# CITY COUNCIL MEETING AGENDA

**October 20, 2025 at 6:30 PM**
**7701 County Road 110 West Minnetrista, MN 55364**

**1) CALL TO ORDER**

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

**2) SPECIAL PRESENTATIONS**

- a) 3rd Quarter 2025 Financial Update
- **b)** Minnesota State Representative - Andrew Myers

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

5) **PUBLIC HEARINGS**

6) **BUSINESS ITEMS**

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

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

7) **ADMINISTRATIVE ITEMS**

**a)** Staff Reports

**b)** Council Reports

**i)** Mayor Lisa Whalen – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Public Safety Advisory Committee; Northwest Hennepin League of Municipalities; Regional Council of Mayors; Minnehaha Creek Watershed District; Mound Fire Advisory Committee (alternate); Fire Partnership Committee

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

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

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

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

8) **ADJOURNMENT**

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

**CITY OF MINNETRISTA**
**INFORMATIONAL ITEM**

**Subject: Financial Update - For 3rd Quarter 2025**

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

**Date: October 20, 2025**

**Item:** Attached is a year-to-date revenue report and expenditure by department report for the general fund as well as an overall current cash and investment report. The reports attached reflect activity through 3rd quarter 2025 (first nine months of the year)

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

Revenues are tracking about as they should as our overall collections are at 58% of our budgeted amounts. This is about the same for when we compare to this same point in 2024 as we were at 59% then.

On the expenditure report most items are tracking as expected as well. Overall general fund expenditures are at about 77% year to date in comparison to the total 2025 general fund budgeted expenditures. For 2024 we were at 78% for that same point in the year.

The current cash and investment total for all funds as of September 2025 is $13,127,904.97.

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

***Mission Statement:***

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

# CITY OF MINNETRISTA
## Revenue Guideline updated 2025

| Account Descr | | 2025 YTD Budget | SEPTEMBER 2025 Amt | 2025 YTD Amt | 2025 YTD Balance | %YTD Budget | 2024 YTD Amt |
|---|---|---|---|---|---|---|---|
| 101 GENERAL FUND | | | | | | | |
| R 101-100-31010 | GENERAL PROPER | $5,046,638.00 | $0.00 | $2,583,190.01 | $2,463,447.99 | 51.19% | $2,414,402.75 |
| R 101-100-31020 | DELINQUENT AD | $0.00 | $0.00 | $29,150.15 | -$29,150.15 | 0.00% | $17,547.87 |
| R 101-100-31040 | FISCAL DISPARITI | $126,000.00 | $0.00 | $58,720.15 | $67,279.85 | 46.60% | $53,858.07 |
| R 101-200-32120 | BUSINESS LICENS | $6,000.00 | $3,000.00 | $9,470.00 | -$3,470.00 | 157.83% | $5,750.00 |
| R 101-200-32210 | BUILDING PERMIT | $655,000.00 | $35,821.59 | $441,724.63 | $213,275.37 | 67.44% | $497,228.26 |
| R 101-200-32212 | BLDG - ENGINEER | $40,000.00 | $700.00 | $23,900.00 | $16,100.00 | 59.75% | $33,750.00 |
| R 101-200-32230 | PLUMBING AND H | $55,000.00 | $4,340.00 | $35,807.00 | $19,193.00 | 65.10% | $45,827.05 |
| R 101-200-32240 | DOG LICENSES | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-200-32250 | ELECTRICAL PERM | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-200-32260 | OTHER PERMITS | $3,000.00 | $140.00 | $2,425.00 | $575.00 | 80.83% | $2,303.00 |
| R 101-300-33160 | FEDERAL GRANT | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-300-33265 | SAFE & SOBER GR | $10,000.00 | $0.00 | $14,746.82 | -$4,746.82 | 147.47% | $13,693.18 |
| R 101-300-33270 | FIRE SERVICES G | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-300-33401 | LOCAL GOVERNME | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-300-33402 | HOMESTEAD CRE | $6,000.00 | $0.00 | $0.00 | $6,000.00 | 0.00% | $0.00 |
| R 101-300-33406 | POST REIMBURSE | $13,000.00 | $0.00 | $15,561.74 | -$2,561.74 | 119.71% | $13,177.35 |
| R 101-300-33407 | POLICE AID | $150,000.00 | $194,019.20 | $194,019.20 | -$44,019.20 | 129.35% | $160,800.82 |
| R 101-300-33416 | PERA STATE AID | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-300-33425 | STATE AID OTHER | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-300-33510 | DRUG TASK FORC | $60,000.00 | $0.00 | $9,248.72 | $50,751.28 | 15.41% | $32,656.75 |
| R 101-400-34101 | CITY HALL RENT | $2,200.00 | $0.00 | $2,251.00 | -$51.00 | 102.32% | $1,751.01 |
| R 101-400-34103 | ZONING AND SUB | $45,000.00 | $4,300.00 | $41,440.00 | $3,560.00 | 92.09% | $36,180.00 |
| R 101-400-34104 | WETLAND PERMIT | $2,500.00 | $250.00 | $1,750.00 | $750.00 | 70.00% | $500.00 |
| R 101-400-34105 | SALE OF MAPS AN | $250.00 | $0.00 | $15.50 | $234.50 | 6.20% | -$152.00 |
| R 101-400-34106 | REPORT COPIES | $2,500.00 | $100.00 | $1,176.95 | $1,323.05 | 47.08% | $2,093.25 |
| R 101-400-34107 | ASSESSMENT SEA | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-400-34109 | MISC FEES | $1,000.00 | $0.00 | $1,448.91 | -$448.91 | 144.89% | $1,035.00 |
| R 101-400-34301 | STREET STATE AI | $20,000.00 | $0.00 | $20,000.00 | $0.00 | 100.00% | $20,000.00 |
| R 101-400-34303 | STREET DEPARTM | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-400-34401 | CRIME LEVY - ISD | $50,000.00 | $0.00 | $46,290.24 | $3,709.76 | 92.58% | $46,836.00 |
| R 101-400-34501 | POLICE SERVICES | $290,509.00 | $72,627.25 | $290,509.00 | $0.00 | 100.00% | $278,245.00 |
| R 101-400-34502 | FIRE SERVICE CAL | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-400-34940 | SQUAD/EQUIP SAL | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-400-34950 | SUPPLIES/MATERI | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-400-37170 | OTHER/CELL PHO | $200,000.00 | $10,264.27 | $46,207.08 | $153,792.92 | 23.10% | $44,477.96 |
| R 101-500-35101 | COURT FINES | $35,000.00 | $2,942.53 | $26,081.60 | $8,918.40 | 74.52% | $21,621.18 |
| R 101-500-35104 | ALARM FINES | $0.00 | $0.00 | $800.00 | -$800.00 | 0.00% | $500.00 |

| Account Descr | | 2025 YTD Budget | SEPTEMBER 2025 Amt | 2025 YTD Amt | 2025 YTD Balance | %YTD Budget | 2024 YTD Amt |
|---|---|---|---|---|---|---|---|
| R 101-500-35105 | DOG RELEASE | $0.00 | $100.00 | $140.00 | -$140.00 | 0.00% | $190.00 |
| R 101-500-35300 | FORFEITURES | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-600-36101 | SPECIAL ASSESSM | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-610-36210 | INTEREST ON INV | $100,000.00 | $39.25 | $89,979.55 | $10,020.45 | 89.98% | $133,158.28 |
| R 101-620-36230 | CONTRIBUTIONS | $10,000.00 | $0.00 | $1,525.00 | $8,475.00 | 15.25% | $3,000.00 |
| R 101-620-36240 | REVENUE COLL FO | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-620-36250 | REFUNDS AND REI | $15,000.00 | $0.00 | $15,197.22 | -$197.22 | 101.31% | $14,254.66 |
| R 101-620-36251 | PD REFUNDS/REI | $5,000.00 | $0.00 | $2,023.00 | $2,977.00 | 40.46% | $5,525.00 |
| R 101-620-37170 | OTHER/CELL PHO | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| R 101-620-39101 | SALE OF FIXED AS | $2,000.00 | $0.00 | $15,215.00 | -$13,215.00 | 760.75% | $16,135.00 |
| R 101-700-40000 | OPERATING TRAN | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| 101 GENERAL FUND | | $6,951,597.00 | $328,644.09 | $4,020,013.47 | $2,931,583.53 | 57.83% | $3,916,345.44 |
| | | $6,951,597.00 | $328,644.09 | $4,020,013.47 | $2,931,583.53 | 57.83% | $3,916,345.44 |

# CITY OF MINNETRISTA
## Expenditure Guideline by Departments - 2025 upd

| Account Descr | 2025 YTD Budget | SEPTEMBER 2025 Amt | 2025 YTD Amt | 2025 YTD Balance | %YTD Budget | 2024 YTD Amt |
|---|---|---|---|---|---|---|
| 101 GENERAL FUND | | | | | | |
| 41110 COUNCIL | | | | | | |
| E 101-41110-101 SALARIES-REGULA | $28,200.00 | $2,350.00 | $18,800.00 | $9,400.00 | 66.67% | $18,800.00 |
| E 101-41110-122 FICA - EMPLOYER | $2,157.00 | $179.80 | $1,438.40 | $718.60 | 66.69% | $1,438.40 |
| E 101-41110-201 OFFICE SUPPLIES | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $876.49 |
| E 101-41110-361 GENERAL LIABILIT | $2,575.00 | $0.00 | $2,575.00 | $0.00 | 100.00% | $1,819.81 |
| E 101-41110-433 DUES & SUBSRIPT | $2,000.00 | $131.94 | $1,276.74 | $723.26 | 63.84% | $1,354.76 |
| E 101-41110-435 COUNCIL TRAIN/R | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41110-436 CONTRIBUTIONS | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41110-437 MISCELLANEOUS E | $3,399.00 | $0.00 | $990.97 | $2,408.03 | 29.15% | $3,797.98 |
| E 101-41110-440 APPRECIATION EV | $10,000.00 | $0.00 | $8,519.66 | $1,480.34 | 85.20% | $2,235.13 |
| E 101-41110-442 LMA | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41110-443 WRA | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| 41110 COUNCIL | $48,331.00 | $2,661.74 | $33,600.77 | $14,730.23 | 69.52% | $30,322.57 |
| 41320 ADMINISTRATION | | | | | | |
| E 101-41320-101 SALARIES-REGULA | $480,801.00 | $38,278.78 | $341,962.65 | $138,838.35 | 71.12% | $329,964.81 |
| E 101-41320-102 SALARIES-OVERTI | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41320-121 PERA - EMPLOYER | $36,060.00 | $2,761.62 | $24,340.38 | $11,719.62 | 67.50% | $23,794.12 |
| E 101-41320-122 FICA - EMPLOYER | $36,781.00 | $2,787.92 | $24,875.19 | $11,905.81 | 67.63% | $24,033.01 |
| E 101-41320-131 HEALTH & LIFE IN | $49,680.00 | $4,877.27 | $49,252.30 | $427.70 | 99.14% | $55,361.79 |
| E 101-41320-151 WORKMEN S COM | $2,233.00 | $0.00 | $2,233.00 | $0.00 | 100.00% | $3,050.90 |
| E 101-41320-201 OFFICE SUPPLIES | $3,090.00 | $517.83 | $3,743.33 | -$653.33 | 121.14% | $3,011.69 |
| E 101-41320-202 COPY & PRINTING | $3,605.00 | $0.00 | $2,454.44 | $1,150.56 | 68.08% | $4,470.44 |
| E 101-41320-302 CONSULTANTS/MI | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41320-307 PROFESSIONAL SE | $7,000.00 | $251.81 | $6,442.33 | $557.67 | 92.03% | $7,486.90 |
| E 101-41320-322 POSTAGE | $7,354.00 | $175.85 | $5,938.82 | $1,415.18 | 80.76% | $6,118.19 |
| E 101-41320-331 TRAVEL EXPENSE | $0.00 | $0.00 | $128.80 | -$128.80 | 0.00% | $148.74 |
| E 101-41320-351 LEGAL NOTICE & | $1,030.00 | $0.00 | $819.80 | $210.20 | 79.59% | $193.88 |
| E 101-41320-404 VEHICLE & EQUIP | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41320-410 COMPUTER SERVI | $30,900.00 | $2,280.16 | $32,722.67 | -$1,822.67 | 105.90% | $22,431.63 |
| E 101-41320-433 DUES & SUBSRIPT | $25,000.00 | $469.46 | $30,795.17 | -$5,795.17 | 123.18% | $19,049.44 |
| E 101-41320-435 COUNCIL TRAIN/R | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $51.59 |
| E 101-41320-437 MISCELLANEOUS E | $4,000.00 | $1,951.25 | $6,337.06 | -$2,337.06 | 158.43% | $4,229.17 |
| 41320 ADMINISTRATION | $687,534.00 | $54,351.95 | $532,045.94 | $155,488.06 | 77.38% | $503,396.30 |
| 41410 ELECTIONS | | | | | | |
| E 101-41410-101 SALARIES-REGULA | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $9,679.42 |
| E 101-41410-122 FICA - EMPLOYER | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |

| Account Descr | 2025 YTD Budget | SEPTEMBER 2025 Amt | 2025 YTD Amt | 2025 YTD Balance | %YTD Budget | 2024 YTD Amt |
|---|---|---|---|---|---|---|
| E 101-41410-201 OFFICE SUPPLIES | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $470.23 |
| E 101-41410-202 COPY & PRINTING | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $414.73 |
| E 101-41410-322 POSTAGE | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41410-404 VEHICLE & EQUIP | $3,000.00 | $0.00 | $0.00 | $3,000.00 | 0.00% | $2,800.79 |
| E 101-41410-437 MISCELLANEOUS E | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $224.08 |
| 41410 ELECTIONS | $3,000.00 | $0.00 | $0.00 | $3,000.00 | 0.00% | $13,589.25 |
| 41530 AUDITOR | | | | | | |
| E 101-41530-301 AUDITING AND AC | $41,160.00 | $0.00 | $40,628.42 | $531.58 | 98.71% | $40,983.60 |
| 41530 AUDITOR | $41,160.00 | $0.00 | $40,628.42 | $531.58 | 98.71% | $40,983.60 |
| 41550 ASSESSING | | | | | | |
| E 101-41550-310 HENNEPIN COUNT | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $205,000.00 |
| E 101-41550-351 LEGAL NOTICE & | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| 41550 ASSESSING | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $205,000.00 |
| 41610 ATTORNEY | | | | | | |
| E 101-41610-304 LEGAL FEES - ATT | $55,000.00 | $5,316.10 | $75,121.56 | -$20,121.56 | 136.58% | $38,789.85 |
| E 101-41610-305 PROSECUTING AT | $50,000.00 | $2,112.80 | $19,968.68 | $30,031.32 | 39.94% | $18,000.00 |
| E 101-41610-311 HR ATTORNEY | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| 41610 ATTORNEY | $105,000.00 | $7,428.90 | $95,090.24 | $9,909.76 | 90.56% | $56,789.85 |
| 41910 PLANNING | | | | | | |
| E 101-41910-101 SALARIES-REGULA | $253,521.00 | $19,620.80 | $182,852.53 | $70,668.47 | 72.13% | $174,852.00 |
| E 101-41910-102 SALARIES-OVERTI | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41910-121 PERA - EMPLOYER | $19,014.00 | $1,471.56 | $13,713.93 | $5,300.07 | 72.13% | $13,113.90 |
| E 101-41910-122 FICA - EMPLOYER | $19,394.00 | $1,447.02 | $13,484.48 | $5,909.52 | 69.53% | $12,881.31 |
| E 101-41910-131 HEALTH & LIFE IN | $28,800.00 | $2,754.06 | $26,972.78 | $1,827.22 | 93.66% | $25,744.42 |
| E 101-41910-151 WORKMEN S COM | $1,155.00 | $0.00 | $1,155.00 | $0.00 | 100.00% | $1,118.66 |
| E 101-41910-201 OFFICE SUPPLIES | $1,133.00 | $222.98 | $286.97 | $846.03 | 25.33% | $300.94 |
| E 101-41910-202 COPY & PRINTING | $2,000.00 | $0.00 | $1,369.06 | $630.94 | 68.45% | $1,574.00 |
| E 101-41910-302 CONSULTANTS/MI | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41910-303 ENGINEERING SE | $4,000.00 | $0.00 | $0.00 | $4,000.00 | 0.00% | $0.00 |
| E 101-41910-307 PROFESSIONAL SE | $0.00 | $41.86 | $2,039.07 | -$2,039.07 | 0.00% | $1,651.16 |
| E 101-41910-322 POSTAGE | $200.00 | $0.00 | $0.00 | $200.00 | 0.00% | $0.00 |
| E 101-41910-331 TRAVEL EXPENSE | $225.00 | $0.00 | $0.00 | $225.00 | 0.00% | $0.00 |
| E 101-41910-351 LEGAL NOTICE & | $1,200.00 | $43.00 | $412.80 | $787.20 | 34.40% | $536.29 |
| E 101-41910-433 DUES & SUBSRIPT | $1,100.00 | $58.00 | $1,051.10 | $48.90 | 95.55% | $775.00 |
| E 101-41910-435 COUNCIL TRAIN/R | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41910-437 MISCELLANEOUS E | $700.00 | $0.00 | $0.00 | $700.00 | 0.00% | $0.00 |
| 41910 PLANNING | $332,442.00 | $25,659.28 | $243,337.72 | $89,104.28 | 73.20% | $232,547.68 |
| 41940 GOVERNMENT BUILDINGS (CH/PW) | | | | | | |

| Account Descr | 2025 YTD Budget | SEPTEMBER 2025 Amt | 2025 YTD Amt | 2025 YTD Balance | %YTD Budget | 2024 YTD Amt |
|---|---|---|---|---|---|---|
| E 101-41940-101 SALARIES-REGULA | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41940-121 PERA - EMPLOYER | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41940-122 FICA - EMPLOYER | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41940-211 CLEANING & MAIN | $8,000.00 | $732.60 | $5,811.72 | $2,188.28 | 72.65% | $5,812.00 |
| E 101-41940-223 BUILDING REPAIR | $3,300.00 | $0.00 | $282.14 | $3,017.86 | 8.55% | $142.64 |
| E 101-41940-321 TELEPHONE | $14,000.00 | $791.33 | $12,742.05 | $1,257.95 | 91.01% | $9,085.18 |
| E 101-41940-362 PROPERTY INSUR | $27,000.00 | $0.00 | $27,000.00 | $0.00 | 100.00% | $26,435.15 |
| E 101-41940-381 ELECTRIC UTILITI | $14,000.00 | $0.00 | $7,987.34 | $6,012.66 | 57.05% | $8,234.22 |
| E 101-41940-383 NATURAL GAS | $6,000.00 | $93.46 | $4,765.73 | $1,234.27 | 79.43% | $2,888.84 |
| E 101-41940-384 REFUSE REMOVAL | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41940-401 BLDG/STRUCT MAI | $8,000.00 | $108.12 | $6,649.10 | $1,350.90 | 83.11% | $5,843.01 |
| E 101-41940-402 LAWN MAINTENAN | $10,500.00 | $0.00 | $7,137.60 | $3,362.40 | 67.98% | $7,489.00 |
| E 101-41940-404 VEHICLE & EQUIP | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-41940-437 MISCELLANEOUS E | $0.00 | $38.04 | $102.86 | -$102.86 | 0.00% | $0.00 |
| E 101-41940-531 BUILDING IMPROV | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| 41940 GOVERNMENT BUILDINGS | $90,800.00 | $1,763.55 | $72,478.54 | $18,321.46 | 79.82% | $65,930.04 |
| 42110 POLICE DEPARTMENT | | | | | | |
| E 101-42110-101 SALARIES-REGULA | $1,972,205.00 | $147,780.28 | $1,448,863.16 | $523,341.84 | 73.46% | $1,289,029.13 |
| E 101-42110-102 SALARIES-OVERTI | $38,000.00 | $4,565.00 | $41,033.27 | -$3,033.27 | 107.98% | $47,503.10 |
| E 101-42110-103 SALARIES-SAFE&S | $5,000.00 | $1,045.35 | $13,196.19 | -$8,196.19 | 263.92% | $14,571.86 |
| E 101-42110-104 SALARIES-DARE | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-106 SALARIES-CHFCHA | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-121 PERA - EMPLOYER | $327,489.00 | $25,431.40 | $236,585.59 | $90,903.41 | 72.24% | $218,821.03 |
| E 101-42110-122 FICA - EMPLOYER | $46,117.00 | $3,174.34 | $32,416.08 | $13,700.92 | 70.29% | $30,105.21 |
| E 101-42110-131 HEALTH & LIFE IN | $248,400.00 | $20,407.49 | $210,395.59 | $38,004.41 | 84.70% | $195,843.59 |
| E 101-42110-151 WORKMEN S COM | $67,250.00 | $0.00 | $67,250.00 | $0.00 | 100.00% | $86,442.07 |
| E 101-42110-201 OFFICE SUPPLIES | $4,000.00 | $390.38 | $2,899.40 | $1,100.60 | 72.49% | $2,037.49 |
| E 101-42110-202 COPY & PRINTING | $3,500.00 | $274.00 | $2,258.51 | $1,241.49 | 64.53% | $2,306.62 |
| E 101-42110-211 CLEANING & MAIN | $14,000.00 | $1,119.00 | $10,469.18 | $3,530.82 | 74.78% | $10,507.37 |
| E 101-42110-212 MOTOR FUELS AN | $45,000.00 | $3,716.29 | $28,524.37 | $16,475.63 | 63.39% | $29,073.72 |
| E 101-42110-221 EQUIPMENT PART | $20,000.00 | $1,732.29 | $11,120.85 | $8,879.15 | 55.60% | $13,380.75 |
| E 101-42110-240 SMALL TOOLS AN | $1,000.00 | $0.00 | $252.61 | $747.39 | 25.26% | $308.95 |
| E 101-42110-301 AUDITING AND AC | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-304 LEGAL FEES - ATT | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-307 PROFESSIONAL SE | $25,000.00 | $1,376.82 | $27,425.16 | -$2,425.16 | 109.70% | $22,718.81 |
| E 101-42110-315 RENT/SIRENS | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-319 KENNEL CHARGES | $2,000.00 | $0.00 | $2,642.00 | -$642.00 | 132.10% | $1,588.00 |
| E 101-42110-321 TELEPHONE | $12,000.00 | $996.58 | $4,457.75 | $7,542.25 | 37.15% | $9,338.60 |
| E 101-42110-322 POSTAGE | $500.00 | $58.53 | $151.33 | $348.67 | 30.27% | $340.88 |
| E 101-42110-339 SIREN AND MAINT | $21,000.00 | $0.00 | $21,461.91 | -$461.91 | 102.20% | $20,249.24 |

