy that is certified to the County.

Recommended City Council Action: The objective of this meeting is to have a budget discussion regarding the 2027 preliminary levy. Subsequently, the goal is to have Council come to a consensus on an acceptable preliminary tax levy to approve by resolution at one of the next Council meetings to certify to the County before the September 30th deadline.

Does Recommended Action meet City Mission Statement? x Yes No
Does Recommended Action meet City Goals/Priorities? x Yes No
Explain: This item is a discussion on the 2027 budget and levy for funding 2027 services, operations and capital needs.

Mission Statement:

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

**City of Minnetrista
2027 Draft Budget
General Fund Summary**

Section 6, Item d)

GENERAL FUND SUMMARY

	2023 Actuals	2024 Actuals	2025 Actuals	2026 Final Budget	2027 Draft Budget	2026-2027 % change
GENERAL FUND REVENUE						
Property Tax	\$ 4,100,025	\$ 4,806,290	\$ 5,149,866	\$ 5,930,136	\$ 6,555,136	10.5%
Licenses & Permits	\$ 1,172,501	\$ 820,857	\$ 725,913	\$ 309,000	\$ 313,000	1.3%
Intergovernmental	\$ 510,103	\$ 291,378	\$ 286,468	\$ 294,000	\$ 305,500	3.9%
Fines	\$ 42,201	\$ 30,306	\$ 36,270	\$ 35,000	\$ 35,500	1.4%
Other/Charges for services	\$ 889,192	\$ 771,115	\$ 742,496	\$ 1,124,930	\$ 884,250	-21.4%
TOTAL G.F. REVENUES	\$ 6,714,022	\$ 6,719,946	\$ 6,941,013	\$ 7,693,066	\$ 8,093,386	5.2%
GENERAL FUND EXPEND.						
Legislative	\$ 49,873	\$ 53,625	\$ 52,914	\$ 51,957	\$ 60,967	17.3%
Administrative	\$ 553,678	\$ 671,595	\$ 727,867	\$ 764,957	\$ 846,893	10.7%
Elections	\$ 2,669	\$ 24,774	\$ 65	\$ 27,000	\$ 1,000	-96.3%
Auditing	\$ 33,600	\$ 41,939	\$ 40,628	\$ 45,000	\$ 46,000	2.2%
Assessor	\$ 198,000	\$ 205,000	\$ -	\$ -	\$ -	#DIV/0!
Planning	\$ 296,250	\$ 317,193	\$ 332,908	\$ 351,165	\$ 430,846	22.7%
Legal	\$ 82,596	\$ 110,357	\$ 127,020	\$ 110,000	\$ 110,000	0.0%
Buildings	\$ 85,483	\$ 85,159	\$ 93,677	\$ 91,300	\$ 95,000	4.1%
Police	\$ 2,616,015	\$ 2,944,126	\$ 3,206,194	\$ 3,451,646	\$ 3,616,694	4.8%
Fire	\$ 633,311	\$ 714,493	\$ 723,574	\$ 829,820	\$ 896,206	8.0%
Inspections	\$ 252,230	\$ 281,144	\$ 258,366	\$ 293,201	\$ 304,864	4.0%
Engineering	\$ 12,847	\$ 12,000	\$ 48,882	\$ 55,037	\$ 54,670	-0.7%
Streets	\$ 951,398	\$ 1,063,478	\$ 1,036,636	\$ 1,113,903	\$ 1,155,122	3.7%
Snow and Ice Removal	\$ 178,018	\$ 67,293	\$ 101,379	\$ 177,702	\$ 133,628	-24.8%
Street Lighting	\$ 27,179	\$ 35,392	\$ 33,597	\$ 36,000	\$ 36,000	0.0%
Park Areas	\$ 153,721	\$ 178,092	\$ 194,036	\$ 187,464	\$ 201,795	7.6%
Culture and Recreation - Gillespie	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	0.0%
Misc. Expense	\$ 7,129	\$ 3,509	\$ 10,266	\$ 30,000	\$ 30,000	0.0%
Insurance	\$ 8,816	\$ 8,007	\$ 10,000	\$ 10,000	\$ 8,000	-20.0%
Transfers - Capital Fund/Roads	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL G. F. EXPENDITURES	\$ 6,142,813	\$ 6,817,176	\$ 6,998,009	\$ 7,636,152	\$ 8,037,682	5.3%
Projected 2026 Surplus				\$ 150,000		
G.F. SURPLUS/(DEFICIT)	\$ 571,209	\$ (97,230)	\$ (56,996)	\$ 56,914	\$ 55,704	
Transfers to CIP Fund						
Transfers - Administrative charges on projects						
Year End Fund Balance	\$ 3,106,723	\$ 3,009,493	\$ 2,952,497	\$ 3,159,411	\$ 3,215,115	
General Fund Percentage of	50.57%	44.15%	42.19%	41.37%	40.00%	

2027 Draft Revenues Budget

Account Description				June	2027 Draft
	2024 Actuals	2025 Actuals	2026 Budget	2026 YTD	Budget
R 101-100-31010 GENERAL PROPERTY TAX	\$ 4,666,311	\$ 4,980,890	\$ 5,780,136	\$ 2,687,500	\$ 6,405,136
R 101-100-31020 DELINQUENT AD VALOREM	\$ 25,998	\$ 47,868	\$ -	\$ -	\$ -
R 101-100-31040 FISCAL DISPARITIES	\$ 113,981	\$ 121,108	\$ 150,000	\$ -	\$ 150,000
R 101-200-32120 BUSINESS LICENSES	\$ 6,050	\$ 9,640	\$ 6,000	\$ 10,640	\$ 10,000
R 101-200-32210 BUILDING PERMITS	\$ 704,543	\$ 628,519	\$ 225,000	\$ 340,024	\$ 225,000
R 101-200-32212 BLDG - ENGINEER REVIEW	\$ 44,950	\$ 28,450	\$ 25,000	\$ 14,350	\$ 25,000
R 101-200-32230 PLUMBING AND HEATING PERMITS	\$ 62,146	\$ 55,934	\$ 50,000	\$ 23,678	\$ 50,000
R 101-200-32240 DOG LICENSES	\$ 150	\$ 300	\$ -	\$ 150	\$ -
R 101-200-32250 ELECTRICAL PERMITS	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-200-32260 OTHER PERMITS	\$ 3,018	\$ 3,070	\$ 3,000	\$ 2,310	\$ 3,000
R 101-300-33160 FEDERAL GRANT OTHER	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-300-33265 SAFE & SOBER GRANT	\$ 21,789	\$ 20,713	\$ 15,000	\$ -	\$ 20,000
R 101-300-33270 FIRE SERVICES GRANT	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-300-33401 LOCAL GOVERNMENT AID	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-300-33402 HOMESTEAD CREDIT	\$ 5,602	\$ 7,115	\$ 6,000	\$ -	\$ 6,500
R 101-300-33406 POST REIMBURSEMENT	\$ 13,177	\$ 15,562	\$ 13,000	\$ 947	\$ 14,000
R 101-300-33407 POLICE AID	\$ 180,289	\$ 213,829	\$ 190,000	\$ -	\$ 220,000
R 101-300-33416 PERA STATE AID	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-300-33425 STATE AID OTHER	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-300-33510 DRUG TASK FORCE	\$ 50,521	\$ 9,249	\$ 50,000	\$ -	\$ 25,000
R 101-400-34101 CITY HALL RENT	\$ 5,351	\$ 5,851	\$ 2,500	\$ -	\$ 2,500
R 101-400-34103 ZONING AND SUBDIVISION FEES	\$ 46,740	\$ 55,290	\$ 45,000	\$ 44,920	\$ 75,000
R 101-400-34104 WETLAND PERMIT FEE	\$ 1,000	\$ 2,500	\$ 1,000	\$ 250	\$ 1,000
R 101-400-34105 SALE OF MAPS AND COPIES	\$ (152)	\$ 16	\$ 250	\$ -	\$ 250
R 101-400-34106 REPORT COPIES	\$ 2,616	\$ 1,522	\$ 2,500	\$ 1,537	\$ 1,500
R 101-400-34107 ASSESSMENT SEARCHES	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-400-34109 MISC FEES	\$ 1,146	\$ 1,490	\$ 1,000	\$ 691	\$ 1,000
R 101-400-34301 STREET STATE AID	\$ 20,000	\$ 20,000	\$ 20,000	\$ 10,000	\$ 20,000
R 101-400-34303 STREET DEPARTMENT	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-400-34401 CRIME LEVY - ISD #277 OFFICER	\$ 46,836	\$ 46,290	\$ 50,000	\$ -	\$ 48,000
R 101-400-34501 POLICE SERVICES CONTRACT	\$ 278,245	\$ 290,509	\$ 302,680	\$ 227,010	\$ 315,000
R 101-400-34502 FIRE SERVICE CALLS	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-400-34940 SQUAD/EQUIP SALES	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-400-34950 SUPPLIES/MATERIALS SOLD	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-400-37170 OTHER/CELL PHONE TOWER	\$ 146,972	\$ 102,184	\$ 200,000	\$ 26,654	\$ 150,000
R 101-500-35101 COURT FINES	\$ 29,516	\$ 35,230	\$ 35,000	\$ 8,966	\$ 35,000
R 101-500-35104 ALARM FINES	\$ 600	\$ 800	\$ -	\$ 200	\$ 500
R 101-500-35105 DOG RELEASE	\$ 190	\$ 240	\$ -	\$ -	\$ -
R 101-500-35300 FORFEITURES	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-600-36101 SPECIAL ASSESSMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-610-36210 INTEREST ON INVESTMENT & CKG	\$ 190,335	\$ 150,024	\$ 125,000	\$ 26,709	\$ 100,000
R 101-620-36230 CONTRIBUTIONS AND DONATIONS	\$ 12,000	\$ 10,525	\$ 10,000	\$ 1,000	\$ 5,000
R 101-620-36240 REVENUE COLL FOR OTHER AGENC	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-620-36250 REFUNDS AND REIMB	\$ 14,744	\$ 17,346	\$ 15,000	\$ 2,103	\$ 15,000
R 101-620-36251 PD REFUNDS/REIMB	\$ 9,147	\$ 2,720	\$ 5,000	\$ 4,525	\$ 5,000

	2024 Actuals	2025 Actuals	2026 Budget	2026 YTD	Budget
R 101-620-37170 OTHER/CELL PHONE TOWER	\$ -	\$ -	\$ 350,000	\$ -	\$ 150,000
R 101-620-39101 SALE OF FIXED ASSETS	\$ 16,135	\$ 19,390	\$ 15,000	\$ -	\$ 15,000
R 101-700-40000 OPERATING TRANSFER IN	\$ -	\$ -	\$ -	\$ -	
Grand Totals	\$ 6,719,946	\$ 6,904,175	\$ 7,693,066	\$ 3,434,164	\$ 8,093,386

2027 Draft Budget
General Fund Expenditures

Account Description	2024 Actuals	2025 Actuals	2026 Budget	June 2026 YTD	2027 Draft Budget
41110-COUNCIL					
E 101-41110-101 SALARIES-REGULAR	\$ 28,200	\$ 28,200	\$ 28,200	\$ 11,750	\$ 34,200
E 101-41110-122 FICA - EMPLOYER CONTR	\$ 2,158	\$ 2,158	\$ 2,157	\$ 899	\$ 2,616
E 101-41110-123 MN PAID LEAVE EXP	\$ -	\$ -	\$ -	\$ 62	\$ 150
E 101-41110-201 OFFICE SUPPLIES	\$ 876	\$ -	\$ -	\$ 23	\$ -
E 101-41110-361 GENERAL LIABILITY INSURANCE	\$ 1,820	\$ 2,575	\$ 2,600	\$ 1,462	\$ 2,000
E 101-41110-433 DUES & SUBSRIPT & TRAINING	\$ 1,753	\$ 1,586	\$ 2,000	\$ 1,647	\$ 2,000
E 101-41110-435 COUNCIL TRAIN/RETREAT/OTHER	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41110-436 CONTRIBUTIONS	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41110-437 MISCELLANEOUS EXPENSE	\$ 5,250	\$ 1,147	\$ 12,000	\$ 5,033	\$ 5,000
E 101-41110-440 APPRECIATION EVENTS	\$ 13,516	\$ 17,184	\$ 5,000	\$ 2,148	\$ 15,000
SUBTOTAL	\$ 53,573	\$ 52,849	\$ 51,957	\$ 23,023	\$ 60,967
41320-ADMIN					
E 101-41320-101 SALARIES-REGULAR	\$ 457,665	\$ 482,093	\$ 534,240	\$ 236,148	\$ 564,835
E 101-41320-102 SALARIES-OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41320-121 PERA - EMPLOYER CONTR	\$ 33,056	\$ 34,451	\$ 39,453	\$ 17,022	\$ 42,363
E 101-41320-122 FICA - EMPLOYER CONTR	\$ 33,368	\$ 35,144	\$ 40,334	\$ 16,837	\$ 43,210
E 101-41320-123 MN PAID LEAVE EXP	\$ -	\$ -	\$ -	\$ 1,065	\$ 2,485
E 101-41320-131 HEALTH & LIFE INS - E CONTR	\$ 52,618	\$ 61,049	\$ 55,480	\$ 36,491	\$ 74,400
E 101-41320-151 WORKMEN S COMP INSURANCE	\$ 3,051	\$ 2,233	\$ 2,500	\$ 2,492	\$ -
E 101-41320-201 OFFICE SUPPLIES	\$ 4,456	\$ 4,941	\$ 3,200	\$ 1,261	\$ 3,500
E 101-41320-202 COPY & PRINTING SUPPLIES	\$ 6,328	\$ 3,958	\$ 5,000	\$ 1,761	\$ 4,000
E 101-41320-302 CONSULTANTS/MINUTES	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41320-307 PROFESSIONAL SERVICES	\$ 8,480	\$ 7,722	\$ 7,000	\$ 7,597	\$ 27,000
E 101-41320-322 POSTAGE	\$ 8,718	\$ 8,131	\$ 9,000	\$ 3,863	\$ 9,000
E 101-41320-331 TRAVEL EXPENSE	\$ 149	\$ 154	\$ -	\$ 225	\$ 250
E 101-41320-351 LEGAL NOTICE & ORD PUBLICATIC	\$ 505	\$ 1,430	\$ 750	\$ 347	\$ 750
E 101-41320-404 VEHICLE & EQUIP MAINT	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41320-410 COMPUTER SERVICES/FEES	\$ 30,567	\$ 43,479	\$ 33,000	\$ 24,204	\$ 35,000
E 101-41320-433 DUES & SUBSRIPT & TRAINING	\$ 26,817	\$ 36,373	\$ 30,000	\$ 28,844	\$ 35,000
E 101-41320-435 COUNCIL TRAIN/RETREAT/OTHER	\$ 52	\$ 64	\$ -	\$ 35	\$ 100
E 101-41320-437 MISCELLANEOUS EXPENSE	\$ 5,817	\$ 7,014	\$ 5,000	\$ 1,839	\$ 5,000
SUBTOTAL	\$ 671,644	\$ 728,237	\$ 764,957	\$ 380,029	\$ 846,893
41410- ELECTIONS					
E 101-41410-101 SALARIES-REGULAR	\$ 17,720	\$ (305)	\$ 20,000	\$ -	\$ -
E 101-41410-122 FICA - EMPLOYER CONTR	\$ -	\$ -	\$ 1,000	\$ -	\$ -
E 101-41410-123 MN PAID LEAVE EXP	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41410-201 OFFICE SUPPLIES	\$ 657	\$ -	\$ 1,000	\$ -	\$ -
E 101-41410-202 COPY & PRINTING SUPPLIES	\$ 1,090	\$ -	\$ -	\$ -	\$ -
E 101-41410-322 POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41410-404 VEHICLE & EQUIP MAINT	\$ 4,642	\$ 65	\$ 5,000	\$ -	\$ 1,000
E 101-41410-437 MISCELLANEOUS EXPENSE	\$ 665	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 24,774	\$ (240)	\$ 27,000	\$ -	\$ 1,000
41530-AUDITING					