| Account Descr | 2025 YTD Budget | SEPTEMBER 2025 Amt | 2025 YTD Amt | 2025 YTD Balance | %YTD Budget | 2024 YTD Amt |
|---|---|---|---|---|---|---|
| E 101-42110-362 PROPERTY INSUR | $25,000.00 | $0.00 | $25,000.00 | $0.00 | 100.00% | $24,010.37 |
| E 101-42110-363 AUTOMOBILE INS | $13,000.00 | $0.00 | $13,000.00 | $0.00 | 100.00% | $12,644.00 |
| E 101-42110-381 ELECTRIC UTILITI | $42,000.00 | $2,153.54 | $36,943.32 | $5,056.68 | 87.96% | $39,387.15 |
| E 101-42110-383 NATURAL GAS | $8,000.00 | $95.24 | $3,039.76 | $4,960.24 | 38.00% | $3,480.24 |
| E 101-42110-401 BLDG/STRUCT MAI | $16,000.00 | $1,981.00 | $8,501.32 | $7,498.68 | 53.13% | $14,423.63 |
| E 101-42110-404 VEHICLE & EQUIP | $27,000.00 | $2,408.66 | $27,209.65 | -$209.65 | 100.78% | $26,040.54 |
| E 101-42110-410 COMPUTER SERVI | $60,000.00 | $4,881.65 | $50,623.06 | $9,376.94 | 84.37% | $28,715.70 |
| E 101-42110-415 RADIO LEASE | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-416 RENTAL | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-417 UNIFORMS | $18,000.00 | $1,482.32 | $7,412.31 | $10,587.69 | 41.18% | $17,358.03 |
| E 101-42110-418 RECRUITING | $12,000.00 | $2,070.24 | $10,529.94 | $1,470.06 | 87.75% | $6,092.50 |
| E 101-42110-428 RESERVE OFFICER | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-431 TRAIN/MTG/EXP & | $10,000.00 | $109.68 | $2,164.03 | $7,835.97 | 21.64% | $5,292.92 |
| E 101-42110-432 DRUG TASK FORC | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-433 DUES & SUBSRIPT | $14,000.00 | $275.00 | $13,332.20 | $667.80 | 95.23% | $10,047.70 |
| E 101-42110-434 POLICE TRAINING | $22,000.00 | $0.00 | $15,815.00 | $6,185.00 | 71.89% | $14,277.81 |
| E 101-42110-435 COUNCIL TRAIN/R | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-437 MISCELLANEOUS E | $3,500.00 | $1,004.15 | $1,650.58 | $1,849.42 | 47.16% | $801.30 |
| E 101-42110-440 APPRECIATION EV | $13,000.00 | $0.00 | $6,087.88 | $6,912.12 | 46.83% | $4,343.14 |
| E 101-42110-441 CORRECTION FEE | $5,000.00 | $75.00 | $843.04 | $4,156.96 | 16.86% | $2,450.08 |
| E 101-42110-450 DARE/CRIME PREV | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-510 CITIZEN CORPS C | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-511 CERT TEAM | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-512 VOLUNTEERS IN P | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-513 MEDICAL RESERV | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42110-560 EQIUP AND FURNI | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $305.84 |
| E 101-42110-590 PROGRAMS | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| 42110 POLICE DEPARTMENT | $3,140,961.00 | $228,604.23 | $2,383,555.04 | $757,405.96 | 75.89% | $2,203,837.37 |
| 42210 FIRE DEPARTMENT | | | | | | |
| E 101-42210-307 PROFESSIONAL SE | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42210-316 FIRE CONTRACT M | $376,764.00 | $94,191.00 | $376,764.00 | $0.00 | 100.00% | $403,225.00 |
| E 101-42210-317 FIRE SATELLITE | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42210-318 FIRE CONTRACT S | $349,316.00 | $86,702.50 | $346,810.00 | $2,506.00 | 99.28% | $311,267.53 |
| 42210 FIRE DEPARTMENT | $726,080.00 | $180,893.50 | $723,574.00 | $2,506.00 | 99.65% | $714,492.53 |
| 42401 BUILDING INSPECTION | | | | | | |
| E 101-42401-101 SALARIES-REGULA | $187,221.00 | $16,889.40 | $136,874.96 | $50,346.04 | 73.11% | $128,396.82 |
| E 101-42401-102 SALARIES-OVERTI | $5,000.00 | $0.00 | $0.00 | $5,000.00 | 0.00% | $0.00 |
| E 101-42401-107 SEASONAL SALARI | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42401-121 PERA - EMPLOYER | $14,042.00 | $1,266.71 | $10,265.62 | $3,776.38 | 73.11% | $9,629.77 |

| Account Descr | 2025 YTD Budget | SEPTEMBER 2025 Amt | 2025 YTD Amt | 2025 YTD Balance | %YTD Budget | 2024 YTD Amt |
|---|---|---|---|---|---|---|
| E 101-42401-122 FICA - EMPLOYER | $14,322.00 | $1,257.59 | $10,323.44 | $3,998.56 | 72.08% | $9,789.96 |
| E 101-42401-131 HEALTH & LIFE IN | $28,800.00 | $2,563.10 | $23,993.48 | $4,806.52 | 83.31% | $25,032.77 |
| E 101-42401-151 WORKMEN S COM | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42401-201 OFFICE SUPPLIES | $550.00 | $160.00 | $450.00 | $100.00 | 81.82% | $220.00 |
| E 101-42401-202 COPY & PRINTING | $1,200.00 | $0.00 | $1,351.00 | -$151.00 | 112.58% | $1,292.58 |
| E 101-42401-303 ENGINEERING SE | $31,000.00 | $0.00 | $890.00 | $30,110.00 | 2.87% | $14,618.00 |
| E 101-42401-306 BUILDING INSPEC | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42401-308 PLAN REVIEW FEE | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-42401-404 VEHICLE & EQUIP | $2,000.00 | $0.00 | $109.75 | $1,890.25 | 5.49% | $429.89 |
| E 101-42401-433 DUES & SUBSRIPT | $3,100.00 | $0.00 | $1,260.00 | $1,840.00 | 40.65% | $1,566.48 |
| E 101-42401-437 MISCELLANEOUS E | $1,000.00 | $0.00 | $0.00 | $1,000.00 | 0.00% | $0.00 |
| 42401 BUILDING INSPECTION | $288,235.00 | $22,136.80 | $185,518.25 | $102,716.75 | 64.36% | $190,976.27 |
| 42600 ENGINEER | | | | | | |
| E 101-42600-101 SALARIES-REGULA | $21,000.00 | $700.00 | $25,941.42 | -$4,941.42 | 123.53% | $0.00 |
| E 101-42600-121 PERA - EMPLOYER | $1,575.00 | $52.49 | $1,945.64 | -$370.64 | 123.53% | $0.00 |
| E 101-42600-122 FICA - EMPLOYER | $1,607.00 | $47.79 | $1,693.70 | -$86.70 | 105.40% | $0.00 |
| E 101-42600-131 HEALTH & LIFE IN | $3,000.00 | $4.69 | $263.23 | $2,736.77 | 8.77% | $0.00 |
| E 101-42600-303 ENGINEERING SE | $12,000.00 | $1,250.00 | $8,750.00 | $3,250.00 | 72.92% | $7,000.00 |
| E 101-42600-309 WETLAND REVIEW | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| 42600 ENGINEER | $39,182.00 | $2,054.97 | $38,593.99 | $588.01 | 98.50% | $7,000.00 |
| 43121 STREET DEPARTMENT | | | | | | |
| E 101-43121-101 SALARIES-REGULA | $529,819.00 | $44,268.89 | $433,471.91 | $96,347.09 | 81.82% | $370,352.60 |
| E 101-43121-102 SALARIES-OVERTI | $6,000.00 | $0.00 | $2,734.04 | $3,265.96 | 45.57% | $2,707.73 |
| E 101-43121-105 SALARIES-PAGER | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-43121-121 PERA - EMPLOYER | $33,995.00 | $3,320.15 | $32,771.69 | $1,223.31 | 96.40% | $27,758.29 |
| E 101-43121-122 FICA - EMPLOYER | $34,675.00 | $3,289.83 | $32,408.27 | $2,266.73 | 93.46% | $27,537.19 |
| E 101-43121-131 HEALTH & LIFE IN | $80,960.00 | $5,361.30 | $53,099.61 | $27,860.39 | 65.59% | $56,406.33 |
| E 101-43121-151 WORKMEN S COM | $14,500.00 | $0.00 | $14,500.00 | $0.00 | 100.00% | $30,508.96 |
| E 101-43121-201 OFFICE SUPPLIES | $500.00 | $235.13 | $2,387.94 | -$1,887.94 | 477.59% | $1,775.89 |
| E 101-43121-211 CLEANING & MAIN | $6,500.00 | $824.13 | $4,475.30 | $2,024.70 | 68.85% | $3,687.50 |
| E 101-43121-212 MOTOR FUELS AN | $25,000.00 | $1,383.09 | $9,907.57 | $15,092.43 | 39.63% | $13,567.27 |
| E 101-43121-215 SHOP MATERIALS | $8,000.00 | $26.78 | $3,784.94 | $4,215.06 | 47.31% | $11,813.04 |
| E 101-43121-221 EQUIPMENT PART | $20,000.00 | $570.32 | $10,639.79 | $9,360.21 | 53.20% | $11,525.24 |
| E 101-43121-224 STREET MAINTEN | $200,000.00 | $5,709.50 | $71,884.26 | $128,115.74 | 35.94% | $159,954.14 |
| E 101-43121-240 SMALL TOOLS AN | $1,500.00 | -$311.55 | $2,315.63 | -$815.63 | 154.38% | $435.10 |
| E 101-43121-307 PROFESSIONAL SE | $10,000.00 | $1,670.61 | $11,446.93 | -$1,446.93 | 114.47% | $9,950.79 |
| E 101-43121-321 TELEPHONE | $11,000.00 | $621.89 | $3,278.45 | $7,721.55 | 29.80% | $7,800.31 |
| E 101-43121-363 AUTOMOBILE INS | $15,000.00 | $0.00 | $15,000.00 | $0.00 | 100.00% | $14,327.00 |
| E 101-43121-381 ELECTRIC UTILITI | $7,000.00 | $0.00 | $3,309.00 | $3,691.00 | 47.27% | $4,507.34 |

| Account Descr | 2025 YTD Budget | SEPTEMBER 2025 Amt | 2025 YTD Amt | 2025 YTD Balance | %YTD Budget | 2024 YTD Amt |
|---|---|---|---|---|---|---|
| E 101-43121-383 NATURAL GAS | $7,000.00 | $72.36 | $3,095.72 | $3,904.28 | 44.22% | $2,660.52 |
| E 101-43121-401 BLDG/STRUCT MAI | $5,000.00 | $344.40 | $21,116.29 | -$16,116.29 | 422.33% | $4,789.72 |
| E 101-43121-404 VEHICLE & EQUIP | $30,000.00 | $270.63 | $11,752.26 | $18,247.74 | 39.17% | $42,160.17 |
| E 101-43121-410 COMPUTER SERVI | $6,000.00 | $488.61 | $5,852.25 | $147.75 | 97.54% | $4,155.30 |
| E 101-43121-415 RADIO LEASE | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-43121-416 RENTAL | $1,000.00 | $0.00 | $0.00 | $1,000.00 | 0.00% | $300.00 |
| E 101-43121-417 UNIFORMS | $8,500.00 | $1,060.06 | $8,224.66 | $275.34 | 96.76% | $8,412.47 |
| E 101-43121-433 DUES & SUBSRIPT | $1,000.00 | $0.00 | $3,448.18 | -$2,448.18 | 344.82% | $1,398.15 |
| E 101-43121-437 MISCELLANEOUS E | $4,000.00 | $0.00 | $1,517.07 | $2,482.93 | 37.93% | $4,942.56 |
| 43121 STREET DEPARTMENT | $1,066,949.00 | $69,206.13 | $762,421.76 | $304,527.24 | 71.46% | $823,433.61 |
| 43125 ICE AND SNOW REMOVAL | | | | | | |
| E 101-43125-101 SALARIES-REGULA | $70,003.00 | $1,689.86 | $15,883.86 | $54,119.14 | 22.69% | $17,406.28 |
| E 101-43125-102 SALARIES-OVERTI | $6,000.00 | $141.15 | $9,244.18 | -$3,244.18 | 154.07% | $1,543.83 |
| E 101-43125-121 PERA - EMPLOYER | $5,700.00 | $137.32 | $1,884.59 | $3,815.41 | 33.06% | $1,421.24 |
| E 101-43125-122 FICA - EMPLOYER | $5,814.00 | $133.64 | $1,865.67 | $3,948.33 | 32.09% | $1,413.59 |
| E 101-43125-131 HEALTH & LIFE IN | $15,000.00 | $997.24 | $10,574.73 | $4,425.27 | 70.50% | $11,457.65 |
| E 101-43125-151 WORKMEN S COM | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-43125-212 MOTOR FUELS AN | $18,000.00 | $276.61 | $7,067.79 | $10,932.21 | 39.27% | $2,649.51 |
| E 101-43125-221 EQUIPMENT PART | $6,000.00 | $0.00 | $2,148.76 | $3,851.24 | 35.81% | $0.00 |
| E 101-43125-224 STREET MAINTEN | $35,000.00 | $0.00 | $13,723.03 | $21,276.97 | 39.21% | $13,995.69 |
| E 101-43125-307 PROFESSIONAL SE | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-43125-404 VEHICLE & EQUIP | $2,500.00 | $0.00 | $0.00 | $2,500.00 | 0.00% | $0.00 |
| E 101-43125-433 DUES & SUBSRIPT | $1,500.00 | $631.34 | $631.34 | $868.66 | 42.09% | $0.00 |
| E 101-43125-437 MISCELLANEOUS E | $1,500.00 | $0.00 | $0.00 | $1,500.00 | 0.00% | $0.00 |
| E 101-43125-560 EQIUP AND FURNI | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| 43125 ICE AND SNOW REMOVAL | $167,017.00 | $4,007.16 | $63,023.95 | $103,993.05 | 37.74% | $49,887.79 |
| 43160 STREET LIGHTING | | | | | | |
| E 101-43160-381 ELECTRIC UTILITI | $32,000.00 | $5,487.99 | $22,352.34 | $9,647.66 | 69.85% | $26,422.79 |
| 43160 STREET LIGHTING | $32,000.00 | $5,487.99 | $22,352.34 | $9,647.66 | 69.85% | $26,422.79 |
| 45202 PARK AREAS | | | | | | |
| E 101-45202-101 SALARIES-REGULA | $59,136.00 | $1,912.06 | $50,645.15 | $8,490.85 | 85.64% | $53,176.14 |
| E 101-45202-102 SALARIES-OVERTI | $0.00 | $0.00 | $978.64 | -$978.64 | 0.00% | $1,006.61 |
| E 101-45202-107 SEASONAL SALARI | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-45202-121 PERA - EMPLOYER | $4,435.00 | $143.40 | $2,950.61 | $1,484.39 | 66.53% | $2,604.43 |
| E 101-45202-122 FICA - EMPLOYER | $4,524.00 | $143.45 | $3,884.60 | $639.40 | 85.87% | $4,130.87 |
| E 101-45202-131 HEALTH & LIFE IN | $5,000.00 | $594.04 | $6,532.36 | -$1,532.36 | 130.65% | $7,181.82 |
| E 101-45202-151 WORKMEN S COM | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-45202-201 OFFICE SUPPLIES | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-45202-202 COPY & PRINTING | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |

| Account Descr | 2025 YTD Budget | SEPTEMBER 2025 Amt | 2025 YTD Amt | 2025 YTD Balance | %YTD Budget | 2024 YTD Amt |
|---|---|---|---|---|---|---|
| E 101-45202-215 SHOP MATERIALS | $0.00 | $0.00 | $116.16 | -$116.16 | 0.00% | $0.00 |
| E 101-45202-221 EQUIPMENT PART | $300.00 | $0.00 | $612.89 | -$312.89 | 204.30% | $728.86 |
| E 101-45202-302 CONSULTANTS/MI | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-45202-362 PROPERTY INSUR | $23,000.00 | $0.00 | $23,000.00 | $0.00 | 100.00% | $22,173.30 |
| E 101-45202-384 REFUSE REMOVAL | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-45202-401 BLDG/STRUCT MAI | $15,000.00 | $1,764.38 | $11,063.80 | $3,936.20 | 73.76% | $7,143.44 |
| E 101-45202-402 LAWN MAINTENAN | $68,000.00 | $395.00 | $41,348.73 | $26,651.27 | 60.81% | $42,659.45 |
| E 101-45202-404 VEHICLE & EQUIP | $500.00 | $0.00 | $0.00 | $500.00 | 0.00% | $63.75 |
| E 101-45202-433 DUES & SUBSRIPT | $1,500.00 | $0.00 | $705.00 | $795.00 | 47.00% | $0.00 |
| E 101-45202-437 MISCELLANEOUS E | $500.00 | $0.00 | $483.17 | $16.83 | 96.63% | $1,268.09 |
| E 101-45202-530 IMPROVEMENTS | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-45202-590 PROGRAMS | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| 45202 PARK AREAS | $181,895.00 | $4,952.33 | $142,321.11 | $39,573.89 | 78.24% | $142,136.76 |
| 49020 MISCELLANEOUS | | | | | | |
| E 101-49020-307 PROFESSIONAL SE | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-49020-433 DUES & SUBSRIPT | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| E 101-49020-437 MISCELLANEOUS E | $30,000.00 | $0.00 | $7,586.87 | $22,413.13 | 25.29% | $1,500.00 |
| E 101-49020-530 IMPROVEMENTS | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% | $0.00 |
| 49020 MISCELLANEOUS | $30,000.00 | $0.00 | $7,586.87 | $22,413.13 | 25.29% | $1,500.00 |
| 49240 INSURANCE UNALLOCATED | | | | | | |
| E 101-49240-361 GENERAL LIABILIT | $10,000.00 | $0.00 | $10,000.00 | $0.00 | 100.00% | $8,007.19 |
| 49240 INSURANCE UNALLOCATED | $10,000.00 | $0.00 | $10,000.00 | $0.00 | 100.00% | $8,007.19 |
| 101 GENERAL FUND | $6,990,586.00 | $609,208.53 | $5,356,128.94 | $1,634,457.06 | 76.62% | $5,316,253.60 |
| | $6,990,586.00 | $609,208.53 | $5,356,128.94 | $1,634,457.06 | 76.62% | $5,316,253.60 |

| | SEPTEMBER 2025 CASH and INVESTMENTS |
|---|---|
| **DATE** | **09/30/2025** |

| FUND NO. | DESCRIPTION | TOTAL CASH & INVESTMENTS | |
|---|---|---|---|
| 101 | General Fund | 2,900,516.98 | * |
| 401 | Capital Improvement Program | 390,796.62 | |
| 402 | Emergency Warning Siren Fund | 277,923.48 | |
| 404 | Park Dedication Fund | 1,029,850.50 | |
| 406 | Road Maintenance Fund | 1,446,765.60 | |
| 407 | Tree Replacement Fund | 308,633.74 | |
| 433 | 2023 Street Improv Projects Fund | 1,015,389.26 | |
| 490 | Street Improvement Capital Projects | 398,004.22 | ** |
| 501 | Equipment Certificates Fund | 325,339.33 | |
| 527 | CIP Project Bonds (Facilities) | 274,573.86 | |
| 528 | Game Farm South Bay Project Debt Fund | 151,112.83 | |
| 529 | Highland Road Debt Fund | 106,871.69 | |
| 532 | 2017 A Street Projects Debt | 434,946.74 | |
| 533 | 2023 Street Improv Projects Debt Fund | 762,857.03 | |
| 601 | Water Fund | 1,496,702.93 | |
| 602 | Sewer Fund | 789,447.82 | |
| 651 | Storm Water Drainage Fund | 847,060.02 | |
| 671 | Recycling Fund | 52,770.80 | |
| 673 | Cable Fund | (18,110.40) | *** |
| 801 | Land use Agency | 136,451.92 | |
| | **TOTAL** | **13,127,904.97** | |

**Notes to Cash and Investments Report (3rd quarter 2025)**

1) *** General Fund (101)-** Actual Fund Balance is $1,673,378.  Most of the difference in comparison to the cash and investments total has to do with the temporary CO deposits the City is holding.

2) ****Street Improvement Capital Project Fund (490) –** Actual Fund Balance is $65,620.  Most of the cash and investments number is escrows and deposits we have for sealcoating and other related street items

3) *****Cable Fund (673)** -This fund has a negative cash balance of $18,110. Some of this is attributed to timing of when franchise fees are received.  Even after that is factored in, the fund is still running a deficit cash and fund balance and will need to be looked at for end of 2025 as well as the 2026 budget with franchises fees declining over the last several years.

# CITY COUNCIL WORK SESSION MINUTES

**October 06, 2025 at 5:00 PM**
**7701 County Road 110 West Minnetrista, MN 55364**

## 1) CALL TO ORDER

Mayor Whalen called the meeting to order at 5:00 p.m.

Council present: Mayor Whalen, Council Members Reffkin, Vickery, Lacy, Govern. Staff present: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Services Craig Squires, Director of Public Services Gary Peters, Assistant City Administrator Paula Bauman, City Clerk Ann Meyerhoff.

## 2) DISCUSSION ITEMS

a) 2026 Salary Discussion

During the City Council Work Session, council members and staff discussed the city's employee compensation structure, particularly the 2026 budget's proposed cost-of-living adjustment (COLA), which Council Member Reffkin suggested be more accurately termed a "market adjustment." Staff provided a history of the current pay plan adopted in 2022, which uses a step-grade system aimed at incentivizing longevity and maintaining market competitiveness. Currently, non-union employees move up a step annually until they reach the top step, while all employees receive a COLA on January 1, contingent on Council approval. Staff noted that the city's pay scale is generally aligned with the market, with current salaries averaging 102% of comparable cities, down slightly from 103% in 2022.

Councilmember Reffkin expressed concern over rising payroll costs, citing a $200,000 annual increase in salaries without adding staff, projecting nearly $1 million in increases by 2028. While most council members agreed the city offers competitive wages, there was debate over the sustainability of continuing 3% annual COLAs. Some members favored a 2% adjustment to manage long-term financial impacts while preserving employee compensation within market ranges. Others emphasized the value of long-term employees and the difficulty in recruiting qualified staff, noting that high retention is essential to maintaining service quality.

The Council also discussed the impact of compounding wage increases, wage compression—especially between police ranks—and potential refinements to the step structure to address longevity more effectively. The idea of conducting a full compensation or pay plan study was raised but ultimately met with mixed responses, given the existing data on comparable cities already available.

The consensus was to proceed with a 2% market adjustment by Councilmembers Reffkin, Vickery and Lacy. Mayor Whalen and Councilmember Govern supported the currently budgeted 3% market adjustment for 2026, while directing the Personnel Committee to further evaluate long-term changes to the compensation plan, particularly around step increases and longevity incentives. Mayor Whalen requested this be brought back to a council meeting for a formal vote due to the split. This would ensure future adjustments remain financially sustainable while supporting staff retention and competitive pay practices.

b) Water Fund Budget Discussion

During the Water Fund Budget discussion, the council expressed concern about the city's heavy reliance on variable water usage for revenue, particularly given this year's wet summer and reduced usage from major consumers like the school, which has switched to a private well for irrigation. The group discussed the risk of shortfalls and the need for more stable, predictable revenue sources, agreeing that increasing the base fee may be a more effective and publicly acceptable option than introducing a separate treatment plant fee. A likely rate increase of 18–20% in 2026 was acknowledged as necessary to prepare for upcoming treatment plant costs, with the first interest payment due in 2027 and full payments beginning in 2028. To help residents manage costs and provide the city with more consistent revenue, there was unanimous support for switching to monthly billing, though it would not apply to rural accounts with minimal usage. Staff was directed to explore a phased implementation, possibly starting with a part-time billing staff member, and to prepare example bills at various rate levels, along with revenue projections based on different base fee scenarios ($50, $75, $100). The council also emphasized the importance of clear public communication and supported sending a dedicated water-specific notice—separate from the general city newsletter—explaining the rate changes, the reasons behind them, and the shift to monthly billing, ideally by November.

c) Hardscrabble Update

The Hard Scrabble update focused on a proposed resolution to ongoing parking issues during construction in the neighborhood. Rather than implementing extensive no-parking signage or involving law enforcement for regular enforcement, the city will install a single sign at the entrance of Hard Scrabble Circle stating "Construction Parking Prohibited." All existing no-parking signs will be removed. Enforcement will shift away from police involvement and instead rely on residents to self-report issues. Complaints will be handled by City Hall, with the building department contacting permit holders to address violations. Police will only get involved if a road is completely blocked, in which case they can tow vehicles immediately for safety reasons. Day laborers and services like lawn care or tree work would be exempt from the parking restriction unless they cause obstructions. City staff and the police chief agreed this approach is more practical, reduces daily patrol burdens, and better aligns with the original enforcement intent. The council supported moving forward with this plan without a formal ordinance or public hearing, with the understanding that it may be adjusted based on how well it works.

d) Discuss Installation of Four-Way Stop at Lotus Drive and Sunset Lane

Over the past month, city staff received multiple complaints about poor visibility at the intersection of Lotus Trail, Sunset Lane, and Wolfberry Curve. Upon review, it was discovered that the landscaping and monuments present at the site exceeded what was originally shown in the approved development plans, contributing to the sightline issues. A traffic engineer was consulted, and based on technical criteria, a four-way stop was recommended to address the limited stopping sight distance. The proposed solution includes adding stop signs on Lotus Trail and accompanying "stop ahead" signs, at a cost of just over $500 (excluding installation labor).

During discussion, council members largely supported the stop signs due to safety concerns. Some raised additional issues, including the placement of trees in the right-of-way, particularly a newer tree at the southwest corner that is expected to worsen visibility as it grows. Several members advocated for removing or relocating trees that block sightlines, noting broader citywide issues with trees too close to roads and sidewalks. The preference was to offer residents the option to relocate trees onto their own property rather than removing them outright. The item was slated for formal action later that evening, but consensus was reached during the work session to move forward with both the signage and addressing the problematic trees.

## 3) ADJOURNMENT

Motion by Reffkin, seconded by Lacy to adjourn the Work Session at 6:04: p.m.

Motion passed 5-0.

# CITY COUNCIL MEETING MINUTES

**October 06, 2025 at 6:30 PM**
**7701 County Road 110 West Minnetrista, MN 55364**



## 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, 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

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

## 2) SPECIAL PRESENTATIONS

a) Three Rivers Park Commissioner - Marge Beard

Ms. Beard gave a presentation on what projects Three Rivers Parks has been involved with.

## 3) PERSONS TO BE HEARD

## 4) CONSENT AGENDA

a) Approve Work Session Meeting Minutes from September 15, 2025

b) Approve City Council Regular Meeting Minutes from September 15, 2025

c) Res. No. 80-25 Approve Claims

d) Res. No. 81-25 Adopt Certification for Unpaid Utility Fees to 2026 Taxes

e) Res. No. 82-25 Support the Acquisition of 6801 County Road No. 15 by Three Rivers Park District

f) Res. No. 83-25 Approve front yard and lakeshore setback variances at 3275 County Road 44

g) Res. No. 84-25 Approving the Minnesota Wetland Conservation Act (WCA) Wetland Replacement Plan Application for Westonka High School Improvements

h) Accept Grant Agreement for Funding of a Ballistic Shield and Transport Bag

Councilmember Govern asked to have item d removed for discussion. Certification for Unpaid Fees to 2026 Taxes.

Motion made by Councilmember Vickery, Seconded by Councilmember Reffkin to adopt the consent agenda with item d removed for discussion.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Councilmember Govern raised a concern about the proposed 5% annual interest rate and $30 administrative fee applied to delinquent utility accounts being certified to property taxes. He questioned whether the rate was sufficient given that the current prime rate is around 7.25% to 7.5%, noting that many property owners appear to be using this process as a routine method of payment, which the city may want to discourage.

Finance Director Grimm responded that the 5% interest and $30 fee have been standard, and while rates may fluctuate, this approach is considered fair. They clarified that these fees are in addition to any late fees already applied and that the assessment is essentially a one-year charge due with the 2026 property taxes. It was also noted that the county charges only a nominal fee for collections, which is offset by the administrative fee. With no further concerns, the council moved toward approving the item to adopt the certification for unpaid utility fees.

Motion made by Councilmember Govern, Seconded by Councilmember Reffkin adopt Res. No. 81-25 Adopt Certification for Unpaid Utility Fees to 2026 Taxes.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

**5) PUBLIC HEARINGS**

**6) BUSINESS ITEMS**

a) Consider Approval of the Authorization of a Sixteenth Police Officer

Chief Squires addressed the need to authorize a 16th police officer position in anticipation of staffing shortages due to one current long-term leave and another officer expected to go on family leave early next year. With the new Family Leave Act allowing up to 20 weeks of leave, and considering the demands of maintaining 24/7 police coverage, the additional officer would help ensure adequate staffing, improve officer safety, maintain consistent patrol coverage, and reduce response times.

Councilmembers were generally supportive of the idea, though concerns were raised about funding the position, as it is currently unbudgeted and the city cannot increase the tax levy. Staff explained that posting the position now would allow them to assess available candidates, and if a suitable hire is found, the council could then decide on funding options, such as reallocating funds from the street CIP, equipment levy, or fund balance. However, it was noted that the general fund is already projected to be at its minimum. Council agreed it was wise to begin the search process, with job postings expected soon, while further discussions about funding would occur once a candidate is identified.

Motion made by Councilmember Lacy, Seconded by Councilmember Govern to Approve Authorization of a Sixteenth Police Officer.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

b) Consider Workout on Duty Policy

The Council discussed a proposed "Workout on Duty" policy presented by the Public Safety Department, emphasizing the importance of employee wellness and its benefits for physical and mental health, as well as officer retention. The policy, modeled after those in several Hennepin County agencies, was reviewed by both the city attorney and the city's insurance provider. It allows one officer at a time to work out while on duty, provided they remain in uniform (minus gear like the vest), have no pending calls, and have completed all required paperwork. Officers must monitor their radios at all times, and workout time must come from existing paid break or lunch periods, with no additional time granted. The Personnel Committee reviewed the policy over two meetings and raised concerns about potential worker's compensation exposure despite waiver agreements. The Committee ultimately recommended a trial implementation, with a follow-up report from the Chief in six months detailing usage, frequency, and any misuse of the policy.

Motion made by Councilmember Lacy, Seconded by Councilmember Govern to Approve Workout on Duty Policy.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

c) Res. No. 85-25, 86-25 Award of Water Treatment Plant Bid to Magney Construction

Aaron Vollmer, AE2S, presented an update on the water treatment plant project, including the results of the recent bid opening. Three bids were received, with Magney Construction submitting the lowest bid at $21.3 million. Two bid alternates were discussed: the removal of an external clear well for a $1.655 million deduction (not recommended), and additional architectural treatments for $281,000 (optional aesthetic enhancements). The base bid includes full treatment capacity and clear well storage to meet projected water needs through at least 2040, possibly 2060.

Council discussed the necessity of proceeding with the project due to current system capacity limits and future development demands. While some members of the public voiced appreciation for the project and supported aesthetics enhancements, council members were split. Some favored the $281,000 aesthetic add-on to better integrate the building into the neighborhood; others cited budget constraints and emphasized investing in long-term landscaping as a more cost-effective alternative. It was noted that the project is already over budget and additional costs would impact user fees.

Regarding funding, the city has not received bonding money from the state, and delaying for potential funding could increase costs and delay the project further. However, staff confirmed the city could proceed and still apply for bonding aid later, adjusting the contract if funding is awarded.

The proposed water plant is designed to address manganese and iron levels and ensure compliance with Minnesota health standards. Council discussed long-term water storage solutions, noting that additional storage may be needed around 2040, though not at the current site. The current plan is expected to provide sufficient water for projected development through at least 2040–2060. Aesthetic modifications may still be explored at no or low cost.

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Motion made by Councilmember Reffkin, Seconded by Councilmember Vickery to Approve Resolution 85-25 to Accept Bids and Award a Contract for the Construction of the Woodland Cove Water Treatment Facility to Magney Construction, Inc. for their low base Bid of $21,329,000.00 without Alternate 1 and Alternate 2.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

d) Res. No. 87-25 Call for Public Hearing on Street Reconstruction Bonds

Finance Director Grimm presented the next steps for the 2026 street reconstruction project, specifically the need to call for a public hearing regarding the issuance of bonds under Minnesota Chapter 475. Unlike previous projects funded through 429 bonds—which require at least 20% of project costs to be assessed to property owners—these bonds may not involve assessments. Staff introduced Resolution No. 87-25, which sets a public hearing for the adoption of the Street Reconstruction Plan and the issuance of associated bonds. The public hearing is scheduled for November 3rd at 6:30 p.m. at City Hall.

Motion made by Councilmember Govern, Seconded by Councilmember Reffkin to Adopt Resolution 87-25, Call for Public Hearing on Street Reconstruction Bonds.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

e) Res. No. 88-25 Install Four-Way Stop at Lotus Drive and Sunset Lane/Wolfberry Curve

City Engineer Fauske presented a proposal to install a four-way stop at the intersection of Lotus Drive, Sunset Lane, and Wolfberry Curve in response to multiple resident complaints regarding limited visibility and safety concerns. Sightline obstructions caused by monuments, vegetation, and the curvature of the road were noted, making it difficult for both drivers and pedestrians to safely navigate the intersection. A traffic engineer reviewed the location and recommended the addition of stop signs on eastbound and westbound Lotus Drive to create a four-way stop. Staff also proposed installing two permanent advance warning signs and temporary signage to alert drivers of the new traffic control, with a total cost of approximately $500, plus Public Works labor. The mayor requested pedestrian crosswalk striping for increased safety, which staff confirmed could be installed at two locations where sidewalk connections exist, avoiding areas without proper landings. Council discussed and supported the proposal.

Motion made by Councilmember Reffkin, Seconded by Councilmember Govern to Adopt Resolution 88-25, Install Four-Way Stop at Lotus Drive and Sunset Lane/Wolfberry Curve.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

**7) ADMINISTRATIVE ITEMS**

a) Staff Reports

City Administrator Kruggel gave an update on bonding.

b) Council Reports

**i)** Mayor Lisa Whalen

- Minnesota Mayor's Association Fall Get Togehter

**ii)** Cathleen Reffkin

- Personnel Committee Meeting
- Fire Partnership Meeting

**iii)** Claudia Lacy

- Gillespie Center 25th Anniversary

**iv)** Peter Vickery

**v)** Brian Govern

**8) ADJOURNMENT**

Motion made by Councilmember Reffkin, Seconded by Councilmember Vickery to adjourn the meeting at 7:37 p.m.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

# RESOLUTION NO. 89-25

## RESOLUTION APPROVING JUST AND CORRECT CLAIMS AGAINST CITY FUNDS

WHEREAS, the City Council of the City of Minnetrista, pursuant to MS 412.241, shall have the full authority over the financial affairs of the City; and

WHEREAS, the City Council reviewed the Claims for payment, with checks numbered 73472 through 73529; electronic checks E1003448 through E1003460; Claims batch includes an electronic transfer for payroll in the amount of $107,961.66.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of $496,295.88 is hereby approved.

ADOPTED this 20th day of October 2025 by a vote of ____ Ayes _____ Nays.

______________________________
Lisa Whalen, Mayor

ATTEST:

______________________________
City Clerk

# CITY OF MINNETRISTA



# *Check Detail Register©

**Batch: Aflac100525,Medsurety100525,Metlife100225,100325 PSN,PR10092025,Tasc101425,102025AP,XCEL101425**

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|---|---|---|---|---|---|
| **1010** | **1ST BK OF THE LAKES** | | | | |
| **73472** | 10/20/25 | **ADVANCED POWER SERVICES INC** | | | |
| E 101-41940-401 | | BLDG/STRUCT MAINTEN | $330.00 | 7157 | Fall Generator Inspection |
| E 101-42110-404 | | VEHICLE & EQUIP MAIN | $330.00 | 7157 | Fall Generator Inspection |
| E 101-43121-401 | | BLDG/STRUCT MAINTEN | $330.00 | 7157 | Fall Generator Inspection |
| E 601-49440-404 | | VEHICLE & EQUIP MAIN | $1,690.00 | 7157 | Fall Generator Inspection |
| E 602-49490-404 | | VEHICLE & EQUIP MAIN | $2,310.00 | 7157 | Fall Generator Inspection |
| E 602-49490-227 | | UTILITY SYSTEM MAINT | $638.00 | 7168 | Repair of LS 1 Generator |
| | | Total | $5,628.00 | | |
| **73473** | 10/20/25 | **ADVANTAGE PROPERTY MAINTENANCE** | | | |
| E 101-45202-402 | | LAWN MAINTENANCE | $7,628.00 | 4029 | Lawn Service-August |
| E 601-49440-402 | | LAWN MAINTENANCE | $1,984.00 | 4029 | Lawn Service-August |
| E 602-49490-402 | | LAWN MAINTENANCE | $504.00 | 4029 | Lawn Service-August |
| E 101-41940-402 | | LAWN MAINTENANCE | $1,144.00 | 4029 | Lawn Service-August |
| E 101-45202-402 | | LAWN MAINTENANCE | $9,535.00 | 4033 | September Lawn Maintenance |
| E 601-49440-402 | | LAWN MAINTENANCE | $2,480.00 | 4033 | September Lawn Maintenance |
| E 602-49490-402 | | LAWN MAINTENANCE | $630.00 | 4033 | September Lawn Maintenance |
| E 101-41940-402 | | LAWN MAINTENANCE | $1,430.00 | 4033 | September Lawn Maintenance |
| | | Total | $25,335.00 | | |
| **73474** | 10/20/25 | **ALLIED BLACKTOP COMPANY** | | | |
| E 406-43121-224 | | STREET MAINTENANCE | $33,056.57 | Final Pay 1 | 2025 Pavement Maintenance Project-Fog Seal and Crack Fill |
| | | Total | $33,056.57 | | |
| **73475** | 10/20/25 | **AMAZON CAPITAL SERVICES** | | | |
| E 602-49490-227 | | UTILITY SYSTEM MAINT | $167.12 | 11C4-N3N9-4 | Hour meters for LS 2 |
| E 101-41320-201 | | OFFICE SUPPLIES | $54.95 | 13MF-CKY3- | Office Supplies |
| E 101-41320-201 | | OFFICE SUPPLIES | $63.98 | 14FK-H7W1- | Office Supplies |
| E 101-41320-201 | | OFFICE SUPPLIES | $62.89 | 17KQ-6DH1- | Office Supplies |
| E 101-41320-201 | | OFFICE SUPPLIES | $8.54 | 1DPQ-3P1K- | Post It Notes |
| E 101-41320-201 | | OFFICE SUPPLIES | $359.10 | 1MQY-7DJY- | New desk chair for Paula |
| E 101-43121-224 | | STREET MAINTENANCE | $587.86 | 1MQY-7DJY- | D-Greaser for Shop |
| E 601-49440-227 | | UTILITY SYSTEM MAINT | $459.00 | 1QDC-MWF | 1" Meter Ends |
| | | Total | $1,763.44 | | |
| **73476** | 10/20/25 | **BARKUS, TODD** | | | |
| R 601-400-37120 | | UNDISTRIBUTED UTILITI | $687.24 | | Overpayment of Utility- 4570 Merganser Drive |
| | | Total | $687.24 | | |
| **73477** | 10/20/25 | **BIFFS, INC.** | | | |
| E 101-45202-401 | | BLDG/STRUCT MAINTEN | $170.00 | INV271366 | Lisle Park-Tennis Court |
| E 101-45202-401 | | BLDG/STRUCT MAINTEN | $170.00 | INV271367 | Linden Park |
| E 101-45202-401 | | BLDG/STRUCT MAINTEN | $170.00 | INV271368 | Lisle Park |
| | | Total | $510.00 | | |
| **73478** | 10/20/25 | **Transwest Truck Trailer -St Michael** | | | |
| E 101-43121-221 | | EQUIPMENT PARTS, TIR | $856.06 | 093P41665 | Repair of Truck #17 |
| | | Total | $856.06 | | |

# CITY OF MINNETRISTA

# *Check Detail Register©

**Batch: Aflac100525,Medsurety100525,Metlife100225,100325 PSN,PR10092025,Tasc101425,102025AP,XCEL101425**

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|---|---|---|---|---|---|
| **73479** | 10/20/25 | **CAMPBELL KNUTSON** | | | |
| E 101-41610-305 | | PROSECUTING ATTORN | $317.00 | | Prosecution Atty Services |
| E 101-41610-305 | | PROSECUTING ATTORN | $1,518.21 | | Prosecution Atty Services |
| | | Total | $1,835.21 | | |
| **73480** | 10/20/25 | **CEMSTONE PRODUCTS CO.** | | | |
| E 101-43121-224 | | STREET MAINTENANCE | $1,381.50 | 7914498 | Concrete for Kings Point Tower Work |
| | | Total | $1,381.50 | | |
| **73481** | 10/20/25 | **CINTAS** | | | |
| E 101-43121-417 | | UNIFORMS | $144.50 | 4243331305 | Uniforms |
| E 101-43121-417 | | UNIFORMS | $144.50 | 4245554005 | Uniforms |
| E 101-43121-417 | | UNIFORMS | $144.50 | 4246334816 | Uniforms |
| | | Total | $433.50 | | |
| **73482** | 10/20/25 | **City of St Bonifacius** | | | |
| E 602-49490-390 | | SEWER SERVICE TO OT | $20,218.36 | 2025-28 | Minnetrista Sanitary Sewer Flows |
| | | Total | $20,218.36 | | |
| **73483** | 10/20/25 | **CORE AND MAIN** | | | |
| E 601-49440-227 | | UTILITY SYSTEM MAINT | $408.71 | INV0021883 | PH Testing Probe |
| E 601-49440-227 | | UTILITY SYSTEM MAINT | $76.48 | INV0022190 | Water Testing Chemicals |
| | | Total | $485.19 | | |
| **73484** | 10/20/25 | **CULLIGAN** | | | |
| E 101-42110-211 | | CLEANING & MAINT SUP | $119.00 | 114x0524750 | Cooler rental service |
| | | Total | $119.00 | | |
| **73485** | 10/20/25 | **Earl F. Anderson Inc.** | | | |
| E 101-43121-224 | | STREET MAINTENANCE | $189.95 | 0141024-IN | New Traffic Pattern Signs |
| | | Total | $189.95 | | |
| **73486** | 10/20/25 | **FERNANDES, EDUARDO** | | | |
| G 101-2025 | | DEPOSITS PAYABLE | $10,000.00 | MB-24272 R1 | Temp Co Rtn- 3510 Kings Point Road |
| | | Total | $10,000.00 | | |
| **73487** | 10/20/25 | **AT & T MOBILITY** | | | |
| E 101-42110-321 | | TELEPHONE | $429.21 | | Cell Phones |
| E 401-42110-560 | | EQIUP AND FURNISHIN | $305.84 | | MDC Connections |
| | | Total | $735.05 | | |
| **73488** | 10/20/25 | **Fury Motors** | | | |
| E 101-42110-404 | | VEHICLE & EQUIP MAIN | $108.95 | 790355 | Unit 79-The Works |
| E 101-42110-221 | | EQUIPMENT PARTS, TIR | $781.23 | 791003 | Unit 81-The Works, Steering and Suspension |
| E 101-42110-221 | | EQUIPMENT PARTS, TIR | $190.05 | 791075 | Unit 86-The Works, Tire Rotation, Multipoint Inspection |
| E 101-42110-221 | | EQUIPMENT PARTS, TIR | $522.24 | 791153 | Unit 83-The Works, Wipers, Battery |
| E 101-42110-404 | | VEHICLE & EQUIP MAIN | $395.83 | 791239 | Unit 78-The Works, Oil Change, Tire Rotation |
| E 101-42110-404 | | VEHICLE & EQUIP MAIN | $76.95 | 791464 | Unit 81-Battery Test |
| | | Total | $2,075.25 | | |

# CITY OF MINNETRISTA

## *Check Detail Register©

**Batch: Aflac100525,Medsurety100525,Metlife100225,100325 PSN,PR10092025,Tasc101425,102025AP,XCEL101425**

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|---|---|---|---|---|---|
| **73489** | 10/20/25 | **Gopher State One Call** | | | |
| E 601-49440-227 | | UTILITY SYSTEM MAINT | $301.72 | 5090611 | Sewer & Water Locates |
| E 602-49490-227 | | UTILITY SYSTEM MAINT | $301.73 | 5090611 | Sewer & Water Locates |
| | | Total | $603.45 | | |
| **73490** | 10/20/25 | **Grainger Inc.** | | | |
| E 101-43121-221 | | EQUIPMENT PARTS, TIR | $32.06 | 9660597866 | Check valve for Dust Abatement Sprayer |
| | | Total | $32.06 | | |
| **73491** | 10/20/25 | **GREAT AMERICA FINANCIAL SVCS** | | | |
| E 101-41320-307 | | PROFESSIONAL SERVIC | $201.85 | 40315772 | Postage machine |
| | | Total | $201.85 | | |
| **73492** | 10/20/25 | **HAWKINS INC** | | | |
| E 601-49440-227 | | UTILITY SYSTEM MAINT | $60.00 | 7196210 | Chlorine Cylinder Demurrage |
| | | Total | $60.00 | | |
| **73493** | 10/20/25 | **HENNEPIN COUNTY INFO TECH DEPT** | | | |
| E 401-42110-560 | | EQIUP AND FURNISHIN | $2,602.57 | 1000254228 | radio lease - PD |
| E 401-43126-560 | | EQIUP AND FURNISHIN | $349.56 | 1000254242 | Radio Lease |
| | | Total | $2,952.13 | | |
| **73494** | 10/20/25 | **HOLIDAY -CIRCLE K** | | | |
| E 101-43121-224 | | STREET MAINTENANCE | $34.64 | | LP Refill |
| E 101-43121-224 | | STREET MAINTENANCE | $103.92 | | LP Gas for Heater Unit |
| | | Total | $138.56 | | |
| **73495** | 10/20/25 | **Int'l Union of Oper. Engineers** | | | |
| G 101-2360 | | PAYROLL CLEARING UN | $315.00 | October 2025 | * Union dues |
| | | Total | $315.00 | | |
| **73496** | 10/20/25 | **JIMS EXCAVATING INC** | | | |
| E 101-41940-401 | | BLDG/STRUCT MAINTEN | $875.00 | INV-006911 | Pumping of Sewage Tanks on Campus |
| | | Total | $875.00 | | |
| **73497** | 10/20/25 | **Jubilee Foods** | | | |
| E 101-49020-437 | | MISCELLANEOUS EXPE | $65.39 | | All Staff Meeting |
| | | Total | $65.39 | | |
| **73498** | 10/20/25 | **KWIK TRIP** | | | |
| E 101-41320-437 | | MISCELLANEOUS EXPE | $7.53 | 10728364 | Ice |
| | | Total | $7.53 | | |
| **73499** | 10/20/25 | **Lano Equipment of Loretto** | | | |
| E 101-43121-221 | | EQUIPMENT PARTS, TIR | $1,210.19 | 03-1187728 | Flail Mower Cutting knives-Full Replacement |
| E 101-43121-221 | | EQUIPMENT PARTS, TIR | $158.54 | 03-1188458 | Parts for Flail Mower |
| | | Total | $1,368.73 | | |
| **73500** | 10/20/25 | **LELS** | | | |
| G 101-2360 | | PAYROLL CLEARING UN | $949.00 | October 2025 | PD Union Dues (13x$73.00) |
| G 101-2360 | | PAYROLL CLEARING UN | $64.66 | October 2025 | CSO Union Dues (1x$64.66) |