Account Description	2024 Actuals	2025 Actuals	2026 Budget	June	2027 Draft
				2026 YTD	Budget
E 101-41530-301 AUDITING AND ACCOUNTING SERV	\$ 41,939	\$ 40,628	\$ 45,000	\$ 38,010	\$ 46,000
SUBTOTAL	\$ 41,939	\$ 40,628	\$ 45,000	\$ 38,010	\$ 46,000
41530-ASSESING					
E 101-41550-310 HENNEPIN COUNTY ASSESSOR	\$ 205,000	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 205,000	\$ -	\$ -	\$ -	\$ -
41610-ATTORNEY					
E 101-41610-304 LEGAL FEES - ATTORNEY	\$ 74,357	\$ 96,862	\$ 60,000	\$ 40,948	\$ 70,000
E 101-41610-305 PROSECUTING ATTORNEY	\$ 36,000	\$ 30,158	\$ 50,000	\$ 18,834	\$ 40,000
E 101-41610-311 HR ATTORNEY	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 110,357	\$ 127,019	\$ 110,000	\$ 59,782	\$ 110,000
41910-COMMUNITY DEVELOPMENT-PLANNING					
E 101-41910-101 SALARIES-REGULAR	\$ 242,635	\$ 254,592	\$ 268,564	\$ 121,519	\$ 283,995
E 101-41910-102 SALARIES-OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41910-121 PERA - EMPLOYER CONTR	\$ 18,198	\$ 19,094	\$ 19,842	\$ 9,114	\$ 21,300
E 101-41910-122 FICA - EMPLOYER CONTR	\$ 17,876	\$ 18,801	\$ 20,239	\$ 8,906	\$ 21,726
E 101-41910-123 MN PAID LEAVE EXP	\$ -	\$ -	\$ -	\$ 548	\$ 1,250
E 101-41910-131 HEALTH & LIFE INS - E CONTR	\$ 31,337	\$ 32,960	\$ 28,800	\$ 17,335	\$ 36,000
E 101-41910-151 WORKMEN S COMP INSURANCE	\$ 1,119	\$ 1,155	\$ 1,200	\$ 1,196	\$ -
E 101-41910-201 OFFICE SUPPLIES	\$ 460	\$ 310	\$ 1,166	\$ -	\$ 500
E 101-41910-202 COPY & PRINTING SUPPLIES	\$ 2,174	\$ 2,169	\$ 2,000	\$ 1,080	\$ 2,000
E 101-41910-302 CONSULTANTS/MINUTES	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41910-303 ENGINEERING SERV	\$ -	\$ -	\$ 5,819	\$ -	\$ 55,900
E 101-41910-307 PROFESSIONAL SERVICES	\$ 1,819	\$ 2,207	\$ -	\$ 3,582	\$ 3,900
E 101-41910-322 POSTAGE	\$ -	\$ -	\$ 250	\$ 6	\$ 275
E 101-41910-331 TRAVEL EXPENSE	\$ -	\$ 53	\$ 235	\$ 180	\$ 250
E 101-41910-351 LEGAL NOTICE & ORD PUBLICATIC	\$ 800	\$ 516	\$ 1,200	\$ 692	\$ 1,500
E 101-41910-433 DUES & SUBSRIPT & TRAINING	\$ 775	\$ 1,051	\$ 1,125	\$ 68	\$ 1,500
E 101-41910-435 COUNCIL TRAIN/RETREAT/OTHER	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41910-437 MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ 725	\$ -	\$ 750
SUBTOTAL	\$ 317,193	\$ 332,906	\$ 351,165	\$ 164,227	\$ 430,846
41940-CITY HALL/GOVERNMENT BUILDINGS					
E 101-41940-101 SALARIES-REGULAR	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41940-121 PERA - EMPLOYER CONTR	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41940-122 FICA - EMPLOYER CONTR	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41940-211 CLEANING & MAINT SUPPLIES	\$ 8,277	\$ 7,852	\$ 8,000	\$ 3,399	\$ 8,000
E 101-41940-223 BUILDING REPAIR PARTS	\$ 284	\$ 481	\$ 3,300	\$ -	\$ 3,000
E 101-41940-321 TELEPHONE	\$ 12,396	\$ 16,372	\$ 14,000	\$ 5,030	\$ 16,000
E 101-41940-362 PROPERTY INSURANCE	\$ 26,435	\$ 27,000	\$ 27,000	\$ 23,565	\$ 26,000
E 101-41940-381 ELECTRIC UTILITIES	\$ 13,477	\$ 12,525	\$ 14,000	\$ 6,010	\$ 14,000
E 101-41940-383 NATURAL GAS	\$ 4,481	\$ 6,476	\$ 6,000	\$ 4,127	\$ 6,500
E 101-41940-384 REFUSE REMOVAL	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41940-401 BLDG/STRUCT MAINTENANCE	\$ 9,250	\$ 10,127	\$ 8,000	\$ 2,699	\$ 8,000
E 101-41940-402 LAWN MAINTENANCE	\$ 10,536	\$ 12,633	\$ 11,000	\$ 3,743	\$ 12,000
E 101-41940-404 VEHICLE & EQUIP MAINT	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41940-437 MISCELLANEOUS EXPENSE	\$ 23	\$ 211	\$ -	\$ 1,230	\$ 1,500
E 101-41940-531 BUILDING IMPROVEMENT	\$ -	\$ -	\$ -	\$ -	\$ -

Account Description	2024 Actuals	2025 Actuals	2026 Budget	June	2027 Draft
				2026 YTD	Budget
SUBTOTAL	\$ 85,159	\$ 93,677	\$ 91,300	\$ 49,803	\$ 95,000
42110 -POLICE					
E 101-42110-101 SALARIES-REGULAR	\$ 1,777,351	\$ 1,992,603	\$ 2,175,027	\$ 932,711	\$ 2,247,198
E 101-42110-102 SALARIES-OVERTIME	\$ 69,371	\$ 59,753	\$ 45,000	\$ 26,320	\$ 45,000
E 101-42110-103 SALARIES-SAFE&SOBER	\$ 18,283	\$ 13,196	\$ 5,000	\$ 2,387	\$ 5,000
E 101-42110-104 SALARIES-DARE	\$ -	\$ -	\$ -	\$ -	
E 101-42110-106 SALARIES-CHFCHALNG	\$ -	\$ -	\$ -	\$ -	
E 101-42110-121 PERA - EMPLOYER CONTR	\$ 323,256	\$ 349,627	\$ 364,596	\$ 151,378	\$ 378,540
E 101-42110-122 FICA - EMPLOYER CONTR	\$ 41,247	\$ 44,128	\$ 50,423	\$ 19,685	\$ 50,368
E 101-42110-123 MN PAID LEAVE EXP	\$ -	\$ -	\$ -	\$ 4,337	\$ 9,888
E 101-42110-131 HEALTH & LIFE INS - E CONTR	\$ 223,680	\$ 252,943	\$ 263,400	\$ 131,089	\$ 312,000
E 101-42110-151 WORKMEN S COMP INSURANCE	\$ 86,442	\$ 67,250	\$ 70,000	\$ 77,608	\$ 80,000
E 101-42110-201 OFFICE SUPPLIES	\$ 3,112	\$ 3,611	\$ 4,100	\$ 1,343	\$ 4,000
E 101-42110-202 COPY & PRINTING SUPPLIES	\$ 3,047	\$ 3,298	\$ 3,600	\$ 1,435	\$ 3,600
E 101-42110-211 CLEANING & MAINT SUPPLIES	\$ 14,871	\$ 14,618	\$ 14,400	\$ 6,030	\$ 14,400
E 101-42110-212 MOTOR FUELS AND LUBRICANTS	\$ 41,128	\$ 43,290	\$ 48,000	\$ 18,634	\$ 48,000
E 101-42110-221 EQUIPMENT PARTS, TIRES	\$ 23,648	\$ 16,957	\$ 24,000	\$ 3,415	\$ 23,000
E 101-42110-240 SMALL TOOLS AND MINOR EQUIP	\$ 528	\$ 488	\$ 1,000	\$ 491	\$ 1,000
E 101-42110-301 AUDITING AND ACCOUNTING SERV	\$ -	\$ -	\$ -	\$ -	
E 101-42110-304 LEGAL FEES - ATTORNEY	\$ -	\$ -	\$ -	\$ -	
E 101-42110-307 PROFESSIONAL SERVICES	\$ 28,051	\$ 33,774	\$ 42,500	\$ 19,618	\$ 41,000
E 101-42110-315 RENT/SIRENS	\$ -	\$ -	\$ -	\$ -	
E 101-42110-319 KENNEL CHARGES	\$ 1,610	\$ 2,642	\$ 2,300	\$ 1,700	\$ 2,300
E 101-42110-321 TELEPHONE	\$ 12,834	\$ 7,734	\$ 13,000	\$ 5,188	\$ 13,000
E 101-42110-322 POSTAGE	\$ 528	\$ 314	\$ 500	\$ 97	\$ 400
E 101-42110-339 SIREN AND MAINTENANCE POWER	\$ 20,383	\$ 21,571	\$ 23,000	\$ 12,061	\$ 23,000
E 101-42110-362 PROPERTY INSURANCE	\$ 24,010	\$ 25,000	\$ 26,000	\$ 22,825	\$ 25,000
E 101-42110-363 AUTOMOBILE INSURANCE	\$ 12,644	\$ 13,000	\$ 15,000	\$ 16,471	\$ 18,000
E 101-42110-381 ELECTRIC UTILITIES	\$ 39,501	\$ 54,921	\$ 44,000	\$ 19,941	\$ 47,000
E 101-42110-383 NATURAL GAS	\$ 3,823	\$ 4,671	\$ 8,000	\$ 4,633	\$ 7,500
E 101-42110-401 BLDG/STRUCT MAINTENANCE	\$ 17,362	\$ 15,433	\$ 16,000	\$ 3,580	\$ 16,000
E 101-42110-404 VEHICLE & EQUIP MAINT	\$ 34,125	\$ 29,896	\$ 29,000	\$ 14,611	\$ 30,000
E 101-42110-410 COMPUTER SERVICES/FEES	\$ 45,625	\$ 64,328	\$ 65,000	\$ 44,419	\$ 65,000
E 101-42110-415 RADIO LEASE	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42110-416 RENTAL	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42110-417 UNIFORMS	\$ 20,885	\$ 12,199	\$ 18,000	\$ 4,292	\$ 18,000
E 101-42110-418 RECRUITING	\$ 8,294	\$ 11,973	\$ 12,000	\$ 4,918	\$ 12,000
E 101-42110-428 RESERVE OFFICERS	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42110-431 TRAIN/MTG/EXP & SUPPLIES	\$ 5,908	\$ 4,797	\$ 10,000	\$ 1,203	\$ 8,000
E 101-42110-432 DRUG TASK FORCE DUES	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42110-433 DUES & SUBSRIPT & TRAINING	\$ 12,035	\$ 14,997	\$ 14,000	\$ 13,543	\$ 24,000
E 101-42110-434 POLICE TRAINING	\$ 20,593	\$ 17,760	\$ 23,000	\$ 8,093	\$ 26,000
E 101-42110-435 COUNCIL TRAIN/RETREAT/OTHER	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42110-437 MISCELLANEOUS EXPENSE	\$ 1,913	\$ 2,237	\$ 3,500	\$ 541	\$ 3,500
E 101-42110-440 APPRECIATION EVENTS	\$ 4,463	\$ 6,088	\$ 13,300	\$ 6,794	\$ 10,000
E 101-42110-441 CORRECTION FEES/CHGS	\$ 3,269	\$ 1,097	\$ 5,000	\$ 809	\$ 5,000