# *Check Detail Register©

**Batch: Aflac100525,Medsurety100525,Metlife100225,100325 PSN,PR10092025,Tasc101425,102025AP,XCEL101425**

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|---|---|---|---|---|---|
| | | Total | $1,013.66 | | |
| **73501** | 10/20/25 | **LEXISNEXIS RISK DATA MNGMT INC** | | | |
| E 101-42110-307 | | PROFESSIONAL SERVIC | $212.50 | 1100206682 | Contract Fee |
| | | Total | $212.50 | | |
| **73502** | 10/20/25 | **LOFFLER** | | | |
| E 101-42110-202 | | COPY & PRINTING SUPP | $37.44 | 5142468 | Copies-PD |
| E 101-41940-321 | | TELEPHONE | $439.46 | 5144435 | Monthly Phone |
| E 101-42110-321 | | TELEPHONE | $439.47 | 5144435 | Monthly Phone |
| E 101-43121-321 | | TELEPHONE | $439.47 | 5144435 | Monthly Phone |
| E 101-41320-410 | | COMPUTER SERVICES/ | $2,433.76 | 5145342 | Monthly General Support and Services |
| E 101-42110-410 | | COMPUTER SERVICES/ | $3,476.80 | 5145342 | Monthly General Support and Services |
| E 101-43121-410 | | COMPUTER SERVICES/ | $521.52 | 5145342 | Monthly General Support and Services |
| E 601-49440-410 | | COMPUTER SERVICES/ | $1,129.96 | 5145342 | Monthly General Support and Services |
| E 602-49490-410 | | COMPUTER SERVICES/ | $1,129.96 | 5145342 | Monthly General Support and Services |
| E 401-43126-560 | | EQIUP AND FURNISHIN | $117.50 | 5146016 | .Gov Project |
| E 101-42110-410 | | COMPUTER SERVICES/ | $705.00 | 5147339 | Police LETG Troubleshooting |
| E 401-43126-560 | | EQIUP AND FURNISHIN | $429.50 | CW252517 | In Tune Project |
| | | Total | $11,299.84 | | |
| **73503** | 10/20/25 | **Menards** | | | |
| E 101-43121-224 | | STREET MAINTENANCE | $54.97 | 32330 | Garden Hose for Shop |
| | | Total | $54.97 | | |
| **73504** | 10/20/25 | **MENARDS BUFFALO** | | | |
| E 602-49490-227 | | UTILITY SYSTEM MAINT | $1,640.51 | 37781 | Parts for New SCADA control room at KPR |
| E 602-49490-227 | | UTILITY SYSTEM MAINT | $371.98 | 38204 | Stain For LS Fencing |
| | | Total | $2,012.49 | | |
| **73505** | 10/20/25 | **Metropolitan Council WW Servic** | | | |
| E 602-49490-438 | | EXPENSE MWCC | $39,678.03 | 0001194053 | * Monthly Sewer |
| | | Total | $39,678.03 | | |
| **73506** | 10/20/25 | **METERING AND TECHNOLOGY** | | | |
| E 601-49440-227 | | UTILITY SYSTEM MAINT | $10,031.88 | INV9065 | Water Meters |
| | | Total | $10,031.88 | | |
| **73507** | 10/20/25 | **MID COUNTY** | | | |
| E 101-42110-212 | | MOTOR FUELS AND LUB | $1,067.45 | 83134 | Squad Fuel |
| E 101-42110-212 | | MOTOR FUELS AND LUB | $908.49 | 83228 | Squad Fuel |
| E 101-42110-212 | | MOTOR FUELS AND LUB | $713.39 | 83288 | Squad Fuel |
| E 101-42110-212 | | MOTOR FUELS AND LUB | $837.94 | 83338 | Squad Fuel |
| E 101-42110-212 | | MOTOR FUELS AND LUB | $441.19 | 83380 | Squad Fuel |
| E 101-43121-212 | | MOTOR FUELS AND LUB | $340.00 | 83381 | Dyed Diesel Fuel |
| | | Total | $4,308.46 | | |
| **73508** | 10/20/25 | **MINNCOR INDUSTRIES** | | | |
| E 404-45202-530 | | IMPROVEMENTS | $9,900.00 | 131706 | Dock for Tuxedo Boat Launch |
| | | Total | $9,900.00 | | |

# CITY OF MINNETRISTA



# *Check Detail Register©

**Batch: Aflac100525,Medsurety100525,Metlife100225,100325 PSN,PR10092025,Tasc101425,102025AP,XCEL101425**

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|---|---|---|---|---|---|
| **73509** | 10/20/25 | **MINNESOTA BATTERY LLC** | | | |
| E 602-49490-221 | | EQUIPMENT PARTS, TIR | $219.50 | 30721 | Battery for Truck 7 |
| E 601-49440-404 | | VEHICLE & EQUIP MAIN | $109.75 | 30721 | Battery for Truck 1 |
| | | Total | $329.25 | | |
| **73510** | 10/20/25 | **MINNESOTA SECURITY CONSORTIUM** | | | |
| E 101-42110-307 | | PROFESSIONAL SERVIC | $2,200.00 | 1297 | BWC Audit |
| | | Total | $2,200.00 | | |
| **73511** | 10/20/25 | **MN BUREAU OF CRIMINAL APPREHEN** | | | |
| E 101-42110-410 | | COMPUTER SERVICES/ | $1,080.00 | 00000892253 | Access Fee |
| | | Total | $1,080.00 | | |
| **73512** | 10/20/25 | **MORRIES Parts and Service Group** | | | |
| E 101-42401-404 | | VEHICLE & EQUIP MAIN | $922.40 | 612048 | Oil Change, Tire Rotation, Brakes |
| E 101-43121-404 | | VEHICLE & EQUIP MAIN | $1,193.26 | 612193 | Oil Change, Tire Rotation, Filter Replacement, Fuel Repair |
| E 101-45202-404 | | VEHICLE & EQUIP MAIN | $83.81 | 612480 | Service |
| | | Total | $2,199.47 | | |
| **73513** | 10/20/25 | **MOTOROLA** | | | |
| E 101-42110-433 | | DUES & SUBSRIPT & TR | $1,170.00 | 1411207282 | In Car Video System License |
| | | Total | $1,170.00 | | |
| **73514** | 10/20/25 | **MOUND TRUE VALUE HARDWARE** | | | |
| E 601-49440-322 | | POSTAGE | $25.92 | 198873 | Mailing of water sampling MDH |
| E 101-43121-224 | | STREET MAINTENANCE | $5.56 | 199012 | Screws for forming pad at LS 2 |
| E 101-42110-401 | | BLDG/STRUCT MAINTEN | $9.95 | 199118 | Keys |
| E 602-49490-227 | | UTILITY SYSTEM MAINT | $25.99 | 199232 | Expansion joint foam for concrete slab at LS 13 |
| E 101-42110-401 | | BLDG/STRUCT MAINTEN | $5.49 | 199364 | Tray |
| E 101-43121-224 | | STREET MAINTENANCE | $2.49 | 199431 | String Line Chalk |
| E 602-49490-227 | | UTILITY SYSTEM MAINT | $33.32 | 199507 | Bolts for LS 13 Fence Installation |
| E 601-49440-322 | | POSTAGE | $23.15 | 199558 | Shipping water samples to MDH |
| E 101-43121-240 | | SMALL TOOLS AND MIN | $16.97 | 199565 | Hole Cutting Bits |
| E 101-43121-240 | | SMALL TOOLS AND MIN | $7.49 | 199568 | Parts for SCADA room |
| E 101-43121-224 | | STREET MAINTENANCE | $63.98 | 199584 | Primary for Fuel Pump Bollards |
| E 651-49590-224 | | STREET MAINTENANCE | $49.97 | 199623 | Repair of CB on Maple Crest |
| | | Total | $270.28 | | |
| **73515** | 10/20/25 | **PLUNKETTS** | | | |
| E 601-49440-401 | | BLDG/STRUCT MAINTEN | $39.37 | 10184624 | Pest Control-SWTP |
| E 601-49440-401 | | BLDG/STRUCT MAINTEN | $56.78 | 10185928 | Pest Control-Well 3 |
| E 601-49440-401 | | BLDG/STRUCT MAINTEN | $56.78 | 10186067 | Pest Control-Well 4 |
| | | Total | $152.93 | | |
| **73516** | 10/20/25 | **PREMIUM WATERS, INC** | | | |
| E 101-41940-211 | | CLEANING & MAINT SUP | $92.18 | 605123-09-25 | Water |
| | | Total | $92.18 | | |
| **73517** | 10/20/25 | **Rosenquist Construction, Inc.** | | | |
| E 101-42110-401 | | BLDG/STRUCT MAINTEN | $2,060.00 | 42331 | Roof Maintenance |

# CITY OF MINNETRISTA

## *Check Detail Register©

**Batch: Aflac100525,Medsurety100525,Metlife100225,100325 PSN,PR10092025,Tasc101425,102025AP,XCEL101425**

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
| --- | --- | --- | --- | --- | --- |
| | | Total | $2,060.00 | | |
| **73518** | 10/20/25 | **SEBOLD HEATING AND COOLING** | | | |
| E 101-41940-401 | | BLDG/STRUCT MAINTEN | $380.00 | 6506 | Spring AC Check |
| E 101-41940-401 | | BLDG/STRUCT MAINTEN | $379.00 | 6727 | Repair of AC Unit #4 |
| | | Total | $759.00 | | |
| **73519** | 10/20/25 | **Stericycle, Inc.** | | | |
| E 101-41320-307 | | PROFESSIONAL SERVIC | $179.95 | 8012156286 | Shredding Services |
| | | Total | $179.95 | | |
| **73520** | 10/20/25 | **SUN BADGE CO.** | | | |
| E 101-42110-417 | | UNIFORMS | $250.75 | 424871 | Uniform |
| | | Total | $250.75 | | |
| **73521** | 10/20/25 | **SWATMOD LLC** | | | |
| E 101-42110-433 | | DUES & SUBSRIPT & TR | $375.00 | | Training |
| | | Total | $375.00 | | |
| **73522** | 10/20/25 | **TASC** | | | |
| E 101-42110-437 | | MISCELLANEOUS EXPE | $34.02 | IN3567255 | FSA Admin Fees |
| E 101-41320-437 | | MISCELLANEOUS EXPE | $34.02 | IN3567255 | FSA Admin Fees |
| | | Total | $68.04 | | |
| **73523** | 10/20/25 | **TENVOORDE FORD INC** | | | |
| E 401-42110-540 | | MOTOR VEHICLES & MA | $46,599.16 | | Squad 90 |
| | | Total | $46,599.16 | | |
| **73524** | 10/20/25 | **TOWMASTER** | | | |
| E 101-43121-221 | | EQUIPMENT PARTS, TIR | $180.77 | 90001181 | Parts for Trailer #124 |
| E 101-43121-404 | | VEHICLE & EQUIP MAIN | $4,946.00 | 90001617 | Back Ordered on Spot Winter Chains for New Truck #112 |
| | | Total | $5,126.77 | | |
| **73525** | 10/20/25 | **TRUGREEN CHEMLAWN** | | | |
| E 601-49440-402 | | LAWN MAINTENANCE | $349.00 | 217155019 | Fall Fertilizer and Weed Kill Application and EAB Injections on City Owned Trees |
| E 101-41940-402 | | LAWN MAINTENANCE | $1,034.00 | 217155019 | Fall Fertilizer and Weed Kill Application and EAB Injections on City Owned Trees |
| E 602-49490-402 | | LAWN MAINTENANCE | $52.00 | 217155019 | Fall Fertilizer and Weed Kill Application and EAB Injections on City Owned Trees |
| E 101-45202-402 | | LAWN MAINTENANCE | $5,182.00 | 217155019 | Fall Fertilizer and Weed Kill Application and EAB Injections on City Owned Trees |
| | | Total | $6,617.00 | | |
| **73526** | 10/20/25 | **US BANK CORPORATE SYSTEMS** | | | |
| E 101-42110-434 | | POLICE TRAINING | $75.00 | | BCA Training-Brown |
| E 101-42110-417 | | UNIFORMS | $52.24 | | Vest |
| E 101-42110-404 | | VEHICLE & EQUIP MAIN | $81.60 | | Car Washes and Supplies |
| E 101-42110-437 | | MISCELLANEOUS EXPE | $23.52 | | Hand Wash Soap |
| E 101-49020-437 | | MISCELLANEOUS EXPE | $90.00 | | Qtrly all Staff Meeting Supplies |
| E 101-49020-437 | | MISCELLANEOUS EXPE | $174.02 | | Qtrly all Staff Meeting Supplies |
| E 101-42110-202 | | COPY & PRINTING SUPP | $77.00 | | Forms |

# *Check Detail Register©

**Batch: Aflac100525,Medsurety100525,Metlife100225,100325 PSN,PR10092025,Tasc101425,102025AP,XCEL101425**

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|---|---|---|---|---|---|
| E 101-42110-201 | | OFFICE SUPPLIES | $14.99 | | Tape |
| E 101-42110-202 | | COPY & PRINTING SUPP | $79.89 | | Ink cartridges |
| E 101-42110-431 | | TRAIN/MTG/EXP & SUPP | $195.00 | | Food Dept Meeting to be Reimb by CPF |
| E 101-42110-240 | | SMALL TOOLS AND MIN | $125.70 | | Jump Start Kit |
| E 101-42110-240 | | SMALL TOOLS AND MIN | $8.39 | | Hooks |
| E 101-42110-240 | | SMALL TOOLS AND MIN | $21.59 | | Gauge |
| E 101-41110-433 | | DUES & SUBSRIPT & TR | $76.68 | | Council meeting food |
| E 101-41110-433 | | DUES & SUBSRIPT & TR | $79.01 | | Council meeting food |
| E 101-41320-433 | | DUES & SUBSRIPT & TR | $279.68 | | Lodging-Meyerhoff MCFOA Training |
| E 101-41320-201 | | OFFICE SUPPLIES | $75.04 | | Office Hours Sign |
| E 101-41320-433 | | DUES & SUBSRIPT & TR | $120.00 | | Canva Subscription |
| E 101-41320-433 | | DUES & SUBSRIPT & TR | $249.00 | | Go To meeting subscription |
| E 101-43121-224 | | STREET MAINTENANCE | $30.31 | | Propane for Heater |
| E 101-43121-224 | | STREET MAINTENANCE | $29.46 | | Lp for Infarend Heater |
| | | Total | $1,958.12 | | |
| **73527** | 10/20/25 | **WASTE MANAGEMENT OF WI-MN** | | | |
| E 671-43230-384 | | REFUSE REMOVAL | $20,670.30 | 8155908-159 | * Recycling |
| E 671-43230-384 | | REFUSE REMOVAL | $91.65 | 9372031-228 | Organics |
| | | Total | $20,761.95 | | |
| **73528** | 10/20/25 | **Wm Mueller & Sons Inc.** | | | |
| E 101-43121-224 | | STREET MAINTENANCE | $2,381.70 | 316017 | Asphalt for Patching |
| E 101-43121-224 | | STREET MAINTENANCE | $97.75 | 317526 | Asphalt for Patching |
| | | Total | $2,479.45 | | |
| **73529** | 10/20/25 | **XCEL ENERGY** | | | |
| E 602-49490-381 | | ELECTRIC UTILITIES | $2,691.78 | 51-6565409-5 | Electricity-Lift Stations |
| | | Total | $2,691.78 | | |
| **1003448 e** | 10/09/25 | **AFLAC** | | | |
| G 101-2348 | | AFLAC INS | $48.46 | | * Supplemental Insurance |
| | | Total | $48.46 | | |
| **1003449 e** | 10/09/25 | **MEDSURETY, LLC** | | | |
| E 101-41320-437 | | MISCELLANEOUS EXPE | $30.00 | 44989 | Cobra Administration |
| | | Total | $30.00 | | |
| **1003450 e** | 10/10/25 | **PSN** | | | |
| E 601-49440-307 | | PROFESSIONAL SERVIC | $355.03 | 10/3/2025 | MONTHLY ONLINE PAYMENT FEES SEPTEMBER 2025 |
| E 602-49490-307 | | PROFESSIONAL SERVIC | $355.02 | 10/3/2025 | MONTHLY ONLINE PAYMENT FEES SEPTEMBER 2025 |
| E 651-49590-307 | | PROFESSIONAL SERVIC | $236.68 | 10/3/2025 | MONTHLY ONLINE PAYMENT FEES SEPTEMBER 2025 |
| E 671-43230-307 | | PROFESSIONAL SERVIC | $236.68 | 10/3/2025 | MONTHLY ONLINE PAYMENT FEES SEPTEMBER 2025 |
| | | Total | $1,183.41 | | |
| **1003451 e** | 10/14/25 | **Internal Revenue Service** | | | |
| G 101-2300 | | PAYROLL CLEARING FE | $16,739.39 | | * PR - Fed w/h |
| G 101-2320 | | PAYROLL CLEARING FI | $16,596.90 | | * PR - SS/Medicare w/h |

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| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|---|---|---|---|---|---|
| | | Total | $33,336.29 | | |
| **1003452 e** | 10/14/25 | **MINNESOTA DEPT. OF REV.** | | | |
| G 101-2310 | | PAYROLL CLEARING ST | $7,672.31 | | * State w/h |
| | | Total | $7,672.31 | | |
| **1003453 e** | 10/14/25 | **Public Employees Retirement** | | | |
| G 101-2330 | | PAYROLL CLEARING PE | $33,093.50 | | * Pera w/h |
| | | Total | $33,093.50 | | |
| **1003454 e** | 10/14/25 | **ICMA** | | | |
| G 101-2370 | | PAYROLL CLEARING DE | $290.00 | | * Roth IRA Contributions |
| | | Total | $290.00 | | |
| **1003455 e** | 10/14/25 | **EDWARD JONES** | | | |
| G 101-2370 | | PAYROLL CLEARING DE | $3,088.91 | | * Deferred Comp w/h |
| | | Total | $3,088.91 | | |
| **1003456 e** | 10/14/25 | **Optum** | | | |
| G 101-2347 | | HSA CLEARING ACCT | $6,147.16 | | HSA Employer and Employee Cont |
| | | Total | $6,147.16 | | |
| **1003457 e** | 10/14/25 | **HCSP** | | | |
| G 101-2370 | | PAYROLL CLEARING DE | $275.00 | | * HCSP Retirement |
| | | Total | $275.00 | | |
| **1003458 e** | 10/14/25 | **TASC** | | | |
| G 101-2346 | | PR CLEARING DAYCARE | $312.49 | | * Dependent Care |
| | | Total | $312.49 | | |
| **1003459 e** | 10/14/25 | **METLIFE** | | | |
| E 101-41320-131 | | HEALTH & LIFE INS - E C | $263.07 | | Dental Insurance |
| E 101-42401-131 | | HEALTH & LIFE INS - E C | $90.64 | | Dental Insurance |
| E 101-41910-131 | | HEALTH & LIFE INS - E C | $175.38 | | Dental Insurance |
| E 101-43121-131 | | HEALTH & LIFE INS - E C | $355.93 | | Dental Insurance |
| E 101-43125-131 | | HEALTH & LIFE INS - E C | $84.13 | | Dental Insurance |
| E 101-45202-131 | | HEALTH & LIFE INS - E C | $45.30 | | Dental Insurance |
| E 101-42110-131 | | HEALTH & LIFE INS - E C | $939.92 | | Dental Insurance |
| E 601-49440-131 | | HEALTH & LIFE INS - E C | $123.74 | | Dental Insurance |
| E 602-49490-131 | | HEALTH & LIFE INS - E C | $113.75 | | Dental Insurance |
| E 651-49590-131 | | HEALTH & LIFE INS - E C | $42.34 | | Dental Insurance |
| | | Total | $2,234.20 | | |
| **1003460 e** | 10/15/25 | **XCEL ENERGY** | | | |
| E 601-49440-381 | | ELECTRIC UTILITIES | $12,760.56 | 51-6565410-8 | Electricity-Wells/Watertower |
| | | Total | $12,760.56 | | |
| | | **1010** | $388,334.22 | | |

## CITY OF MINNETRISTA



# *Check Detail Register©

**Batch: Aflac100525,Medsurety100525,Metlife100225,100325 PSN,PR10092025,Tasc101425,102025AP,XCEL101425**

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|---|---|---|---|---|---|

Fund Summary

| **1010 1ST BK OF THE LAKES** | |
|---|---|
| 101 GENERAL FUND | $169,355.78 |
| 401 CAPITAL IMPROVEMENT PROGRAM | $50,404.13 |
| 404 PARK DEDICATION FUND | $9,900.00 |
| 406 ROAD MAINTENANCE FUND | $33,056.57 |
| 601 WATER FUND | $33,209.07 |
| 602 SEWER FUND | $71,081.05 |
| 651 STORM WATER MGMT FUND | $328.99 |
| 671 RECYCLING FUND | $20,998.63 |
| | $388,334.22 |

**CITY OF MINNETRISTA**

**REQUEST FOR CITY COUNCIL ACTION/DISCUSSION**

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**Subject: Item** – Resolution No. 90-25 Adopt Reimbursement Resolution regarding 2026 projects for Woodland Cove Water Treatment Plant, 2026 Road Projects and 2026 Equipment Certificates

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

**Meeting Date: October 20, 2025**

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**Item:** Attached is the resolution adopting a reimbursement resolution in conjunction with the upcoming 2026 Projects. The estimated principal cost of the projects at this time of $27,000,000 is included in the resolution. This upcoming bond issue is a budgeted/projected issuance for financing multiple items.

An estimated $24 million for the Woodland Cove Water Treatment Plant is allocated. Another $2-$2.5 million of bonding for the road projects (net of MSA and other financing sources) is included in this reimbursement resolution.Lastly, another $500,000-$600,000 for equipment certificates allocated for items added in 2025 as well as budgeted items per the CIP equipment plan for 2026.

**Recommended City Council Action:** Res No. 90-25 Adopt Reimbursement Resolution regarding 2026 projects for Woodland Cove Water Treatment Plant, 2026 Road Projects and 2026 Equipment Certificates

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

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***Mission Statement:***

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

CITY OF MINNETRISTA, MINNESOTA

RESOLUTION NO. 90-25

DECLARING THE OFFICIAL INTENT OF CITY OF MINNETRISTA TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent ("Declaration") to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CITY OF MINNETRISTA AS FOLLOWS:

1. The City proposes to undertake the **construction of Woodland Cove Water Treatment Plant, 2026 Road Projects and 2026 Equipment Certificates improvements** in 2025/2026 (the "Project").