Account Description	June				2027 Draft
	2024 Actuals	2025 Actuals	2026 Budget	2026 YTD	Budget
E 101-42110-450 DARE/CRIME PREV Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42110-510 CITIZEN CORPS COUNCIL	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42110-511 CERT TEAM	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42110-512 VOLUNTEERS IN POLICE	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42110-513 MEDICAL RESERVE CORPS	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42110-560 EQUIP AND FURNISHINGS	\$ 306	\$ -	\$ -	\$ 310	\$ -
E 101-42110-590 PROGRAMS	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 2,944,126	\$ 3,206,195	\$ 3,451,646	\$ 1,582,511	\$ 3,616,694
42210 -FIRE					
E 101-42210-307 PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42210-316 FIRE CONTRACT MOUND	\$ 403,225	\$ 376,764	\$ 402,007	\$ 301,505	\$ 434,168
E 101-42210-317 FIRE SATELLITE	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42210-318 FIRE CONTRACT ST BONIFACIUS	\$ 311,268	\$ 346,810	\$ 427,813	\$ 320,860	\$ 462,038
SUBTOTAL	\$ 714,493	\$ 723,574	\$ 829,820	\$ 622,365	\$ 896,206
42401 -BUILDING INSPECTIONS					
E 101-42401-101 SALARIES-REGULAR	\$ 178,019	\$ 193,312	\$ 201,829	\$ 94,374	\$ 215,838
E 101-42401-102 SALARIES-OVERTIME	\$ -	\$ -	\$ 5,000	\$ -	\$ 1,000
E 101-42401-107 SEASONAL SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42401-121 PERA - EMPLOYER CONTR	\$ 13,351	\$ 14,498	\$ 14,912	\$ 7,078	\$ 16,263
E 101-42401-122 FICA - EMPLOYER CONTR	\$ 13,574	\$ 14,570	\$ 15,210	\$ 7,020	\$ 16,588
E 101-42401-123 MN PAID LEAVE EXP	\$ -	\$ -	\$ -	\$ 425	\$ 950
E 101-42401-131 HEALTH & LIFE INS - E CONTR	\$ 30,306	\$ 29,410	\$ 28,800	\$ 17,866	\$ 36,000
E 101-42401-151 WORKMEN S COMP INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42401-201 OFFICE SUPPLIES	\$ 220	\$ 527	\$ 550	\$ 141	\$ 575
E 101-42401-202 COPY & PRINTING SUPPLIES	\$ 1,640	\$ 1,776	\$ 1,400	\$ 700	\$ 1,450
E 101-42401-303 ENGINEERING SERV	\$ 30,038	\$ 890	\$ 20,000	\$ -	\$ 10,000
E 101-42401-306 BUILDING INSPECTION	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42401-308 PLAN REVIEW FEES	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-42401-404 VEHICLE & EQUIP MAINT	\$ 430	\$ 2,124	\$ 2,100	\$ (32)	\$ 2,800
E 101-42401-433 DUES & SUBSRIPT & TRAINING	\$ 1,566	\$ 1,260	\$ 2,500	\$ 1,775	\$ 2,500
E 101-42401-437 MISCELLANEOUS EXPENSE	\$ 20	\$ -	\$ 900	\$ 633	\$ 900
SUBTOTAL	\$ 269,165	\$ 258,367	\$ 293,201	\$ 129,982	\$ 304,864
42600 -ENGINEER					
E 101-42600-101 SALARIES-REGULAR	\$ -	\$ 29,459	\$ 32,685	\$ 6,758	\$ 34,319
E 101-42600-121 PERA - EMPLOYER CONTR	\$ -	\$ 2,209	\$ 2,451	\$ 507	\$ 2,574
E 101-42600-122 FICA - EMPLOYER CONTR	\$ -	\$ 1,942	\$ 2,500	\$ 451	\$ 2,625
E 101-42600-123 MN PAID LEAVE EXP	\$ -	\$ -	\$ -	\$ 32	\$ 151
E 101-42600-131 HEALTH & LIFE INS - E CONTR	\$ -	\$ 271	\$ 5,400	\$ 19	\$ 3,000
E 101-42600-303 ENGINEERING SERV	\$ 12,000	\$ 15,000	\$ 12,000	\$ 6,000	\$ 12,000
E 101-42600-309 WETLAND REVIEW	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 12,000	\$ 48,882	\$ 55,036	\$ 13,766	\$ 54,670
43121 -STREETS					
E 101-43121-101 SALARIES-REGULAR	\$ 519,939	\$ 597,218	\$ 556,217	\$ 278,301	\$ 589,901
E 101-43121-102 SALARIES-OVERTIME	\$ 3,771	\$ 4,150	\$ 6,000	\$ 1,824	\$ 6,000
E 101-43121-105 SALARIES-PAGER	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-43121-121 PERA - EMPLOYER CONTR	\$ 39,098	\$ 45,159	\$ 42,166	\$ 20,999	\$ 44,693

Account Description	2024 Actuals	2025 Actuals	2026 Budget	June	2027 Draft
				2026 YTD	Budget
E 101-43121-122 FICA - EMPLOYER CONTR	\$ 38,723	\$ 44,756	\$ 43,010	\$ 20,619	\$ 45,586
E 101-43121-123 MN PAID LEAVE EXP	\$ -	\$ -	\$ -	\$ 1,257	\$ 2,622
E 101-43121-131 HEALTH & LIFE INS - E CONTR	\$ 66,174	\$ 64,908	\$ 80,960	\$ 45,052	\$ 83,820
E 101-43121-151 WORKMEN S COMP INSURANCE	\$ 30,509	\$ 14,500	\$ 15,000	\$ 19,942	\$ 20,000
E 101-43121-201 OFFICE SUPPLIES	\$ 1,984	\$ 2,669	\$ 750	\$ 296	\$ 500
E 101-43121-211 CLEANING & MAINT SUPPLIES	\$ 5,477	\$ 6,348	\$ 6,500	\$ 2,265	\$ 6,500
E 101-43121-212 MOTOR FUELS AND LUBRICANTS	\$ 18,052	\$ 18,675	\$ 25,000	\$ 8,187	\$ 22,000
E 101-43121-215 SHOP MATERIALS	\$ 13,242	\$ 4,414	\$ 8,000	\$ 1,266	\$ 8,000
E 101-43121-221 EQUIPMENT PARTS, TIRES	\$ 15,020	\$ 17,295	\$ 20,000	\$ 8,187	\$ 20,000
E 101-43121-224 STREET MAINTENANCE SUPPLIES	\$ 194,297	\$ 99,128	\$ 200,000	\$ 47,082	\$ 200,000
E 101-43121-240 SMALL TOOLS AND MINOR EQUIP	\$ 2,367	\$ 2,715	\$ 1,800	\$ 513	\$ 1,500
E 101-43121-307 PROFESSIONAL SERVICES	\$ 11,024	\$ 12,280	\$ 10,000	\$ 6,096	\$ 12,000
E 101-43121-321 TELEPHONE	\$ 10,104	\$ 6,085	\$ 12,000	\$ 4,902	\$ 10,000
E 101-43121-363 AUTOMOBILE INSURANCE	\$ 14,327	\$ 15,000	\$ 15,000	\$ 14,364	\$ 16,000
E 101-43121-381 ELECTRIC UTILITIES	\$ 5,576	\$ 5,263	\$ 7,000	\$ 3,038	\$ 7,000
E 101-43121-383 NATURAL GAS	\$ 3,005	\$ 4,335	\$ 5,000	\$ 3,938	\$ 6,000
E 101-43121-401 BLDG/STRUCT MAINTENANCE	\$ 5,700	\$ 26,927	\$ 7,500	\$ 3,776	\$ 7,500
E 101-43121-404 VEHICLE & EQUIP MAINT	\$ 51,979	\$ 18,983	\$ 30,000	\$ 6,802	\$ 20,000
E 101-43121-410 COMPUTER SERVICES/FEES	\$ 6,038	\$ 7,567	\$ 6,000	\$ 5,419	\$ 10,000
E 101-43121-416 RENTAL	\$ 300	\$ 750	\$ 1,000	\$ -	\$ 1,000
E 101-43121-417 UNIFORMS	\$ 11,372	\$ 11,455	\$ 9,500	\$ 4,461	\$ 10,000
E 101-43121-433 DUES & SUBSRIPT & TRAINING	\$ 1,398	\$ 3,938	\$ 1,500	\$ 791	\$ 1,500
E 101-43121-437 MISCELLANEOUS EXPENSE	\$ 6,101	\$ 2,120	\$ 4,000	\$ 901	\$ 3,000
SUBTOTAL	\$ 1,075,577	\$ 1,036,636	\$ 1,113,903	\$ 510,277	\$ 1,155,122
43125 -SNOW ICE					
E 101-43125-101 SALARIES-REGULAR	\$ 26,743	\$ 36,290	\$ 76,242	\$ 28,115	\$ 39,204
E 101-43125-102 SALARIES-OVERTIME	\$ 2,884	\$ 11,492	\$ 6,000	\$ 8,740	\$ 6,000
E 101-43125-121 PERA - EMPLOYER CONTR	\$ 2,222	\$ 3,584	\$ 6,168	\$ 2,764	\$ 2,940
E 101-43125-122 FICA - EMPLOYER CONTR	\$ 2,213	\$ 3,559	\$ 6,292	\$ 2,739	\$ 2,999
E 101-43125-123 MN PAID LEAVE EXP	\$ -	\$ -	\$ -	\$ 177	\$ 172
E 101-43125-131 HEALTH & LIFE INS - E CONTR	\$ 12,856	\$ 12,978	\$ 18,000	\$ 10,272	\$ 13,812
E 101-43125-151 WORKMEN S COMP INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-43125-212 MOTOR FUELS AND LUBRICANTS	\$ 4,065	\$ 9,937	\$ 15,000	\$ 3,444	\$ 12,000
E 101-43125-221 EQUIPMENT PARTS, TIRES	\$ -	\$ 3,645	\$ 5,000	\$ 5,721	\$ 5,000
E 101-43125-224 STREET MAINTENANCE SUPPLIES	\$ 13,996	\$ 19,264	\$ 40,000	\$ 30,566	\$ 48,000
E 101-43125-307 PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-43125-404 VEHICLE & EQUIP MAINT	\$ -	\$ -	\$ 2,500	\$ -	\$ 1,500
E 101-43125-433 DUES & SUBSRIPT & TRAINING	\$ 2,135	\$ 631	\$ 1,500	\$ -	\$ 1,000
E 101-43125-437 MISCELLANEOUS EXPENSE	\$ 180	\$ -	\$ 1,000	\$ -	\$ 1,000
E 101-43125-560 EQIUP AND FURNISHINGS	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 67,293	\$ 101,379	\$ 177,702	\$ 92,538	\$ 133,628
43160 -STREET LIGHTING					
E 101-43160-381 ELECTRIC UTILITIES	\$ 35,292	\$ 33,597	\$ 36,000	\$ 14,705	\$ 36,000
SUBTOTAL	\$ 35,292	\$ 33,597	\$ 36,000	\$ 14,705	\$ 36,000
45202 -PARKS					
E 101-45202-101 SALARIES-REGULAR	\$ 61,187	\$ 61,922	\$ 62,496	\$ 13,139	\$ 66,783