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of **$27,000,000 from the Water, Road Construction/Maintenance and CIP Equipment funds**. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or 5 percent of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are

consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Approved by the City Council of City of Minnetrista this 20th day of October, 2025 by a vote of ________ ayes and _________ nays.

CITY OF MINNETRISTA, MINNESOTA

_____________________________________
Mayor

Attest:

_____________________________________
City Clerk

**CITY OF MINNETRISTA**

**REQUEST FOR CITY COUNCIL ACTION/DISCUSSION**

---

**Subject: Item - Res No 91-25 Approving Auditing Services Contract for Financial Audits for 2025, 2026 and 2027 with Clifton Larson Allen**

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

**Meeting Date: October 20, 2025**

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**Item:**

The City of Minnetrista recently completed a 3 year contract for the fiscal years ending December 31, 2022, 2023 and 2024 with Clifton Larson Allen. The City has been satisfied with Clifton Larson Allen's technical expertise, competitive pricing, and overall professional and quality work during this time.

City Staff is recommending that the City enter into another three year contract/engagement for Clifton Larson Allen to provide auditing services for 2025, 2026 and 2027. Clifton Larson Allen's (CLA) proposal is attached and breaks out the cost of the standard audit which is shown at the $43,000, $44,500 and $46,000 for years 2025, 2026 and 2027 respectively. There is a 5% technology and support fee added as stated in their proposal and that has been in place for the current contract also. Any new GASB's that take significant time for implementation would have be discussed as to any potential additional agreed upon fees.

A few other items to note and of reference:

1) The cost of the total audit for 2024 was about $41,500 for all fees.
2) The cost of the audit for 2025 in the proposal is a little over $45,000 when added in the technology and client support fees. (about a 9% increase)
3) The cost of 2026 and 2027 audits would be as stated above and would be about a 3-3.5% increase each year.

Attached after CLA's proposal is a resolution approving Clifton Larson Allen to conduct the City financial audits for a 3 year term (2025, 2026 and 2027).

If the City needs a single audit in one of these years that fee would be negotiated. A single audit can be triggered by being over a threshold of Federal funds received in a year.

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***Mission Statement:***

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

**Recommended City Council Action:** City staff recommends the selection of Clifton Larson Allen to provide auditing services for the City of Minnetrista for the years ended December 31, 2025, 2026 and 2027.

Does Recommended Action meet City Mission Statement? x Yes No
Does Recommended Action meet City Goals/Priorities? x Yes No
Explain: **Selection of auditing firm for years 2025, 2026 & 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.

CliftonLarsonAllen LLP
https://www.claconnect.com

October 9, 2025

***Statement of Work - Audit Services***

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated January 18, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and City of Minnetrista ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2025.

Christopher Knopik, CPA, CFE is responsible for the performance of the audit engagement.

**Scope of audit services**

We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of City of Minnetrista, and the related notes to the financial statements as of and for the year ended December 31, 2025.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

**Nonaudit services**

We will also provide the following nonaudit services:

· Preparation of your financial statements and the related notes.

· Preparation of the required  supplementary information (RSI).

· Preparation of the supplementary information.

· Proposing adjusting journal entries

· Assistance with new GASB implementaitons

**Audit objectives**

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinions.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of Annual Comprehensive Financial Report and that your annual report will be issued in conjunction with the Auditors' report. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

**Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

• Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

• Obtain an understanding of the entity and its environment, including the system of internal control, relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

• Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

• Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

• Revenue recognition

• Management override of controls

We plan to use an auditors' specialist to valuation of investments.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

**Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

You are responsible for the design, implementation, and maintenance of effective internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers); (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

**Responsibilities and limitations related to nonaudit services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

**Use of financial statements**

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

**Engagement administration and other matters**

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of CLA and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulatory bodies pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of CLA's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to those regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by a regulator. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

*Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

**Fees**

| | |
|---|---|
| December 31, 2025 Financial Statement Audit | $43,000.00 |
| December 31, 2026 Financial Statement Audit | $44,500.00 |
| December 31, 2027 Financial Statement Audit | $46,000.00 |

The fees listed above for each respective year does not include a single audit, if one is necessary, we will provide the City with a separate audit fee for that work.  In addition, the fees above do not include any services related to implementing new accounting standards that will become effective over the next three (3) years, we will discuss those on an annual basis with City Management as they become effective.  In addition, we will also bill a technology and client support fee of five percent (5%) of all professional fees billed. Our invoices, including applicable state and local taxes, will be rendered as work progresses and are payable on presentation.

**Unexpected circumstances**
We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

**Changes in accounting and audit standards**
Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

**Agreement**
We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

**CliftonLarsonAllen LLP**

**Response:**
This letter correctly sets forth the understanding of City of Minnetrista.

**CLA**
CliftonLarsonAllen LLP

Christopher Knopik

Christopher G. Knopik, Principal
**SIGNED** 10/9/2025, 4:21:57 AM CDT

**Client**
City of Minnetrista

SIGN:

Brian Grimm

DATE:

CITY OF MINNESTRISTA, MINNESOTA

RESOLUTION NO. 91-25

RESOLUTION APPROVING FINANCIAL AUDIT SERVICES CONTRACT FOR YEAR END 2025, 2026 & 2027 WITH CLIFTON LARSON ALLEN

WHEREAS, the City of Minnetrista is required to have an annual financial audit of its City Operations

WHEREAS, Our Current Contract expired at the end of 2024 with our current audit firm Clifton Larson Allen providing these services

WHEREAS, Staff requested a quote for audit services for a three year term covering financial years 2025 and 2026 and 2027 from Clifton Larson Allen.

WHEREAS, Staff received and reviewed the proposal and that it was a prudent 3 year contract/agreement to enter into.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the City selects to enter into a 3 year contract with the audit firm of Clifton Larson Allen for fiscal years 2025, 2026 and 2027 at a quoted cost for the audit services of $43,000 for 2025, $44,500 for 2026 and $46,000 for 2027. With a 5% technology and support fee added as discussed in the proposal each year.

The foregoing resolution was adopted by the Minnetrista City Council this 20th day of October, 2025 by a vote of ______ ayes and ______ nays.

____________________________________
Mayor

ATTEST:

________________________________
City Clerk

**CITY OF MINNETRISTA**

**CITY COUNCIL AGENDA ITEM**

---

**Subject:** **Accept Improvements and Authorize Final Payment for the Crack Fill/Fog Seal portion of the 2025 Pavement Maintenance Project (City Project No. 03-25)**

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

**Meeting Date:** **October 20, 2025**

---

**Issue:**
The crack fill and fog seal application portion of the 2025 Pavement Maintenance Project – Crack Fill/Fog Seal/Reclamite (City Project No. 03-25) has been satisfactorily completed, and project acceptance and final payment is requested by the contractor.

**Background/History:**
The 2025 Pavement Maintenance Project – Crack Fill/Fog Seal/Reclamite (City Project No. 03-25) was initiated by the City Council at their May 19, 2025, regular City Council meeting. Improvements proposed for maintenance in 2025 included crack fill, fog seal, and Reclamite applications. The project consisted of:

- Crack fill and application of Reclamite on approximately 7.6 miles of streets throughout the city,
- Crack fill and application of Reclamite on the trails within Linden Park and Lisle Park, and fog seal of Astilbe Court

**Overview:**
Allied Blacktop Company was awarded the crack fill/fog seal applications portion of the project, with Corrective Asphalt Materials, LLC being awarded the Reclamite application portion.

Allied Blacktop Company substantially completed the scheduled crack fill/fog seal work in general conformance with the contract documents. Final quantities have been reviewed and agreed to by the City Engineer, and it has been determined that the project is complete and final payment is appropriate.

Allied Blacktop Company has submitted the required Consent of Surety to Final Payment, Minnesota Form IC-134 Withholdings Affidavit, lien waivers, and the signed request for final payment. Allied Blacktop Company has provided a maintenance bond terminating on September 30, 2026.

A resolution accepting the crack fill/fog seal applications portion improvements of the 2025 Pavement Maintenance Project – Crack Fill/Fog Seal/Reclamite (City Project No. 03-25) and authorizing final payment is included for Council consideration of approval.

Staff recommends that the crack fill/fog seal applications portion of the 2025 Pavement Maintenance Project – Crack Fill/Fog Seal/Reclamite (City Project No. 03-25) be accepted, and that final payment be issued to Allied Blacktop Company.

**Fiscal Impact:**
The bid awarded to Allied Blacktop Company was for a total of $33,354.30 and the final project amount submitted is $33,056.57. The 2025 Pavement Maintenance Project – Crack Fill/Fog Seal/Reclamite (City Project No. 03-25) costs are funded by the Road Maintenance Fund. The Engineer's estimate of cost for the crack fill/fog seal portion of the project was presented to City Council on May 19, 2025 and was $42,137.00.

**Recommended City Council Action:**
Motion to approve Resolution No. 92-25 accepting improvements and authorizing final payment for the crack fill/fog seal applications portion of the 2025 Pavement Maintenance Project – Crack Fill/Fog Seal/Reclamite (City Project No. 03-25) to Allied Blacktop Company in the amount of $33,056.57.

# CONSENT OF SURETY TO FINAL PAYMENT

*AIA Document G707*

(Instructions on reverse side)

Bond No. 30247

Section 4, Item f)

OWNER
ARCHITECT ☐
CONTRACTOR ☐
SURETY ☐
OTHER ☐

TO OWNER:
*(Name and address)*

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

ARCHITECT'S PROJECT NO.:

CONTRACT FOR:

PROJECT:
*(Name and address)*

2025 Pavement Maintenance Project - Fog Seal & Crack Fill

CONTRACT DATED: May 19, 2025

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

Western Surety Company
151 N. Franklin St.
Chicago, IL 60606

, SURETY,

on bond of
*(Insert name and address of Contractor)*

Allied Blacktop Company
10503 89th Avenue North
Maple Grove, MN 55369

, CONTRACTOR,

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

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

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: September 25, 2025
*(Insert in writing the month followed by the numeric date and year.)*

Western Surety Company
*(Surety)*

Nicole
*(Signature of authorized representative)*

Attest:
(Seal): Siena McQuoid

Nicole M. Coty Attorney-in-fact
*(Printed name and title)*

**CAUTION: You should sign an original AIA document that has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced. See Instruction Sheet for Limited License for Reproduction of this document.**

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

**Know All Men By These Presents,** That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Kevin Paulson, Alice M Johnson, Mark Alan Thune, Brenda S Klimstra, Chad Christianson, De Ette J Wurm, Lori Hilmoe, Litton E S Field Jr, Nicole M Coty, Mutya Alvaran Enoksen, Jeffrey R Skaar, Gayle L Thorson, Deb Geislinger, Erin Pohlman, Jacqueline Riley, Leslie Seehusen, Tyler Johnson, Kelly Quiring, Sierra McQuoid, Drew Boehne, Daschle Larsen, Jessica A Olson, Individually**

of Mendota Heights, MN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

**In Witness Whereof,** WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 15th day of January, 2025.

WESTERN SURETY CORPORATE SEAL SOUTH DAKOTA

WESTERN SURETY COMPANY

Larry Kasten

Larry Kasten, Vice President

State of South Dakota
County of Minnehaha } ss

On this 15th day of January, 2025, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026

M. BENT
NOTARY PUBLIC SEAL
SOUTH DAKOTA SEAL

M. Bent

M. Bent, Notary Public

### CERTIFICATE

I, Paula Kolsrud, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Laws and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 25th day of September, 2025.

WESTERN SURETY CORPORATE SEAL SOUTH DAKOTA

WESTERN SURETY COMPANY

Paula Kolsrud

Paula Kolsrud, Assistant Secretary

### Authorizing By-Laws and Resolutions

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

**Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.**

Form F4280-6-2023

**BOND NO.** 30247284

# MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That we Allied Blacktop Company, of 10503 89th Avenue North Maple Grove, MN 55369, as Principal, and Western Surety Company, of 151 N. Franklin St. Chicago, IL 60606, a corporation duly authorized to do business in the State of Minnesota, as Surety, are held and firmly bound unto City of Minnetrista, of 7701 County Road 110 W, Minnetrista, MN 55364 in the penal sum of Thirty-three Thousand Fifty-six And 57/100 ($33,056.57) which payment well and truly to be made we bind ourselves, our and each of our heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents.

WHEREAS, said Principal has completedthe project known as 2025 Pavement Maintenance Project - Fog Seal & Crack Fill, and a 1 year maintenance bond covering the said construction has been requested by the City of Minnetrista.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT if said Principal does and shall, at their own cost and expense, remedy any and all failures that may develop, by reason of defective workmanship or poor materials used in the construction of said work, for a period of 1 year(s) beginning from 9/30/2025 to 9/30/2026 shall in all other respects comply with all the terms and conditions of the contract with respect to maintenance and repair of said work, then this obligation to be null and void; otherwise to be and remain in full force and virtue in law.

SIGNED SEALED AND DATED this 25th Day of September, 2025.

Allied Blacktop Company

BY: ______

Brent Capistrant, President

Western Surety Company

BY: ______

Nicole M. Coty, Attorney-in-Fact

CORPORATE ACKNOWLEDGMENT

STATE OF Minnesota
COUNTY OF Hennepin

On the 25th day of September 2025. before me personally appeared , Brent Capistrant to me, who being duly sworn, did depose and say: that s/he resides in Minnesota that s/he is the President of the Allied Blacktop Company the corporation described in and which executed the foregoing instrument; that s/he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation; and that s/he signed her/his name thereto by like order.

(SEAL) Jack Vander Top
Notary Public
Minnesota
My Commission Expires 01/31/2028

Notary Public

ACKNOWLEDGMENT OF CORPORATE SURETY

STATE OF MINNESOTA
COUNTY OF Dakota

On the 25th day of September, 2025 before me personally appeared, Nicole M. Coty to me known, who being duly sworn, did say: that s/he resides in Minnesota that s/he is the aforesaid officer or attorney in fact of Western Surety Company a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation; and that said instrument as signed and sealed on behalf of said corporation by the aforesaid officer, by authority of its board of directors; and the aforesaid officer acknowledged said instrument to be the free act and deed of said corporation.

(SEAL)

Notary Public

SIERRA JOY MCQUOID
Notary Public
Minnesota
My Commission Expires Jan. 31, 2030

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

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**Kevin Paulson, Alice M Johnson, Mark Alan Thune, Brenda S Klimstra, Chad Christianson, De Ette J Wurm, Lori Hilmoe, Litton E S Field Jr, Nicole M Coty, Mutya Alvaran Enoksen, Jeffrey R Skaar, Gayle L Thorson, Deb Geislinger, Erin Pohlman, Jacqueline Riley, Leslie Seehusen, Tyler Johnson, Kelly Quiring, Sierra McQuoid, Drew Boehne, Daschle Larsen, Jessica A Olson, Individually**

of Mendota Heights, MN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

**In Witness Whereof,** WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 15th day of January, 2025.

WESTERN SURETY CORPORATE SEAL SOUTH DAKOTA

WESTERN SURETY COMPANY

Larry Kasten

Larry Kasten, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 15th day of January, 2025, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026

M. BENT
NOTARY PUBLIC
SOUTH DAKOTA

M. Bent

M. Bent, Notary Public

## CERTIFICATE

I, Paula Kolsrud, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Laws and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 25th day of September, 2025.

WESTERN SURETY CORPORATE SEAL SOUTH DAKOTA

WESTERN SURETY COMPANY

Paula Kolsrud

Paula Kolsrud, Assistant Secretary

## Authorizing By-Laws and Resolutions

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

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This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

**Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.**

Form F4280-6-2023

Section 4, Item f)

DEPARTMENT OF REVENUE

## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

**Confirmation Summary**

| | |
|---|---|
| Confirmation Number: | 1-019-778-528 |
| Submitted Date and Time: | 28-Sep-2025 1:48:00 PM |
| Legal Name: | ALLIED BLACKTOP COMPANY |
| Federal Employer ID: | 41-0827871 |
| User Who Submitted: | N10503 |
| Type of Request Submitted: | Contractor Affidavit |

## Affidavit Summary

| | |
|---|---|
| **Affidavit Number:** | **1566781440** |
| Minnesota ID: | 8606387 |
| Project Owner: | CITY OF MINNETRISTA |
| Project Number: | 03-25 2025 PAVEMENT MAINTENANCE PROJECT FOG SEAL & CRACK FILL |
| Project Begin Date: | 05-Aug-2025 |
| Project End Date: | 04-Sep-2025 |
| Project Location: | VARIOUS ROADS AND STREETS |
| Project Amount: | $33,056.57 |

## Subcontractor Summary

| Name | ID | Affidavit Number |
|---|---|---|
| HIGHWAY PARKING SIGNS AND SAFETY, INC | 8361428 | 1991192576 |

**Important Messages**

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

**Contact Us**

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

Please print this page for your records using the print or save functionality built into your browser.

DEPARTMENT OF REVENUE

## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

| | |
|---|---|
| Confirmation Number: | 1-556-649-440 |
| Submitted Date and Time: | 28-Sep-2025 1:44:44 PM |
| Legal Name: | HIGHWAY PARKING SIGNS AND SAFETY INC |
| Federal Employer ID: | 88-3775212 |
| User Who Submitted: | H.P.S.S. |
| Type of Request Submitted: | Contractor Affidavit |

## Affidavit Summary

| | |
|---|---|
| **Affidavit Number:** | **1991192576** |
| Minnesota ID: | 8361428 |
| Project Owner: | CITY OF MINNETRISTA |
| Project Number: | 03-25 2025 PAVEMENT MAINTENANCE PROJECT FOG SEAL & CRACK FILL |
| Project Begin Date: | 05-Aug-2025 |
| Project End Date: | 06-Aug-2025 |
| Project Location: | VARIOUS ROADS AND STREETS |
| Project Amount: | $5,670.00 |
| Subcontractors: | No Subcontractors |

### Important Messages

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

### Contact Us

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

Please print this page for your records using the print or save functionality built into your browser.

October 9, 2025

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

Re: Construction Final Pay Voucher No. 1
2025 Pavement Maintenance Project – Fog Seal & Crack Fill
City Project No. 03-25
WSB Project No. 028526-000

Dear Honorable Mayor and City Council:

Please find attached Final Construction Pay Voucher No. 1 for the above-referenced project in the amount of $33,056.57. The quantities completed to date have been reviewed and agreed upon by the contractor and WSB and all retainage on the contract has been released.

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

1. Satisfactory showing that the Contractor has complied with the provisions of Minnesota Statutes 290.92 requiring withholding state income tax (IC134 forms).

2. Consent of Surety to Final Payment certification from the Contractor's surety.

3. A one-year maintenance bond.

Please give me a call at 612.849.6157 if you have any questions.

Sincerely,

WSB

Emily Brown

Emily Brown, PE
Project Manager

Attachments

cc: Jeremy Swenson, Allied Blacktop Company

srb

178 E 9TH STREET | SUITE 200 | ST. PAUL, MN | 55101 | 651.286.8450 | WSBENG.COM

# RESOLUTION NO. 92-25

## A RESOLUTION ACCEPTING IMPROVEMENTS AND AUTHORIZING FINAL PAYMENT FOR THE CRACK FILL/FOG SEAL APPLICATIONS PORTION OF THE 2025 PAVEMENT MAINTENANCE PROJECT – CRACK FILL/FOG SEAL/RECLAMITE (CITY PROJECT NO. 03-25)

**WHEREAS**, pursuant to a written contract signed with the City on May 29, 2025, Allied Blacktop Company has satisfactorily completed the Crack Fill/Fog Seal portion of the 2025 Pavement Maintenance Project – Seal Coat/Crack Fill/Reclamite (City Project No. 05-23) in accordance with such contract; and

**WHEREAS**, Allied Blacktop Company has supplied a maintenance bond terminating on September 30, 2026.

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

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

This resolution was adopted by the City Council of the City of Minnetrista on the 20th day of October 2025, by a vote of _____ Ayes and _____ Nays.

___________________________
Mayor Lisa Whalen

ATTEST:

_____________________________
Ann Meyerhoff
City Clerk

**CITY OF MINNETRISTA**

**REQUEST FOR CITY COUNCIL ACTION/DISCUSSION**

---

**Subject:** **Body Worn Camera Audit**

**Prepared By:** **Craig Squires, Director of Public Safety**

**Meeting Date:** **October 20th 2025**

---

Madam Mayor and Members of the Council,

In accordance with Minnesota State law, police departments utilizing body-worn cameras are required to undergo an independent audit every two years to ensure compliance with applicable regulations. As a Department we had Minnetsota Security Consortium conduct the audit.

Minnesota Statute 13.825, Subd. 9(c), requires that the audit report be submitted to the City Council for review within 60 days of completion.

I am pleased to submit this report and advise that we were found to be using our Body Worn Camera system within State requirements.

**Recommended City Council Action:** Approve Body Worn Camera Audit

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

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

Minnesota Security Consortium - MNSec

*Bringing Information Security to Local Minnesota Governments*

# Minnetrista Public Safety Department
# 2025 Body-Worn Camera (BWC) Audit

## Executive Summary Report

Minnetrista Public Safety Department

October 6, 2025

**Background:**

The Minnetrista Public Safety Department retained the Minnesota Security Consortium to audit its agency's use of Body-Worn Camera (BWC, see Definitions Section below) program against the requirements of Minn. Stat. § 13.825 and Minn. Stat. § 626.8473. The Minnesota Security Consortium does not operate or have access to their BWC systems, therefore allowing it to audit the systems as an independent auditor. The Minnetrista Public Safety Department provided their administrative access to the WatchGuard/Motorola system during the audit to review audit criteria. Interviews and auditing of the WatchGuard/Motorola system was conducted with the Deputy Chief of the Minnetrista Public Safety Department.

**Definitions**:

For the purposes of this audit and report, the use of the term Body-Worn Camera (BWC) systems shall be the same as the State Statute definition of "Portable Recording Systems," as defined by Minn. Stat. § 13.825, Subd. 1 (b) as follows:

> "portable recording system" means a device worn by a peace Officer that is capable of both video and audio recording of the Officer's activities and interactions with others or collecting digital multimedia evidence as part of an investigation
>
> "portable recording system data" means audio or video data collected by a portable recording system.
>
> "redact" means to blur video or distort audio so that the identity of the subject in a recording is obscured sufficiently to render the subject unidentifiable.

**Audit Period and Scope:**

The Audit Period covered by this report covers the period 8/1/23 to 7/31/25.

Minnetrista Public Safety Department uses the on-premises WatchGuard/Motorola video system for its BWC program. Although their WatchGuard/Motorola system records in both in-squad cameras as well as BWC videos, the scope of the audit focused only on BWC video data.

**Required Public Hearing:**

Pursuant to Minn. Stat. § 626.8473, Subd. 2, Minnetrista Public Safety Department allowed for public comment regarding its new BWC Program.

Community input was possible at the Minnetrista City Council Meeting on April 5, 2021. Notice of the meeting was published in the Board Agenda ahead of time. Board Minutes of this meeting were provided to us and reviewed during the audit.

**Policy**

Minnetrista Public Safety Department has a BWC Policy in place entitled, "General Order # 526: Body Worn Cameras." They regularly review their policy and keep it updated. The policy was reviewed to ensure that it contained the required elements as outlined in Minn. Stat. § 626.8473, Subd. 3.

https://www.cityofminnetrista.gov/media/8126

Minnetrista Public Safety Department was compliant with this part of the statute.

**Officer use of BWC Equipment**

Minnetrista Public Safety Department "General Order # 526: Body Worn Cameras" requires that Officers wear their BWC equipment and activate it during specific instances.

Approximately 31 Random Samples of dispatch Calls for Service we compared to the WatchGuard/Motorola video library to determine if they had been recording videos during those calls in accordance with their policy. In virtually all cases, each Patrol Officers appeared to be using their BWC appropriately and activating recordings as outlined in the policy section entitled, "General Order # 526: Body Worn Cameras."

**Data Classification and Retention**

The Minnetrista Public Safety Department treats BWC data as private unless it is permitted to be released in accordance with the provisions of Stat. § 13.825, Subd. 2.

At the time of the audit, no Court mandated BWC data disclosures had been made.

Minnetrista Public Safety Department set up its data classification and retention schedule for BWC videos in the administrative settings of the WatchGuard/Motorola console. BWC Data is currently retained for a minimum of 90 Days, as required by Minn. Stat. §13.825, Subd. 3 (a).

When the BWC Data involves the use of force, discharge of a firearm by an Officer, or when the event triggers a formal complaint against the peace Officer, the BWC Data is retained for a minimum of 1 year in accordance with Minn. Stat. §13.825, Subd. 3 (b). There were no incidents of this type during the audit period.

In addition, all BWC footage related to discharge of a firearm by a peace Officer in the course of duty as defined by Minn. Stat. § 626.8473, Subd. 2 (1), was reviewed during the audit, due to the sensitive nature of these events. There were no reported Discharge of Firearms calls during this audit period.

BWC Data was sampled and audited across the audit period, and more intensely in the period of July 2025.

Minnetrista Public Safety Department was compliant with its Classification and Retention requirements based on Statute, Minn. Stat. § 626.8473, Subd. 2. And Subd. 3.

**Access by Data Subjects**:

Minnetrista Public Safety Department processes public BWC data requests via its online request system called, “Data Request Form:”

https://www.cityofminnetrista.gov/media/3776

Minnetrista Public Safety Department stated they do redact BWC Data when released to Data Subjects. They stated they had no requests made during the audit period.

Minnetrista Public Safety Department was compliant with this aspect of the Statute.

**Use of Agency-Issued BWC**:

Minn. Stat. § 13.825, Subd. 6 states that:

> “While on duty, a peace officer may only use a portable recording system issued and maintained by the officer's agency in documenting the officer's activities.”

Minnetrista Public Safety Department “General Order # 526: Body Worn Cameras,” section, Use and Documentation, sub-section A, states:

> “Officers may use department issued BWC only in the performance of official duties or when otherwise performing authorized law enforcement services as an employee of the Minnetrista Public Safety Department.”

Minnetrista Public Safety Department appears to be compliant with this aspect of the Statute.

**Authorization to Access Data**:

The Minnetrista Public Safety Department allows its Officers to review non-public BWC data for legitimate, specified law enforcement purposes. Access is enforced using user accounts and roles/rights in the WatchGuard/Motorola system.

BWC Data was sampled and audited across the audit period, and more intensely in the period of July 2025. Results of sampling the BWC Data and its related audit trail in the WatchGuard/Motorola system, showed that it was either not viewed at all, viewed by the Officer who recorded the data, or by a police supervisor.

All views and access were consistent with Minnetrista Public Safety Department “General Order # 526: Body Worn Cameras” and Minn. Stat. § 13.825 Subd. 7, as authorized by the Chief of Police.

**Sharing Among Agencies**:

Minnetrista Public Safety Department treats BWC as private and may only share BWC data with other agencies when permitted by Minn. Stat. § 13.825, Subd. 8 and Subd. 7.

The Minnetrista Public Safety Department processes BWC data requests by other agencies, such as county attorneys and other police departments. Records staff get approval by a Commander, and they document this in their RMS case file.

Law Enforcement Agencies can also request BWC data, with justification, via its online request system called, “Data Request Form:”

https://www.cityofminnetrista.gov/media/3776

The Minnetrista Public Safety Department was compliant with these aspects of the Statute.

**Biennial Audits**:

Minnetrista Public Safety Department has acknowledged that it intends to continue completing biennial audits of its BWC System, as required by Minn. Stat. § 13.825, Subd. 9. This is their second biennial audit. Their first audit was conducted in August 2023. Minnetrista Public Safety Department was compliant with these aspects of the Statute.

**BWC System Vendors**:

At the time of the audit, WatchGuard/Motorola was the primary vendor and system for their BWC program. BWC videos were recorded, classified, and stored in WatchGuard/Motorola located on-premises. No vendor cloud storage reported.

Minnetrista Public Safety Department was compliant with this aspect of the Statute.

**Conclusion:**

Based on the results of the Minnetrista Public Safety Department BWC Audit conducted by Minnesota Security Consortium, we can demonstrate that they are using the WatchGuard/Motorola BWC System in accordance with the requirements of Minn. Stat. § 13.825 and Minn. Stat. § 626.8473.

This Audit was conducted and attested to by:

_______________________________________________

Dimitrios Hilton

Senior Auditor, Minnesota Security Consortium

Submitted to:

- Minnetrista Director of Public Safety
- Minnetrista City Council
- Legislative Commission on Data Practices and Personal Data Privacy
- Required Legislative members, as specified by Statute
- MN Legislative Library

**CITY OF MINNETRISTA**

**REQUEST FOR CITY COUNCIL ACTION/DISCUSSION**

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**Subject:** **Embedded Social Worker Program**

**Prepared By:** **Craig Squires, Director of Public Safety**

**Meeting Date:** **October 20th, 2025**

---

**Issue: Renewal of Embedded Social Worker Program Agreement**

Since 2022, the Minnetrista Public Safety Department has participated in the Embedded Social Worker Program, a collaborative initiative designed to address mental health-related calls and support services within our communities. The program is operated under a Joint Agreement with Hennepin County and several neighboring jurisdictions, including:

Orono Police Department

South Lake Minnetonka Public Safety Department

Medina Police Department

Corcoran Police Department

Deephaven Police Department

Wayzata Police Department

Minnetrista Public Safety Department

This multijurisdictional model ensures the sharing of resources and cost-efficiency while delivering a critical service. The program has proven highly successful in improving connecting individuals to needed services.

**Term of New Agreement**

Start Date: January 1, 2024

End Date: December 31, 2027

**Fiscal Impact**

2026 Cost per Agency: $12,633

2027 Cost: To be determined by July 1, 2026

This agreement was reviewed by our City Attorney.

**Recommended City Council Action:** Motion to approve the renewal of the joint agreement with Hennepin County for Embedded Social Worker services.

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

***Mission Statement:***

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

**AMENDMENT #1 TO JOINT POWERS AGREEMENT
BETWEEN HENNEPIN COUNTY
AND CITIES OF CORCORAN, DEEP HAVEN, MEDINA, MINNETRISTA,
ORONO, WAYZATA, AND SOUTH LAKE MINNETONKA POLICE
DEPARTMENT**

This Joint Powers Agreement ("Agreement") is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487, ("COUNTY") on behalf of its Human Services and Public Health Department ("HSPHD") and City of Corcoran, 8200 County Rd 116, Corcoran, Minnesota 55340, ("CORCORAN"); City of Deep Haven, 20225 Cottagewood Road, Excelsior, Minnesota 55331, ("DEEP HAVEN"); City of Medina, 600 Clydesdale Trail, Medina, Minnesota 55340, ("MEDINA"); City of Minnetrista, 7651 County Road 110 West, Minnetrista, Minnesota 55364 ("MINNETRISTA"); City of Orono 2730 Kelley Parkway, Orono, Minnesota 55356, ("ORONO"); South Lake Minnetonka Police Department, 24150 Smithtown Road, Shorewood, Minnesota 55301, ("SOUTH LAKE MINNETONKA"); and City of Wayzata, 600 Rice Street East, Wayzata, Minnesota 55391, ("WAYZATA") pursuant to the authority conferred upon them by Minn. Stat. § 471.59 and on behalf of their respective police departments, (individually referred to herein as POLICE DEPARTMENT and collectively referred to herein as "POLICE DEPARTMENTS"). The parties to this Agreement may also be referred to individually as "Party" and collectively as "Parties".

IT IS HEREBY AGREED that Agreement No. A2312131 between the above-named parties, including prior amendments if any, is hereby amended in accordance with the provisions set forth below.

Clause 3, TERM OF THE AGREEMENT, shall be amended to read:

**3. TERM OF THE AGREEMENT**

The term of this Agreement shall be from January 1, 2024, through December 31, 2027, unless terminated earlier in accordance with the cancellation/termination provisions of this Agreement.

Clause 4, PAYMENT, shall be amended to read:

**4. PAYMENT**

A. Funding provided via each POLICE DEPARTMENT at eleven thousand eight hundred seventeen dollars ($11,817) for 2024.

B. Funding provided via each POLICE DEPARTMENT at twelve thousand six hundred thirty-three dollars ($12,633) for 2025.

C. Funding provided via each POLICE DEPARTMENT at twelve thousand six hundred thirty-three dollars ($12,633) for 2026.

D. Funding provided via each POLICE DEPARTMENT for 2027 is to be determined at a later date. COUNTY shall provide POLICE DEPARTMENTS with the 2027 funding amount, in writing, no later than July 1, 2026. The 2027 funding amount will be mutually acceptable by all parties.

E. The SW will be hired, employed, and equipped by HSPHD and participate in supervision and training by HSPHD in accordance with local, state, federal, and professional licensure requirements as more fully described in EXHIBIT A.

F. HSPHD shall, during the first month of each year, submit an invoice to each POLICE DEPARTMENT for the cost of their portion assigned to the Model annually.

G. Each POLICE DEPARTMENT will make payment within thirty-five (35) days from receipt of the invoice. If the invoice is incorrect, defective, or otherwise improper, POLICE DEPARTMEMT will notify HSPHD within ten (10) days of receiving the incorrect invoice. Upon receiving the corrected invoice from HSPHD, POLICE DEPARTMENT will make payment within thirty-five (35) days.

H. Further, the Parties expressly agree that neither this Agreement nor any Party's performance hereunder obligates or commits any Party to enter a subsequent contract or engagement with any other.

I. In the event that the SW position is or will become vacant or absent for a period of one-month or more, HSPHD may provide POLICE DEPARTMENTS with a temporary SW to work onsite at POLICE DEPARTMENTS, when available. If a temporary onsite SW is not available, HSPHD may assign, based on availability, a coverage team to review existing services, determine need and complete outreach (via phone or in-person) based on resident needs for each referral from POLICE DEPARTMENT. POLICE DEPARTMENTS may also opt to not have coverage until the onsite social worker is replaced.

   1. There will be no additional cost to POLICE DEPARTMENTS if HSPHD assigns a temporary onsite SW worker and the billing will remain as set forth in section 4. of this Agreement.

   2. If HSPHD provides a coverage team to review existing services, determine need and complete outreach (via phone or in-person) POLICE DEPARTMENTS will be reimbursed by HSPHD for 50% of the cost for the time period of reduced coverage.

   3. If POLICE DEPARTMENT decides not to have HSPHD assign a temporary SW, POLICE DEPARTMENT will be reimbursed by HSPHD for the full cost for the time period of no coverage.

This amendment shall be effective December 31, 2025.

Except as herein amended, the terms, conditions and provisions of said Agreement No. A2312131, including prior amendments or ministerial adjustments if any, remain in full force and effect.

(The remainder of this page intentionally left blank.)

The Parties hereto agree to be bound by the provisions set forth in this Agreement.

Reviewed for COUNTY by the County Attorney's Office

_______________________________

Date:___________________________

COUNTY OF HENNEPIN
STATE OF MINNESOTA

By:_______________________________________
Chair of Its County Board

ATTEST: __________________________________
Deputy/Clerk of County Board

Date: ____________________________________

By: ______________________________________
County Administrator

Date: ____________________________________

CORCORAN

By: ______________________________________

Title: ________________________________

Date:_____________________________________

By: ______________________________________

Title: ________________________________

Date:_____________________________________

DEEP HAVEN

By: ______________________________________

Title: ________________________________

Date: ____________________________________

MEDINA

By: ______________________________

Title: ______________________________

Date: ______________________________

By: ______________________________

Title: ______________________________

Date: ______________________________

MINNETRISTA

By: ______________________________

Title: ______________________________

Date: ______________________________

By: ______________________________

Title: ______________________________

Date: ______________________________

ORONO

By: ______________________________

Title: ______________________________

Date: ______________________________

SOUTH LAKE MINNETONKA

By: ______________________________________

Title: ______________________________

Date: ___________________________________

WAYZATA

By: ______________________________________

Title: ______________________________

Date: ___________________________________

By: ______________________________________

Title: ______________________________

Date: ___________________________________

**CITY OF MINNETRISTA**

**CITY COUNCIL AGENDA ITEM**

| | |
|---|---|
| **Subject:** | **Application for a Temporary One-day Intoxicating Liquor License for the event of Tonka Brew Fest on November 8, 2025 at Gale Woods Farm, 7210 County Road 110 W** |
| **Prepared By:** | **Ann Meyerhoff, City Clerk** |
| **Meeting Date:** | **October 20, 2025** |

**Issue:**
The annual Tonka Brew Fest is scheduled for Saturday, November 8, 2025, from 3 p.m. to 6 p.m. at Gale Woods Farm (7210 County Road 110 W). The event will feature food, live music, door prizes, and tastings from twenty-one Minnesota-based microbreweries. A temporary on-sale liquor license is required for this event.

**Overview:**
This event aims to showcase Minnesota microbreweries and raise funds for the Mound Westonka Rotary to support local community and humanitarian projects. State liquor laws mandate a license whenever alcohol is served for monetary transactions. Temporary intoxicating liquor licenses can only be issued for events sponsored by qualifying nonprofit organizations that have been established for at least three years.

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

## Conditions:

Staff recommends the following conditions for approval:

1. Only alcoholic beverages provided by participating Minnesota microbreweries may be allowed on the property.
2. Alcoholic beverages must remain on the property.
3. On-site access to call 911 must be available.
4. All relevant laws and postings must be enforced.
5. No one under the age of 21 will be permitted at the event.

As this is a city-supported event, staff recommends waiving the $40 application fee, consistent with previous years.

## Conclusion:

Staff recommends that the City Council approve a temporary one-day intoxicating liquor license for the Tonka Brew Fest on November 8, 2025, at Gale Woods Farm, for the Mound-Westonka Rotary Club, with the specified conditions.

**Recommended City Council Action:**
Approve the temporary one-day intoxicating liquor license for the Tonka Brew Fest on November 8, 2025, at Gale Woods Farm, with conditions noted above and to waive the $40 application fee.

**CITY OF MINNETRISTA**

**CITY COUNCIL AGENDA ITEM**

| | |
|---|---|
| **Subject:** | Accept Quotes and Award Contract – Minneapolis Fire Lane Drainage Improvements and 5135 Minneapolis Avenue / 1060 Bayside Lane Rip Rap Installation |
| **Prepared By:** | Gary Peters, Public Works Director<br>Alyson Fauske, PE (MN), City Engineer |
| **Meeting Date:** | October 20, 2025 |
| **Attachments:** | Exhibit, Resolution |

**Background:**
There are two drainage issues in the Minneapolis Avenue area:

1. Storm sewer outlet between 5135 Minneapolis Avenue and 1060 Bayside Lane. Re-placing the rip rap in the outlet area is recommended to stop erosion and improve flow.

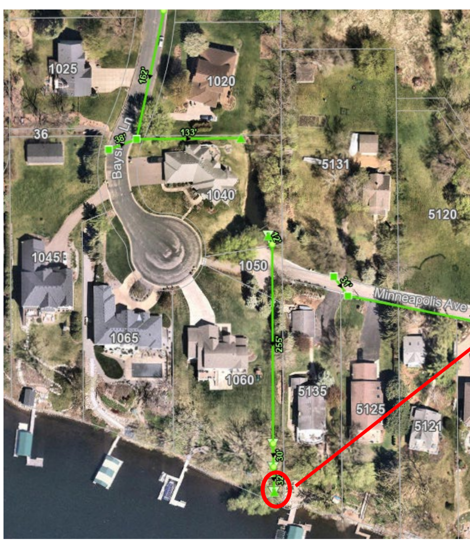


Figure 1. Storm system between 5135 Minneapolis Avenue and 1060 Bayside Lane


Figure 2. Outlet at Lake Minnetonka

2. Minneapolis Avenue Fire Lane.
The second area is the fire lane south of Minneapolis Avenue, west of Crest Ridge Court. There are several rock pools along the length of the channel that serve to

***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.

slow down water and reduce erosion. The east side of the channel is eroding from the outlet to approximately 75 feet upstream. Installing a rock check dam like the ones upstream is proposed to reduce erosion.

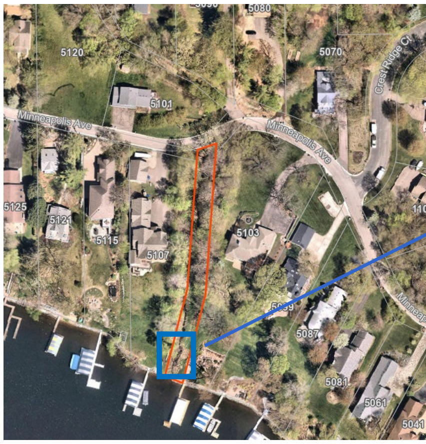


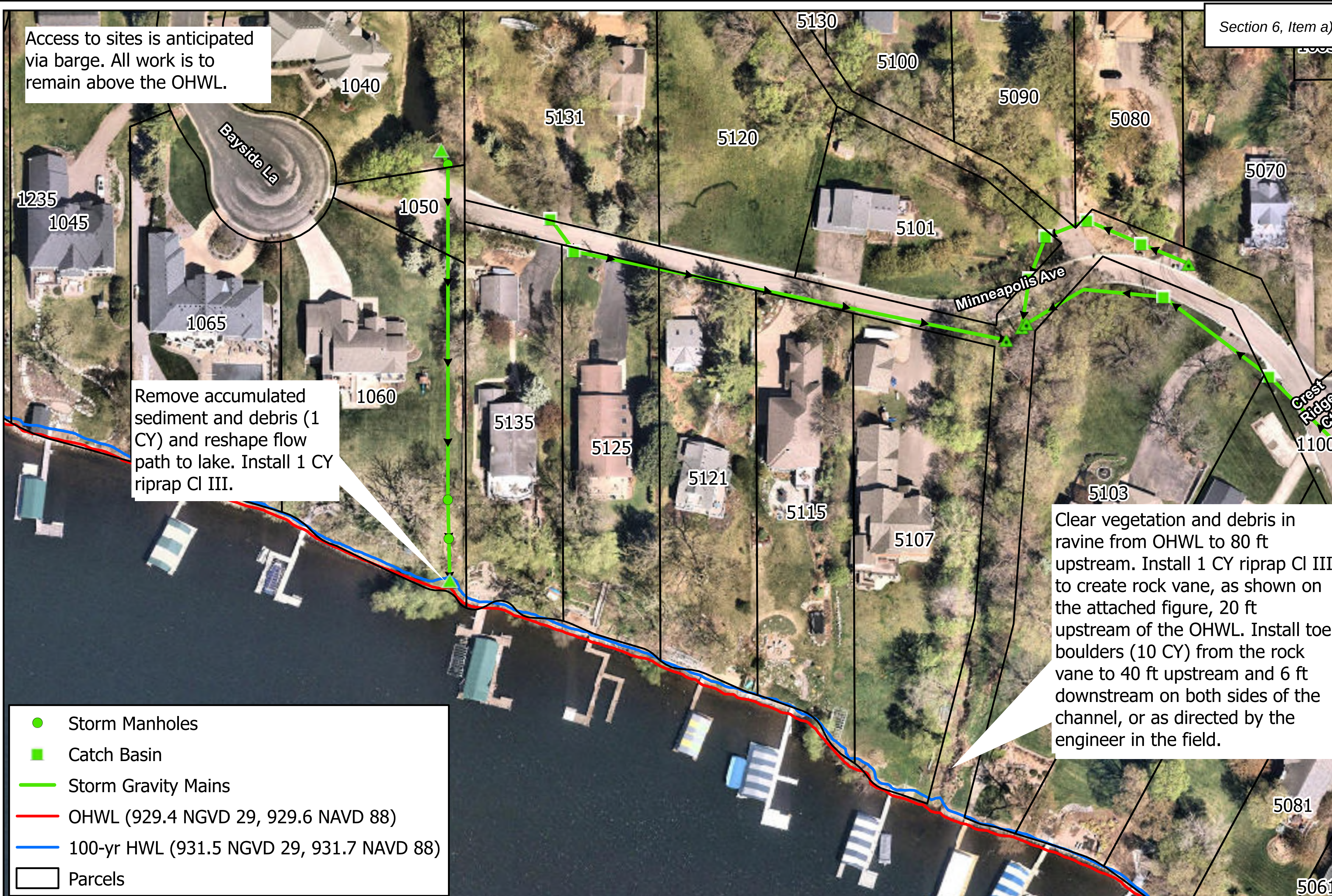

Figure 3. Fire Lane on Minneapolis Avenue

Figure 4. Erosion in the channel in the fire lane (looking south)

The attached exhibit was sent to five contractors, requesting quotes to perform the work. One quote was received from Sunram Construction for $26,000. One of the contractors that didn’t submit a quote indicated that they aren’t set up to do barge work. As of the date this memo is written staff hasn’t heard back from the other contractors.

The recommended budget for this work was $49,000. The engineering costs to date are $2,676, and $500 additional is estimated to complete the MCWD permitting. Construction observation and contract administration will be done by city staff to reduce costs.

**Recommended City Council Action:**
Staff recommends approving Resolution No. 93-25, awarding the contract for the Minneapolis Fire Lane Drainage Improvements and 5135 Minneapolis Avenue / 1060 Bayside Lane Rip Rap to Sunram Construction, Inc.