Account Description	2024 Actuals	2025 Actuals	2026 Budget	June	2027 Draft
				2026 YTD	Budget
E 101-45202-102 SALARIES-OVERTIME	\$ 3,653	\$ 1,055	\$ -	\$ 412	
E 101-45202-107 SEASONAL SALARIES	\$ -	\$ -	\$ -	\$ -	
E 101-45202-121 PERA - EMPLOYER CONTR	\$ 3,404	\$ 3,802	\$ 4,687	\$ 953	\$ 5,109
E 101-45202-122 FICA - EMPLOYER CONTR	\$ 4,942	\$ 4,712	\$ 4,781	\$ 1,004	\$ 5,109
E 101-45202-123 MN PAID LEAVE EXP	\$ -	\$ -	\$ -	\$ 61	\$ 294
E 101-45202-131 HEALTH & LIFE INS - E CONTR	\$ 7,426	\$ 8,529	\$ 7,500	\$ 5,391	\$ 10,000
E 101-45202-151 WORKMEN S COMP INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-45202-201 OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-45202-202 COPY & PRINTING SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-45202-215 SHOP MATERIALS	\$ -	\$ 116	\$ -	\$ -	\$ -
E 101-45202-221 EQUIPMENT PARTS, TIRES	\$ 787	\$ 613	\$ 500	\$ 91	\$ 500
E 101-45202-302 CONSULTANTS/MINUTES	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-45202-362 PROPERTY INSURANCE	\$ 22,173	\$ 23,000	\$ 23,000	\$ 18,457	\$ 20,000
E 101-45202-384 REFUSE REMOVAL	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-45202-401 BLDG/STRUCT MAINTENANCE	\$ 9,033	\$ 12,385	\$ 12,000	\$ 1,785	\$ 12,000
E 101-45202-402 LAWN MAINTENANCE	\$ 64,160	\$ 76,566	\$ 70,000	\$ 19,323	\$ 80,000
E 101-45202-404 VEHICLE & EQUIP MAINT	\$ 64	\$ 148	\$ 500	\$ -	\$ 500
E 101-45202-433 DUES & SUBSRIPT & TRAINING	\$ -	\$ 705	\$ 1,500	\$ -	\$ 1,000
E 101-45202-437 MISCELLANEOUS EXPENSE	\$ 1,268	\$ 483	\$ 500	\$ -	\$ 500
E 101-45202-530 IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-45202-590 PROGRAMS	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 178,095	\$ 194,036	\$ 187,464	\$ 60,615	\$ 201,795
45202 -CULTURE & RECREATION					
E 101-45203-307 PROFESSIONAL SERVICES	\$ -	\$ -	\$ 10,000	\$ 10,160	\$ 10,000
SUBTOTAL	\$ -	\$ -	\$ 10,000	\$ 10,160	\$ 10,000
49020 -MISCELLANEOUS					
E 101-49020-307 PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-49020-433 DUES & SUBSRIPT & TRAINING	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-49020-437 MISCELLANEOUS EXPENSE	\$ 3,489	\$ 10,266	\$ 30,000	\$ 3,742	\$ 30,000
E 101-49020-530 IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 3,489	\$ 10,266	\$ 30,000	\$ 3,742	\$ 30,000
49240 -Insurance					
E 101-49240-361 GENERAL LIABILITY INSURANCE	\$ 8,007	\$ 10,000	\$ 10,000	\$ 5,622	\$ 8,000
SUBTOTAL	\$ 8,007	\$ 10,000	\$ 10,000	\$ 5,622	\$ 8,000
49300 -Transfer					
E 101-49300-720 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Totals	\$ 6,817,175	\$ 6,998,010	\$ 7,636,151	\$ 3,761,157	\$ 8,037,682

Capital Improvements Plan
City of Minnetrista, Minnesota
TOTAL EQUIPMENT, VEHICLES, OTHER CAPITAL ITEMS
TAX LEVY SUPPORTED FUNDS
2027 thru 2031

Summary of Future Needs	2027	2028	2029	2030	2031	Total
Equipment & Vehicles						
Police	331,300	168,700	300,200	294,600	241,600	1,336,400
Campus Maintenance	14,400	45,000	16,000	516,250	17,700	609,350
Streets	459,355	626,880	461,905	559,100	598,125	2,705,365
Administration	\$163,000	\$132,000	\$57,000	\$63,000	\$0	415,000
	968,055	972,580	835,105	1,432,950	857,425	5,066,115
<i>Funding Sources:</i>						
<i>CIP equipment certificates (bond) - other</i>	593,055	522,580	310,105	832,950	182,425	2,441,115
<i>DTF Funds</i>	-	-	-	-	-	-
<i>CIP/General Fund Balance</i>	-	-	-	-	-	-
<i>Tax Levy</i>	375,000	450,000	525,000	600,000	675,000	2,625,000
	968,055	972,580	835,105	1,432,950	857,425	5,066,115