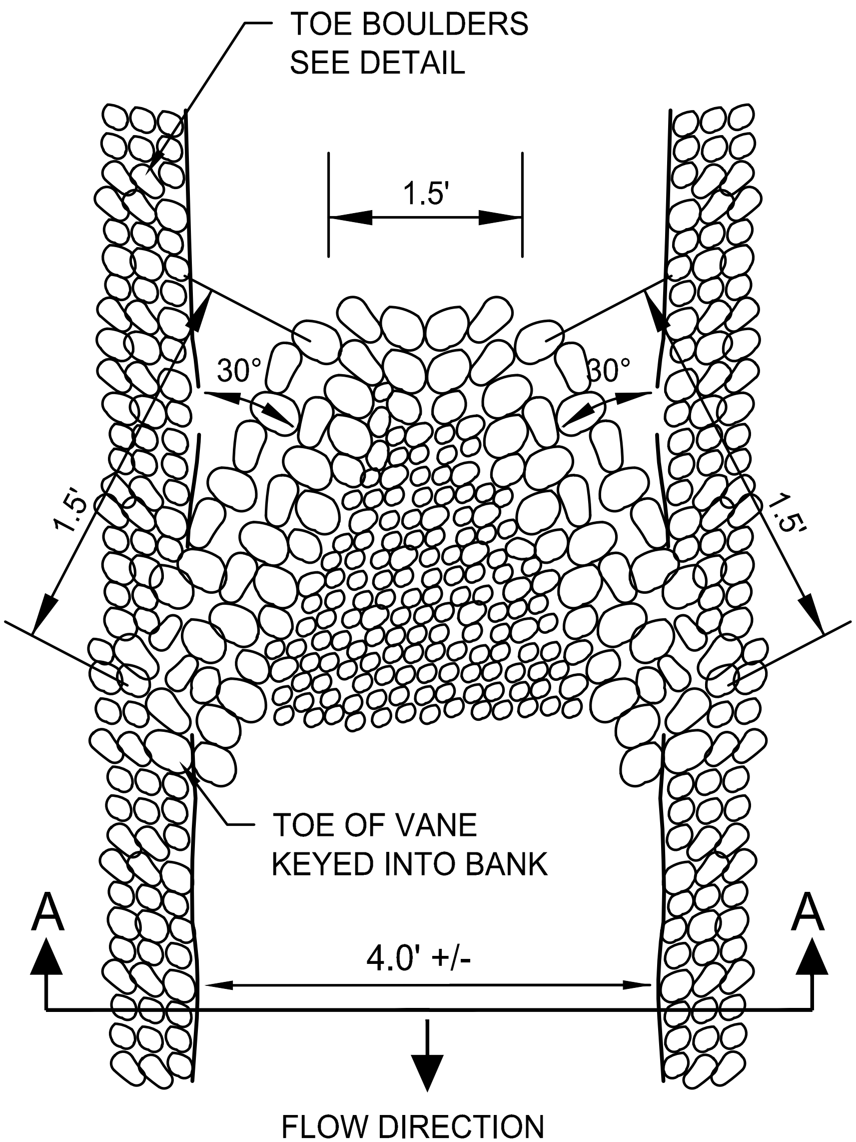

# Minneapolis Ave Ravine

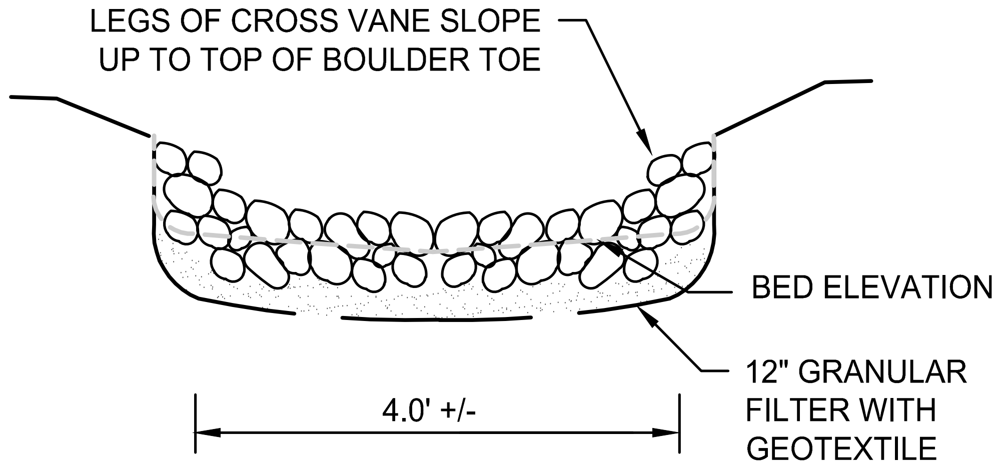
2025 Drainage Improvements
City of Minnetrista, MN

N

0 100 Feet

1 inch = 100 feet




SECTION A-A

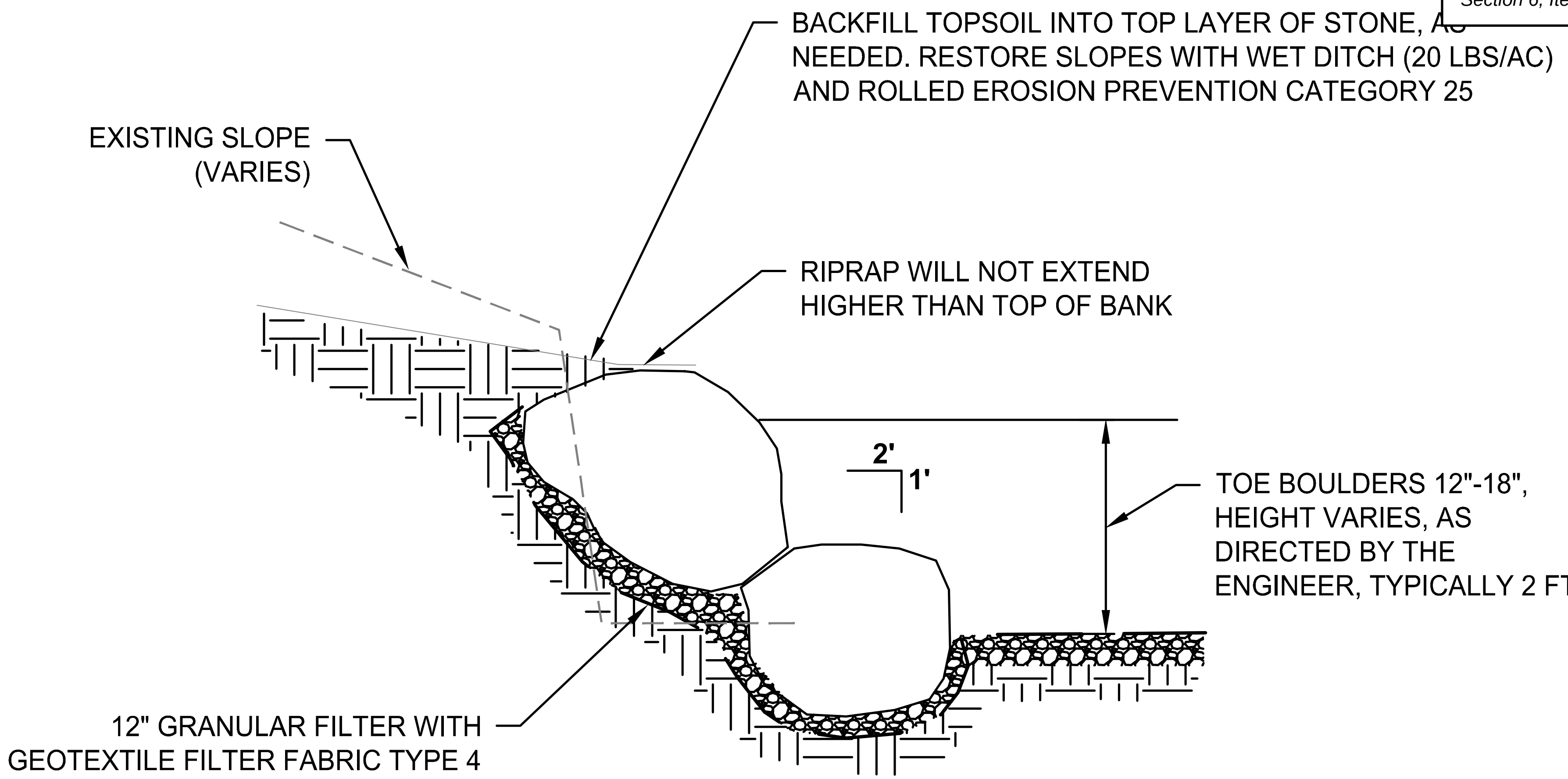
wsb

Project - 026559-000

# MINNEAPOLIS AVENUE RAVINE
# ROCK VANE DETAIL

SEPTEMBER, 2025

FIGURE 2




G:\GROUP DATA\WATER RESOURCES\WR CAD\DETAILS\MPLS DETAILS\WR STRM MPLS Details.dwg 9/23/2025 10:45:15 AM

wsb

Project - 026559-000

# MINNEAPOLIS AVENUE RAVINE TOE BOULDER DETAIL

SEPTEMBER, 2025

FIGURE 3

# Sunram Construction, Inc.

**20010 75th Avenue North**
**Corcoran, MN 55340**
**(763) 420-2140**
**Fax (763) 494-3951**
**ryan@sunramconstructioninc.com**

## TELECOMMUNICATIONS COVER SHEET

**Date: October 8, 2025**

**Company: WSB**

**Deliver To: Alyson Fauske**

**From:** Ryan Sunram

**Number of Pages Including This Cover Sheet: 1**

RE: Minneapolis Ave Fire Lane and Bayside/Minneapolis FES, Minnetrista

**Mobilization**
**$5,500.00 Lump Sum**
**Clear & Grub**
**$5,500.00 Lump Sum**
**Class III Riprap**
**2 C.Y. @ $1,725.00/C.Y. = $3,450.00**
**Excavation and Disposal**
**2 C.Y. @ $500.00/C.Y. = $1,000.00**
**Boulder Toe**
**10 C.Y. @ $1,055.00/C.Y. = $10,550.00**

To Include the Following:
(If item below is marked with an "X" it is included in the bid price)

X Class III Riprap
X Granular Filter
X 12"-18" Boulders
X Filter Fabric
X Seed & Blanket
X Union Labor
X Equipment
X Tax

Project sites will be accessed from the lake via barge. Barge launch and material staging area shall be provided by Owner.

# RESOLUTION NO. 93-25

## RESOLUTION AWARDING A CONTRACT FOR THE MINNEAPOLIS FIRE LANE DRAINAGE IMPROVEMENTS AND 5135 MINNEAPOLIS AVENUE / 1060 BAYSIDE LANE RIP RAP INSTALLATION

**WHEREAS**, the City Council of Minnetrista previously directed the City Engineer to request quotes for the Minneapolis Fire Lane Drainage Improvements and 5135 Minneapolis Avenue / 1060 Bayside Lane Rip Rap Installation; and

**WHEREAS**, quotes were received October 14, 2025.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA:**

1. One quote from Sunram Construction, Inc. was received for the Minneapolis Fire Lane Drainage Improvements and 5135 Minneapolis Avenue / 1060 Bayside Lane Rip Rap Installation.

2. The total quote from Sunram Construction, Inc., in the amount of $26,000, for the construction of said improvements according to the exhibit provided to them, and is the lowest responsible bid.

3. 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 20th day of October 2025, by a vote of ______Ayes and______Nays.

___________________________
Mayor Lisa Whalen

ATTEST:

_____________________________
Ann Meyerhoff
City Clerk

**CITY OF MINNETRISTA**

**CITY COUNCIL AGENDA ITEM**

---

**Subject:** **Approve AE2S Task Orders for the Woodland Cove Water Treatment Plant Construction Observation and SCADA Services**

**Prepared By:** **Jasper Kruggel, City Administrator**
**Gary Peters, Public Works Director**

**Meeting Date:** **October 20, 2025**

---

**Issue:**
On October 6, 2025, the City Council accepted bids and awarded a contract with Magney Construction for the construction of the new Woodland Cove Water Treatment Plant (WTP) – City Project 60-25. There is a need for professional construction oversight and coordination services, as well as Supervisory Control and Data Acquisition (SCADA) system installation and programming services for this project

**Background/History:**
Staff requested a proposal for professional services for the construction observation of the Woodland Cove WTP, and AE2S has provided the attached Task Order No. 18. This includes services for the construction administration phase, the construction project representation phase, and the post construction phase. Please see the attached task order for a complete breakdown of services.

The new Woodland Cove WTP will also require the SCADA system to be installed and programmed. This is the brains of the WTP and not only keeps the plant running at top efficiency but also notifies City Staff of any issues. When the first two WTPs were constructed in the city, this service was included in the bid request as our water engineering group at that time did not do this in house. AE2S provides this service in-house and is currently our SCADA services provider, and staff requested a proposal for professional programming and start up services for the new Woodland Cove WTP, as well as upgrades to the city's present SCADA hardware and software systems. AE2S has provided the attached SCADA Task Order No. 4. Please see the attached task order for a complete breakdown of services.

**Overview:**
Staff is recommending Council approve the attached resolutions of the proposal for professional services with AE2S for the construction observation and SCADA services.

**Fiscal Impact:**
The construction observation and SCADA services provided by AE2S will be financed in conjunction with the WTP building bond. The construction observation Task Order No. 18 is at a cost not to exceed $1,480,496.00; and the SCADA services Task Order No.4 is at a cost not to exceed $466,908.00.

**Recommended City Council Action:**

Motion approving Resolution No. 94-25 for AE2S Task Order No. 18 for construction observation services as stated in said task order for the new Woodland Cove WTP at a cost not to exceed $1,480,496.00.

Motion approving Resolution No. 95-25 for AE2S SCADA Task Order No. 4 for SCADA services as stated in said task order for the new Woodland Cove WTP at a cost not to exceed $466,908.00.

## Task Order No. 18

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

1. **Background Data**

| | | |
|---|---|---|
| a. | Effective Date of Task Order: | October 20, 2025 |
| b. | Owner: | City of Minnetrista |
| c. | Engineer: | Advanced Engineering and Environmental Services, LLC |
| d. | Specific Project (title): | Woodland Cove Water Treatment Plant Construction Services |
| e. | Specific Project (description): | Provide Professional Consulting Services to the Owner for the Construction of the Woodland Cove Water Treatment Plant. The project generally includes the following services: Construction Administration Phase, Construction Resident Project Representative (RPR) Phase, and Post Construction Phase. |

2. **Services of Engineer**

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

***<u>Phase 060 – Construction Administration Phase Services:</u>***

1. **Task 101 – Prepare and Execute Contract Documents, Notice of Award, and Notice to Proceed**

   a. Coordinate signing and finalization of contract documents between Owner and Contractor.

   b. Create and distribute Notice of Award and Notice to Proceed to Contractor.

   c. Create and distribute conformed to bid drawing and specification packets incorporating addendum items.

2. **Task 102 – Pre-Construction Conference**

   a. Organize and participate in a pre-construction conference prior to commencement of Work at the Site.

3. **Task 103 – Construction Staking Coordination**

a. *Baselines and Benchmarks:* Coordinate the establishment of baselines and benchmarks for locating the work which in Engineer's judgment are necessary to enable Contractor to proceed. Owner to contract directly with survey consultant for surveying services.

**4. Task 104 – Process Design Narrative Development**

a. Create a written description outlining normal operating conditions of the water treatment plant. Description shall include the major process equipment including:

1) Aerator,

2) Filter Normal Operation,

3) Filter Normal Backwash Operation,

4) High Service Pumps,

5) Well Pumps, and

6) Backwash Reclaim Normal Operation.

b. Review final process design narrative with Owner and Instrumentation and Controls (I&C) team.

**5. Task 105 – Construction Progress Meetings**

a. Schedule, lead, and attend construction progress meetings with the Contractor and Owner.

b. Create meeting agenda and distribute meeting minutes following the construction progress meeting.

c. Construction progress meetings assumed to be held no more than on a bi-weekly basis.

**6. Task 106 – Shop Drawing and Submittal Review**

a. *Shop Drawings, Samples, and Other Submittals:* Review and approve or take other appropriate action with respect to Shop Drawings, Samples, and other required Contractor submittals, but only for conformance with the information given in the Construction Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted.

b. *Substitutes and "or-equal":* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor.

c. *Electronic Transmittal Protocols:* If the Construction Contract Documents do not specify protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, then together with Owner and Contractor jointly develop such protocols for transmittals between and among Owner, Contractor, and Engineer during the Construction Phase and Post-Construction Phase.

7. **Task 107 – Coordinate Change Orders, RFIs, and Field Orders**

   a. *Clarifications and Interpretations:* Accept from Contractor and Owner submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents.

   b. *Field Orders:* Subject to any limitations in the Construction Contract Documents, Engineer may prepare and issue Field Orders requiring minor changes in the Work.

   c. *Change Orders and Work Change Directives:* Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.

   d. *Differing Site Conditions:* Respond to any notice from Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews, obtain information, and prepare findings, conclusions, and recommendations for Owner's use, subject to the limitations and responsibilities under the Agreement and the Construction Contract.

   e. *Non-reviewable matters:* If a submitted matter in question concerns the Engineer's performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (1) the performance or acceptability of the Work under the Construction Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then Engineer will promptly give written notice to Owner and Contractor that Engineer will not provide a decision or interpretation.

8. **Task 108 – Review Construction Schedules (Bi-weekly Schedules):**

   a. *Schedules:* Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.

9. **Task 109 – Processing Partial Pay Applications**

   a. *Applications for Payment:* Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:

      1) Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment (set-offs) based on the provisions for set-offs stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute Engineer's representation to Owner, based on such observations and review, that, to the best of Engineer's knowledge, information

and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Construction Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Construction Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Construction Contract Documents).

2) By recommending payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in the Agreement or this Task Order. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control the Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the money paid to Contractor by Owner; to determine that title to any portion of the Work, including materials or equipment, has passed to Owner free and clear of any liens, claims, security interests, or encumbrances; or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.

**10. Task 110 – Construction Administration**

a. *General Administration of Construction Contract:* Consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, or other construction general conditions specified in the Agreement. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of Engineer in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on Engineer, then Owner shall compensate Engineer for any related increases in the cost to provide Construction Phase services. Engineer shall not be required to furnish or perform services contrary to Engineer's responsibilities as a licensed professional. All of Owner's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.

b. *Contractor's Completion Documents:* Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples, and other data approved as provided under Paragraph A1.05.A.17. Receive from Contractor, review, and transmit to Owner the annotated record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment. The extent of Engineer's review of record documents shall be to check that Contractor has submitted all pages.

c. *Duration of Construction Phase:* The Construction Phase will commence with the execution of the first Construction Contract for the specific Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors. Subject to the provisions of Article 3, Engineer shall be entitled to an equitable increase in compensation if Construction Phase services (including Resident Project Representative services, if any) are required after the original date for Substantial completion and readiness for final payment of Contractor as set forth in the final Construction Contract under the Task Order.

d. *Standards for Certain Construction-Phase Decisions:* Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Claims, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.

e. *Disagreements between Owner and Contractor*. Render formal written decisions on all duly submitted issues relating to the acceptability of Contractor's work or the interpretation of the requirements of the Construction Contract Documents pertaining to the execution, performance, or progress of Contractor's Work; review each duly submitted Claim by Owner or Contractor, and in writing either deny such Claim in whole or in part, approve such Claim, or decline to resolve such Claim if Engineer in its discretion concludes that to do so would be inappropriate. In rendering such decisions, Engineer shall be fair and not show partiality to Owner or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

**11. Task 111 – Coordinate and Review Inspections and Tests**

a. *Inspections and Tests:*

1) Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Engineer shall be entitled to rely on the results of such inspections and tests.

2) As deemed reasonably necessary, request that Contractor uncover Work that is to be inspected, tested, or approved.

3) Pursuant to the terms of the Construction Contract, require additional inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.

b. *Defective Work:* Reject Work if, on the basis of Engineer's observations, Engineer believes that such Work is defective under the terms and standards set forth in the Construction Contract Documents. Provide recommendations to Owner regarding whether Contractor should correct such Work or remove and replace such Work, or whether Owner should consider accepting such Work as provided in the Construction Contract Documents.

c. *Compatibility with Design Concept:* If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Project as a functioning whole, then inform Owner of such incompatibility, and provide recommendations for addressing such Work.

**12. Task 112 – As-Built Survey Work and Coordination**

a. Work with Contractor and Contractor's Surveyor to receive as-built survey data from Contractor.

b. Review final as-built survey data for accuracy.

**13. Task 113 – Substantial Completion Punchlist**

a. *Substantial Completion:* Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, visit the Site to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Owner's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion. Assist Owner regarding any remaining engineering or technical matters affecting Owner's use or occupancy of the Work following Substantial Completion.

**14. Task 114 – Final Completion Review and Walkthrough**

a. *Final Notice of Acceptability of the Work:* Conduct a final visit to the specific Project to determine if the Work is complete and acceptable so that Engineer may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Engineer shall also provide a notice to Owner and Contractor in the form attached hereto as Exhibit E ("Notice of Acceptability of Work") (also available as a construction form, EJCDC® C-626 (2013)) that the Work is acceptable (subject to the provisions of the Notice) to the best of Engineer's knowledge, information, and belief, and based on the extent of the services provided by Engineer under the Agreement and this Task Order.

15. **Task 115 – Record Drawings**

    a. Prepare and furnish to Owner, in the format agreed to, Record Drawings showing appropriate record information based on Project annotated record documents received from Contractor.

    b. Review annotated record documents received from Contractor and determine if annotated record documents are acceptable.

16. **Task 116 – O&M Manual**

    a. Review O&M Manual provided by contractor for spec compliance.

***<u>Phase 061 – Construction RPR Phase Services:</u>***

1. **Task 201 – Resident Project Representative (RPR) Services**

   a. *Resident Project Representative (RPR):* Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit D. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Exhibit D.

   b. *Visits to Site and Observation of Construction:* In connection with observations of Contractor's Work while it is in progress:

      1) Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress of Contractor's executed Work. Such visits and observations by Engineer, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in the Agreement, this Task Order, and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment, as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep Owner informed of the progress of the Work.

      2) The purpose of Engineer's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Construction Contract Documents. Engineer shall not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences,

or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.

***Phase 080 – Post Construction Phase Services:***

1. **Task 301 – Commissioning Services**

   a. As Basic Services, Engineer shall:

      1) Assist Owner in connection with the adjusting of Specific Project equipment and systems.

      2) Assist Owner in training Owner's staff to operate and maintain Specific Project equipment and systems.

      3) Assist Owner in developing procedures for (a) control of the operation and maintenance of Specific Project equipment and systems, and (b) related record-keeping.

      4) Prepare and furnish to Owner, in the format agreed to, Record Drawings showing appropriate record information based on Project annotated record documents received from Contractor.

2. **Task 302 – Project Close-Out (IC-134, Tax Documents, File Transfer, etc.)**

   a. Obtain and review final pay application and necessary tax documentation from Contractor. Together with Owner, determine if final payment is warranted to be made to the Contractor.

   b. Provide to Owner a closeout folder with record drawings, project related pictures, construction observation notes, meeting minutes, special inspection testing reports, Contractor payment applications, change orders, lien waivers, completion forms, submittals, O&M manuals, and applicable certifications from contractor, manufacturers, and suppliers.

3. **Task 303 – 1-Year Warranty Inspection**

   a. Upon written authorization from Owner during the Post-Construction Phase, as Basic Services, Engineer shall:

      1) Together with Owner, visit the Project to observe any apparent defects in the Work, make recommendations as to replacement or correction of defective Work, if any, or the need to repair of any damage to the Site or adjacent areas, and assist Owner in consultations and discussions with Contractor concerning correction of any such defective Work and any needed repairs.

2) Together with Owner, visit the Project within one month before the end of the Construction Contract's correction period to ascertain whether any portion of the Work or the repair of any damage to the Site or adjacent areas is defective and therefore subject to correction by Contractor.

b. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified in this Task Order, will terminate twelve (12) months after the commencement of the Construction Contract's correction period.

B. Resident Project Representative (RPR) Services

- Exhibit D of the Agreement is expressly incorporated in this Task Order by reference.

C. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

**3. Additional Services**

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

- Those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

**4. Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: None

**5. Task Order Schedule**

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

Substantial Completion: **January 31, 2028**
Final Completion: **July 1, 2028**
All work to be completed by: **December 31, 2028**

**6. Payments to Engineer**

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

| **Description of Service** | **Amount** | **Basis of Compensation** |
|---|---|---|
| Construction Services | | |
| Phase 060 – Construction Administration | $ 801,332 | Hourly |
| Phase 061 – Construction RPR* | $ 592,200 | Hourly |
| Phase 080 – Post Construction | $ 86,964 | Hourly |
| | | |
| **TOTAL COMPENSATION** | **$ 1,480,496** | |

* Assumes 25 hours a week through a continuous construction period of 24 month through

substantial completion and 20 hours a week for a 5 month construction period between substantial completion and final completion.

Compensation items and totals based in whole or in part on Hourly Rates are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered. Engineer shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

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

**7. Consultants retained as of the Effective Date of the Task Order:**

**a. EAPC Architects and Engineers**

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

**9. Attachments:**

**a.** Task Hour Fee Schedule

**b.** 2025 Hourly Fee and Expense Schedule

**10. Other Documents Incorporated by Reference:** None

**11. Terms and Conditions**

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

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

| **OWNER:**<br>City of Minnetrista | **ENGINEER:**<br>Advanced Engineering and Environmental Services, LLC |
|---|---|
| **By:** | **By:** |
| **Print name:** | **Print name:** Grant L. Meyer |
| **Title:** | **Title:** Chief Executive Officer |
| **Date Signed:** | **Date Signed:** |

| **DESIGNATED REPRESENTATIVE FOR TASK ORDER:** | | **DESIGNATED REPRESENTATIVE FOR ORDER:** | |
|---|---|---|---|
| **Name:** | | **Name:** | Aaron Vollmer, PE |
| **Title:** | | **Title:** | Client Development Director |
| **Address:** | 7701 County Road 110 West<br>Minnetrista, MN 55364 | **Address:** | Water Tower Place Business Center<br>6901 East Fish Lake Road, Suite 184<br>Maple Grove, MN 55369 |
| **E-Mail Address:** | | **E-Mail Address:** | aaron.vollmer@ae2s.com |
| **Phone:** | | **Phone:** | (612) 719-5015 |

| Minnetrista Woodland Cove WTP Project Estimated Fee | | Vollmer, PE | Mindermann | Amundson | Reynolds | Landrus, PE | Prior | Staff | Wahler, PE | Staff | Staff | Staff | Siewert, PE | Cleary | Thompson | Staff | Subtotal Hours | Labor | Subs | Expenses | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | PM | PM/CA | Const. Obse. | Process Tech. | Civil Lead | Civil Staff | Civil Tech. | Electrical Lead | Electrical Staff | Electrical Tech. | I&C Lead | Structural Lead | Structural Staff | Structural Tech. | Admin | | | | | |
| | 2025 Billing Rate | $ 274 | $ 175 | $ 146 | $ 136 | $ 205 | $ 146 | $ 125 | $ 259 | $ 190 | $ 178 | $ 189 | $ 205 | $ 146 | $ 213 | $ 145 | | | | | |
| | 2026 Billing Rate (assumed rate 5% increase) | $ 288 | $ 184 | $ 153 | $ 143 | $ 215 | $ 153 | $ 131 | $ 272 | $ 200 | $ 187 | $ 198 | $ 215 | $ 153 | $ 224 | $ 152 | | | | | |
| | 2027 Billing Rate (assumed rate 5% increase) | $ 302 | $ 226 | $ 193 | $ 150 | $ 226 | $ 161 | $ 138 | $ 286 | $ 210 | $ 196 | $ 208 | $ 226 | $ 161 | $ 235 | $ 160 | | | | | |
| | 2028 Billing Rate (assumed rate 5% increase) | $ 317 | $ 237 | $ 203 | $ 158 | $ 237 | $ 169 | $ 145 | $ 300 | $ 221 | $ 206 | $ 218 | $ 237 | $ 169 | $ 247 | $ 168 | | | | | |
| Task | Phase 060 - Construction Administration Phase Services | 242 | 1554 | 295 | 130 | 153 | 283 | 90 | 108 | 368 | 36 | 20 | 106 | 58 | 70 | 8 | 3521 | $ 717,472 | $ 83,600 | $ 260 | $ 801,332 |
| | Construction 2025 Season (2025 Billing Rate Schedules) | 15 | 170 | 89 | 40 | 31 | 55 | 10 | 23 | 112 | 4 | 20 | 22 | 12 | 10 | 8 | 621 | $109,210 | $41,800 | $260 | $151,270 |
| 101 | Prepare and Execute Contract Documents, Notice of Award, Notice to Proceed, and Conformed to Bid Plans and Specs | 2 | 12 | 20 | 30 | | | | | | | | | | | 8 | 72 | $10,808 | | $260 | $11,068 |
| 102 | Pre-construction Conference (2Hrs) and Meeting Prep. | 3 | 5 | 4 | | 2 | | | 2 | | | | 2 | | | | 18 | $3,619 | | | $3,619 |
| 103 | Construction Staking and Coordination | | 2 | | | 4 | 8 | | | | | | | | | | 14 | $2,338 | | | $2,338 |
| 104 | Process Design Narrative Development (Assume I&C Time for Review) | | 60 | 60 | | | | | | | | 20 | | | | | 140 | $23,040 | | | $23,040 |
| 105 | Construction Meetings (1Hr duration each, 5 in 2025) | 5 | 5 | 5 | | | | | | | | | | | | | 15 | $2,975 | | | $2,975 |
| 106 | Shop Drawing and Submittal Review | 3 | 42 | | | 10 | 17 | | 19 | 106 | | | 12 | 10 | 6 | | 225 | $42,963 | $41,800 | | $84,763 |
| 107 | Change Orders, RFIs, Field Orders | 2 | 15 | | 10 | 5 | 10 | 10 | 2 | 6 | 4 | | 8 | 2 | 4 | | 78 | $13,422 | | | $13,422 |
| 108 | Review Construction Schedules (Bi-weekly Schedules) | | 23 | | | | | | | | | | | | | | 23 | $4,025 | | | $4,025 |
| 109 | Processing Partial Pay Applications (Monthly Pay App) | | 6 | | | | | | | | | | | | | | 6 | $1,050 | | | $1,050 |
| 110 | Construction Admin (2025 Construction Season) | | | | | 10 | 20 | | | | | | | | | | 30 | $4,970 | | | $4,970 |
| | | | | | | | | | | | | | | | | | | | | | |
| | Construction 2026 Season (2026 Billing Rate Schedules) | 85 | 573 | 52 | 20 | 43 | 81 | 20 | 45 | 130 | 8 | 0 | 43 | 24 | 23 | 0 | 1147 | $222,791 | $41,800 | $0 | $264,591 |
| 105 | Construction Meetings (1Hr duration each, as frequent as by-weekly) and Meeting Prep. | 25 | 25 | 52 | | 3 | 6 | | 3 | 6 | | | 3 | | 3 | | 126 | $24,652 | | | $24,652 |
| 106 | Shop Drawing and Submittal Review | 5 | 83 | | | 20 | 35 | | 38 | 112 | | | 24 | 20 | 12 | | 349 | $70,011 | $41,800 | | $111,811 |
| 107 | Change Orders, RFIs, Field Orders | 5 | 30 | | 20 | 10 | 20 | 20 | 4 | 12 | 8 | | 16 | 4 | 8 | | 157 | $28,478 | | | $28,478 |
| 108 | Review Construction Schedules (Bi-weekly Schedules) | | 23 | | | | | | | | | | | | | | 23 | $4,232 | | | $4,232 |
| 109 | Processing Partial Pay Applications (Monthly Pay App) | | 12 | | | | | | | | | | | | | | 12 | $2,208 | | | $2,208 |
| 110 | Construction Admin (2026 Construction Season) | 50 | 360 | | | 10 | 20 | | | | | | | | | | 440 | $85,850 | | | $85,850 |
| 111 | Coordinate and Review Inspections and Tests | | 40 | | | | | | | | | | | | | | 40 | $7,360 | | | $7,360 |
| | | | | | | | | | | | | | | | | | | | | | |
| | Construction 2027 Season (2027 Billing Rate Schedules) | 83 | 530 | 52 | 20 | 33 | 63 | 20 | 26 | 74 | 8 | 0 | 31 | 14 | 17 | 0 | 971 | $214,362 | $0 | $0 | $214,362 |
| 105 | Construction Meetings (1Hr duration each, as frequent as by-weekly) and Meeting Prep. | 25 | 25 | 52 | | 3 | 6 | | 3 | 6 | | | 3 | | 3 | | 126 | $28,381 | | | $28,381 |
| 106 | Shop Drawing and Submittal Review | 3 | 40 | | | 10 | 17 | | 19 | 56 | | | 12 | 10 | 6 | | 173 | $37,869 | | | $37,869 |
| 107 | Change Orders, RFIs, Field Orders | 5 | 30 | | 20 | 10 | 20 | 20 | 4 | 12 | 8 | | 16 | 4 | 8 | | 157 | $30,902 | | | $30,902 |
| 108 | Review Construction Schedules (Bi-weekly Schedules) | | 23 | | | | | | | | | | | | | | 23 | $5,198 | | | $5,198 |
| 109 | Processing Partial Pay Applications (Monthly Pay App) | | 12 | | | | | | | | | | | | | | 12 | $2,712 | | | $2,712 |
| 110 | Construction Admin (2027 Construction Season) | 50 | 360 | | | 10 | 20 | | | | | | | | | | 440 | $101,940 | | | $101,940 |
| 111 | Coordinate and Review Inspections and Tests | | 40 | | | | | | | | | | | | | | 40 | $7,360 | | | $7,360 |

| Minnetrista Woodland Cove WTP Project Estimated Fee | | Vollmer, PE | Mindermann | Amundson | Reynolds | Landrus, PE | Prior | Staff | Wahler, PE | Staff | Staff | Staff | Siewert, PE | Cleary | Thompson | Staff | Subtotal Hours | Labor | Subs | Expenses | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | PM | PM/CA | Const. Obse. | Process Tech. | Civil Lead | Civil Staff | Civil Tech. | Electrical Lead | Electrical Staff | Electrical Tech. | I&C Lead | Structural Lead | Structural Staff | Structural Tech. | Admin | | | | | |
| | 2025 Billing Rate | $ 274 | $ 175 | $ 146 | $ 136 | $ 205 | $ 146 | $ 125 | $ 259 | $ 190 | $ 178 | $ 189 | $ 205 | $ 146 | $ 213 | $ 145 | | | | | |
| | 2026 Billing Rate (assumed rate 5% increase) | $ 288 | $ 184 | $ 153 | $ 143 | $ 215 | $ 153 | $ 131 | $ 272 | $ 200 | $ 187 | $ 198 | $ 215 | $ 153 | $ 224 | $ 152 | | | | | |
| | 2027 Billing Rate (assumed rate 5% increase) | $ 302 | $ 226 | $ 193 | $ 150 | $ 226 | $ 161 | $ 138 | $ 286 | $ 210 | $ 196 | $ 208 | $ 226 | $ 161 | $ 235 | $ 160 | | | | | |
| | 2028 Billing Rate (assumed rate 5% increase) | $ 317 | $ 237 | $ 203 | $ 158 | $ 237 | $ 169 | $ 145 | $ 300 | $ 221 | $ 206 | $ 218 | $ 237 | $ 169 | $ 247 | $ 168 | | | | | |
| | Construction 2028 Season (2028 Billing Rate Schedules) | 59 | 281 | 102 | 50 | 46 | 84 | 40 | 14 | 52 | 16 | 0 | 10 | 8 | 20 | 0 | 782 | $171,109 | $0 | $0 | $171,109 |
| 105 | Construction Meetings (1Hr duration each, as frequent as by-weekly) and Meeting Prep. | 13 | 13 | 26 | | 4 | 8 | | 4 | 8 | | | 8 | | 4 | | 88 | $20,632 | | | $20,632 |
| 106 | Shop Drawing and Submittal Review | 3 | 5 | | | | | | | | | | | | | | 8 | $2,036 | | | $2,036 |
| 107 | Change Orders, RFIs, Field Orders | 5 | 5 | | | | | | | | | | | | | | 10 | $2,640 | | | $2,640 |
| 108 | Review Construction Schedules (Bi-weekly Schedules) | | 5 | | | | | | | | | | | | | | 5 | $1,130 | | | $1,130 |
| 109 | Processing Partial and Final Pay Applications (Monthly Pay App) | | 6 | | | | | | | | | | | | | | 6 | $1,422 | | | $1,422 |
| 110 | Construction Admin (2028 Construction Season) | 30 | 155 | | | 10 | 20 | | | | | | | | | | 215 | $51,995 | | | $51,995 |
| 111 | Coordinate and Review Inspections and Tests | | 20 | | | | | | | | | | | | | | 20 | $3,680 | | | $3,680 |
| 112 | As-Built Survey Work and Coordination | | 4 | | | 10 | | | | | | | | | | | 14 | $3,318 | | | $3,318 |
| 113 | Substantial Completion Punchlist | 4 | 4 | 8 | | 8 | 8 | | 8 | 8 | | | | | | | 48 | $11,256 | | | $11,256 |
| 114 | Final Completion Review and Walkthrough | 4 | 4 | 8 | | 4 | 8 | | | | | | | | | | 28 | $6,140 | | | $6,140 |
| 115 | Record Drawings | | 40 | | 50 | 10 | 40 | 40 | 2 | 16 | 16 | | 2 | 8 | 16 | | 240 | $45,520 | | | $45,520 |
| 116 | O&M Manuals | | 20 | 60 | | | | | | 20 | | | | | | | 100 | $21,340 | | | $21,340 |
| | | | | | | | | | | | | | | | | | | | | | |
| Task | Phase 061 - Construction RPR Phase Services | 0 | 0 | 3200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3200 | $ 560,200 | $ - | $ 32,000 | $ 592,200 |
| 201 | Part-Time Construction Observation (2025 Construction Season) | | | 200 | | | | | | | | | | | | | 200 | $29,200 | | $2,000 | $31,200 |
| 201 | Part-Time Construction Observation (2026 Construction Season) | | | 1300 | | | | | | | | | | | | | 1300 | $198,900 | | $10,000 | $208,900 |
| 201 | Part-Time Construction Observation (2027 Construction Season) | | | 1300 | | | | | | | | | | | | | 1300 | $250,900 | | $10,000 | $260,900 |
| 201 | Part-Time Construction Observation (2028 Construction Season) | | | 400 | | | | | | | | | | | | | 400 | $81,200 | | $10,000 | $91,200 |
| | | | | | | | | | | | | | | | | | | | | | |
| Task | Phase 080 - Post Construction Phase Services (2028 Billing Rate Schedules) | 92 | 104 | 160 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 360 | $ 86,964 | $ - | $ - | $ 86,964 |
| 301 | Commissioning Services | 80 | 80 | 80 | | | | | | | | | | | | | 240 | $60,560 | | | $60,560 |
| 302 | Project Close-Out (IC-134, Tax Documents, File Transfer, etc.) | 8 | 20 | 80 | | | | | | | | | | | | 4 | 112 | $24,188 | | | $24,188 |
| 303 | 1-Year Warranty Inspection | 4 | 4 | | | | | | | | | | | | | | 8 | $2,216 | | | $2,216 |
| | Estimated Subtotal Hours for AE2S Staff | 334 | 1,658 | 3,655 | 130 | 153 | 283 | 90 | 108 | 368 | 36 | 20 | 106 | 58 | 70 | 12 | 7,081 | | | | |
| | Estimated Labor and Expenses for AE2S Staff | $ 101,523.0 | $ 346,207.0 | $ 644,372.0 | $ 19,200.0 | $ 33,960.0 | $ 44,762.0 | $ 12,430.0 | $ 29,833.0 | $ 74,312.0 | $ 7,072.0 | $ 3,780.0 | $ 23,131.0 | $ 9,030.0 | $ 16,217.0 | $ 1,832.0 | | $1,364,636 | $83,600 | $32,260 | $1,480,496 |
| | | Vollmer, PE | Mindermann | Amundson | Reynolds | Landrus, PE | Prior | Staff | Wahler, PE | Staff | Staff | Staff | Siewert, PE | Cleary | Thompson | Staff | | | | AE2S Fee | $1,480,496 |

# ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC
# 2025 HOURLY FEE AND EXPENSE SCHEDULE

**Labor Rates***

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

**Reimbursable Expense Rates**

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

* Position titles are for labor rate grade purposes only.

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

**AE2S Project No.: P05355-2024-010**

**Task Order No. 4**

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

**1. Background Data**

| | | |
|---|---|---|
| a. | Effective Date of Task Order: | October 15, 2025 |
| b. | CLIENT: | City of Minnetrista |
| c. | AE2S: | Advanced Engineering and Environmental Services, LLC (AE2S) |
| d. | Specific Project (title): | Woodland Cove Water Treatment Plant (WTP) Supervisory Control and Data Acquisition (SCADA) Programming |
| e. | Specific Project (description): | Provide Professional Programming Services to upgrade the SCADA computers and application, as well as SCADA programming and startup services for the new Woodland Cove WTP. |

**2. Services of AE2S**

A. The specific services to be provided or furnished by AE2S under this Task Order are as follows:

1. SCADA Programming Services
   a. The SCADA Programming Services consist of professional programming services for the Programmable Logic Controllers (PLCs), Operator Interface Terminals (OITs), networking equipment, radio equipment, SCADA software, and computer hardware related to the Assignment, including:

      i. Coordination with Owner and Contractor to have SCADA computer hardware and software components purchased via allowance in accordance with the WTP Project.

      ii. Coordination with Owner IT contractor for networking related architecture and services.

      iii. Programming PLC, OIT, and communications equipment for:

         1. One (1) Water Treatment Plant (WTP) Main Supervisory Control Panel (SCP) for:

            a. Well control (Wells 8 & 9)

            b. One (1) Aerator

            c. Two (2) Detention Tanks

            d. Backwash System

               i. One (1) Air Blower

ii. One (1) Backwash Pump

iii. One (1) Backwash Pumping Chamber

iv. Two (2) Backwash Tanks

e. Four (4) High Service Pumps

f. Two (2) Clearwells

g. Reclaim System

h. Chemical treatment

i. Fluoride

ii. Chlorine

iii. Ortho/Polyphosphate

iv. Programming PLC and communications equipment for:

1. One (1) Filter Control Panel (FCP)

a. Monitoring and controlling four (4) gravity filters

v. Review field Input/Output (I/O) scheme for proper operation, provide I/O checkout, and verify proper operation and control of WTP SCP and FCP system components.

vi. Networking switch configuration for new WTP networking equipment, including two (2) 48-port managed switches, two (2) 6-port managed switches, and eleven (11) wireless access points

vii. Radio configuration and radio link/path testing from Woodland Cove WTP to existing master radio at water tower, updating existing telemetry programming to add Woodland Cove WTP data mapping

viii. Installing operation system, SCADA software, and configuring computer hardware for:

1. Two (2) Redundant SCADA servers
2. One (1) Historian server
3. Secure remote SCADA access, in coordination with Owner IT staff
4. Four (4) SCADA workstations
5. Two (2) Methods of Alarm notification
6. Compliance and operational reporting

ix. SCADA Software Programming

1. Modify existing SCADA application for addition of new Woodland Cove WTP monitoring and control, including the following anticipated 3D Revit process control screen exports:

a. WTP Main Overview

b. Raw Water
c. Filters (x4)
d. Backwash
e. High Service
f. Fluoride
g. Chlorine
h. Ortho/Polyphosphate

2. Modify existing SCADA application to add functionality for redundancy
   a. A new set of computers/servers will be developed and put online in parallel with existing SCADA computers, which will remain active and usable during transition to new application
   b. Existing application will be upgraded to the latest AVEVA System Platform version available and operable at the time of startup

x. Decommissioning of the existing SCADA system
1. Existing server(s) and software
2. System transition verification and support for sites being demolished at end of project

xi. Commission, test, demonstrate operation for all new SCADA programming.

xii. SCADA system and site/process operational training

**3. Task Order Schedule**

A. The parties shall meet the following schedule:

| Phase | Estimated Completion Date |
|---|---|
| Woodland Cove WTP SCADA Programming | May 2028 |

**4. Payments to AE2S**

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

| Description | Hrs | Fee |
|---|---|---|
| *SCADA Programming Services* | 2,132 | $466,908.00 |
| **TOTAL** | **2,132** | **$466,908.00** |

**5. Attachments:**

- 2025 Hourly Fee and Expense Schedule

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

The Effective Date of this Task Order is October 15, 2025.

| CLIENT: | | AE2S: | |
|---|---|---|---|
| By: | ______________________ | By: | Brian R. Bergantine<br>Brian R. Bergantine (Oct 15, 2025 16:44:12 CDT) |
| Print Name: | ______________________ | Print Name: | Brian R. Bergantine |
| Title: | ______________________ | Title: | Project Quality Director |
| DESIGNATED REPRESENTATIVE FOR TASK ORDER: | | DESIGNATED REPRESENTATIVE FOR TASK ORDER: | |
| Name: | ______________________ | Name: | Anthony Pittman |
| Title: | ______________________ | Title: | Lead I&C Specialist |
| Address: | ______________________ | Address: | 6901 E Fish Lake Rd, Suite 184<br>Maple Grove, MN 55369 |
| E-Mail Address: | ______________________ | E-Mail Address: | Anthony.Pittman@AE2S.com |
| Phone: | ______________________ | Phone: | 763-463-5036 |

# ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC
## 2025 HOURLY FEE AND EXPENSE SCHEDULE

**Labor Rates***

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

**Reimbursable Expense Rates**

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

* Position titles are for labor rate grade purposes only.

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

# RESOLUTION NO. 94-25

## RESOLUTION APPROVING AE2S TASK ORDER NO. 18 FOR CONSTRUCTION OBSERVATION SERVICES AS STATED IN SAID TASK ORDER FOR THE NEW WOODLAND COVE WATER TREATMENT PLANT (CITY PROJECT 06-25)

**WHEREAS**, AE2S has provided Task Order No. 18 outlining the professional construction observation services to be provided.

**WHEREAS**, the cost of said construction services stated in AE2S Task Order No. 18 are not to exceed $1,480,496.00.

**NOW, THEREFORE, BE IT RESOLVED**, **BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA,** that an agreement has been made between the City AE2S to provide professional construction services for the new Woodland Cove Water Treatment Plant (City Project No. 06-25).

This resolution was adopted by the City Council of the City of Minnetrista on the 20th day of October 2025, by a vote of _____ Ayes and _____ Nays.

___________________________
Mayor Lisa Whalen

ATTEST:

_____________________________
Ann Meyerhoff
City Clerk

# RESOLUTION NO. 95-25

## RESOLUTION APPROVING AE2S SCADA TASK ORDER NO. 4 FOR SCADA SERVICES AS STATED IN SAID TASK ORDER FOR THE NEW WOODLAND COVE WATER TREATMENT PLANT (CITY PROJECT 06-25)

**WHEREAS**, AE2S has provided SCADA Task Order No. 4 outlining the professional SCADA services to be provided.

**WHEREAS**, the cost of said SCADA services stated in AE2S SCADA Task Order No. 4 are not to exceed $466,908.00.

**NOW, THEREFORE, BE IT RESOLVED**, **BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA,** that an agreement has been made between the City AE2S to provide professional SCADA services for the new Woodland Cove Water Treatment Plant (City Project No. 06-25).

This resolution was adopted by the City Council of the City of Minnetrista on the 20th day of October 2025, by a vote of _____ Ayes and _____ Nays.

___________________________
Mayor Lisa Whalen

ATTEST:

_____________________________
Ann Meyerhoff
City Clerk