CITY OF MINNETRISTA
CAPITAL IMPROVEMENTS PLAN
PUBLIC SAFETY VEHICLES - EQUIPMENT - EMERGENCY MANAGEMENT

ITEM DESCRIPTION					2027	2028	2029	2030	2031	REPLACEMENT POLICY			
										CURRENT MILES/HRS	YRS	MIN ANNUAL MILES	MAX MILES
VEHICLES & SQUAD EQUIPMENT													
Squad 70 - Investigations -Replace 2026												50000	100000
Squad 79 - Patrol (2020 FPI Utility) Replace 2026		1										50000	100000
Squad 90- CSO P/U												50000	100000
Squad 80 - Chief (2021 FPI Utility)							67,000					50000	100000
Squad 83- DTF								61,000					
Squad 89- Patrol Interceptor									73,000			50000	100000
Squad 81 - Patrol (2021 FPI Utility)					66,000				73,000			50000	100000
Squad 84 - Dep. Chief (2023 FPI Utility)								70,000				50000	100000
Squad 82 - Patrol (2022 FPI Utility)					66,000							50000	100000
Squad 85- CSO Employer							68,000					50000	100000
Squad 86 - Patrol (2021 FPI Utility)						67,000						50000	100000
Additional Squad .								72,000					
Squad 87 - Patrol (2024 FPI Interceptor)							68,000						
Additional Squad Equipment.	0	1	0	0	3,000	3,000	3,000	3,000	3,000				
Mobile squad 800 Mhz radio	0	0	0	0	0	0	0						
Mobile Squad Computers	0	1	0	0	0	0	0						
Mobile Squad Car Printers	0	2	0	0	0	5,000	0						
Mobile Squad Video Systems	0	1	0	6	0	0	0						
Vehicle scales	0	0	0	0	0	3,000	0						
POLICE BUILDING EQUIPMENT													
Digital Finger Print & Booking photo system	0	0	0	0	0	0	0	0					
CIP Reserve from 2016 General Fund Surplus	##	0	0	0	0	0	0						
Other Software (scheduling, crime tracking, etc)	0	0	0	0	0	0	0						
Station and Range Maintenance	0	0	0	0	2,500	2,500	2,500	2,500	2,500				
Fitness Equipment	0	0	0	0	1,000	500	1,000	500	1,100				
Telecommunications equipment	0	0	0	0	0	5,000	0	0					
Copier - 5 yr replacement cycle	0	0	0	0	0	0	0	5,000					
Records software updates and video storage	0	0	0	0	500	500	500	500	500				
ID card maker replacement	0	1	0	0	0	0	0	0	0				
Building Security and monitoring	0	0	0	0	0	0	0						
LETG Mobile Software/Hardware/ Consult for new RMS	0	0	0	0	125,000	UNK	0	0	0				
Office Furnishings/ Computers for new office	0	0	0	0	1,500	1,500	0	0	0				
Video Equipment (non-squad)	0	0	0	0	0	0	0	0	0				
Additional Tech Equipment	0	1	1	1	2,000	2,000	2,000	2,000	2,000				
Flock Camera Yearly Fees - move to operations					0	13,000	13,000	13,500	14,000				
										</			

[illegible]

Campus Maintenance CIP						
	2027	2028	2029	2030	2031	Details/Comments
Campus Security						
Security system annual maintenance (move to maint)	\$0	\$2,500	\$3,000	\$3,250	\$3,500	
Fuel management system	\$0	\$0	\$0	\$0	\$0	
Sub Total	\$0	\$2,500	\$3,000	\$3,250	\$3,500	
Physical Plant						
City Hall HVAC Maintenance (Furnace/AC units) - move to maint	\$0	\$3,000	\$3,000	\$3,000	\$3,500	
City Hall HVAC Replacemnt - AC unit	\$8,500	\$0	\$9,000	\$0	\$9,500	Current AC units purchased 2005 (10-15 yr life cycle)
City Hall HVAC Replacemnt - Furnace	\$0	\$8,500	\$0	\$9,000	\$0	Current Furnaces purchased 2006 (15-20 yr life cycle)
Sub Total	\$8,500	\$11,500	\$12,000	\$12,000	\$13,000	
Building Exterior						
Repair/Replace City Hall concrete Front sidewalk/entry & rear entrance steps		\$30,000	\$0	\$0	\$0	Total replacement of front entry area & rear steps. Look at reducing front entry area and enlarging turf area (save \$)
Repair/Replace PD concrete sidewalks	\$0	\$0	\$0	\$0	\$0	
Add retaining wall & redo plantings on east side of City Hall	\$5,000	\$0	\$0	\$0	\$0	Would be done with in-house labor. Cost would be the block, mulch & plantings. Done after rear stairs replaced
Sub Total	\$5,000	\$30,000	\$0	\$0	\$0	
Building Interior						
New carpeting in CH offices	\$0	\$0	\$0	\$0	\$0	
Repaint Entry Foyer & Hallways	\$0	\$0	\$0	\$0	\$0	
Repaint City Council Chambers	\$0	\$0	\$0	\$0	\$0	*Done by Public Works staff in March 2021
Replace City Hall hot water heaters*	\$900	\$1,000	\$1,000	\$1,000	\$1,200	*PW staff can do the replacement to save money
Fitness equipment reapiir and replacements	\$0	\$0	\$0	\$0	\$0	
ADA upgrades to City Hall entry & bathrooms	\$0	\$0	\$0	\$500,000	\$0	Moved from 2023
Sub Total	\$900	\$1,000	\$1,000	\$501,000	\$1,200	
Yearly Campus Maintenance CIP Total	\$14,400	\$45,000	\$16,000	\$516,250	\$17,700	

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

#	PW VEHICLE/EQUIPMENT DESCRIPTION	2027	2028	2029	2030	2031	Years in Service	# of Service Years before Replacement	Comments
101	Street Dept Extended Cab Pickup (Future Fleet add-on as needed)			\$55,000				7	
	Front plow / Warning Lights / Bed liner			\$20,000					
	Estimated Trade in value of old truck			\$0					
	SUB TOTAL	\$0	\$0	\$75,000	\$0	\$0			
102	Street Dept Regular Cab Pickup (Future Fleet add-on as needed)					\$60,000			
	Front plow / Warning Lights / Bed liner					\$25,000			
	Estimated Trade in value of old truck					\$0			
	SUB TOTAL	\$0	\$0	\$0	\$0	\$85,000			
103	Single Axle Dump/Plow Truck (2017 Mack GU432)						9	20	
	Front plow - wing - under body / SS box / Spreader / Warning Lights / Pre-Wet System								
	Estimated Trade in value of old truck								
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			
104	Street Dept 1½-ton Dump/Plow Truck (2026 Ford F-550 Standard Cab/Chassis)							7	
	Dump body (short) & hoist/pump (Reuse equipment every other truck purchase)								
	Plow / Sander / Warning lights								
	Estimated Trade in value of old truck								
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			
105	Street Dept 1½-ton Dump/Plow Truck (2016 Ford F-550 Standard Cab/Chassis)						10	7	
	Dump body (short) & hoist/pump (Reuse equipment every other truck purchase)	Reuse							
	Warning lights / Lift Gate	New							
	Estimated Trade in value of old truck								
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			
106	Street Dept Pickup (2024 Ford F-350 Regular Cab)					\$60,000	2	7	
	Front plow / Warning Lights / Bed liner					\$20,000			
	Estimated Trade in value of old truck					-\$4,000			
	SUB TOTAL	\$0	\$0	\$0	\$0	\$76,000			
107	Street Dept Pickup (Future Fleet add-on as needed)								
	Front plow / Warning Lights / Bed liner								
	Estimated Trade in value of old truck								
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			
108	Building Official's Vehicle (2015 Ford Escape) (Planning/Building Inspections CIP)				\$45,000		11	15 or as needed	
	Estimated Trade in value of old truck				-\$2,500				
	SUB TOTAL	\$0	\$0	\$0	\$42,500	\$0			
109	Street Dept Pickup (2026 Ford F-350 Regular Cab)						2	6	
	Front plow / Warning Lights / Bed liner								
	Estimated Trade in value of old truck								
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			
110	Street Dept Pickup (Future Fleet add-on as needed)								
	Front plow / Warning Lights / Bed liner								
	Estimated Trade in value of old truck								
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			
111	Single Axle Dump/Plow Truck (2017 Freightliner)						9	20	
	Front plow - wing - under body / SS box / Spreader / Warning Lights / Pre-Wet System / Tarp								
	Estimated Trade in value of old truck								
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			
112	Tandem Axle Dump/Plow Truck (2025 Mack GR64F) (¼ ea: Street/Storm/Sewer/Water CIPs)						1	20	
	Front plow - wing - under body / SS box / Spreader / Warning Lights / Pre-Wet System / Tarp								

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

	Estimated Trade in value of old truck								
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			
113	Tandem Axle Dump/Plow Truck (2005 Sterling LT-9500)		\$200,000						
	Front plow - wing - under body / SS box / Spreader / Warning Lights / Pre-Wet System / Tarp		\$300,000				21	20	
	Estimated Trade in value of old truck		-\$30,000						
	SUB TOTAL	\$0	\$470,000	\$0	\$0	\$0			
114	Bucket Truck (2017 International WorkStar 7300) (Tree fund)							10	
	Estimated Trade in value of old truck								
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			
115	Chevrolet Colorado or Ford Ranger Pickup - Fleet add-on for Engineering Tech		\$50,000					8	
	Warning Lights/ Bed liner / Topper (% each: Storm, Sewer, Water & Planning CIPs)		\$8,000						
	Estimated Trade in value of old truck		-\$2,500						
	SUB TOTAL	\$0	\$58,000	\$0	\$0	\$0			
116	Street Dept Pickup Truck (2020 Chevrolet 3500HD Double Cab)		\$60,000					7	
	Front plow / Lights / Bed liner		\$16,000				6		
	Estimated Trade in value of old truck		-\$5,000						
	SUB TOTAL	\$0	\$71,000	\$0	\$0	\$0			
117	Tandem Axle Dump/Plow Truck (2006 Sterling LT-9500)	\$190,000						20	
	Front plow - wing - under body / SS box / Spreader / Warning Lights / Pre-Wet System / Tarp	\$275,000							
	Estimated Trade in value of old truck	-\$25,000							
	SUB TOTAL	\$440,000	\$0	\$0	\$0	\$0			
118	PW Director's Pickup Truck (2023 Ford F-150 Super Crew Cab)					\$70,000		10	
	Warning Lights / Bed liner & cover					\$8,000	3		
	Estimated Trade in value of old truck					-\$3,000			
	SUB TOTAL	\$0	\$0	\$0	\$0	\$78,000			
119	Single Axle Dump Truck (New addition to the fleet when needed for expanded plowing)			\$175,000				20	
	Front plow - wing - under body / SS box / Spreader / Warning Lights / Pre-Wet System			\$200,000					
	Estimated Trade in value of old truck			\$0					
	SUB TOTAL	\$0	\$0	\$375,000	\$0	\$0			
201	Park Dept Pickup Truck (2017 Ford F-150 Extended Cab - 2WD) (Park CIP)		\$45,000					8	
	Warning Lights / Bed liner		\$5,000				9		
	Estimated Trade in value of old truck		-\$2,500						
	SUB TOTAL	\$0	\$47,500	\$0	\$0	\$0			
202	Park Dept Pickup Truck (2017 Ford F-350 Extended Cab) (Park CIP)							7	
	Front plow / Warning Lights / Bed liner								
	Estimated Trade in value of old truck								
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			
301	Utility Service Truck #1 (2026 Ford F-550 Extended Cab) (Sewer CIP)							7	2025 CIP item but did not enter service until 2026 due to service body delivery wait time
	Utility box body / Crane / Warning Lights								
	Estimated Trade in value of old truck								
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			
302	Utility Service Truck #2 (Future Fleet add-on as needed) (Sewer CIP)			\$65,000				7	2025 CIP item but did not enter service until 2026 due to service body delivery wait time
	Utility box body			\$75,000					
	Plow / Warning Lights			\$20,000					
	Estimated Trade in value of old truck			\$0					
	SUB TOTAL	\$0	\$0	\$160,000	\$0	\$0			
701	Water Service Truck (2026 Ford F-350 Regular Cab) (Water CIP)							7	2025 CIP item but did not enter service until 2026 due to service body delivery wait time
	Utility box body								
	Plow / Warning Lights								
	Estimated Trade in value of old truck								
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

STREETS: VEHICLE TOTAL		\$440,000	\$541,000	\$450,000	\$0	\$239,000				
WATER: VEHICLE TOTAL		\$0	\$14,500	\$0	\$0	\$0				
SEWER: VEHICLE TOTAL		\$0	\$2,000	\$0	\$0	\$0				
STORM WATER: VEHICLE TOTAL		\$0	\$14,500	\$0	\$0	\$0				
PARKS: VEHICLE TOTAL		\$0	\$47,500	\$0	\$0	\$0				
PLANNING/BUILDING INSPECTION: VEHICLE TOTAL		\$0	\$14,500	\$0	\$42,500	\$0				
TREE FUND		\$0	\$0	\$0	\$0	\$0				
#	PW TRAILER DESCRIPTION		2027	2028	2029	2030	2031	Years in Service	# of Service Years before Replacement	Comments
120	2015 Felling FT-15I (Equipment trailer)							12	Replaced as needed	New fenders installed & repainted in 2025
SUB TOTAL		\$0	\$0	\$0	\$0	\$0				
120A	2024 Felling FT-16-2 (Equipment trailer - galvanized)							2	Replaced as needed	
SUB TOTAL		\$0	\$0	\$0	\$0	\$0				
121	2014 Felling FT-6 T-1 (Roller trailer)							13	Replaced as needed	
SUB TOTAL		\$0	\$0	\$0	\$0	\$0				
123	2004 Towmaster T-18DD (Large equipment/Blacktopping trailer)							22	Replaced as needed	
SUB TOTAL		\$0	\$0	\$0	\$0	\$0				
124	2001 Towmaster T-50 (Heavy equipment trailer)							25	Replaced as needed	Will be sanblasted & repainted fall of 2025
SUB TOTAL		\$0	\$0	\$0	\$0	\$0				
220	2009 Triton TRA/Rem CT167REB-7' (Enclosed trailer - Park CIP)							17	Replaced as needed	
SUB TOTAL		\$0	\$0	\$0	\$0	\$0				
720	2005 Hallmark TH85X20WT2 (Main break trailer - ½ each: Sewer & Water CIPs)							21	Replaced as needed	
SUB TOTAL		\$0	\$0	\$0	\$0	\$0				
STREETS: TRAILER TOTAL		\$0	\$0	\$0	\$0	\$0				
WATER: TRAILER TOTAL		\$0	\$0	\$0	\$0	\$0				
SEWER: TRAILER TOTAL		\$0	\$0	\$0	\$0	\$0				
PARKS: TRAILER TOTAL		\$0	\$0	\$0	\$0	\$0				

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

#	PW EQUIPMENT DESCRIPTION	2027	2028	2029	2030	2031	REPLACEMENT POLICY		
							CURRENT MILES/HRS	MIN ANNUAL MILES/HOURS	MAX MILES / HOURS
130	Loader - 2003 John Deere 624H (OVERHAUL COST IS 2/3 OF REPLACMENT COST)					\$250,000	5528	400	5,000
	Front plow mount & RH wing for snowplowing					\$85,000			
	Trade-in					\$20,000			
SUB TOTAL		\$0	\$0	\$0	\$0	\$355,000			
131	Grader - 2003 John Deere 772CH (\$105K OVERHAUL IN 2019)				\$400,000		5008	1,000	5,000
	Front plow mount & RH wing for snowplowing				\$85,000				
	Rear mounted pack & roll (replace?)				\$50,000				
	Gravel retriever (replace?)								
	Trade-in				\$20,000				
SUB TOTAL		\$0	\$0	\$0	\$555,000	\$0			
134	Skid Steer Loader - 2010 Bobcat S300 (Street CIP)		\$85,000	Moved from 2027			2467	400	2,500
	Trade-in		-\$10,000						
SUB TOTAL		\$0	\$75,000	\$0	\$0	\$0			
139	Tractor - 2024 John Deere 5120M								
AT139-1	75" side mount & 102" offset rear flail mower (Diamond)								
SUB TOTAL		\$0	\$0	\$0	\$0	\$0			
136	Asphalt Roller - 2003 IR DD28HF (Trade in for Wacker/Neuson RD28)						1020	150	1,500
	Trade-in								
SUB TOTAL		\$0	\$0	\$0	\$0	\$0			
137	Asphalt Roller - 2013 Wacker/Neuson RD-12 (Trade in for Wacker/Neuson RD28)						688	150	1,500
	Trade-in								
SUB TOTAL		\$0	\$0	\$0	\$0	\$0			
138	Tractor - 2014 Kubota M7060						1606	200	3,000
AT138-1	Front Mount snowblower (2020 Erskine 925FM)								
SUB TOTAL		\$0	\$0	\$0	\$0	\$0			
FL	Forklift - 2013 Caterpillar P5000								
	Trade-in								
SUB TOTAL		\$0	\$0	\$0	\$0	\$0			
230	Zero Turn Mower - 2007 Kubota ZD323-60 (Park CIP item)			\$15,000			634	90	450
	Trade-in								
SUB TOTAL		\$0	\$0	\$15,000	\$0	\$0			
630	Skid Steer Loader - 2017 Bobcat T595 (Stormwater CIP)		\$90,000				1415	180	2,500
	Trade-in		-\$15,000						
SUB TOTAL		\$0	\$75,000	\$0	\$0	\$0			
631	Tractor Backhoe - 2016 CAT 420F2 (1/5 each: Stormwater, Sewer, and Water CIPs)						860	180	2,000
	Trade-in								
SUB TOTAL		\$0	\$0	\$0	\$0	\$0			
633	Excavator - 2008 CAT 315D-L (1/5 each: Stormwater, Sewer, and Water CIPs)					\$400,000	1785	150	3,000
	Trade-in								
SUB TOTAL		\$0	\$0	\$0	\$0	\$400,000			
634	Mini Excavator - 2025 CAT 305 (1/5 each: Street, Stormwater, Sewer and Water CIPs)							100	3,000
	Trade-in								
SUB TOTAL		\$0	\$0	\$0	\$0	\$0			
635	Skid steer Loader - 2025 Bobcat T770 (Stormwater CIP)				\$115,000		2732	400	2,500
	Trade-in				-\$10,000				
SUB TOTAL		\$0	\$0	\$0	\$105,000	\$0			
	BOBCAT ATTACHMENTS								

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

AT-01	Box Broom Sweeper (Bobcat BRM-72 - 2024)			\$8,000			n/a	n/a	n/a
AT-02	Angle Broom (Bobcat 72 Sweeper - 2011)	\$9,000					n/a	n/a	n/a
AT-03	Milling Planer (Bobcat M7018-R01-C10 18" High-flow Planer - 2013)						Replace as needed		
AT-04	Auger (Bobcat 15 Auger - 2001)						Replace as needed		
AT-05	Snow Blower (Bobcat SBX 240 - 2011)						Replace as needed		
AT-06	Jackhammer (Stanley MB05S02 - 2020)		\$7,000				Replace as needed		
AT-07	Grapple (Virnig 66" Fork Grapple - 2012)						Replace as needed		
AT-08	Grade Bar (Bobcat 72" - 1997)						Replace as needed		
AT-09	Pallet Fork (Virnig PFKS 48" HD - 2023)						Replace as needed		
AT-10	Fork hook (1998)						Replace as needed		
AT-11	Tooth Bucket (1998)						Replace as needed		
AT-12	Rock Bucket (2010)						Replace as needed		
AT-13	Box Blade Snowplow						Replace as needed		
	SUB TOTAL	\$9,000	\$7,000	\$8,000	\$0	\$0			
STREETS: HEAVY EQUIPMENT TOTAL		\$9,000	\$82,000	\$8,000	\$555,000	\$355,000			
WATER: HEAVY EQUIPMENT TOTAL		\$0	\$0	\$0	\$0	\$133,333			
SEWER: HEAVY EQUIPMENT TOTAL		\$0	\$0	\$0	\$0	\$133,333			
STORMWATER: HEAVY EQUIPMENT TOTAL		\$0	\$75,000	\$0	\$105,000	\$133,333			
PARKS: HEAVY EQUIPMENT TOTAL		\$0	\$0	\$15,000	\$0	\$0			
#	PW TRAILER BASED EQUIPMENT DESCRIPTION	2027	2028	2029	2030	2031	REPLACEMENT POLICY		
							CURRENT MILES/HRS	MIN ANNUAL MILES/HOURS	MAX MILES / HOURS
140	Patch trailer (2014 Stepp SPH 2.0 - 3 ton trailer unit)						n/a	n/a	n/a
141	Chipper (2009 Bandit 1890 XP Chipper)						791	150	1,500
142	Air Compressor (2008 IR P185)						221	180	2,700
AT142-1	Jackhammer attachment						Replace as needed		
AT142-2	Post pounder attachment						Replace as needed		
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			
144	Infrared Asphalt Heater (2025 KM International KM2-18X)						Replace as needed		
144T	Infrared Asphalt Heater Trailer								
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0			
221	Sprayer trailer (Park CIP)						n/a	n/a	n/a
222	Water tank trailer (Park CIP)						n/a	n/a	n/a
620	Vac trailer (2024 Ditch Witch HX50) (90% Stormwater, 5% Sewer, and 5% Water CIPs)						n/a	n/a	n/a
744	Generator (2000 Katolight 200 KW Generator - Water CIP)		\$85,000				548	400	2,000
345	Generator (2000 Katolight 50 KW Generator - Sewer CIP)		\$70,000				840	400	2,000
346	Generator (2016 Winco DR45 Generator - Sewer CIP)						26	400	2,000
STREETS: TRAILER BASED EQUIPMENT TOTAL		\$0	\$0	\$0	\$0	\$0			
WATER: TRAILER BASED EQUIPMENT TOTAL		\$0	\$85,000	\$0	\$0	\$0			
SEWER: TRAILER BASED EQUIPMENT TOTAL		\$0	\$70,000	\$0	\$0	\$0			
STORMWATER: TRAILER BASED EQUIPMENT TOTAL		\$0	\$0	\$0	\$0	\$0			
PARKS: TRAILER BASED EQUIPMENT TOTAL		\$0	\$0	\$0	\$0	\$0			
	OTHER PW ITEMS DESCRIPTION	2027	2028	2029	2030	2031	NOTES/COMMENTS		
	Street sign replacement for reflectivity guidelines set by Federal government						Project completed		
	Motorola radio lease program (1/3 each: Street, Sewer, and Water CIPs)	\$9,500	\$9,500	\$9,500	\$10,000	\$10,000			
	CarteGraph Asset Mgmt License Renewal (1/3 each: Street, Sewer, Water & Storm CIPs)	\$2,500	\$2,600	\$2,700	\$2,800	\$2,900			
	Replace canvas roof on salt storage building (Built in 2015)								
STREETS: OTHER ITEMS TOTAL		\$3,855	\$3,880	\$3,905	\$4,100	\$4,125			
WATER: OTHER ITEMS TOTAL		\$3,760	\$3,785	\$3,810	\$4,000	\$4,025			
SEWER: OTHER ITEMS TOTAL		\$3,760	\$3,785	\$3,810	\$4,000	\$4,025			
STORM WATER: OTHER ITEMS TOTAL		\$625	\$650	\$675	\$700	\$725			

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

#	PW SHOP TOOLS DESCRIPTION	2027	2028	2029	2030	2031	NOTES/COMMENTS
ST #1	Drill press (2004 Dayton 20")						Replace as needed
ST #2	Wire feed welder (2004 ESAB Model Multimaster 260)						Replace as needed
ST #3	Air compressor - old shop (2004 CastAire)						Replace as needed
ST #4	Air compressor - new shop (2010 Quincy)						Replace as needed
ST #5	Hydraulic hose crimping machine (2020)						Replace as needed
ST #6	Pressure washer (2021 Hotsy Model 1452N)						Replace as needed
ST #7	Metal band Saw (2014 General International Model 90-730MT)						Replace as needed
ST #8	Table Saw (2016 Jet Model JPS-10TS)						Replace as needed
ST #9	Belt Sander (Shop Fox Model W1712)						Replace as needed
ST #10	Plasma Cutter	\$3,000					Replace as needed
ST #11	Sand Blast cabinet	\$3,500					Replace as needed
ST #12							Replace as needed
ST #13							Replace as needed
STREETS: SHOP TOOLS TOTAL		\$6,500	\$0	\$0	\$0	\$0	

	2027	2028	2029	2030	2031
STREET CIP TOTAL	\$459,355	\$626,880	\$461,905	\$559,100	\$598,125
WATER CIP TOTAL	\$3,760	\$103,285	\$3,810	\$4,000	\$137,358
SEWER UTILITY CIP TOTAL	\$3,760	\$75,785	\$3,810	\$4,000	\$137,358
STORM WATER CIP TOTAL	\$625	\$90,150	\$675	\$105,700	\$134,058
PARK CIP TOTAL	\$0	\$47,500	\$15,000	\$0	\$0
TREE FUND TOTAL	\$0	\$0	\$0	\$0	\$0
PLANNING CIP	\$0	\$14,500	\$0	\$42,500	\$0
TOTAL TAX LEVY CIP	\$459,355	\$688,880	\$476,905	\$601,600	\$598,125

Capital Improvements Plan
City of Minnetrista, Minnesota
ADMINISTRATION EQUIPMENT, VEHICLES,
2027 thru 2031

Summary of Future Needs	2027	2028	2029	2030	2031
Equipment & Vehicles					
IT Hardware Replacement Funds	20,000	20,000	16,000	18,000	** 5 PC replacements/year
Other Equipment	4,000	6,000	8,000	10,000	
Docuware Accounts Payable software	-	-	-	-	
Microphones for council chambers	35,000				125000 each year total - rest from utility fund ** add PD Audit items
Financial Software Update/Conversion	75,000	75,000			
Substantial Technology Improvements	29,000	31,000	33,000	35,000	
	\$163,000	\$132,000	\$57,000	\$63,000	

Tax Calculations using Proposed 2027 Budget

	2026	Draft 2027	Dollars Inc/Dec 26-27	Percentage Inc/Dec 26-27	
General	5,930,136	6,555,136	625,000	10.54%	General levy increase to get back towards 40%
Capital	250,000	375,000	125,000	50.00%	Increase cash levy for CIP equipment plan
Debt	1,258,229	1,428,229	170,000	13.51%	Equip certificate added? New debt for 2026 roads projects
Roads	400,000	400,000	-	0.00%	Have over \$2 million in road fund balance currently
Fiscal Disparities	(148,926)	(150,000)	(1,074)	0.72%	plus 2026 roads debt levy coming on in 2027
Total Net levy	7,689,439	8,608,365	918,926	11.95%	
Gross levy	7,838,365	8,758,365	920,000	11.74%	

2027 Proposed Debt Levy Breakdown

Debt	2026	2027
2027 Equip Cert (new)	\$ -	\$ 135,000
2026 equip Cert	\$ 75,000	\$ 75,000
2024 Equip Cert	\$ 125,000	\$ 125,000
2023 Equip Cert	\$ 54,500	\$ 54,500
2020 Equip Cert	\$ 100,000	\$ -
Game Farm South Bay	\$ 89,729	\$ 89,729
Public Facilities	\$ 346,000	\$ 346,000
2017 Street Projects	\$ 118,000	\$ 118,000
2023 Street Projects	\$ 350,000	\$ 350,000
2026 Street Projects (new)	\$ -	\$ 135,000
Other Debt Total	<u>\$ 1,258,229</u>	<u>\$ 1,428,229</u>

Proposed schedule for budget discussions at Work Sessions/Meetings:

August 3	Initial discussion on proposed 2027 levy and budget
August 17	Further Discussion on proposed 2027 levy and budget (if needed)
September 9	Establish Preliminary tax levy (at one of these 2 meetings)
September 21	Establish Preliminary tax levy (at one of these 2 meetings)
October 5	Water Fund and Sewer
October 19	Water (continued if needed) Surface/Storm Water and Recycling Fund
November 16	Park Dedication and Tree Replacement Funds
December 7	Adopt 2027 Final levy / Public Comment Adopt 2027 Fee Schedule

Also:

Financial Management Plans – Including Pavement Management Plan, (use as part of budget process at respective meetings)